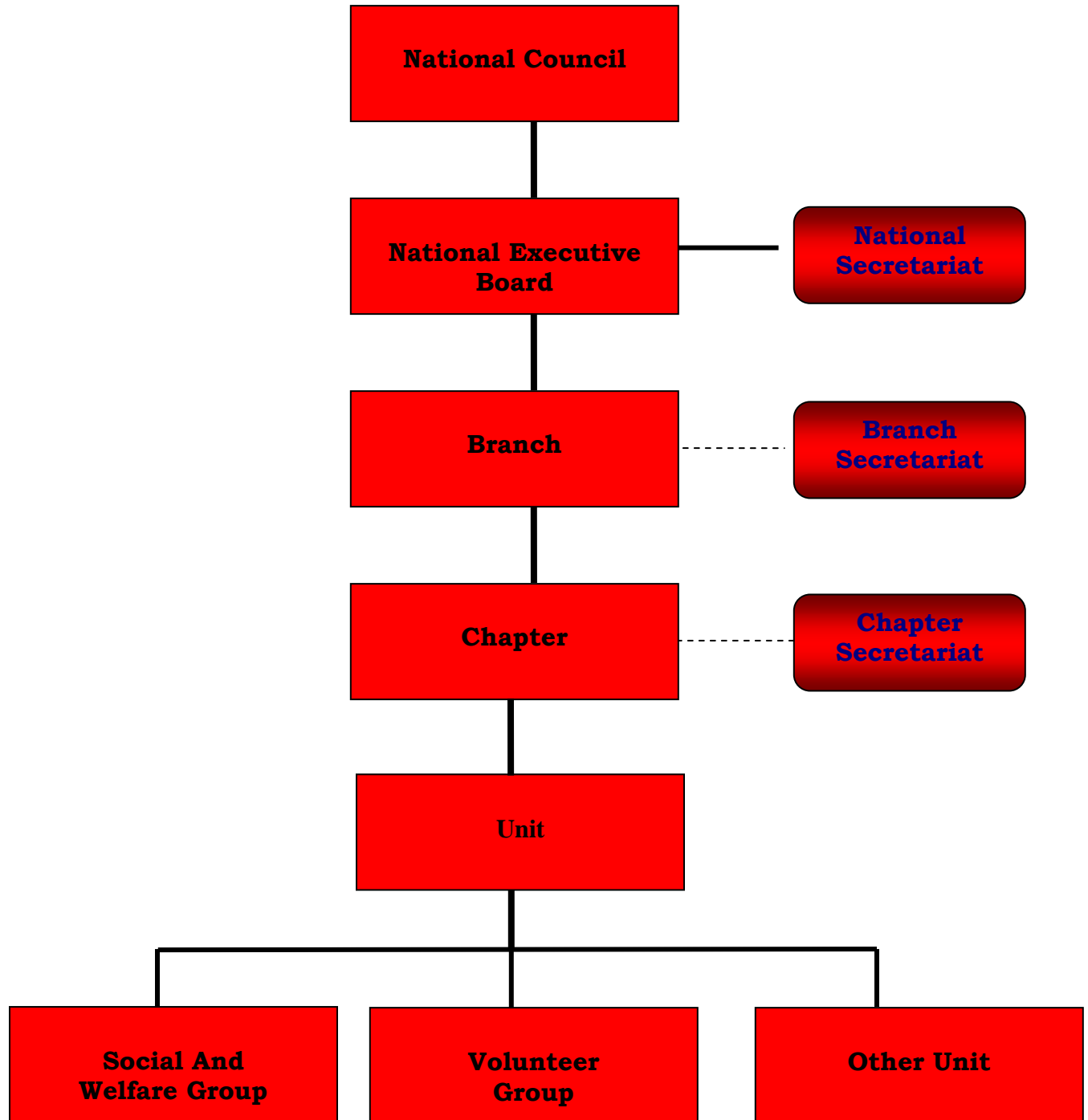


CHAPTER 1: NATIONAL HEADQUARTERS DISASTER MANAGEMENT PLAN

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PERSATUAN BULAN SABIT MERAH MALAYSIA
(MALAYSIAN RED CRESCENT SOCIETY)

MRCs ORGANISATION STRUCTURE



DUTIES OF VARIOUS OPERATIONAL TEAMS

1. **Survey and Assessment Team**

In a Land Cruiser with radio and mobile phone when a disaster occurs there is a need for MRCS to get a clear picture of the situation. On receipt of a disaster information a team lead by Branch Disaster Chairman or in the case of National Headquarters, MDM or ODM will leave for the site immediately. The tasks of the team are to:

1.1 Inform the Operations Room of the following after having made an assessment.

1.1.1 Location and extent to disaster.

1.1.2 Possible assistance that will be needed

1.1.3 Situation of casualties/victims and damage to property.

1.1.4 Suggested compositions of disaster column and equipment/manpower resources required.

1.2 Liaise with other agencies involved in the disaster.

1.3 Select possible sites for:

1.3.1 Mobile Disaster Control

1.3.2 Counselling Centre.

1.3.3 MRCS Administration Area.

1.4 Maintain radio contact with the Operations Room at all times.

2. **Main Disaster Relief Column / Group**

This Column or group will be led by MDM; ODM or MAS Branch Disaster Chairman who ever is not on the Survey and Assessment Team. It will prepare itself for deployment based on early information received and move out with disaster column.

It tasks are to:

2.1 Set up base on arrival at disaster.

2.2 Coordinate with other agencies on rescue and evacuation work needed to be done.

2.3 With available manpower, organize a shift system operating at the disaster site.

2.4 Consider safety of team own rescue and evacuation personnel.

2.5 Keep rescue and evacuation team members informed on the changes to the situation in the disaster area.

2.6 Be accountable for all equipment.

3. **Supplies, Canteen Services, Mass Cooking and Feeding Team**

This team will be headed by ODM it will be responsible for the following tasks.

- 3.1 Liaison with the Welfare Department on the authority and system (Catering or cooking) off feeding.

- 1.2 Setting up and operating a central cooking system or arranging for collection and distribution of cooked food from supplies. It could also be a combination of both.

- 1.3 Receive food supplies from well – wisher and distribute accordingly.

- 1.4 Maintain a stock of essential relief items at the disaster site.

- 1.5 Ensure preparedness of Mobile Kitchen and additional Clinton Cookers if necessary.

- 1.6 Organize and roster teams of volunteers for mass cooking and distribution of food to the victims and other rescue and relief contingents.

- 1.7 Maintain adequate petty cash for emergency purchases (RM 2,000.00).

4. **Radio Communication Team**

This team is responsible for:

- 4.1 Ensuring effective communication between:
 - 4.1.1 MRCS Ops Room and Mobile Disaster Control.
 - 4.1.2 Mobile Disaster Control and Rescue and search/rescue and Evacuation teams.

- 4.1.3 Mobile Disaster Control i.e Ambulance and Disaster Vehicle.
- 4.2 Establishing a link with GH for use of Medical Teams at Disaster Site.
- 4.3 When Mobile Disaster Control is established the SAT Phone is to be activated.
- 4.4 Establish communication between MRCS Mobile Disaster Control and other important contingents e.g Police, Army, St John's Ambulance, etc.
- 4.5 Maintain essential reserve of radios and batteries to sustain an effective network.
- 4.6 The assistance of Telecoms should be sought for an additional telephone in the Mobile Disaster Control.

5. **Relief Teams**

These team is to:

- 5.1 Assist Welfare and other authorities in the issue of food, clothing and other basic necessities to beneficiaries.
- 5.2 Provide emergency first aid treatment at the Centres.
- 5.3 Assist authorities in registration of beneficiaries.
- 5.4 Draw up a roster to assist Welfare in manning the centres.

6. **Search, Rescue and Evacuation Team**

This team will be controlled directly by a Commander of Search, Rescue and evacuation nominated by the Commander of Mobile Disaster Control. Its task is to:

- 6.1 Work closely with other agencies in the conduct of Search, Rescue and Evacuation Operations.
- 6.2 Maintain communications with the Mobile Disaster control and sent situation report periodically.
- 6.3 Maintain a roster for rotation teams.
- 6.4 Be equipped with logistic equipments accordingly.
- 6.5 Record the number of beneficiaries.

7. **Public Relations and Information**

This area will be the responsibility of the Publicity department. Their tasks will cover:

- 7.1 Setting up an Information Centre and Publicity Board.
- 7.2 Briefing Officials and visitors on the Disaster Situation.
- 7.3 Dealing with media and public enquiries.
- 7.4 Launching appeal for funds and seeking sponsors.

7.5 Producing Information notes covering MRCS efforts for distribution.

7.6 Keeping abreast with developments/changes in the Disaster Situation.

8. **Psychological Support**

This team will be headed by Community Services section. Its tasks will cover:

8.1 Establish a Psychological Support Centre at the Disaster Site.

8.2 Deal with families/beneficiaries seeking assistance.

8.3 Maintain a Log Book for all assistance rendered and submit a daily situation report to the respective Ops Room.

9. **MRCS Liaison Officers**

These Officers will be located at the other coordinating – controlling bodies deemed necessary. The head of this group will be responsible for coordinating, briefing and deployment of all Liaison Officers. The tasks of the Liaison Officer will be to: keep the MRCS Operations Room and Mobile Disaster Control informed of:

9.1 Changes in the implementation of the overall disaster plan by the main control.

9.2 Attend coordinating meetings at the main control.

9.3 Off – Meeting decisions that MRCS has to act upon.

9.4 Development in the disaster situation.

- 9.5 Deployment and activities of other relief contingencies.
- 9.6 Maintain a Log Book.
- 9.7 Inform the Control centres attached to of MRCS resources, deployment and activities.

10. **Medical Team**

In large scale disasters Medical Teams from Hospital will normally deploy to the Disaster site. In the event that this does not happen, MRCS will locate its own medical team comprising of doctors and nurses. The team will be responsible for:

- 10.1 Establishing a Medical Post in the disaster area.
- 10.2 Giving immediate treatment to disaster beneficiaries.
- 10.3 Evacuating serious cases to hospitals.
- 10.4 Maintaining communications with the nearest Hospital.
- 10.5 Sent situation report to the Ops Room.

DISASTER RESPONSE AND RELIEF OPERATIONS TASKS

TASKS

1. In the event of any type of disaster MRCS Nat HQ together with Branches will commit to the following:

- 1.1 Survey and assessment of the disaster situation.
- 1.2 Mobilization of manpower and resources.
- 1.3 Search, rescue and evacuation of disaster victims.
- 1.4 Immediate and adequate emergency relief aid for disaster victims according to their needs.
- 1.5 Assistance in manning of Control and Relief Centres.
- 1.6 Tracing and Information Services.
- 1.7 Psychological Support.
- 1.8 Other Agencies.

Note: Refer to relevant forms and equipments list

Forms: DMSA 01/DMCOM 01/DREV 01/DMLBA 01/D ENR 01

Equipments: DMSAR 02

National Ops Room Tasks

1. To be activated upon the direction of the Director of Operations.
2. To be responsible for all information.
3. Record all incoming info and disseminate to field ops room National/Branch/Chapter.
4. Updating information.
5. Activate status colour codes after decision by National Task Force.
6. Liaison with other level agencies – Police, Bomba, Hospital, Welfare, Media.
7. Responsible for issue of bulletin as follows:
 - i. amber – daily reporting (3-4 hours).
 - ii. Red – Hourly and daily report.
8. Provide overall situation status report.
9. To conduct Briefing and Debriefing.

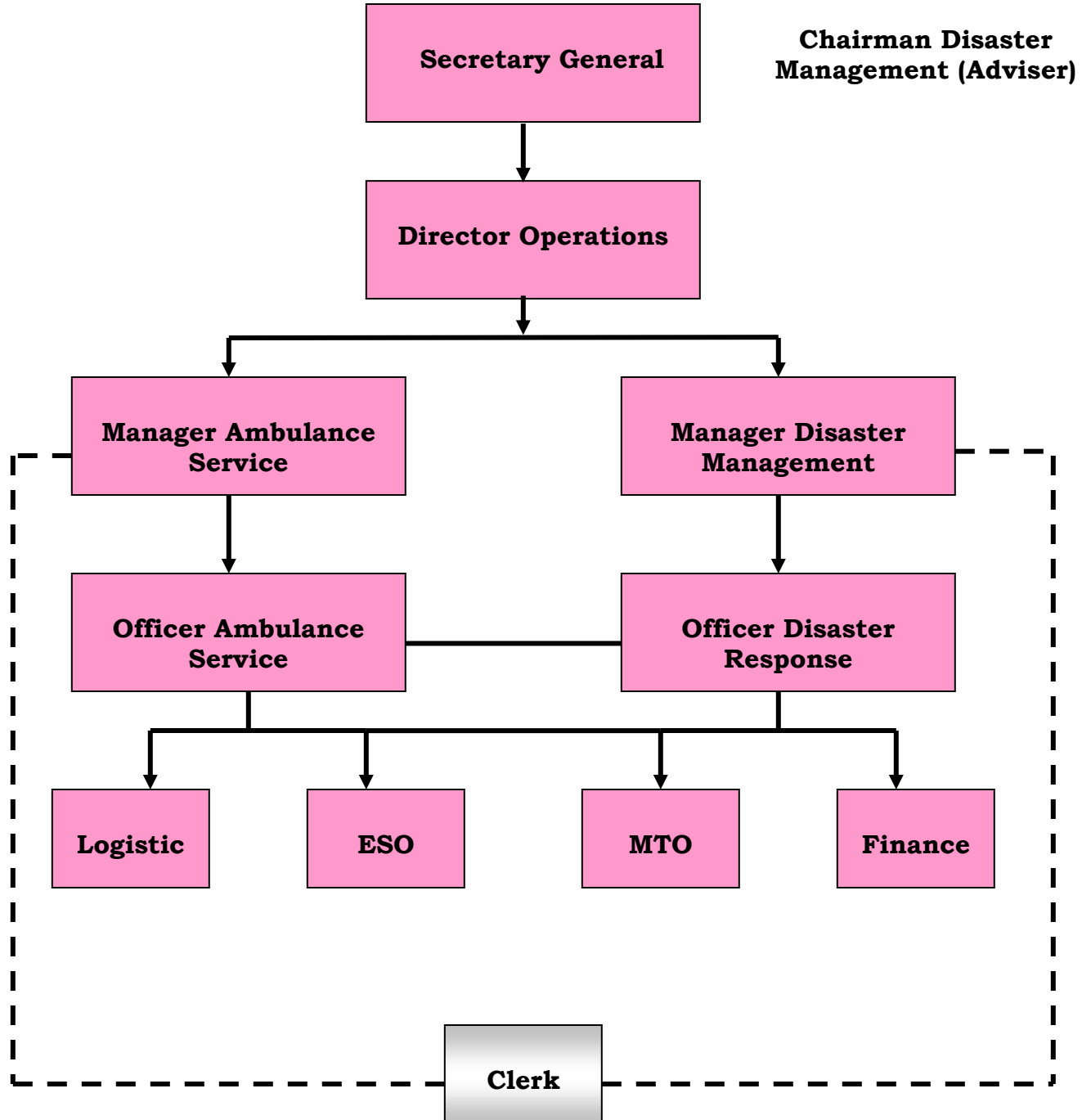
Composition of National DM Task Force

1. Chairman/Deputy Chairman.
2. Vice Chairman I.
3. Vice Chairman II.
4. Chairman Disaster Management.
5. Director Operations.
6. Secretary General.
7. Treasurer.

Term of Reference For National Task Force

1. To receive and analyse situational report to determine the magnitude of the disaster.
2. To monitor and evaluate the progression of the disaster situation and assign the color codes, determine the stages of disaster management cycle and stand-down to cease response operation.
3. To closely liaise with government agencies National Level (BKN, Police, Bomba, Welfare and Medical) for MRCS disaster intervention.
4. To determine and decide collectively the line of disaster response actions to be undertaken jointly by the Ministries and Agencies.
5. To allocate and authorize the use of emergency funds from the National.
6. To constantly report to the National Task Force DM.
7. To conduct post mortem and prepare final report (including financial report) after each operation has been concluded.
8. To review and update any process/procedures/operating systems for continuous improvement.

NATIONAL DISASTER OPERATIONS ROOM



COMPOSITON OF DISASTER COLUMN

ON RECEIVING NEWS OF DISASTER

One 4WD - Survey & Assessment.

Two Ambulances - For immediate evacuation, if needed.

PRIMARY TEAM AS PER REQUIREMENT.

Two to three 4WD

One to two Ambulances

One Mobile Control

One Mobile Canteen

Two 3 ton Truck

One Water Trailer

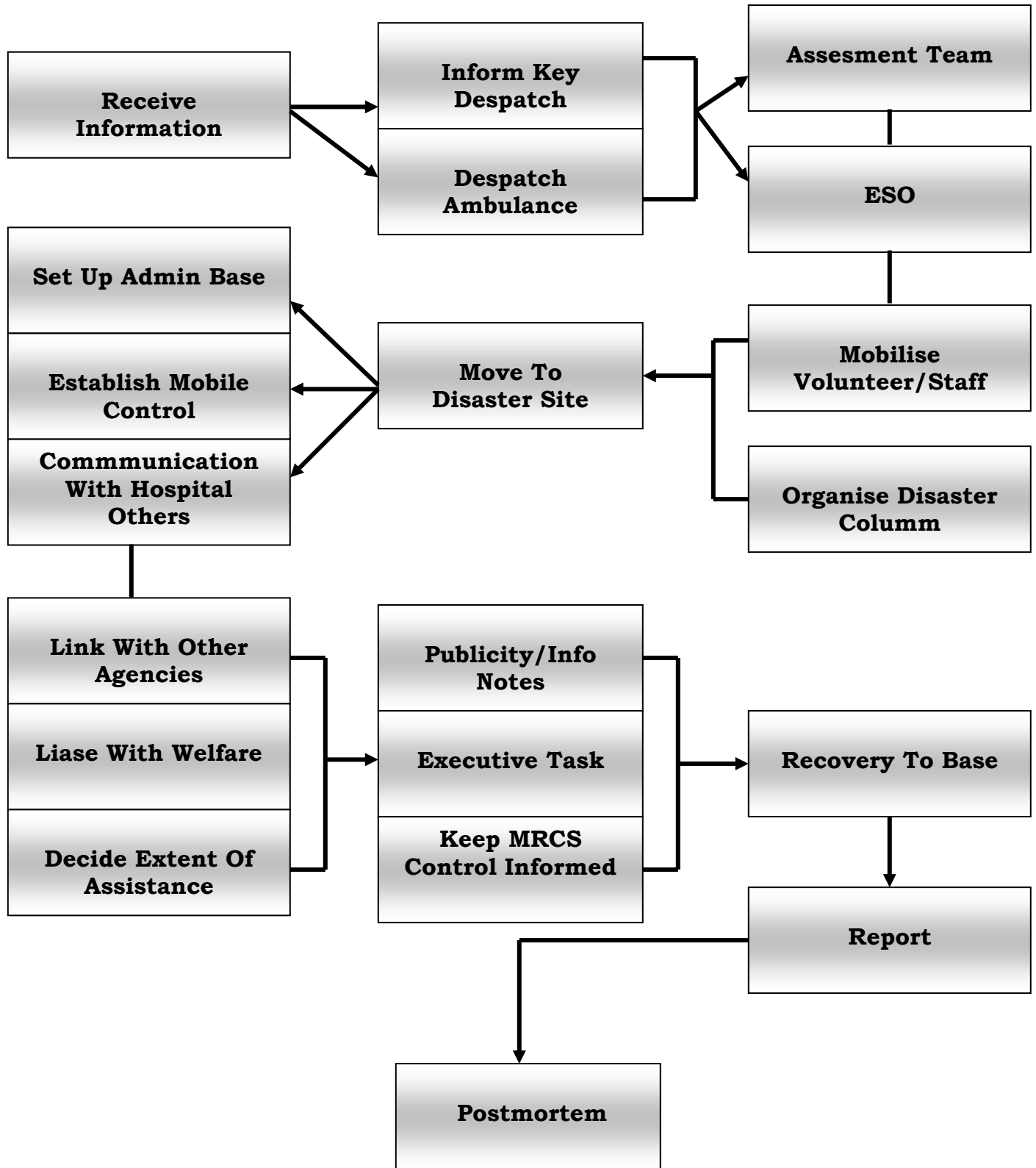
One Kitchen Trailer

One Generator Trailer

One Complete Rescue Boat.

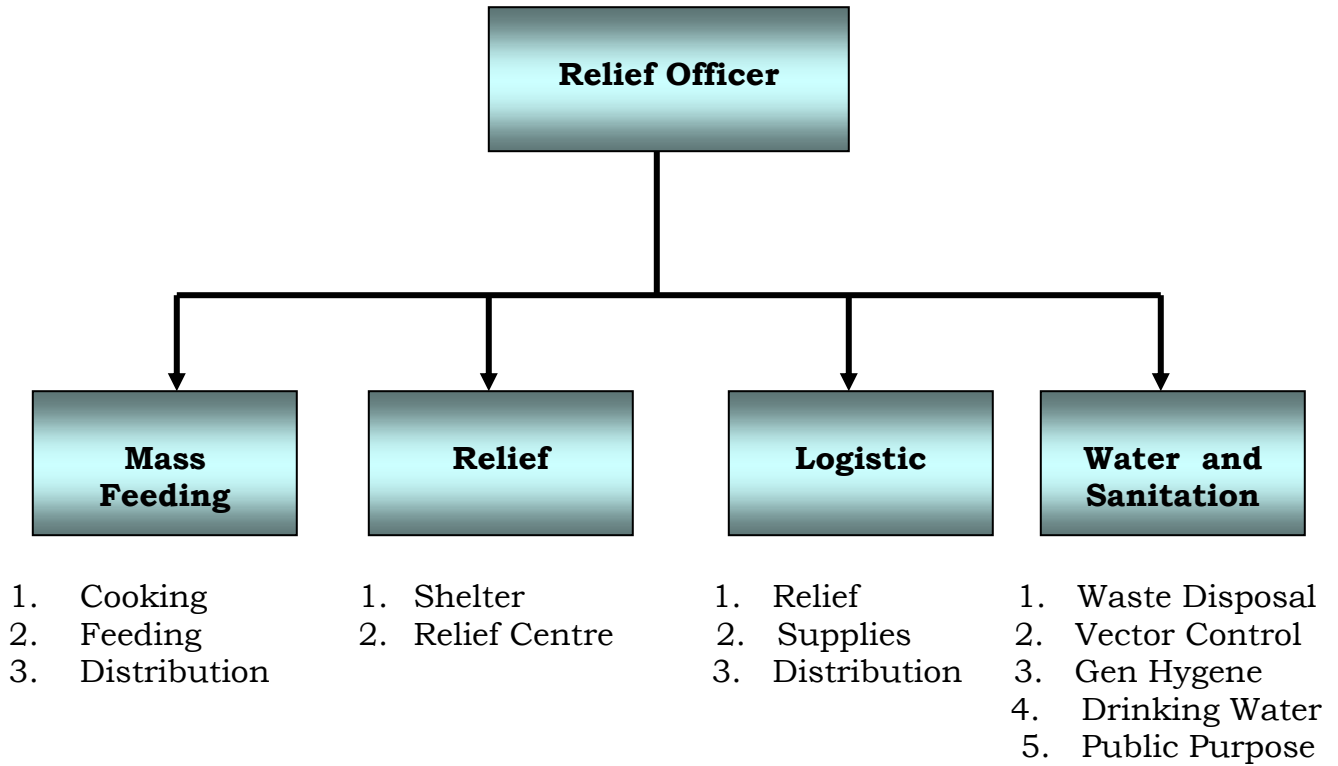
Any other related accessories.

SEQUENCE OF DISASTER RESPONSE

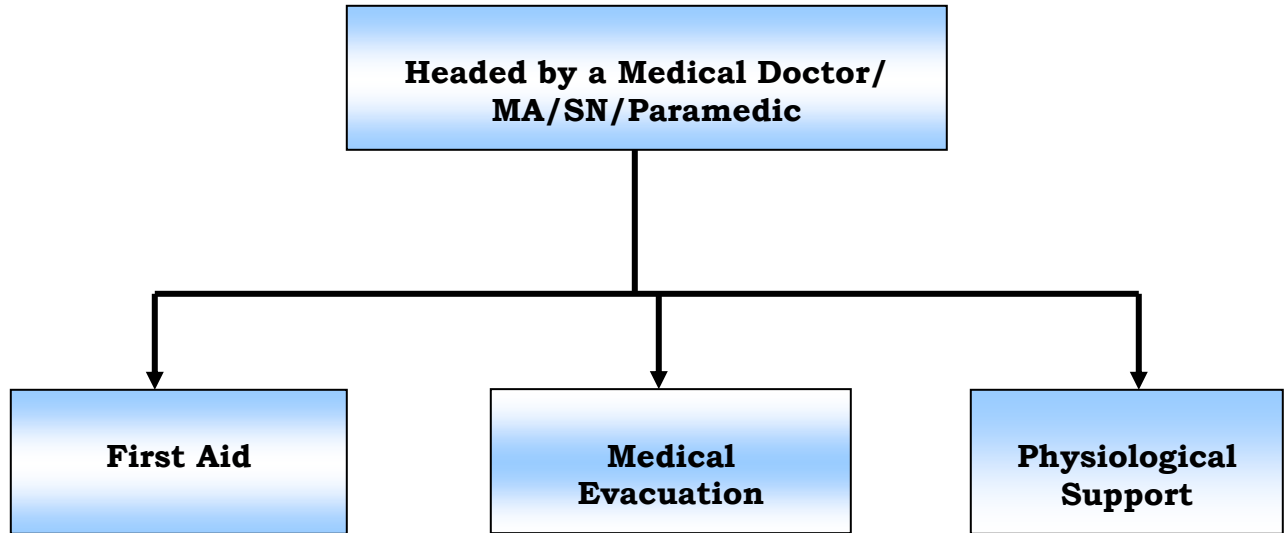


ORGANIZATION STRUCTURE

RELIEF



ORGANIZATION STRUCTURE FIELD CLINIC



1. Provide First Aid
2. Assist In Field
Hospital GH

1. Evacuations
2. Transfer to Hospital

- Caunseling
- Post Trauma Syndrome

**ROLES AND RESPONSIBILITIES OF CHAPTER/BRANCH NATIONAL
IN DISASTER MANAGEMENT**

1. All Chapters should prepare and response themselves to any local disasters.
2. Chapter can request for Branch assistance after confirming that the situation is beyond their capabilities.
3. Criteria for requisition for assistance from Branch are as follows:
 - 3.1 Exhaust of manpower.
 - 3.2 Lack of relevant equipments.
 - 3.3 Lack of relevant expertise.
 - 3.4 Shortage of funds.
 - 3.5 Magnitude of disaster
4. When there are two or more Chapter encountering disasters, the Branch will automatically manage the disaster response.
5. If the Chapter is not responding well to a disaster, the Branch will automatically take over the leading role.
6. In case the Branch is unable to cope with a disaster, they can request for assistance from National Headquarters.
7. National Headquarters can automatically take over the management of Disaster Response of any Branch depending on the magnitude of the disaster.