CHAPTER 2 – **BRANCH DISASTER MANAGEMENT PLAN**

BRANCH ORGANISATION STRUCTURE

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        │  Branch  │ ─ ─ ─ ─ ─ ─ ─ ─ ─ │   Branch     │
        └────┬─────┘                    │ Secretariat  │
             │                          ╰──────────────╯
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        ┌──────────┐                    ╭──────────────╮
        │ Chapter  │ ─ ─ ─ ─ ─ ─ ─ ─ ─ │   Chapter    │
        └────┬─────┘                    │ Secretariat  │
             │                          ╰──────────────╯
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│Youth/  │ │ VAD │ │ Govt Agencies│
│Link    │ │     │ │              │
└────────┘ └─────┘ └──────────────┘
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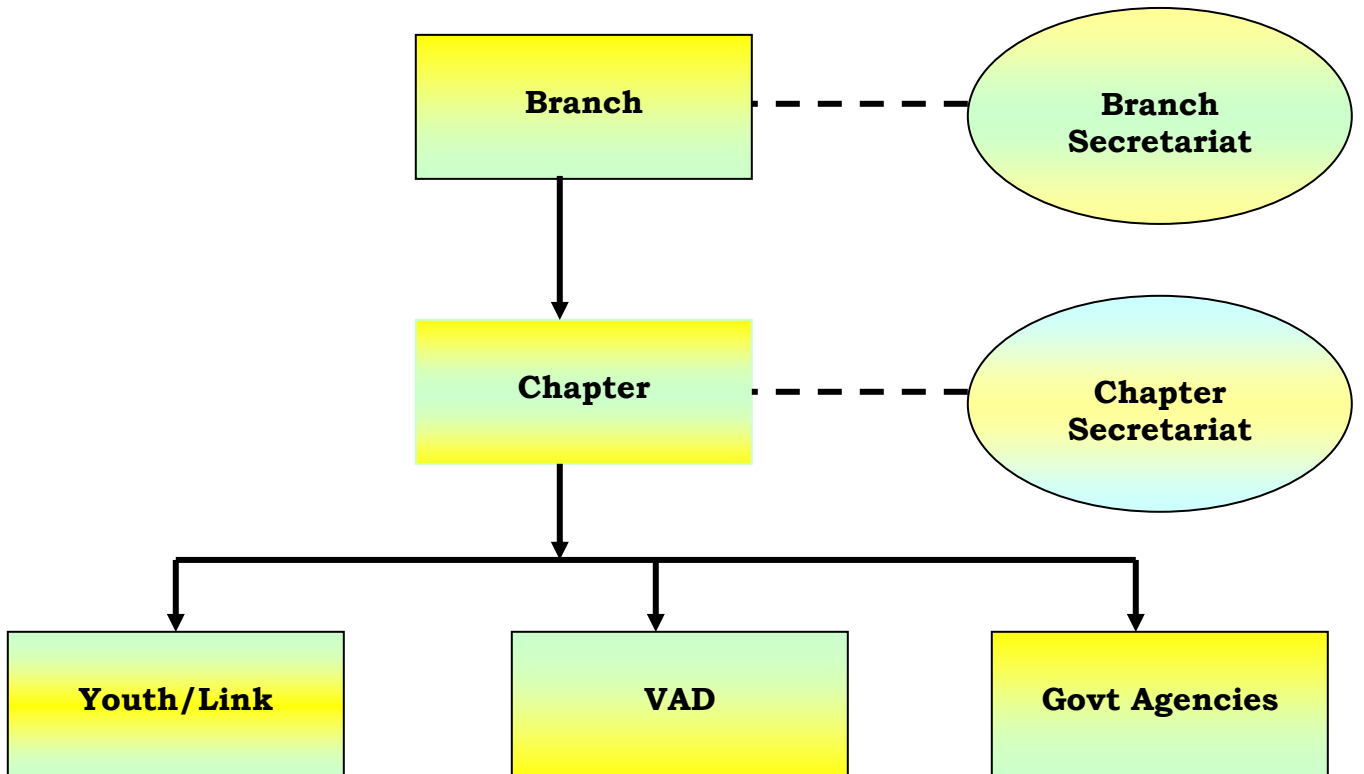
Branch Ops Room Tasks

1. To be activated upon the direction of the Director of Branch Disaster Management Task Force.

2. To be responsible for all information.

3. Record all incoming info and disseminate to field ops room/branch.

4. Updating information.

5. Activate status colour codes after decision by Branch Disaster Management Task Force.

6. Liaison with other State 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.

NOTES: *Relevant Forms and Equipments*

         Forms: DMCOM 01; DMLOB 01; DMSA 01;
         Equipments: DMH 01/DMR 01/DMSRE 01/DMMK 01/DMOPS 01

Composition of Branch Disaster Management Task Force

1.   Branch Chairman/Deputy Chairman.

2.   Branch Vice Chairman I.

3.   Branch Vice Chairman II.

4.   Branch Chairman Disaster Management.

5.   Director.

6.   Hon Secretary.

7.   Hon Treasurer.

Term of Reference For Branch Disaster Management 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 State 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 Branch and Chapters.

5. To allocate and authorize the use of emergency funds from the Branch.

6. To constantly report to the National MRCS Disaster Management structure.

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.

BRANCH OPS ROOM

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┌──────────────┐      ┌──────────────────┐      ┌──────────────┐
│   Branch     │◄─────│ Branch Disaster  │─────►│     Hon      │
│   Director   │      │    Chairman      │      │  Secretary   │
└──────────────┘      ├──────────────────┤      ├──────────────┤
                      │  Director of     │      │     Hon      │
                      │   Operation      │      │  Treasurer   │
                      └──────────────────┘      └──────────────┘
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                      ┌──────────────────┐
                      │  Asst Director   │
                      │      VAD         │
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Branch Director	Branch Disaster Chairman	Hon Secretary
	Director of Operation	Hon Treasurer

Asst Director VAD

Quartermaster **Publicity**

Chapter Liason Officer **Chapter Liason Officer**

Clerks **Clerks** **Clerks**