# Chapter 3 - Chapter Disaster Management Plan

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CHAPTER ORGANISATION CHART

Chapter

Chapter Secretariat

Youth/Link Units

Volunteers Units

Govt Agencies
**Tasks of Chapter Disaster Ops Room**

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

2. To be responsible for all incoming/outgoing info.

3. Record all incoming information and disseminate to field ops room/branch.
   - 3.1 Internal briefing ONLY.
   - 3.2 Note: External briefing by Disaster Chairman.

4. Update information.

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

6. Liaison with other agencies – Police, Bomba, Hospital, Welfare, NGO, Media.

7. Responsible for issue of Bulletin as follows:
   - i. Amber – Daily reporting (3-4 hours release).
   - ii. Rate hourly and daily report.


9. Maintain attendance and record all volunteers responding to disaster and notified allocation/assignment to site ops room.
10. Maintain attendance and record all volunteers responding to disaster and notified allocation/assignment to site ops room.

11. Staff/volunteers responsible for sacrificed support/admin function including operational/duties.

NOTES: Relevant Forms and Equipments

Forms: DMCOM 01; DMLOB 01; DMSA 01;
Equipments: DMHC 01/DMR 01/DMSRE 01/DMMK 01/DMOPS 01
Composition of Chapter Disaster Management Task Force

1. Chapter Chairman/Deputy Chairman.

2. Vice Chairman I.

3. Vice Chairman II.

4. Disaster Management Chairman.

5. Hon Secretary.

6. Hon Treasurer.
Terms of Reference of Chapter 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 (BKN, Police, Bomba, Welfare, Medical) for MRCS disaster intervention.

4. To determine and decide collectively the line of disaster response action to be undertaken.

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

6. To constantly report to the next level in the 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.
CHAPTER DISASTER OPS ROOM

- Liaison Officer DCC
- Chairman Disaster Relief
- OC Training
- AO Clerks
- OC/VAD (Field Commanding Officer)
- Team Leader Relief
- Team Leader Ambulance
- Team Leader Mass Feeding
- Team Leader First Aid
- Team Leader Logistic