SUPPORTING STRENGTHENED NATIONAL DISASTER MANAGEMENT CAPABILITIES IN THE PACIFIC

Pacific Islands Emergency Management Alliance
Nadi, Fiji
April 8, 2024

USAID Bureau for Humanitarian Assistance-US Forest Service Disaster Assistance Support Program

- Bureau for Humanitarian Assistance is the U.S. Government lead coordinator for international humanitarian assistance

- Reaches tens of millions of people around the world with life-saving aid

- Only USAID bureau that provides humanitarian aid and sets foundations for longer-term recovery

- Mandate to provide international technical assistance; USFS works in over 90 countries

- In partnership with other emergency response agencies, developed ICS in the 1970s in response to congressional tasking

- Starting in the 1980s, the ICS evolved into the National Incident Management System

USAID/BHA-USFS PARTNERSHIP

Created in 1985 to:

- Improve USAID Bureau for Humanitarian Assistance (BHA) disaster response capabilities worldwide

- **Partner with other countries' national disaster management agencies to contextualize response and coordination systems**

THROUGH PARTNERSHIP WITH PIEMA

- Support to evaluating online PacIMS training tools

- Support to Fiji NDMO in developing and conducting a virtual National EOC functional tabletop exercise in 2021, based on updated SOPs

- Support to Kiribati, Tuvalu, Nauru, Niue with initial draft EOC SOPs

- Support to 2023 Fiji NDAW Simex

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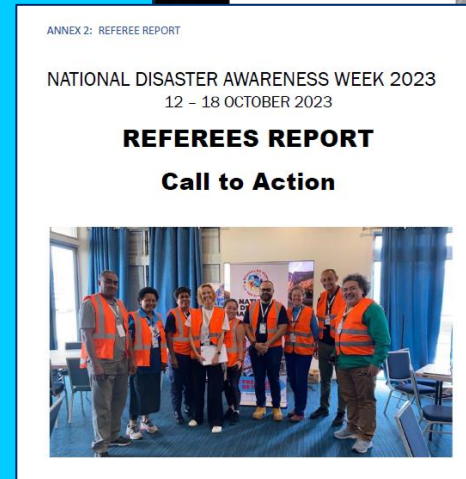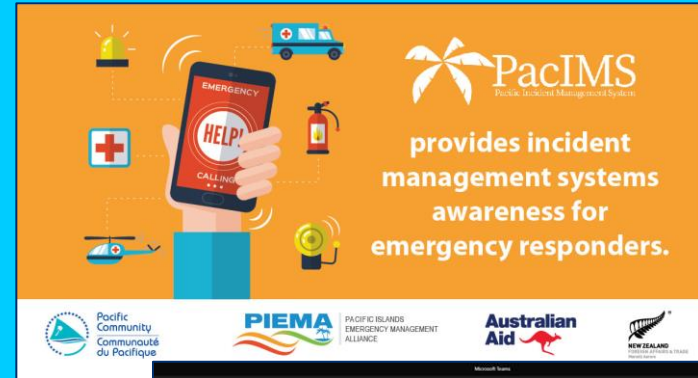
SUPPORTING COUNTRIES, SUPPORTING THE PACIFIC: SOPs

SOPs help organize the chaos that surrounds response.

- Importance of locally-developed SOPs:

  - Correctly capture country-specific approaches and nuances

  - Processes are relevant and make sense to those who implement them during a crisis

- Value of interoperable SOPs:

  - Increase the speed and ease with which Pacific-to-Pacific or other international response resources can fold in

EXAMPLE SOP

Action Plan

RESPONSIBLE	Planning Lead
TIMING	As required
PROCESS	The action plan is consolidated by the Planning function from the IDCs. It indicates preferred options and priorities for action in the determined operational period. The initial action plan includes: • Situational overview for the location or event. • Estimated affected population from impact scenario. • Resourcing and support needed. • Priorities and intent of NDC and National Disaster Comptroller. The action plan is updated and actioned based on the feedback received. Subsequent action plans may be drafted as the event progresses and is based changing priorities and resources available.
SOURCE	Information for this plan is sourced from the following: • National Warning Centres • IDC plans • EOC functions • Support agencies (via Liaison Officer)
AUDIENCE	The action plan is the key document to task all stakeholders, therefore it should be distributed: • EOC • NDC • Liaison Officers • Donors and development partners • Other stakeholders as needed • IDCs

Local processes, reflective of local context

EXAMPLE SOP

CONTENTS

Standardized format supports interoperability

SUPPORTING COUNTRIES, SUPPORTING THE PACIFIC: SOP DEVELOPMENT

- NDMO as convener, facilitator, lead

- Starts with disaster legislation, disaster response plan

- Documents the processes already in place

- Methods: workshop, tabletop exercise to shine light on existing processes and identify needs to develop new ones

- Outcomes:

  - Shared understanding of the players, roles, strengths in the system

  - Shared understanding of coordination mechanisms

  - Ability to assume roles and ensure response requirements are met even if personnel changes or responses are infrequent

TABLETOP EXERCISE

National Disaster Management Office
Tabletop Exercise Templates

TABLETOP EXERCISE TEMPLATES

Exercise Builder Guidance
Last Updated December 2023

DOCUMENT PURPOSE

This document provides guidance on how to utilise the Tabletop Exercise Templates to build and tailor discussion-based exercises for your community and disaster management organisation's plans, policies, and procedures. The materials utilise a base scenario, suggested exercise objectives, and module-based discussion questions that can be adapted to different scenarios. The Tabletop Exercise Templates were made by the United States Forest Service for use by disaster management professionals in Pacific Island countries and territories.

The set of Tabletop Exercise Templates include:

- Exercise Builder Guidance
- Tabletop Exercise Presentation Template
- Facilitator Guide Template
- Participant Guide Template
- Observer Guide Template
- Summary Report Template

Scenario and questions help identify processes to document

MODULE 1: DISCUSSION QUESTIONS

2. As your agency's representative, what are your top three concerns at this point in the scenario?

3. What triggering events or notifications would be required to activate your agency's role as part of an activation?

   a. How would your agency be notified of an activation?

   b. Are these notifications properly codified in your agency's existing plans, processes and procedures?

4. Based on your identified role within your agency, what tasks and responsibilities would you be undertaking at this point in the scenario?

   a. Who is responsible for the decision to activate these elements, and is this information accurate in applicable plans, process, and procedures?

QUESTIONS