

<p>2. Mainstreaming Disaster Risk Reduction (DRR) using CHARM.</p>	<p>Reduce impacts of hazards. Reduce the risks & vulnerabilities in all development process.</p>	<p>1. Identify and implement Effective risk reduction projects. 2. Analysis, evaluation of all hazards, vulnerabilities and elements at risks</p>	<p>Consultation with SOPAC about hiring CHARM Consultant. Identify key stakeholder Develop Term of References (TOR).for CHARM Convene Stakeholders Meeting. Flood Early Warning System Progress on the three (3) Flood Early Warning System</p>	<p>Meeting to be conducted 24th March</p>		
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3. Disaster Management Information System	Develop Disaster Insurance	Develop Policy Framework and Concept Paper	Check on the progress of the Paper with Ministry of Finance		
	Improve resourceful and credible data & Information System	<ol style="list-style-type: none"> 1. Develop Database System. 2. Develop Website. 3. Develop GIS mapping on all hazards 4. Collect/col late data. 	<p>Follow up on working group identified during the DMS workshop</p> <p>Liaise with ITC</p> <p>Consult with ministries department</p> <ol style="list-style-type: none"> 1. Purchase sound periodicals/books/publications. 2. Maintain and update library records. 		
	Up to date Library Records	<ol style="list-style-type: none"> 2. Maintain and update Library Resources Materials 			

**Emergency Planning and Co-ordination Unit
Business Plan 2011**

TARGETED OUTCOME/OUT PUT [NDMO]	STRATEGIES	OUTPUT [SECTION]	OUTPUT PERFORMANCE MEASURES/TARGETS	RESPONSIBLE OFFICER
1. Emergency Planning	Effective Planning, Response & Recovery	<p>1. a. Well maintained effective HF Radios for 27 stations (23 districts & 4 Divisions).</p> <p>b. Complete installation of new radios for Divisional/District vehicles.</p> <p>2. Complete Communication Procedures Training (skilled communication operators).</p> <p>3. Review Status of Evacuation Centres.</p> <p>4. Upgrading & Maintenance of NEOC.</p> <p>5. Upgrading & Maintenance of</p>	<p>a. Work in progress – to be completed by 31st March 2011.</p> <p>a. Budget Submission and approval for the training.</p> <p>b. CPT Training in the four divisions 30/06/2011.</p> <p>a. Conduct of field inspections to divisions and districts.</p> <p>b. Submission of inspection reports</p> <p>c. Audit of evacuation centers 30/06/2011.</p> <p>a. Review of costing and budget in 2010.</p> <p>b. Outsourcing fund.</p> <p>c. Engagement of a contractor by 30/06/11.</p>	<p>➤ NDMO</p> <p>➤ ELCOM</p> <p>➤ Fiji Navy</p> <p>➤ NDMO</p> <p>➤ Fiji Navy</p> <p>➤ Divisional Commissioners</p> <p>➤ Provincial Administrators</p> <p>➤ District Officers</p> <p>➤ NDMO</p> <p>➤ Commissioners/Pas/Dos</p> <p>➤ Director Operations</p> <p>➤ Fiji Police</p> <p>➤ NDMO, SOPAC, MANAGER FINANCE</p> <p>➤ NDMO & SOPAC</p>

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		<p>divisional & District EOC's</p> <p>6. Maintenance of all Divisional & Districts Generators.</p> <p>7. Strengthened communication links during emergency</p> <p>8. Reduce Underlying Risk Factors</p> <p>9. Mainstreaming School Disaster Safety Initiatives into the National Development Program.</p>	<p>a. Implement the findings of the 2010 review reports by 31/12/11.</p> <p>a. Consultation meeting at Divisional and District level.</p> <p>b. Prepare and submit budget.</p> <p>a. Compile database for all squatters in Fiji by 31/12/11</p> <p>b. Submission of the cabinet paper of multi-hazard school safety initiative</p>	<p>➤ NDMO, DEPT. OF PUBLIC WORKS</p> <p>➤ NDMO, SOPAC, RED CROSS, UNDP, UNOCHA, FCCOSS, LINE MINISTRIES, MINISTRY OF DEFENCE & I TAUKEI AFFAIRS</p> <p>➤ NDMO, SOCIAL WELFARE, TOWN & COUNTRY PLANNING</p> <p>➤ NDMO, EDUCATION, FIE, CATD, MINERAL RESOURCES, HEALTH, CONSULATANTS, SOPAC & LOCAL GOVERNMENT.</p>
Output 2		<p>1. Issue of Public Advisory [as and when required]</p> <p>1. Prepare NEOC for operation</p>	<p>a. Update weather bulletin from FMS</p> <p>a. Deployment of resources (human & logistics) As and when it is</p>	<p>➤ NDMO, FMS, MEDIA, MINISTRY OF INFORMATION, SOPAC, UNICEF, UNOCHA, WHO, AUSAID</p> <p>➤ Divisional Commissioners/PA's/DO's, RFMF, Contr</p>
2. Emergency Coordination	Coordinate Emergency and relief			

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arrangements		required during an emergency.	ctor
Activate & coordinate disaster operation	1. Provide declaration of state of emergency/disaster	a. As and when it is required during an emergency.	➤ NDMO, FMS, MEDIA, MINISTRY OF INFORMATION, SOPAC, UNICEF, UNOCHA, WHO
Coordinate and provide secretariat to the emergency disaster committee.	2. Initial Damage Assessment((IDA)	1. Submissions of request for funds(PMDRR account) 2. Monitor field relief operations and distribution of works. 3. Compilation of reports.	➤ PWD, NDMO, HEALTH, AGRICULTURE RFMF, POLICE, RED CROSS
Coordinate Relief Arrangement	Quarterly meetings (resourceful quarterly and periodical meetings) by 2nd week the last month of each quarter.	a. send out meeting notification of dates, venue & agenda b. setting of venue c. note the minutes d. finalise minutes and distribute to members e. follow up on meeting resolutions.	➤ PS, DEFENCE, AGRICULTURE, HEALTH, PWD, TRANSPORT, RFMF, POLICE
Secretariat to: a. Emergenc Y			

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	committee			
	Working committee	Complete construction of all houses as per TC Tomas Report (Northern & Eastern Division)	Houses to be complete by 31 st December, 2011 <ul style="list-style-type: none">• Northern Division: 266• Eastern Division : 63	Director National Disaster Management Office Director Development Services Manager Rural Housing Manager Finance
	Tropical Cyclone Tomas Rehabilitation	Response Management as and when it occurs		
	Incidental Occurrence of Natural Disaster		Number of disaster occurrences	PDMO (EPC)

BUSINESS PLAN 2011
TRAINING, EDUCATION & AWARENESS UNIT

TARGETED OUTCOME/OUTPUT [NDMO]	STRATEGIES	OUTPUT [SECTION]	OUTPUT PERFORMANCE MEASURES/TARGETS	RESPONSIBLE OFFICER
1. Training and Development	Effective Training Programmes	a. Equitable Training Courses and Workshops	<p>A. Conduct 4 IDM Programmes on the following dates</p> <ul style="list-style-type: none"> • 24th-26th Jan • 12th-14th April • 10th-12th May • 7th-9th June <p>- Funded by SPC</p> <p>B. Conduct Consultation meetings of DRM members</p> <p>By 31st March 2011</p> <p>TOR for DRM by 30th June</p> <p>SOP for DRM by 30th June</p> <p>C. Conduct Course/Training - District Level –all divisions</p> <ul style="list-style-type: none"> a. EOC – Logistics b. IDA c. SOP -30th June d. EOC –In-house <p>-Funded by AUSAID</p> <p>D. Arrange and organize 1 Exercise for the Ba</p>	<p>TEA Unit & SOPAC & Divisional Commissioners, Municipal Councils and Local Government</p> <p>RMR Unit, TEA Unit, SOPAC, Act for Peace, Red Cross, NGOs, UNISDR, Municipalities & Rural Local Authorities</p> <p>NDMO, Divisional Commissioners, District Officers, Heads of Departments, SOPAC Stakeholders, SOPAC</p>

			<p>District e. TTE/Simulation Exercise 30th June</p> <p>Funded by AUSAID</p> <p>E. Arrange Consultation Meetings with Commissioner Northern/ Central & Stakeholders Table Top Exercise and Simulation Exercises – Northern / Central Divisions 30th June 2011</p> <p>-Funded by AUSAID</p>	<p>NDMO, CWD, District Officer Ba, PCIDRR, Stakeholders, Community</p>
2. Public Awareness	<p>a. Media Programmes</p> <p>b. National Disaster Awareness Week</p>	<p>Informative & Reliable Media Programmes</p> <p>Effective and People focused National Disaster Awareness Week</p>	<p>a. Conduct Talkback Shows with the Radio Stations- twice per quarter</p> <p>b. Conduct TV interviews and talkback shows – twice per quarter</p> <p>c. Issue Public Awareness with NEW DAWN. once a month</p> <p>Conduct National Disaster Awareness Week at the Northern Division Publicise Awareness Week through media. 2nd week of October</p>	<p>DDM, SDMO, PDMO</p> <p>DDM, SDMO, PDMO</p> <p>PDMOs, SDMO</p> <p>NDMO, all stakeholders, Commissioners for the 4divisions, Pas, Dos, HODs, NGOs, Business Communities & general public</p>

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	Conduct CHARM Awareness Workshop.			
3. Education	Integrate national disaster awareness into school curriculum	Comprehensive Disaster Risk Management Manuals for Schools	<ul style="list-style-type: none"> a. Compile a report on the feedback from Ministry of Education on UNCRD manual by 31st March. b. Assist Red Cross, distribute manuals through CDU by 31st December 2011 	NDMO, Red Cross, Education,
4. Public Knowledge and Information	<ul style="list-style-type: none"> a. Resourceful and user friendly disaster risk management Information 	<ul style="list-style-type: none"> a. Informative easily accessible Disaster Risk Management Information 	<ul style="list-style-type: none"> a. Collate information b. Liaise with Ministry of Information for publication in the New Dawn [monthly edition]. c. Publicize on PDN (monthly publication) d. Print and circulate flyers as and when necessary (Quarterly) 	
5. Committee Meetings	<ul style="list-style-type: none"> a. Secretariat to Preparedness Committee b. Secretariat to DARMTAC Committee 	<ul style="list-style-type: none"> a. Meetings in preparation of NDAW 2011. b. Ongoing Quarterly meetings 	<ul style="list-style-type: none"> 2nd and 3rd quarter Meeting to be convened every quarter 	
6. Administration	Timely submission of monthly returns	Preparation of monthly Absentee returns	Submit true and on time monthly return to DDM 15 th of the following month	

	Vehicle Monitoring and Maintenance Up To Date Records Registry	Preparation of vehicle returns Maintain and update all correspondence	Prepare true records of mileage and expenses Monthly /quarterly Record indawrd and outward correspondence daily Updating and monitoring of files	Daily basis
7. Accounts	Accurate information, systematic reporting requirements and proper disbursement of the NDMO's annual budgetary allocations	Preparation of figures in accordance with Financial Instructions Preparation of time sheets as per JIC agreement Adequate Supplies of all stores	Submit realistic cash flow for the following week to accounts department Every Wednesday Submit true records of time to Accounts Every Thursday Check budget , Stock Take get quotations and approval for purchase Every quarter	