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ADS 530 - Emergency Planning Overseas

530.1 OVERVIEW
Effective Date: 09/27/1996

This chapter provides the mandatory policies and required procedures for assisting USAID Missions in the preparation of comprehensive and readily usable plans to address emergency situations.

530.2 PRIMARY RESPONSIBILITIES
Effective Date: 06/19/2020

a. The Department of State (DOS) holds the ultimate responsibility for emergency planning of posts abroad.

b. The Chief of Mission (COM) or Principal Officer (PO) is responsible for designating a Mission Disaster Relief Officer (MDRO). In countries where USAID has a presence, the COM or PO normally delegates authority for the MDRO role to the USAID Mission Director, although the USAID Mission Director may further re-delegate this authority.

The COM or PO also establishes an Emergency Action Committee (EAC), which is an advisory body of subject matter experts that assists in preparing for and responding to threats, emergencies, and other crises at the post or against U.S. interests elsewhere. The EAC for each post develops an Emergency Action Plan (EAP), which is a living document that provides procedures for response to foreseeable contingencies at a particular post. (See 12 FAH-1 H-231, Description of Emergency Action Committee on the DOS intranet for specific information on the EAC. See 12 FAH-1 H-031, General for information on the EAP.)

c. The Mission Disaster Relief Officer (MDRO) is responsible for developing a Mission Disaster Relief Plan (MDRP), which is Annex J of the EAP. The MDRP focuses on humanitarian relief planning for the host country population in case of a disaster. (See 12 FAH-1 H-244.10, Host Country Major Accident/Disaster Relief on the DOS intranet for specific MDRO responsibilities.)

d. The USAID Mission Director is responsible for designating a USAID representative to serve on the EAC. The USAID Mission Director may also have the responsibility to serve as the MDRO, though this responsibility is often further delegated.

e. The Bureau for Humanitarian Assistance (BHA) is responsible for the management of all U.S. Government foreign disaster assistance.

530.3 POLICY DIRECTIVES AND REQUIRED PROCEDURES
Effective Date: 11/23/2010
The .3 section of this chapter holds the mandatory policies and required procedures surrounding emergency planning overseas.

530.3.1 Emergency Planning Overseas
Effective Date: 11/23/2010

USAID employees must comply with the Uniform Regulations (policies and procedures) contained in 12 FAH-1, Emergency Planning Handbook, which is the governing directive for USAID’s emergency planning overseas. (See the DOS intranet for 12 FAH-1.) The majority of 12 FAH-1 has been declassified. For information on obtaining the secret and declassified portions of this handbook, contact the Embassy at post or the Bureau for Management, Office of Management Services, Overseas Management Division (M/MS/OMD) in USAID/Washington (USAID/W).

530.3.2 Emergency Action Committee (EAC)
Effective Date: 09/27/1996

The Emergency Action Committee (EAC) is an advisory body of subject matter experts that assists in preparing for and responding to threats, emergencies, and other crises at the post or against U.S. interests elsewhere. The EAC develops its post-specific Emergency Action Plan (EAP). See 12 FAH-1 H-231, Description of Emergency Action Committee on the DOS intranet for specific information on the EAC.

530.3.3 Emergency Action Plan (EAP)
Effective Date: 11/23/2010

The Emergency Action Plan is a post-specific living document created by the EAC. It is a comprehensive plan that provides procedures for response to foreseeable contingencies at a particular post.

530.3.4 Mission Disaster Relief Plan (MDRP)
Effective Date: 06/19/2020

Every USAID Mission must maintain an up-to-date MDRP. See 12 FAH-1 H-244.10, Host Country Major Accident/Disaster Relief on the DOS intranet; ADS 251, International Disaster Assistance; and USAID/BHA’s annual Guidance for Disaster Planning and Response (cables via email), in conjunction with the annual updating of the U.S. Mission-wide Emergency Action Plan (EAP).
530.4 MANDATORY REFERENCES

530.4.1 External Mandatory References
Effective Date: 04/12/1999

a. 12 FAH-1, Emergency Planning Handbook (See the DOS intranet)

530.4.2 Internal Mandatory References
Effective Date: 01/21/2011

a. ADS 251, International Disaster Assistance

530.5 ADDITIONAL HELP
Effective Date: 11/23/2010

There are no Additional Help documents for this chapter.

530.6 DEFINITIONS
Effective Date: 09/27/1996

The terms and definitions listed below have been incorporated into the ADS Glossary. See the ADS Glossary for all ADS terms and definitions.

Chief of Mission
The Chief of Mission is the principal officer in charge of a diplomatic Mission of the United States or of a United States office abroad which is designated by the Secretary of State as diplomatic in nature, including any individual assigned to be temporarily in charge of such a Mission or office. (Chapter 530)

disaster
An unexpected occurrence, man-made or natural, that causes loss of life, health, property or livelihood, inflicting widespread destruction and distress and having long-term, adverse effects on Agency operations. It is distinguished from an accident by its magnitude and by its damage to the community infrastructure or the resources required for recovery. (Chapters 251, 502, 530)

Emergency Action Committee (EAC)
The Emergency Action Committee (EAC) is an advisory body of subject matter experts that assists in preparing for and responding to threats, emergencies, and other crises at the post or against U.S. interests elsewhere. The EAC develops its post-specific Emergency Action Plan (EAP). See 12 FAH-1 H-231, Description of Emergency Action Committee on the DOS intranet for specific information on the EAC. (Chapter 530)

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