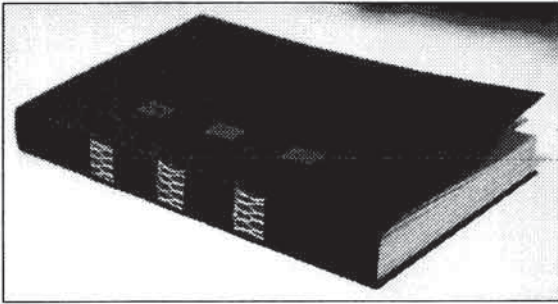


# MANUAL ON HEALTH EMERGENCY RESPONSE FOR THE REGION



## The Problem and Current Situation

The Pacific region susceptibility to natural and man-made disasters is well documented. The geographic distance that separates these island nations is known and is a major factor that interferes with a rapid response to disasters. In many cases the first help to arrive at disaster impacted areas is emergency responders from other island nations. Pacific Islanders recognize that self-sufficiency and regional cooperation are major life-saving factors in emergency response operations. Unfortunately, at this time, there are no guidelines or formalized plan to guide cooperation between islands. This project aims filling this gap.

## Overall Project Goal

This two-year project will produce a culturally sensitive Regional Manual on Health Emergency Response to increase regional response capability and encourage disaster response collaboration between 22 Pacific Island Countries and Territories. The manual will be produced in French and English. It will present the key health risks associated with natural and man-made disasters of the Pacific, provide best practices and guidelines for response for local responders and incoming regional responders, and will provide tools to be used in response operations.

## Objectives, Activities and Indicators

**Objective 1:** Creation of a team to conduct an inventory of existing emergency response manuals and prepare the draft manual

1. Within 2 months of project initiation, a five member team will be selected from participating agencies to first initiate a literature review of existing emergency response manuals and then prepare a draft manual outline and initial draft document
2. Expected Outcomes: team is formed, literature review summary is produced and an initial draft of the manual is produced.

**Objective 2:** Inventory and review of existing manuals and guidelines on health emergency management.

1. The following topics will be documented
  - 1) health assessment tools
  - 2) regional and national resources (list of experts, list of available institutions on health emergency, supplies/distributors)
  - 3) minimum standards (SPHERE)
  - 4) case management guidelines
  - 5) case definitions
  - 6) protocols
  - 7) reporting formats
  - 8) information management procedures
  - 9) contact lists
  - 10) guidelines for risk communication (media, health sector, public)
  - 11) response protocols (chain of authority)

2. Expected Outcome: A literature review will be completed within 3 months of project initiation.

**Objective 3:** Manual development and dissemination

1. Within 8 months of project initiation a draft manuals will be completed
2. South Pacific Applied Geoscience Commission (SOPAC), the World Health Organization (WHO), the Centers for Disease Control and Prevention (CDC), the Secretariat of the Pacific Community (SPC) and the Fiji School of Medicine will receive and review for input the draft manual within 12 months of project initiation.
3. From 12 - 16 months of project initiation the five-member manual development team will consolidate the edited manual received by the reviewing agencies and prepare a "final" draft of the document.
4. From 16 - 18 months into the project the final draft will be sent to all 22 island nations for validation.
5. Final printing and of the manual will occur between the 22 - 24th month of the project.
6. The manual will be disseminated to organizations and individuals listed on the distribution list.
7. Expected Outcomes:
  - 1) Initial draft 8 months after initiation of the project
  - 2) Final draft of the manual at the end of the project
  - 3) Final report of lessons learned
  - 4) Distribution list

### Collaborating Agencies

- \* Ministries of Health from all 22 island nations: are eligible to be part of the review and validation process. MOH offices will be asked to submit candidates for the five-member manual development team.
- \* National Disaster Management Office: will provide technical assistance, reference material for the literature review
- \* NGOs: will be asked to provide manpower and possibly office space for manual development
- \* SOPAC, WHO, CDC, and SPC: will provide technical assistance as required, reviewers for the first manual draft and linkages for the literature review.

### Monitoring/ Evaluation Methodology

Once the five-member manual development team is selected, the team leader for this group will be responsible for providing reports on the status of anniversary dates established in the activities section (e.g. date of literature review completion, date of completion of first draft, etc.) to the donors and designated technical experts.

### Budget Summary

Category	Project Expense (US\$)	In-Kind Contribution (US\$)	Total Budget (US\$)
<b>Personnel (Salary/Benefits)</b>			
Team leader – coordinator	60,000		60,000
Technical adviser (international staff)	10,000		10,000
Team members (5) – contributors @ \$10,000	50,000		50,000
<b>Direct Implementation Costs</b>			
Meeting/consultation (22 countries/territories) @ 30 for 3 days	50,000		50,000
In country consultations	22,000		22,000
Printing	10,000		10,000
Promotion and dissemination	5,000		5,000
<b>Equipment</b>	5,000		5,000
<b>Operational Costs</b>	5,000		5,000
<b>Contingency 10%</b>			21,700
<b>Total Project Expenses</b>			<b>238,700</b>

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