

Study material

Subject title: **CRISIS MANAGEMENT**

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Topic 6: Planning and managing documentation of crisis management

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Introduction


Planning is one of the basic management functions that takes special priority in the field of crisis management. Planning takes place in risky circumstances when situation can turn any direction. It has an interdisciplinary character and requires considerable analytical skills, experience in modelling and predicting of possible future development.





1. Characteristics of contingency planning

- Crisis planning is a tool for crisis management and is a summary of planning activities, procedures and relationships that are conducted of crisis management authorities and authorized state or public authorities, legal or natural entities to meet the aims and tasks of national security and its population during crisis situations.
- Crisis planning is a comprehensive set of procedures, methods and measures that the relevant authorities and designated entities use in the prevention, preparation and responding to operation in crisis situations.

The goal of contingency planning in the Czech Republic:

- **Ensure the state preparedness** for solving crisis situations.
- **Ensure concordance** of security policies and applications of forces and means of the state in ensuring its security together with possibilities, capabilities and usability of forces and means that state have.
- **To create an organizational tools** for carrying out the tasks of crisis management in the prevention of crisis and crisis management solution.

Contingency planning for non-military crisis situations  it is set of planning activities, procedures and links undertaken in preparation for crisis situations:

-  in threats of public order and internal security of the Czech Republic,
-  as a result of threats of economic security of the Czech Republic,
-  as a result of danger of health and lives of a large number of persons, properties and the environment of great magnitude,
-  in threat to the fundamental values of democracy, freedom, lives and health of citizens in other countries.

Crisis planning of the Region (Municipality with extended powers)

Regional Commissioner ensures preparedness of the Region for crisis situation solution; other regional authorities participate in it.


Manages and controls preparatory measures, activities leading to solution of crisis situations and to mitigation of consequences implemented by territorial administrative

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authorities within regional jurisdiction, by authorities with extended powers, municipal authorities or legal and natural entities.

For this purpose:

- a. establishes and manages the Security Council of the Region ,
- b. establishes and manages the Crisis Staff of the Region,
- c. approves the Regional contingency plan after being discussed in the Regional Security Council,
- d. requires from the Regional Fire Rescue Service the data on

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- capacity of health, accommodation and catering facilities,
 - subject and scope of activities of legal and natural undertaking entities in the area of
 - manufacturing and services, production programmes and production capacity, range of raw material stocks, half-finished and finished products, number of employees and their qualification,
 - number of employees in manufacturing process and number of persons living in the areas of presupposed evacuation,
 - quantity, composition and location of produced, used or stored hazardous substances,
 - quantity of water retained in water reservoirs,
 - number and types of transport, mechanization and production assets owned by legal entities or natural entities and types of produced and retained natural energy,
 - settlement of inner areas of production facilities, or eventually other facilities important
 - for crisis situation solution, water supply networks, sewerage systems, products pipe lines and energy networks,
 - building facilities designed to protect citizens in crisis situations, to ensure rescue works, to store civil protection material, to protect and hide operators of critical services,
 - land areas of grown agricultural products, species and number of farm animals bred by
 - legal and natural entities, in case these data are inevitable for processing the contingency plans for preparedness and solution of crisis situations.

If these data is essential for emergency planning and crisis situations solving.



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Mayor of Municipality with Extended Powers

- ensures preparedness of Municipal administrative district for crisis situations solution; other authorities of the Municipality with extended powers participate in this preparedness.
- Manages and controls preparatory measures, activities aimed at crisis situation solution and mitigation of its consequences executed by territorial administrative authorities within the administrative district of the Municipality with extended powers, municipal authorities, legal and natural entities within the administrative district of the Municipality with extended powers.

For this purpose:

- establishes and manages the Security Council of the Municipality with extended powers within the area of the administrative district of the Municipality with extended powers,
- organizes preparation of the administrative district of the Municipality with extended powers and participates in their solution,
- approves the contingency plan of the Municipality with extended powers after discussion in the Security Council of the Municipality with extended powers,
- requires the data from the Regional Fire Rescue Service

Regional Fire Rescue Service is authorised to require, collect and register data about:

- capacity of health, accommodation and catering facilities,
- subject and scope of activities of legal and natural undertaking entities in the area of manufacturing and services, production programmes and production capacity, range of raw material stocks, half-finished and finished products, number of employees and their qualification,
- number of employees in manufacturing process and number of persons living in the areas of presupposed evacuation,
- quantity, composition and location of produced, used or stored hazardous substances,
- quantity of water retained in water reservoirs,
- number and types of transport, mechanization and production assets owned by legal entities or natural entities and types of produced and retained natural energy,
- settlement of inner areas of production facilities, or eventually other facilities important for crisis situation solution, water supply networks, sewerage systems, products pipe lines and energy networks,

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- building facilities designed to protect citizens in crisis situations, to ensure rescue works, to store civil protection material, to protect and hide operators of critical services,
- land areas of grown agricultural products, species and number of farm animals bred by legal and natural entities, in case these data are inevitable for processing the contingency plans for preparedness and solution of crisis situations.

2. The standards and principles of crisis plans processing.

Documentation of crisis planning

This is a summary of the plans and other documents prepared to implement crisis measures, which serve to perform tasks during threat or after formation of a crisis situation.

- Planning documentation
- Managing documentation

Documentation of crisis planning is processed both in written and electronic form.

Crisis plan is a basic planning document including the summary of crisis measures and procedures for solution of crisis situation. The crisis plan is approved by the Minister or the head of another central administrative authority. It ensures conditions for securing preparedness for crisis situations by crisis management authorities and other subjects.

Crisis plan is processed by:

- Ministries and other central administrative authorities,
- Czech National bank,
- other state authorities, that are obliged to have processed crisis plan according to Crisis law (§ 28 clause 2),
- Regions,
- Municipalities with extended powers.

Fire Rescue Brigade in accordance with the Act No. 240/2000 Coll. and Government Regulations of the Czech Republic no. 462/2000 Coll. processes Regional Crisis Plan. This is the basic document for solution of crisis situations. It defines the scope and responsibility of public administration authorities and other authorities, evaluates possible risks and their impact on the territory. Emergency planning is part of crisis management and emergency plan of the region is an annex of Regional Crisis Plan.

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Crisis plan consists of basic, operational and auxiliary parts. Content and method of processing a crisis plan is defined in § 15-16 Government Regulation of the Czech Republic no. 462/2000 Coll., to execution of § 27 clause 8 and § 28 clause 5 of the Act No. 240/2000 Coll., on crisis management and amending certain Laws (Crisis Law).

For a consistent approach to processing of crises plans serve “Methodology for elaboration for crises plans”, which defines content and other details related to the processing of crisis plan.

Basis part

- characteristics of organisational crisis management,
- overview of possible risk sources and threat analysis,
- overview of legal entities and entrepreneurs to ensure compliance measures based on the crisis plan
- an overview of critical infrastructure elements and European critical infrastructure located in the region

Operational part

- overview of crisis measures and means of ensuring their implementation,
- plan of necessary supplies,
- way of meeting regulatory measures
- overview of links to the parties involved in the crisis preparedness and their solutions
- development of type plans procedures for dealing with specific types of impending crisis situations identified in the analysis of threats

Auxiliary part

- overview of legislation useful in preparation of crisis situations and their solutions
- principles of handling with crisis plan
- geographic documentation
- other documents related to crisis preparedness and management

Crisis plan of Municipality with extended powers.

Crisis plan of the Municipality with extended powers fulfils the role of crisis documentation of municipal authority, Security Council of Municipality and Its Crisis staff.

Structure of the plan:

- Basic part
- Operational part
- Auxiliary part

It contains a summary of the measures and procedures to solve crisis situations. It is a summary of planning, methodological and information documents, used for decision making, managing and coordination of activities of crisis management authorities in crisis situation.

3. Flood plans

Flood plan is a basic document for the centralized management of flood protection. It serves for coordination of activities in the territory at the time of threats of floods.

Flood plan is a basis material for the decision of the Central Flood Commission - threats to larger territorial units.

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Flood Plan as the basis document **for flood protection** is used to coordinate activities in the area at the time of the flood situation.



Is a sum of organizational and technical measures that are needed to avert or mitigate of damage of lives and property of citizens and the environment during the floods.



Flood plans of smaller units have to be **in accordance with** the Flood Plan of higher-level, the compliance is certified by the appropriate flood authority on the title-page of flood plan.

Flood plan of Municipality

- the territorial range of the expected flooding



- preparation and security of sharing information,



- organizational, technical, evacuation and other concrete measures,



use of own, locally available forces and means of IRS and other locally available forces and means of legal and natural entities.



Aims at saving endangered inhabitants and properties in its territorial powers.

Flood plan of Municipality with extended powers:

- overview of hydrological data over the administrative area,
- the possible extent of floods N-year high water,
- flooding risks known throughout the administrative area,
- organizing flood forecasting and warning services,
- links to documentation crisis management, where the total overview of all the numbers and equipment available forces and means the IRS,
- a list of other available forces and means within the administrative area available for security and rescue work.

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This is a **plan of organizational and operational concept** with a strong element of controlling, cooperative and coordinating character. It is a document allowing organized management and regulation of aid provision to affected sites in the administrative district of the municipality with extended powers.

Degrees of flooding activity

Degree	State of	Description
I.	Alert	Begins in case of natural flood danger and ends when the causing factors of such danger disappear
II.	Danger	Shall be declared when the danger of natural flood becomes reality; when the limit values of the observed variables or safety parameters of water management structure are being exceed
III.	Emergency	Shall be declared in danger of the occurrence of high damage and in situation when lives and property in the flood plain areas are endangered

Conclusion

The plan is a "plan" but the reality is often different. Therefore, it is necessary to look at the planning documents as a possible methodological approach of crisis management authorities and other concerned persons and institutions. Managers must be experts both professionally and mentally firm to be able to respond with flexibility to changes at all times. For this purpose, it is necessary to carry out exercises and modelling of possible situations depending on the nature of the region and objects.