

# USER MANUAL

## OF THE EMERGENCY RESPONSE PLAN

Version 1.1

Project: Improving Emergency Response Capacities to  
Natural and Man-made Disasters in Small Communities  
across the Black Sea Basin Region

BSB00001



<https://impact-plus.net>



**National Society of Red Cross Romania - Galati Branch, Romania**



**Cross-border Cooperation and European Integration Agency**



**Union of Bulgarian Black Sea Local Authorities**



**Imereti Scientists' Union "Spectri"**

The responsibility for the content of this material lies with the National Society of Red Cross Romania - Galati Branch. The content of this material does not necessarily reflect the official position of the European Union. Reproduction is authorised, provided the source is acknowledged and any changes are indicated.

## CONTENT

<b>INTRODUCTION</b>	<b>2</b>
<b>PURPOSE AND OBJECTIVES</b>	<b>2</b>
<b>LEGISLATIVE CONTEXT</b>	<b>2</b>
<b>PROBABILITY OF RISK TYPES IN THE COUNTRIES OF THE BLACK SEA BASIN</b>	<b>3</b>
<b>DISASTER RESPONSE PLAN</b>	<b>4</b>
<b>I. EVACUATION PLAN</b>	<b>5</b>
<b>II. EVACUATION TEAM</b>	<b>7</b>
<b>III. EMERGENCY SHELTER PLAN</b>	<b>8</b>
<b>IV. MEDICAL EMERGENCY PLAN</b>	<b>9</b>
<b>V. FIRE EMERGENCY PLAN</b>	<b>10</b>
<b>VI. PROPERTY PRESERVATION</b>	<b>12</b>
<b>EVALUATION AND REVIEW</b>	<b>14</b>

## INTRODUCTION

Emergency situations often arise unexpectedly, leading to confusion and chaos when adequate preparation is lacking. A rapid and effective response requires a well-structured plan that outlines clear measures for protecting both the population and property.

Preparedness for emergencies is a vital component of effective risk management. By taking a proactive approach and anticipating potential disasters, we can significantly reduce their impact.

Developing an emergency response plan involves strategic decision-making regarding resource management, coordination and communication procedures, and the implementation of appropriate technical and logistical solutions. While each type of threat presents unique challenges, the use of reference scenarios enables the development of effective intervention strategies. Such a plan defines the level of response, the required resources, and the responsibilities assigned at each stage of emergency management.

## PURPOSE AND OBJECTIVES

**Purpose:** To ensure an organized and efficient response before, during, and after the occurrence of an emergency. This plan is designed to facilitate a rapid and appropriate reaction to each identified risk, with the goal of protecting lives, property, and the environment.

**Objectives:** The primary objective of this plan is to provide a structured framework for preventing, managing, and mitigating the impact of emergency situations. It includes targeted measures tailored to various types of risks, such as:

- Natural disasters: earthquakes, floods, landslides, extreme weather events, vegetation and forest fires;
- Technological emergencies: industrial accidents, chemical spills, nuclear incidents, cyberattacks;
- Health emergencies: pandemics, epidemics, outbreaks of infectious diseases;
- Human-induced emergencies: terrorist attacks, civil unrest, armed conflicts, mass migrations.

This plan establishes clear guidelines for responding to each of these scenarios, ensuring effective coordination between authorities and local communities.

## LEGISLATIVE CONTEXT

This plan is based on the national and international legislative framework applicable to emergency management. It includes references to laws, government decisions, ordinances, and other normative acts relevant to each jurisdiction, ensuring compliance with current regulations.

## PROBABILITY OF RISK TYPES IN THE COUNTRIES OF THE BLACK SEA BASIN

The risks in this region vary in terms of probability and impact, influenced by geographical characteristics, climatic conditions, and human activities. A comprehensive analysis of these risks is available in the Community Needs Assessment Report. The main risks identified for the region are outlined below:

- **Earthquakes:** While the probability of a major earthquake occurring within a specific timeframe is moderate, the potential impact is severe, posing significant threats to infrastructure and human lives.
- **Floods:** A seasonal risk with moderate probability, floods are influenced by rainfall, snowmelt, and extreme weather events. Additionally, high-magnitude submarine earthquakes in the Black Sea may trigger waves that affect coastal zones.
- **Fires:** Although some fires are caused by natural factors, they are often exacerbated by human activities and prolonged dry periods, causing considerable damage to forests and nearby communities.
- **Landslides:** These events typically occur in vulnerable areas, such as deforested slopes or regions affected by improper agricultural and land development practices. Landslides can be triggered by storms, heavy rainfall, snowmelt, or earthquakes, posing serious threats to safety and infrastructure.
- **Pollution and Hazardous Material Spills:** These incidents can contaminate drinking water, soil, and air, endangering public health and damaging local ecosystems.
- **Pandemics and Epidemics:** The spread of infectious diseases can have devastating public health consequences, resulting in high morbidity and mortality rates, as well as major social and economic disruption.

For an in-depth analysis of each risk type, please refer to the Community Needs Assessment Report.

# DISASTER RESPONSE PLAN

## *How to Use the "Disaster Response Plan" Document*

The disaster response plan is an essential tool for preventing human and material losses. In its development and implementation, external directives and decisions issued by the **Emergency Situations Inspectorate (ISU)**, the **Emergency Situations Department (DSU)**, the **Police**, and other relevant local authorities will be taken into account. In addition, the plan must be aligned with the official information flow, ensuring efficient and rapid communication between institutions and communities.

## *Implementation and Institutional Responsibilities*

Each institution is responsible for designating trained personnel for the organization of the Disaster Response Plan. This personnel must have clear responsibilities corresponding to their roles in the event of an emergency. **Coordination of all actions falls to the head of the respective institution**, who must ensure the correct implementation of the plan.

To maintain the plan's efficiency, **it will be periodically reviewed with all staff and continuously updated** to reflect any changes in the organizational structure or legislation. It is also essential that the plan be posted in **visible areas** and known by all building occupants.

## *Regular Training and Drills*

- The personnel designated for managing emergency situations must be trained and fully aware of the responsibilities associated with each position.
- It must be considered that some institutions may become unusable in the event of a disaster, and some responsible persons may be unavailable. Therefore, their substitutes must be trained and known within the institution.
- Evacuation drills and disaster response simulations must be conducted semi-annually, including:
  - o Activities on protection and self-protection in critical situations.
  - o Learning the specific alarm signals for the locality, workplace, or school.
  - o Training on the correct use of the single emergency number 112.
  - o Evaluating and updating the plan based on the results of the exercises.

## *Equipment and Resources*

- Intervention equipment and installations will be **periodically inspected, stored in secure and accessible locations** to ensure their efficient use by intervention teams.
- The response plan must include the exact locations of these resources and the responsibilities for their maintenance.

## *Individual and Community Responsibility*

Every person – regardless of age – must be aware of **the risk sources in their area and the possibility of an unforeseen disaster occurring**. With proper information and preparation,

people can react effectively by applying self-protection measures and safeguarding those around them, whether at home, school, or the workplace.

## INSTRUCTIONS FOR USING THE "DISASTER RESPONSE PLAN"

The following sections provide detailed information about the structure of the **Disaster Response Plan**, offering additional clarifications to ensure a complete understanding of the necessary measures in case of **exceptional situations**. This information is essential for the efficient coordination of interventions and for protecting the community from potential disasters.

### I. EVACUATION PLAN

This evacuation plan will be developed for each public building where there is a potential risk of impact in the event of a natural or human-caused disaster.

Evacuation is necessary in emergencies such as fires, earthquakes, floods, or other hazards. It is essential to have a clear and well-organized plan so that people in the building can evacuate quickly and safely. The evacuation team is responsible for guiding the process, ensuring that all occupants leave the building in an orderly manner and reach a safe location.

#### *1. Warning and Evacuation Initiation*

To initiate the evacuation, people will be alerted through an appropriate alarm system, such as:

- **Sirens** – used to signal imminent danger, recognized by all building occupants.
- **Audio messages** – announcements via the building's public address system.
- **SMS and mobile applications** – automated notifications sent to staff and other individuals in the building.
- **Visual alerts** – flashing light signals for individuals with hearing impairments.

The evacuation team must ensure that:

- ✓ All building occupants have heard and understood the evacuation signal.
- ✓ Exit doors are unlocked and accessible.
- ✓ Panic is avoided, and evacuation follows the established plan.

#### *2. Directing People to the Assembly Area*

Evacuated individuals must move along designated routes to the assigned assembly area. This area should be:

- 📍 An open, safe place, free from hazards such as unstable buildings, fallen power lines, or

other risks.

- 📌 Spacious enough to allow for counting and organizing evacuees.
- 📌 Easily accessible for emergency response teams (firefighters, rescuers, police).

#### 🚨 Important:

- No one should return to the building for personal belongings.
- If there are individuals with reduced mobility, the evacuation team must provide assistance.
- A first aid station will be set up for possible victims.

### 3. Verifying the Presence of Evacuated Individuals

- ✅ The evacuation team will conduct a headcount to check if all individuals have safely exited the building.
- ✅ A **presence list** will be brought to the assembly area by the designated person:

#### Primary responsible person:

📌 Name, Surname, Position, Phone Number

#### Backup responsible person (if the primary is unavailable):

📌 Name, Surname, Position, Phone Number

If a person is missing, the evacuation team leader will be informed immediately, and authorities will be notified to organize a possible rescue operation.

### 4. Reporting to Authorities

The evacuation team will inform emergency services about:

- 📌 Possible individuals still inside the building.
- 📌 Injured individuals needing medical attention.
- 📌 Additional risks that could hinder rescue operations.

All this information must be reported promptly to facilitate an effective intervention.

---

📌 The **evacuation plan/map** must be displayed in a visible location inside the building so that all individuals are aware of the escape routes and assembly points.



## II. EVACUATION TEAM

Forming an evacuation team is essential for a safe and efficient evacuation. This team must be regularly updated, and its members must participate in regular training sessions to ensure a swift and coordinated response in case of an emergency.

- ◆ The evacuation team must include the following members:

### **Evacuation Team Leader**

- ✦ Responsible for coordinating the evacuation process and reporting the situation to authorities.

### **Floor Supervisors** (one for each floor)

- ✦ Oversees the evacuation of their assigned floor and ensures that all individuals have exited the building.

### **Sweepers** (one per floor)


- ✦ Checks every room to ensure no one is left inside.

### **Stairway Monitor**

- ✦ Ensures that stairways are used safely and that there are no blockages.

### **Assembly Area Monitors**

- ✦ Keeps track of evacuated individuals and informs the team leader if anyone is missing or injured.

- ✦ **For each evacuation team member**, the response plan must include their contact details:  Name, Position, Phone Number, and a designated replacement in case of unavailability.

- ✦ All team members must be familiar with the evacuation plan, participate in regular drills, and be properly equipped to carry out their duties efficiently.

### III. EMERGENCY SHELTER PLAN

In case of severe weather, flooding, or other emergency situations, it is essential to guide people quickly and efficiently to safe shelters. The shelter plan must be clearly established, regularly updated, and well-known by all involved.

#### ◆ Essential Measures:

##### ✅ **Warning and Activation of the Plan**

✚ If a flood or severe weather warning is issued, an alert message must be sent to all buildings, and the evacuation team will coordinate the movement of individuals to the shelter.

##### 🏠 **Emergency Shelter Responsibilities:**

##### 👤✈️ **Shelter Team Leader**

✚ Coordinates the shelter team and ensures that everyone is evacuated safely.

##### ☁️ **Weather Monitoring and Warning Officer**

✚ Monitors weather alerts and ensures that information is communicated to authorities and the community.

##### 🚧 **Guides for Directing People to the Shelter**

✚ Assists in organizing and directing individuals safely to designated shelters.  
✚ Each team member's contact details and designated replacement must be included in the response plan in case of unavailability.

#### ◆ **Warning System and Shelter Locations:**

##### 📢 **Weather Warning System Location**

✚ Sirens, audio messages, SMS, mobile applications, or other alarm systems will be used to quickly alert the population.

##### 🏠 **Shelter Locations**

✚ Addresses and access routes to the designated shelter areas must be clearly indicated so that everyone knows where to go in an emergency.

✚ The shelter plan must be tested periodically through simulation exercises, and the responsible team must undergo regular training.





## IV. MEDICAL EMERGENCY PLAN

In the event of a medical emergency, a rapid and effective response can save lives. The medical emergency plan must be clear, well-known by trained personnel, and correctly implemented.

### ◆ Essential Measures:

#### 1. Calling Emergency Services (112)

In case of a medical emergency, 112 must be called immediately, providing the following details:



-  Number of victims and exact location.
-  Type of injury or condition (e.g., cardiac arrest, hemorrhage, burns, etc.).
-  Potential hazards near the victim (e.g., fire, toxic gases, risk of collapse).
-  The nearest access point for emergency services.

#### 2. Providing First Aid

Each locality must compile a list of trained individuals who can provide first aid until an ambulance arrives. In exceptional situations, these trained personnel will respond promptly to offer necessary assistance.




If there are not enough trained individuals in the area, it is crucial for local authorities and relevant institutions to recruit and train interested people.

 **The emergency response plan coordinators must compile a list of trained personnel and their contact details, including:**

-  Individuals responsible for administering first aid and CPR (cardiopulmonary resuscitation) or using automated external defibrillators (AEDs).
-  Each medical team member's contact information must be included in the response plan for rapid mobilization if needed.


#### 3. Medical Equipment Locations


A detailed inventory of available medical equipment must be maintained, specifying exact locations:


-  First aid kits: (Specify exact locations)
-  Automated External Defibrillators (AEDs): (Specify exact locations)
-  Other medical supplies: (If available, e.g., stretchers, emergency kits, etc.)


### ◆ ESSENTIAL PROCEDURES:

 **Only trained personnel should administer first aid.**

 **Do not move the victim** unless they are in immediate danger.

 **Secure the incident area** by restricting access to unauthorized individuals.

 Use universal precautions (e.g., wearing gloves to avoid contact with bodily fluids).

 Meet the ambulance at the designated access point and guide medical personnel to the victim.

✚ The medical emergency plan must be reviewed periodically, and trained personnel should participate in refresher sessions and practical simulations.

## V. FIRE EMERGENCY PLAN

In the event of a fire, every second counts. Trained personnel must act quickly and efficiently to minimize risks and protect lives. Below are the essential steps to follow:

---

### ◆ 1. Fire Detection and Hazard Notification

● If you notice smoke, flames, or smell something burning:

- ✓ Stay calm and quickly assess the situation.
- ✓ Activate the fire alarm (if the warning system has not triggered automatically).
- ✓ Immediately notify the authorities by calling 112, providing precise details about the location and severity of the fire.

#### Why?

Early alarm activation allows for a safe evacuation and a faster response from firefighters.

---

### ◆ 2. Orderly Evacuation of People

● If you are responsible for evacuation:

- ✓ Guide people to the nearest emergency exit.
- ✓ Use the designated evacuation route and avoid using elevators.
- ✓ Ensure that vulnerable individuals (children, elderly, people with disabilities) receive assistance during evacuation.
- ✓ Close doors behind you to slow down the spread of the fire.

#### Why?

Fires can cause panic, and an organized evacuation reduces the risk of injuries and improves survival chances.

---

### ◆ 3. Attempting to Extinguish the Fire (Only if Safe to Do So)

● If the fire is small and you have access to a fire extinguisher:

- ✓ Use the extinguisher according to the instructions (position yourself between the fire and the exit).
- ✓ Aim the extinguisher jet at the base of the flames, not the upper part.
- ✓ If the fire cannot be quickly extinguished, stop trying and evacuate immediately.

#### Why?

A quick response can limit the fire's spread, but your safety should never be compromised.

---

#### ◆ 4. Securing the Area and Preventing Accidents

● If you are outside the building:

- ✓ Do not re-enter the building until firefighters declare it safe.
- ✓ Keep access routes clear for emergency response teams.
- ✓ Inform authorities about possible victims still inside.

#### Why?

Re-entering a burning building is extremely dangerous due to risks of collapse and smoke inhalation.

---

#### ◆ 5. Providing Medical Assistance to Victims

● If there are injured persons:

- ✓ Trained personnel will administer first aid.
- ✓ Move victims from the danger zone only if their lives are at risk.
- ✓ Help keep their airways open and keep them calm until medical teams arrive.

#### Why?

A rapid response can save lives, especially in cases of severe burns or smoke inhalation.

## VI. PROPERTY PRESERVATION

In the event of an exceptional incident (severe storm, flood, fire, earthquake, etc.), it is essential to take preventive and reactive measures to protect property and reduce material losses.

### ◆ 1. Preparation Before a Forecasted Event

📌 If there are weather warnings or imminent risks:

- ✓ Inspect the building structure and ensure its safety – secure the roof, windows, doors, and other vulnerable elements.
- ✓ Protect essential equipment and valuable items – move them to a safe, elevated place in case of flooding.
- ✓ Ensure backup power supply – check generators and fuel stocks.
- ✓ Prepare an evacuation plan for movable goods (documents, electronic equipment, water-sensitive materials).
- ✓ Identify and secure water and gas sources – shut them off if necessary to prevent further damage.
- ✓ Review the contact list of contractors and suppliers for quick repairs after the incident.

#### Why?

Preventive measures can significantly reduce material losses and facilitate a quick recovery after a disaster.

---

### ◆ 2. Damage Assessment After the Incident

📌 Once the danger has passed:

- ✓ Ensure the area is safe before entering the building.
- ✓ Document damages with photos and videos to support insurance claims.
- ✓ Identify affected structures – foundations, roofs, walls, windows, electrical, and plumbing systems.
- ✓ Contact local authorities and insurance companies to report damages.

#### Why?

A quick and accurate damage assessment enables a more efficient recovery and faster processing of insurance claims.

---

### ◆ 3. Salvaging Undamaged Goods and Minimizing Losses

📌 After the incident:

- ✓ Recover unaffected objects and move them to a protected space.
- ✓ Remove water and moisture to prevent mold and material degradation.
- ✓ Isolate damaged areas to prevent further deterioration.
- ✓ Save important documents and electronic equipment using specialized drying methods.

### Why?

Protecting undamaged goods prevents additional losses and reduces recovery costs.

---

#### ◆ 4. Cleaning and Restoring the Building

● After damage assessment:

- ✓ Remove hazardous debris (broken glass, unstable structures, toxic materials).
- ✓ Perform general cleaning – disinfect surfaces, remove debris, and eliminate moisture.
- ✓ Inspect and repair electrical and plumbing systems to prevent further incidents.
- ✓ Restore damaged structures – walls, windows, roofs, furniture.

### Why?

A fast and efficient cleanup reduces health risks and helps resume normal activities sooner.

---

## EVALUATION AND REVIEW

The disaster response plan must be periodically evaluated and revised to ensure its effectiveness and reflect changes in legislation, emerging threats, and lessons learned from past incidents.

### ◆ Review Frequency and Updates

- The plan is reviewed periodically or whenever new risks arise;
- It maintains close alignment with the Risk Analysis and Coverage Plan (PAAR) of Galați County and the plans of similar institutions in Moldova, Bulgaria, and Georgia.

### ◆ Adaptation to New Risks

- New threats are identified and incorporated based on the local and international context;
- Legislative changes and new safety standards are taken into account.

### ◆ Testing Scenarios and Exercises

- Intervention scenarios are developed to anticipate the potential impact of disasters and adapt response strategies;
- Practical exercises are conducted to test the effectiveness of planned measures.

This approach ensures a prompt, efficient, and well-coordinated response to any emergency situation.