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ADS Chapter 530

Emergency Planning Overseas

Partial Revision Date: 12/20/2011
Responsible Office: M/MS/OMD
File Name: 530_122011

**Major Functional Series 500 - Management Services
ADS 530 - Emergency Planning Overseas**

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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: 01/21/2011

- 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 Democracy, Conflict & Humanitarian Assistance, Office of U.S. Foreign Disaster Assistance (DCHA/OFDA)** is responsible for the management of all U.S. Government foreign disaster assistance. (See [Mandatory Reference, USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response FY 2011](#)).

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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: 11/23/2010

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 [Interim Update 09-08 \(Series 200\), USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response FY 2010](#), in conjunction with the annual updating of the U.S. Mission-wide Emergency Action Plan (EAP).

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530.4 MANDATORY REFERENCES

Effective Date: 01/21//2011

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](#)
- b. [251mac, USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response FY 2011](#)

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

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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