

# **CONSULTANCY NOTICE**

## **CONSULTANCY TO PREPARE OPERATIONAL GUIDELINES FOR THE ANGUILLA DEPARTMENT OF DISASTER MANAGEMENT**

### **TERMS OF REFERENCE**

**Purpose:** To advise and lead in the development and documentation of operational guidelines for emergency management personnel to function in the Anguilla National Emergency Operations Centre (NEOC) for the Department of Disaster Management.

**Scope of Work:** Identify, recommend and document an All Hazard functional Emergency Operations Guide (EOG) that can be utilized by personnel staffing the National Emergency Operations Centre. The focus will be on positions, functions and actions to be performed in support of a national response to a tropical storm and/or hurricane. This document will serve as a template for completing an all hazard functional operations annex to the National Disaster Plan.

- Meet with the Director(c), Disaster Management to receive and overview of the current thinking toward staffing the EOC and documenting actions.
- Discuss new developments in staffing emergency response at the EOC (lessons learned) with DDM Staff;
- Identify/Recommend modifications to staffing for full activation tasking into consideration multiple demands on government management staff ;
- Develop staffing matrix (Organisational Chart) with recommended staff;
- Take the Lead in designing a template format for Emergency Operations Guide including checklists for all EOC Positions. Project will be focused on hurricanes but extendable to all hazard types;
- Provide input regarding mixed command structure (English and Incident Command System) communications for application to checklists;
- Design and exercise an EOC Activation Tabletop Exercise for inclusion in Sample Exercises Section
- Provide the draft EOG to the DDM for submittal and review of the NDMC
- Revise as applicable and submit final draft of EOG to DDM for inclusion in the National Disaster Plan.

**Reporting Structure:** Consultant will report to the Director (consultant), of the Department of Disaster Management.

**Duration:** The duration of the engagement will be fifteen (15) consulting days with work to be completed by March 31, 2007.

**Frequency of Updates:** A brief Project Update will be provided weekly by 5pm Anguilla time on Friday's outlining issues, successes and needs toward completing the contracted project. The Project Update can be facilitated via email or telephone call with the Director, Department of Disaster Management and as available, the UK Overseas Territories Advisor for Disaster Management.

**Reporting:** A Project Status Report of no more than one page will be provided by 5pm the Monday prior to a National Disaster Management Committee meeting for review by the DDM. The Project Status Report can be facilitated via email to the Director Consult, Department of Disaster Management.

**Amendments:** The Terms of Reference, once approved, may be amended by the Director, Department of Disaster Management in agreement with the UK Overseas Territories Advisor for Disaster Management.

### **Performance Standards**

**Deliverables:** The performance on the contract will be measured by the following deliverables within the contract period:

- National Emergency Operations Guide Structure with checklists for hurricane response;
- EOC Activation Tabletop Exercise;
- Recommendations for training and EOC staffing revisions.

**Please send applications to the address below**

#### **ATTENTION:**

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**Deadline for submission: Thursday, March 01, 2007.**