

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

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\* An asterisk indicates that the adjacent material is new or substantively revised.

## **ADS 530 - Emergency Planning Overseas**

### **530.1 OVERVIEW**

This chapter provides the policy and procedures for assisting Missions in the preparation of comprehensive and readily usable plans to handle emergency situations abroad.

### **530.2 PRIMARY RESPONSIBILITIES**

**a.** The basic and ultimate responsibility for emergency planning of posts abroad is vested in the Department of State (DOS) and carried out by the U.S. Mission in the country where an emergency occurs.

**b.** The Chief of Mission is responsible for designating a Mission Disaster Relief Officer (MDRO), who maintains a Mission Disaster Relief Plan. In countries where USAID maintains a presence, the responsibility of designating an MDRO is usually delegated to the USAID Mission.

**c.** The USAID Mission Director is responsible for ensuring that a representative of the USAID Mission serves on the Emergency Action Committee established by the Chief of Mission or Principal Officer.

**d.** 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.

### **530.3 POLICY AND PROCEDURES**

#### **530.3.1 Emergency Planning Overseas**

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. 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 Administrative Services, Overseas Management Support Staff (M/AS/OMS) in USAID/Washington (USAID/W).

### **530.3.2 Emergency Action Committee (EAC)**

The USAID Mission Director designates a representative to serve on the Emergency Action Committee established by the Chief of Mission or Principal Officer.

### **530.3.3 Mission Disaster Relief Plan (MDRP)**

Every USAID Mission and Representatives Office must maintain an up-to-date MDRP. See 12 FAH-1 Chapter 700, Emergency Planning Handbook; [ADS 251](#), International Disaster Assistance; and [Interim Update 04-01 \(Series 200\)](#), USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response FY 2004, in conjunction with the annual updating of the U.S. Mission-wide Emergency Action Plan (EAP).

## **530.4 MANDATORY REFERENCES**

### **530.4.1 External Mandatory References**

- a. 12 FAH-1, Emergency Planning Handbook
- b. Post Emergency Action Plan (EAP)

### **530.4.2 Internal Mandatory References**

- a. [ADS 251, International Disaster Assistance](#)
- \*b. [Interim Update 04-01 \(Series 200\), USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response FY 2004](#)

## **530.5 ADDITIONAL HELP**

## **530.6 DEFINITIONS (See [ADS Glossary](#))**

### **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, manmade 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

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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 organization established at a Foreign Service post by the Chief of Mission or principal officer for the purpose of directing and coordinating the post's response to emergency situations. (Chapter 530)

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