



Development of a Regional High Water Emergency Plan

Project proposal

Plan of Action

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This document offers you a guideline to work out a project proposal for a High Water Emergency development project. Please do not use the contents of this document as a fixed format.

Contents

1	Objectives and deliverables	1
1.1	Motivation	1
1.2	Project objectives	1
1.3	Project deliverables	1
1.4	Project scope	2
1.5	Relations with other projects	2
1.6	Conditions and assumptions	2
2	Action planning	4
2.1	Introduction	4
2.2	Phase 1: Start-up	4
2.3	Phase 2: Development of a General Framework	5
2.4	Phase 3: Managerial and juridical framework, Operational framework and Preparation	6
2.5	Phase 4: Political and social testing and completion	7
3	Project management	9
3.1	Capacity and activity planning	9
3.2	Project costs	9
3.3	Quality management	9
3.4	Project information	10
3.5	Project organization and communication	10
3.6	Project risk management	11
	Appendices	
1.	Structure of the Regional High Water Emergency Programme	
2.	Capacity and activity planning	
3.	Cost estimate	
4.	Identified risks	

1 Objectives and deliverables

Reading Guide

This risk control plan of action described the top 8 risk control measures. These 8 measures are each described in seven paragraphs: risk, control measures, motivation, actions, boundaries of the Plan of Action, keys to success and planning and budget.

This contingency plan is part of the report that describes the results of the transnational phase of ESCAPE Action 1. The other report is a project proposal that offers a guideline for a High Water Emergency development project in the province of Zeeland in the Netherlands.

1.1 Motivation

You may want to refer to the results of the ESCAPE Actions or other Interreg IIIb project results.

1.2 Project objectives

The main objective of the project “Development of a Regional High Water Emergency Plan”, is to improve the preparation of the regional authorities, crisis management staff and operational ER services for a possible high water threat from the North Sea.

Secondary objectives of this project are:

E.g. creating a best practice for other emergency plan development projects or e.g. achieving a strong involvement from public and/or crisis managers on both political, managerial and operational level.

1.3 Project deliverables

Deliverables of the project are:

- a Regional High Water Emergency Plan ratified by the managerial steering committee as well as the regional government
- a detailed proposal for a Regional High Water Emergency exercise.

Besides other deliverables, mention relevant directives and legislation, which define the scope and contents of the project deliverables.

1.4 Project scope

The development project has the following scope:

- the High Water Emergency Plan will be valid for the entire county/province. Areas outside the county/province are not covered by the plan
- the plan focusses on a high water threat from the North Sea and does not cover a high water emergency due to flooding from rivers
- the High Water Emergency Plan does at least contain an inter-regional paragraph, which links up the plan with emergency planning in the surrounding regions
- mention other relevant criteria which define the scope of the High Water Emergency Plan.

1.5 Relations with other projects

It is expected that the results of the following projects can be used and embedded in the High Water Emergency Plan development project:

Project	Organization	Any deliverables available
ESCAPE Action 1: Contingency planning	Interreg IIIB	yes
ESCAPE Action 3: HIS	Interreg IIIB	no / in progress
ESCAPE Action 4: Evacuation models	Interreg IIIB	no / in progress
High Water Emergency Programme	not yet in progress
Other projects
....

During the execution of the project special attention must be paid to the identification of other relevant projects which can deliver input for the development of the High Water Emergency Plan.

1.6 Conditions and assumptions

The following relevant conditions and assumptions for this development project have been identified:

- the High Water Emergency Plan should give crisis managers and all other involved ER stakeholders a clear framework about:
 - . their responsibilities and competences

- . high water and high water crisis management terminology
- . how to fight a high water crisis (both source and effect related)
- . (improving) the further preparation for a high water crisis
- the project focuses on creating managerial, political and social support for the High Water Emergency Plan
- the structure of the High Water Emergency Plan is compatible with existing regional emergency plans
- other conditions and assumptions
-

2 Action planning

2.1 Introduction

This chapter contains the action planning for the High Water Emergency Plan development project. For each phase of the project an overview is presented of the objectives, activities and deliverables.

The action planning has been divided into four phases:

- phase 1: Start-up
- phase 2: Development of a General Framework
- phase 3: Development of a:
 - . managerial and juridical framework
 - . operational framework
 - . preparation
- phase 4: Political and social testing and completion.

Go/no go decisions have been introduced in phases 2, 3 and 4. At these moments the managerial support for the deliverables of the High Water Emergency Plan is examined in the steering committee.

The structure of the High Water Emergency plan which will be worked out in this project is presented in appendix 1. A project activity planning is presented in appendix 2.

2.2 Phase 1: Start-up

Objectives:

- obtaining commitment from the regional, national and trans-national stakeholders and getting acquainted with each other
- defining roles, tasks and responsibilities for each of the stakeholders involved
- defining relationships between the managerial steering committee, project management and project team
- detailed activity planning and cost estimate.

Nr.	activities	deliverables
01	defining project proposal	draft project proposal
02	organizing a start-up meeting with the steering committee and project management	
03	organizing a start-up meeting with project manager and project team	
04	fixing the project proposal	definitive project proposal plan of action

2.3 Phase 2: Development of a General Framework

Objective:

- defining a General Framework for the Regional High Water Emergency Plan based on the results of desk-research, a risk analysis and high water crisis scenarios.

Relevant documentation, legislation and directives which are input for desk research and risk analysis are:

- documentation
-

Nr.	activities	deliverables
05	carrying out desk-research	library and overview of relevant documents
06	determining how relevant documentation will be used in the project	
07	carrying out a risk analysis with the project team	
08	working out representative high water crisis scenario's	

Nr.	activities	deliverables
09	working out a report on findings	hand-out containing: - results of desk-research - results of risk analysis - representative scenarios - definition of the quality demands to the High Water Emergency Plan - scope for the General Framework
10	fixing the quality demands, representative scenarios and scope of the General Framework of the High Water Emergency Plan	
11	working out a draft General Framework	Draft General Framework, High Water Emergency Plan
12	go/no go decision making by steering committee	General Framework, High Water Emergency Plan

2.4 Phase 3: Managerial and juridical framework, Operational framework and Preparation

Objective:

- working out the other more detailed parts (Managerial and juridical and Operational framework), the pre-crisis Preparation part and the appendices of the High Water Emergency Plan.

Before these parts will be worked out in detail, the steering committee should agree with the scope of each of the parts. The managerial check is executed in activity 14.

Nr.	activities	deliverables
13	working out the scope of: - managerial framework - operational framework - preparation - appendices	Outline of the second part of the High Water Emergency Plan
14	check of scope with - steering committee and project management - project management and project team	
15	working out the Managerial framework, Operational framework, Preparation and Appendices of the High Water Emergency Plan	Draft second part of the Regional High Water Emergency Plan
16	go/no go - decision making by steering committee	Managerial framework, Operational framework, Preparation and Appendices of the High Water Emergency Plan

2.5 Phase 4: Political and social testing and completion

Objective:

- verifying the results of the project on political level and raising the public's awareness for High Water Emergency preparation by giving civilians the opportunity to give feedback on the Regional High Water Emergency Plan.

After phase 4 the High Water Emergency Plan is available so the final project objective and deliverable have been achieved.

Nr.	activities	deliverables
17	organizing regional and/or municipal public information meetings	
18	organizing political check and verification	
19	evaluation of test results with project management and project team	Report on findings of the political and social check & verification
20	adopting findings in the High Water Emergency Plan	Draft Regional High Water Emergency Plan
21	go/no go decision making by steering committee	
22	managerial ratification by regional authority & municipalities	Definitive and ratified Regional High Water Emergency Plan
23	working out a high water crisis exercise proposal	High water crisis emergency exercise proposal

3 Project management

3.1 Capacity and activity planning

A detailed capacity and activity planning can be found in appendix 2. This planning contains the activities as described in chapter 2.

3.2 Project costs

The direct and indirect costs of the High Water Emergency Plan development project are estimated at € x.xx.xxx,-- excluding the costs of support by an external technical and/or management consultant who depends on the available capacity of the stakeholders involved in the project. The cost estimate is based on the capacity planning in appendix 3. In case this capacity is not available from the participating organizations, it will have to be hired.

3.3 Quality management

A detailed programme of quality demands for the project is one of the results of phase 2.

Quality management in this project is made transparent as evaluations are carried out throughout the project. Most important and explicit evaluations are the go/no go evaluations in phase 2, 3 and 4. By verifying the results of each phase of the project at project management and managerial level (steering committee), the continuity of the project can be guaranteed.

Other relevant quality evaluation moments during this project are:

- activity
- ...

3.4 Project information

In this project draft and definitive versions of documents are available for the following groups of people:

<i>phase</i>	<i>1</i>	<i>2</i>	<i>2</i>	<i>2</i>	<i>2-3</i>	<i>2-4</i>	<i>4</i>	<i>4</i>	<i>1-4</i>
	<i>poa</i>	<i>desk research</i>	<i>quality demands</i>	<i>HWEP Parts (draft)</i>	<i>HWEP parts (def.)</i>	<i>go / no go eval.</i>	<i>report on findings.</i>	<i>HWEP (def.)</i>	<i>press releases</i>
<i>SC</i>	x		x	x	x	x	x	x	x
<i>Delegate</i>	x	x	x	x	x	x	x	x	
<i>PM</i>	x	x	x	x	x	x	x	x	
<i>P. team</i>	x	x	x	x	x	x	x	x	
<i>Media</i>								x	x
<i>Others</i>					x			x	x

For official versions of documents (with status draft or definitive) the following standard for document management will be used:

- criteria.

3.5 Project organization and communication

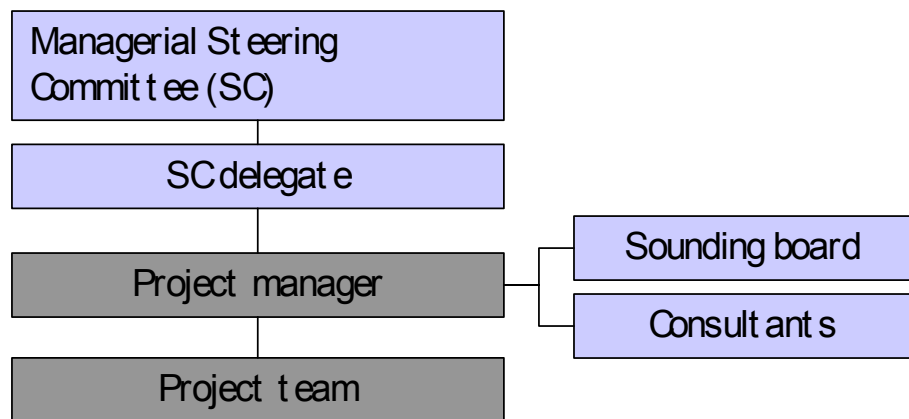


Figure 1. The project organization

Steering Committee

- members on managerial and/or political level
- tasks, mandates, responsibilities.

Steering Committee delegate

- one dedicated person
- tasks, mandates, responsibilities.

Project manager

- one dedicated person
- tasks, mandates, responsibilities.

Sounding board

- participants on operational level
- tasks.

Project team

- representatives from the most important organizations in the sounding board
- tasks.

3.6 Project risk management

To manage risks which may threaten the main objective of this project “the development of a Regional High Water Emergency Plan”, within time and budget limits, three different sort of actions are possible:

- a:) the chance of an undesired occurrence can be eliminated or reduced
- b:) in case that’s not possible, the possible damage/negative effects can be minimized
- c:) if that’s not possible either the risk needs to be evaluated in the steering committee together with the SC delegate and the project manager and a decision needs to be made about the continuity of the project.

During the project risks will be identified by the project team and reported to the project management. Regular work meetings will be used to define and evaluate possible control measures and to update the list of risks. The list of project risks will as well be input for the decision making by the steering committee on go/no go evaluation moments.

Identified risks at this moment have already been recorded in the table in appendix 4.

Appendices

Structure of the Regional High Water Emergency Programme

- A. General Framework
 - . legislation and organizational framework
 - . preparation for a high water crisis
 - . organization of high water crisis management
 - . definition of a high water crisis
 - . risk model for identifying high water crisis management risks
 - . high water crisis scenarios.

- B. Managerial & juridical framework
 - . managerial definition of a high water crisis
 - . juridical framework
 - . status of the Regional High Water Emergency Plan
 - . regional cooperation
 - . inter-regional cooperation
 - . transnational cooperation
 - . relationships with other emergency plans.

- C. Operational framework
 - . organizational structure on an operational level
 - . types of high water crisis
 - . operational high water crisis fighting processes.

- D. High water crisis preparation
 - . managing the high water crisis organization
 - . risk and chain management
 - . high water emergency planning
 - . evaluation and monitoring
 - . quality management.

- Appendices

Capacity and activity planning

A format for capacity and activity planning and project cost estimate is presented in a separate MS Excel table.

Cost estimate

A format for capacity and activity planning and project cost estimate is presented in a separate MS Excel table.

Identified risks

Nr.	Risk (undesired occurrence)	Cause	Effect	Control measures
1	The HWE plan does not cover the entire region	Insufficient support on municipal level	Gaps in the HWE plan which effects the operational effectiveness	<ul style="list-style-type: none"> - Creating support by early involving critical stakeholders - Not deploying critical stakeholders in the project team
2	Oother risks		
3			
4				
5				
6				