

Guidelines for preparation of Disaster Management Plan for Guest Houses (DRAFT)

POLICY STATEMENT

When, how and who will be activating the plan during an emergency

CHAPTER 1:

Aims and objectives of Disaster Preparedness:

Should include,

- Purpose of the plan
- Scope of the plan
- The disasters which the plan addresses
- Updating the plan

CHAPTER 2: PROFILE OF GUEST HOUSE

Profile should include:

- No. of Guest Rooms & Beds (Floor Details, Room Categories...)
- Copy of the tourist establishment registration
- Fire Safety Equipment (Number available, Floor Plan of location...)

CHAPTER 3: DISASTER PROCEDURES

Fire Drills

In case of Fire Action Plan of the Guest House

Evacuation Point / Gathering Point Details

CHAPTER 4: DISASTER RESPONSE PLAN

Responsibilities of

Staff mobilization

Damage assessment

Recovery preparation

CHAPTER 5: RECOVERY PROCEDURES

Directory of Persons Responsible for Recovery

CHAPTER 6: FLOOR PLANS AND PRIORITIES

Criteria

Floor plans with priorities

CHAPTER 7: EMERGENCIES PROCEDURES

Procedures should include what needs to be done

Before, During & After an incident:

- | | |
|--|--------------------------|
| - Medical Emergencies
(Death of a guest/staff, heart attack, etc) | - Earth Quake |
| - Power Failure | - Tsunami |
| - Fire Incident | - Criminal on the Loose |
| - Gas Leak | - Tornado / Strong Winds |
| - Pest Control | - Terrorism |
| | - Bio / Chemical Hazard |

CHAPTER 8: EMERGENCY RESPONSE TEAMS

- Incident Commander details
(Profile, Responsibilities & Duties...)
- Guest house Emergency call list
*(Details of Person & Contact)
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*(Details of Person & Contact)
- Ministry of Tourism 3323224
*Focal Point: Hassan Zameel 7772608
(Deputy Director General)

CHAPTER 9: SUPPLIES

Inventory of emergency supplies
Supplier list

APPENDICES

Appendix A: Damage Evaluation Form, Post Disaster Report Form

Appendix B: Staff List

Appendix C: Emergency Contacts

- Health xxx
- Social Care xxx
- Household (Gas, Water...) xxx
- MNDF 3322607
- Coast Guard 191
- Maldives Police Service (24h) 119

NOTE: DIAL 125 AND THEN THE EXTENSION NUMBER REQUIRED

DEPARTMENTS

Administration Department 3226,3126
Capital Police 3399

Criminal Investigation Department

Commercial Crime Unit 3167,3567
General Investigation Unit 3318,3518
Family and Child Protection Unit 3166
Drug Enforcement Unit 3115
Serious and Organized Crime Unit 3515,3221

Police Custodial Department 3279,3407,3409
Forensic Department 3258,3127
Police Academy 3570
Logistic Support Department 3524
Public Affairs Department 3398
Infrastructure Development Department 3233
Special Operations Department 3248
Information and Technology Department 3588,3297,3538,3368,3688

Email address

Administration Department admin@police.gov.mv

Online complaint service
To send anonymous
information
General enquiry
Public affairs department
Procurement unit
Recruitment unit
Bureau of Criminal Records
Law enforcement training
centre

complaints@police.gov.mv

inform@police.gov.mv

inquiry@police.gov.mv

preventcrime@police.gov.mv

procurement@police.gov.mv

recruitment@police.gov.mv

records@police.gov.mv

training@police.gov.mv

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