



GENERAL DIRECTORATE OF
JORDAN CIVIL DEFENCE
DEPARTMENT OF STUDIES & RESEARCHES

National Comprehensive Plan For
Encountering Emergencies & Disasters
For The Year of 2003

In accordance with article No. (4) section (B) of Civil Defence Law (Law No. (18) for the year of 1999 AD, and Law No. (57) for the year of 2002), this plan shall be applied in letter and spirit by all concerned parties according to specified duties and tasks starting from 12/9/1999 AD.

The Hashemite Kingdom of Jordan
The Higher Council of Civil Defence

1. General

Human being – while running different activities – faces diverse dangers threading lives and properties. The size of damage occurred to human being depends on type, nature, and place of occurrence. Most serious risks are those resulted from both natural and man-made disasters.

In view of these risks and consequences, most countries were convinced with the necessity to take the proper actions in order to mitigate human suffering by preventing the occurrence of such accidents from one hand and mitigating their consequences on the other hand. These actions were developed till being within comprehensive plans prepared by specialized parties concerned with encountering emergencies.

In the Hashemite Kingdom of Jordan, the victorious Hashemite Leadership complies with preparing everything needed for keeping on man's soul and property. The high royal directives emphasis on such tendency.

The High Council of Civil Defence (hereinafter referred to as HCCD) is an authorized body concerned with taking everything required to encounter and control emergencies. As the plans of encountering these circumstances are necessary to demonstrate the mechanism by which actions are taken when an accident occurs, an essential demand for organizing civil defence actions at emergencies is considered vital. These actions shall be performed by well-organized team efforts when each organization and ministry according to its work nature perform its role. The necessity requires making a plan to cover civil defence actions and procedures in the fields of prevention and protection against emergencies as a result of the diverse latest developments risen by the progress achieved in Jordan.

This required making a new law of civil defence and, accordingly, establishing a civil defence comprehensive plan on the light of the recent developments included by the new law, hoping this plan to perform civil defence procedures at emergencies with the highest degree of pre-preparation, readiness, and qualification.

2. Purpose

This plan aims to demonstrate procedures and actions must be taken to carry out comprehensive civil defence actions in relation to readiness for encountering disasters and removing their consequences. This is conducted by the represented members within HCCD and its committees in the administrative divisions arising from the council in the administrative divisions. Furthermore, directions from the head of HCCD have been issued aiming to gathering the available capabilities from all organizations, inserting them within strategic information programs, and using them when facing emergencies according to priorities and the circumstances themselves.

3. Situation

A) Jordan, as a result of its geographic location and human activities running within its borders and the surrounding region – is subjected to the following risks: -

- Earthquakes.
- Floods.
- Aridity.
- Locusts.
- Bad weather conditions.

Other risks resulted from human activities:-

- Fires.
- Chemical hazards (industrial and hazardous materials transport accidents).
- Chemical, radioactive, and bacterial contamination.
- Armed conflicts.
- Emigration .

B) Hypothesis

Jordan may be subjected to the following risks: -

- Deaths and injuries.
- Lost people.
- Homelessness.

- Destruction of infrastructure.
- Mass damages in public and private properties.
- Pollution.
- Diseases and epidemics.

4. Tasks

HCCD and its committees the administrative divisions undertake handling any disaster occurs in the Hashemite kingdom of Jordan from readiness stage to response stages till removing its consequences.

5. Carrying – out

Civil Defence procedures are organized and carried out to encounter disasters by HCCD and its committees in the administrative divisions: -

A- Organization

HCCD is formed from: -

Minster of Interior	President
Director General of Civil Defence	Vice-President.
Secretariat-General of Prime Ministry	Member.
Under Secretary of Ministry of Higher Education and Scientifical Research	Member.
Under Secretary of Ministry of Public Works and Housing	Member.
Under Secretary of Ministry of Finance.	Member.
Under Secretary of Ministry of Social Development	Member.
Under Secretary of Ministry of Interior	Member.
Under Secretary of Ministry of Religious Endowments	Member.
Under Secretary of Ministry of Agriculture	Member.
Under Secretary of Ministry of Foreign Affairs	Member.
Under Secretary of Ministry of Justice	Member.
Under Secretary of Ministry of Information	Member.
Under Secretary of Ministry of Industry and Commerce	Member.
Under Secretary of Ministry of Planning	Member.
Under Secretary of Ministry of Education	Member
Under Secretary of Ministry of Transportation	Member.
Under Secretary of Ministry of Municipal	Member.
Under Secretary of Ministry of Tourism and Ruins	Member.
Under Secretary of the Highest Council of Youth	Member.
Under Secretary of Ministry of Labor	Member.
Under Secretary of Ministry of Energy	Member.
Under Secretary of Ministry of Culture	Member.
Under Secretary of Ministry of Water and Irrigation	Member.
Under Secretary of Ministry of Communication and information Technology	Member.
Under Secretary of Ministry of Environment	Member
Under Secretary of Ministry of Admenstrational Development	Member
Under Secretary of Ministry of Health	Member
Representative of Amman Municipality	Member.
One of Jordanian Armed force Deputies assigned by the chairman of Jordanian Armed Force	Member.
One of Public Security Deputies Assigned by the Public Security	

General Director	Member
Head of Commerce Chamber Union	Member.
Head of One of Industrial Chambers Assigned by the minister of Industry and Commerce	Member
One of Public Intelligency Deputies Assigned by the Director of Public Intelligency Directorate	Member

B. Duties

HCCD – as mentioned in article No. 14 of the law No. (18) for the year of 1999 (Civil Defence Law) – is responsible for performing the following duties: -

- 1- Setting public policy of civil defence to encounter emergencies and resulted consequences.
- 2- Setting public plans to take necessary procedures to encounter emergencies and disasters, and specifying the duties of private and public parties.
- 3- Setting necessary plans to provide protection against chemical, radioactive, bacterial contamination, and toxic gases in cooperation with specialized concerned parties.
- 4- Issuing required directives to organize the council's duties, and managing its operation rooms, operation rooms of the parties represented within, and the operation rooms of civil defence committees in the governorates and provinces.
- 5- Establishing and equipping public shelters.
- 6- Specifying duties and tasks of civil defence committees formed in governorates in accordance with the rules of this law.
- 7- Setting the duties of Armed Forces and Public Security at emergencies and disasters to support civil defence actions.
- 8- forming voluntary teams of civilians with ages ranging from (18) to (50) years to support civil defence actions.
- 9- Demonstrating alarming techniques to citizens against emergencies and disasters, and specifying required methods.
- 10- Setting financial estimation for the budget to encounter

emergencies and disasters, and submitting it to the cabinet for confirming and including it within public budget.

11- Recommending the cabinet to obligate concerned local departments, organizations and authorities for assigning required financial allowances in their annual budgets to carry out duties and tasks determined by the council.

12- Any other duties submitted by the president and approved by the council.

C. Competencies

A. Law No. (18) for the year of 1999 AD (Civil Defence Law) in accordance with article No. (8) has entitled the minister authorized by the prime minister - in case of emergencies and disasters - to give orders to take the following procedures during the period required for these cases: -

1- Laying hands on all means of transportation, restricting their moves and the moves of their drivers, laying hands on their spare parts, and restricting sale.

2- Laying hands on required immovable properties and buildings for establishing public shelters, hospitals, and necessary centers for the purpose of ambulance services, nursing and other civil defence affairs.

3- Taking hold of various types of flammable materials, restricting use and the way of storing.

4- Organizing, specifying, distributing foods and all required materials in order to encounter emergencies and disasters for the stability of people's living.

5- Organizing the use of electricity and water resources in coordination with concerned parties.

6- Maintaining the work of radio and wired communications.

7- Preventing general staff, doctors, pharmacist, male and female nurses, the staff at any institution or utility of public service, the staff of food trading manufacturing field, and transportation laborers from leaving their jobs without a written permission signed by the

minister or his representative. Besides, the minister has the right to impose prevention upon any other parties, if their works were necessary for the stability of living.

8- Charging any person - of those whom has the required ability - with contributing in civil defence comprehensive services. If this person works in free business field, he has to put the equipment he has under the disposal of civil defence.

9- Charging any public employee with running civil defence services all the required time.

10- Charging any of public/private organizations with delegating one of their senior officials for working as liaison officer between the organization and civil defence committees in order to coordinate work as soon as possible.

11- Issuing any directions, orders, and other decisions necessary for comprehensive civil defence requirements.

B. The Minister Has The Right To Issue Order In: -

1- Forming committees of well-experienced members for examining the compensation applications resulted from procedures demonstrated in this law for taking appropriate decisions and submitting them to the minister for approval.

2- Material compensation for any voluntary team member formed in accordance with this law and his daily income. If the person participates in civil defence actions and works for more than 24 hours in each time, the minister has the right to estimate the suitable compensation for him.

3- Taking decisions at anytime for conducting experiments and exercises on civil defence actions in order to check the proficiency of civil defence related techniques. Each one refuses to carry out the procedures related to these experiments and exercises, he shall be considered as a criminal and shall be punished in accordance with the regulations of this Law.

4- Informing any decisions or orders issued in accordance with the regulations of this articles in an appropriate manner is considered lawful.

D. Civil Defence Committees in Administrative Divisions

1. Duties

A- Checking the availability of well-spread siren system to provide accurate and rapid alarming to all residents as soon as possible.

B- Preserving lives, properties, and safety of citizens.

C- Preserving life requirements and protecting governmental / non-governmental organizations.

D- Mobilizing human and other resources including installation and appliances.

E- Equipping and maintaining public shelters for being ready when needed.

F- Managing and controlling all resources of economy and national wealth, and proceeding the issuance of any orders or instructions related to disaster management.

G- Controlling traffic when necessary.

H- Providing all radio, wired, and postal communications.

I- Supervising search, evacuation , rescue, ambulance, and fire fighting operations.

J- Supervising provision of water, electricity, and fuel to afflicted regions.

K- Protecting national heritage and ancient sites.

L- Getting ready for any task required on time.

2. Organization

At each center of a governorate, a committee called “**Local Civil Defence Committee**” is formed. This committee is headed by the governor and each of the general managers or managers of formal departments, director general of civil defence, police director

at the governorate, head of the municipality, head of industry and commerce chambers, representative of armed forces appointed by the chief of staff, and head of red crescent branch in the governorate, if available as members

3. Competencies

The minister-authorizes his competencies (President of HCCD) to administrative directors according to their specialization zones in order to run the procedures required for encountering disaster.

E. Voluntary Civil Defence

In accordance with article (4), section (H) of Law No. (18) for the year 1999 AD, HCCD shall establish voluntary teams of citizens aging from (18) to (50) of males and females where HCCD provide sites and work requirements for voluntary teams in residential sites. Civil defence committees in administrative divisions supervises their organization, and the General Directorate of Civil Defence (hereinafter referred to as GDCD) train them on civil defence actions. These committees in the administrative divisions are headed by the head of civil defence committee.

F. Coordinating HCCD Procedures at Emergencies

HCCD takes all necessary decisions to encounter various types of disasters during all stages of a disaster. These procedures are carried out by members represented in HCCD each of which according to their work. This is achieved within integrated coordination in order to get duties done accurately and professionally.

Duties of Under Secretary of Prime Minister

- 1- Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
- 2- Playing coordination role between the cabinet and HCCD.

Duties of Under Secretary of ministry of Higher Education

- 1- Equipping the operation rooms of the Ministry linked with the main operation rooms of HCCD.
- 2- Setting a civil defence plan for the ministry of education including the way of evacuating schools when a disaster occurs.
- 3- Making coordination with civil defence in order to hold atraining courses for students (male and female) in order to be able to

perform rescue, ambulance, and fire fighting operations according to their personal abilities.

- 4- Facilitating HCCD procedures related to the use of Universities as sheltering centers all over Jordan regions, and qualifying an administrative from the ministry of higher education to manage these centers.
- 5- Making Faculty Staff and administrative working participate in conducting field survey operations to assess losses resulted from disasters.

Duties of Ministry of Health

- 1- Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
- 2- Preparing all private/public hospital and medical centers to receive injuries resulted from disasters.
- 3- Assisting civil defence in providing first aid to injuries.
- 4- Training citizens on first aid in coordination with the General Directorate of Civil Defence.
- 5- Providing healthcare services for sheltering centers established by HCCD.
- 6- Conducting required inspections on drinking water for validity.
- 7- Fighting epidemics resulted from disasters.
- 8- Providing spare stock of medicines sufficient at least for one month.
- 9- Concentrating medical education programs on risks and injuries resulted from disasters.
- 10- Applying basics of disaster medicine while handling injuries classification and evacuation.
- 11- Coordinating with local and foreign medical parties in providing medical aids when needed.
- 12- Providing hospitals with spare lighting generators, water, and fuel.

13- Establishing field medical centers when required.

Duties of Ministry of Public Works and Housing

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Approving standard specifications when establishing roads, bridges, and establishments so that they can be resistant to disasters.
3. Making experts and engineers from the ministry of public works and engineers association participate in field assessment works of losses and damages resulted from disasters.
4. Assessing damages occurred to roads and bridges, trying to fix them as soon as possible and finding alternative roads till the accomplishment of repair works.
5. Putting the resources and appliances of the ministry under the disposal of HCCD.

Duties of Ministry of Finance

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing financial needs required to meet the needs of HCCD.
3. Assigning the required amount of budget for encountering disasters.
4. Facilitating provision at disaster encountering aids through sea ports, airports, and borders.

Duties of Ministry of Social Development

1. Equipping the operation rooms of the ministry linked with main operation rooms of HCCD.
2. Counting the number of damaged people and providing required aids for them.
3. Making necessary programs for inhabiting handicapped persons.
4. Sheltering old people at the appropriate centers.
5. Participating in providing the equipment required for establishing emergency camps for sheltering homeless people.
6. Conducting social survey for reunification families made homeless by disaster.
7. Organizing aids offered by charitable associations and citizens, and giving them to the people in need.
8. Studying physiological and social conditions for specifying cases require treatment among afflicted people.

9. Assisting security forces to identify deaths.
10. Making records for all voluntary teams.
11. Using funeral vans available at charitable associations.

Duties of Under Secretary of ministry of Education

- 1- Equipping the operation rooms of the Ministry linked with the main operation rooms of HCCD.
- 2- Including various types of disaster science in curriculums so as to familiarize students with types and risks of disasters and prevention.
- 3- Setting a civil defence plan for the ministry of education including the way of evacuating schools when a disaster occurs.
- 4- Making male and female teachers participate in civil defence courses in order to be able to perform rescue, ambulance, and fire fighting operations according to their personal abilities.
- 5- Facilitating HCCD procedures related to the use of schools as sheltering centers all over Jordan regions, and qualifying an administrative from the ministry of education to manage these centers.
- 6- Making teachers and administrative working participate in conducting field survey operations to assess losses resulted from disasters.
- 7- Considering universities, colleges, and institutes as emergency centers, and qualifying administrative personnel on tasks done by these centers.

Duties of Ministry Religious Endowments:-

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Using Loudspeakers available at mosques for warning population when required.
3. Preparing the mosques and their utilities to be as medical and sheltering centers.
4. Participating in relief and sheltering operations.
5. Contributing in educating citizens with risks of disaster by preachers and imams.
6. Take the Suitable Procedures for undertaking during disasters .

Duties of Ministry of Interior

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Civil defence committees are headed by the governors in the

administrative divisions for practicing duties and competencies authorized in accordance with article No. (5) Section (B) of this plan.

Duties of Foreign Ministry

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Coordinating the request of international aids through the concerned diplomatic channels.
3. Providing strategic information about local and international bodies concerned with humanitarian affairs.
4. Providing the necessary information to HCCD about the situation of foreign people living on the Jordan lands.
5. Facilitating the procedures of receiving international experts requested by HCCD.

Duties of Ministry of Justice

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Studying the issues resulted from emergent conditions by the specialized courts.
3. Giving lawful advice to HCCD when needed.
4. Making advantage of the ministry's resources in managerial, legal, and handling accident operations.

Duties of Ministry of Information

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing all the capabilities of the ministry for the interest of disaster information.
3. Qualifying media personnel in the field of disaster information.
4. Warning citizens through audio and video media.
5. Supervising international information centers established by HCCD during emergencies.
6. Making education programs concerning disaster issues, and transmitting them through media in coordination with concerned parties.

Duties of Ministry of Industry and Commerce

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Counting the kingdom's provisions, and putting these information

before HCCD.

3. Providing spare stock of foods to cover Jordan's needs for at least three months.
4. controlling prices and preventing monopoly.

Duties of Ministry of Planning

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Finding foreign financing resources for reconstructing afflicted regions.
3. Assigning part of the grants given to the Jordanian government for supplying emergency teams.
4. Making advantage of the results of statistics and data issued by the ministry.
5. Assigning part of the grants given to the Jordanian government for supplying operational equipments and Vehicles in order to deal with different kinds of accidents resulting from disasters .

Duties of Ministry of Transportation

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Documenting strategic information about the number of means of transportation and how to be used at disasters.
3. Providing HCCD with necessary information about weather conditions.
4. Conducting required repairs to the utilities of airports, seaports and railways.
5. Transporting aids and necessary tools and equipment to the appropriate storehouses .
6. Making use of the royal Jordanian restaurant at emergencies.

Duties of Ministry of Municipal

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing strategic information about capabilities of municipalities and rural councils.
3. Forming voluntary teams from personnel of municipalities and rural councils to participate in surveys and disaster handling.
4. Forming emergency teams for repairing water and electricity, networks in cooperation with other concerned parties.
5. Keeping on cleaning operations in cities and villages.
6. Preparing cemeteries for barring deaths.

7. Participating in debris removal operations.

Duties of Ministry of Tourism and Ruins

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Transporting tourists from damaged regions to more safe ones.
3. Counting the No. of tourists in the damaged regions, their nationalities, and general conditions.
4. Providing tourists with medical care.

Duties of Highest Council of Youth

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Making use of youth abilities by participating in handling disaster consequences after forming voluntary teams.
3. Participating in education campaigns of disaster risks.
4. Considering youth clubs and centers as sheltering and medical centers.

Duties of Ministry of Labor

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Cooperating with other parties concerned with safety on all levels.
3. Working on accomplishing safe working environment.
4. Providing solutions and taking necessary procedures for mitigating losses in souls and properties.
5. Using the utilities of the ministry as sheltering centers.
6. Working on the continuity of productivity at emergencies.
7. Forming voluntary teams of laborers for participating in encountering disasters.

Duties of Ministry of Energy

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing emergency centers with required lighting.
3. Organizing the distribution of electricity in afflicted regions.
4. Providing the kingdom with its strategic needs of fuel.
5. Determining gas stations to work at emergencies and providing them with spare generators.

6. Controlling radioactive materials and detecting radiation resources.
7. Supplying HCCD with the information related to earthquakes.

Duties of Ministry of Culture

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Contributing in educating the public for encountering disasters.
3. Using the clubs and centers of the ministry as sheltering centers.

Duties of Ministry of Water and Irrigation.

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing citizens with drinking water in emergencies at a minimum average of 5 Lit. per person.
3. Repairing water networks, pumps, and water resources for re-distributing water.
4. Repairing water drainage networks.
5. Documenting and providing the necessary information about water networks and resources.

Duties of Ministry of Communication and Information Technology

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing HCCD, ministries, and departments with radio and wired communication systems.
3. Providing emergency and medical care centers with radio and wired systems.
4. Providing communications for HCCD, and considering them “URGENT”.
5. Providing alternative communication devices in case of a defect in the original ones.
6. Forming emergency teams for repairing damaged communication networks.

Duties of Ministry of Environment

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Providing HCCD with necessary information about environment.

3. Providing required experience for detecting / removing contamination by experts and advisors.
4. Participating in removing environment pollutants.

Duties of Amman Municipality

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Participating in handling disasters.
3. Participating in debris removal operations.
4. Preserving maintenance and cleaning operations within the borders of Amman Municipality.
5. Preparing cemeteries for baring deaths.
6. Participating in decontamination operations.

Duties of Jordanian Armed Forces

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Making a list of appliances and equipment might be used in disaster response operations, like:-
 - 1- Land leveling equipment.
 - 2- Establishing bridges equipment.
 - 3- Supplying water equipment.
 - 4- Electricity generating and distributing equipment.
 - 5- Helicopters.
 - 6- Transporting appliances and cranes.
 - 7- Large buildings.
 - 8- Provision warehouses.
 - 9- Medical services including field medical centers.
 - 10- Facilitating communication.
 - 11- Providing HCCD with various types of charts.
3. Appointing liaison officer for HCCD and its committees.
4. Participating in search rescue, and ambulance operations.
5. Contributing in keeping up order in cooperation with security forces.
6. Contributing in relief and sheltering operations .

Duties of Public Security Directorate

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Informing concerned parties when a disaster occur.
3. Warning endangered people for being a way from dangerous regions.

4. Assisting other public departments in carrying out their duties.
5. Organizing traffic for rescue, evacuation, and ambulance units.
6. Keeping on security and stability within afflicted regions.
7. Working on the continuity of necessary services of first aid, rescue, evacuation and sheltering till the coming of concerned parties.
8. Preparing lists of Civil appliances to be used when needed.
9. Making lists of the names of deaths, injuries, and lost people including foreigners.
10. Providing radio and wired communications in any afflicted region in case of a defect in communication services in coordination with concerned parties.
11. Providing manpower and appliances for encountering the disaster.
12. Participating in rescue and sheltering operations.
13. Providing required facilities for foreign teams and persons participating in encountering the disaster, and contributing in receiving and distributing international aids.
14. Getting ready for any other duty required on time.

Duties of the General Directorate of Civil Defence

- 1- Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
- 2- Carrying out fire-fighting, rescue, and ambulance services, qualifying personnel, enlightening \ training people, providing the required equipment \ appliances, and making specialized studies in civil defence fields.
- 3- Providing, organizing, and supervising air raids and disaster alarming systems.
- 4- Verifying that public shelters are ready to use.
- 5- Uncovering explosives, setting their places, marking them, calling public security forces to close the region where they found, and calling armed forces to neutralize and remove them.
- 6- Contributing in detecting any chemical or radioactive leakage in cooperation with concerned parties.
- 7- Instructing to get the approval for establishing gas stations, liquefied gas distribution agencies, and gas storehouses in accordance with self-prevention and protection conditions.
- 8- Setting prevention procedures and self-protection devices for licensing fireworks, explosives, chemical, and other hazardous materials manufacturing and storing.
- 9- Training voluntary teams on civil defence actions of both private and public shelters all over Jordan regions to assist civil defence directorate.

10- Representing Jordan in related civil defence and protection organizations locally, regionally, and internationally.

11- Studying construction charts remitted by the municipality of Amman in accordance to practiced construction regulations in Amman, studying multi-stories constructions of commercial, industrial, and tourist uses that must be remitted by other municipalities to check shelters and self-protection devices in accordance to the specifications approved by construction and organization regulations in Amman city, and controlling them by the General Directorate of Jordan Civil Defence after issuing the required license.

12- Checking the availability of prevention, self-protection devices, and alarming and fire-fighting systems requirements.

13- Carrying out any other civil defence related tasks in accordance to the Minister of Interior or the Director General of Jordan Civil Defence Directorate point of view.

Duties of Jordan Red Crescent Association

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Coordinating with red crescent and red cross bodies for getting aids in case of disaster occurrence.
3. Storing relief materials to be given to damaged people.
4. Participating in first aid services.
5. Participating in training citizens on first aid services.
6. Participating in providing medical care for injuries.

Duties of Commerce Chambers Union

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Participating-within all sectors subordinated to the union- in meeting the needs of people at emergencies.

Duties of Industry Chambers

1. Equipping the operation rooms of the ministry linked with the main operation rooms of HCCD.
2. Putting the building of the chamber under the dispose of HCCD at emergencies.
3. Coordinating with large industrial institution for presenting supplies of foods, medical aids, and other products when requested.

4. Working on the continuity of industrial production.

H. Working Mechanism of HCCD

1. Holding periodic assemblies at normal conditions, where all Civil Defence matters are discussed for assessing and encountering disasters.
2. Setting emergency plans for all types of disasters.
3. Previewing periodic records made by the secretariat of the council to take appropriate decisions.
4. Discussing the issue of qualifying and equipping voluntary Civil Defence teams.
5. Forming specialized committees to perform works required by HCCD.
6. Studying the opinions of experts and advisors about some issues submitted by HCCD.
7. Staying in session from the moment of disaster occurrence till removal of consequences.

I. HCCD Procedures at Disaster Stage

H. HCCD procedures at disaster stages

HCCD takes appropriate procedures to mitigate losses resulted from disasters by providing necessary requirements for each stage. These requirements include preparation, response, and removal of consequences stages as follows: -

1. Requirement of Preparation Stage

- A. Specifying risks (its type, size, nature, frequency, and develop) according to previously made plans.
- B. Counting the available capabilities for handling risk(including siren system, intervention teams, communication and control systems, operation rooms, medical care, sheltering services, and means of transportation.
- C. Organizing available capabilities for encountering risks (including qualifying regular and voluntary teams, providing emergency storehouses, and providing required work techniques (rescue, ambulance, fire fighting cases . . . etc.).
- D. Providing systems related to strategic information to be used

when needed.

E. Checking the availability of civil defence plan for each ministry or establishment applicable at emergencies.

F. Establishing/maintaining public shelters, and supervising preparedness of private ones.

G. Carrying out applied exercises on disaster hypothesis accomplished by all members represented in HCCD for testing and assessing performance of response.

H. Activating and directing disaster information so that required response can be achieved by residents at preparation and response stages.

I. specifying financial resources covering HCCD duties at preparation stage.

J. Recommending the government with concluding agreements for the exchange of aids through neighboring lands at emergencies.

K. Setting an appropriate mechanism for coordinating international aids.

2. Requirements of Response Stage

A. This stage requires a provision of rapid response for work organized according to this plan for handling and controlling risk consequences at minimum losses.

On this basis, HCCD undertakes the following duties:-

A.A After the declaration of disaster occurrence by the prime minister – in accordance with civil defence Law No. (13) for the year of 1992 AD-HCCD shall be in session and the operation room of HCCD, ministries, departments, and civil defence committees in administrative divisions represented in the council issues an order to the concerned parties to warn the residents in the afflicted region.

B.A HCCD stay in session during all response stage to encounter disasters and remove consequences.

C.A HCCD issue an order to the heads of civil defence committees in administrative divisions of both regular and voluntary teams to

take their role at their work site. In case of impossibility for any person of those to take part at his work site, he shall associate with the closest center according to his job nature.

D.A Managing the available resources according to the available capabilities till the arrival of foreign aids.

E.A HCCD – through diplomatic channels – asks countries and international bodies concerned with humanitarian affairs for international aids. The council coordinates, manages, and organizes the way of receiving aids and other teams coming from foreign countries.

F.A Making use of strategic information related to disasters and documented at the operation rooms of HCCD, ministries and departments in which HCCD committees are represented.

G.A Informing citizens with accurate information about the case through informational centers established for this purpose.

H.A Providing international communications by the concerned parties.

I.A Controlling food and fuel stocks, and organizing the way of distribution on citizens.

B. Civil Defence Committees Undertake The Following Tasks at Response Stage: -

A.B Assessing the situation and damages(losses of souls and properties, infrastructure, establishments, roads, and bridges) by specialized committees in the field, and passing information to the operation rooms of civil defence committees in the administrative divisions.

B.B Taking appropriate decision by the heads of civil defence committees in the administrative divisions for initializing rescue, ambulance, fire fighting, evacuation, sheltering, and relief operations by the sheltering centering equipped with relief and medical care services.

C.B The specialized teams threats and repair damage services(Water-networks, electricity . . . etc.).

D.B civil defence committees continue assessing the situation in afflicted regions through specialized field committees. In turn, these information shall be reported to the operation room of HCCD.

E.B Civil defence committees in the administrative divisions undertake the responsibility of keeping up safety and controlling panic among citizens.

F.B Counting deaths, identifying, and burring them in collective cemeteries.

G.B Reunion of families after dispersal resulted from a disaster by field search teams especially formed for this purpose.

H.B Fighting epidemics and diseases risen as a result of rotten bodies and perished animals.

I.B Controlling means of transportation to be used in disaster encountering operations.

J.B Keeping up work order in formal and private institutions.

K.B Documenting all procedures taken-during response stage-in special records to be used when needed.

L-B Finding alternative roads instead of damaged ones.

3. Requirement of disaster consequences removal stage and re habitation after the end of response stage, HCCD and its committees take the following procedures:-

A. Conducting comprehensive assessment of the situation to specify done and undone works during response stage. Besides, assessing losses of souls and properties occurred in afflicted regions.

B. Assessing the size of available resources for assisting people, and assessing the needs for requesting additional aids to cover the needs of particular cases that might rise among people (like handicapped, poor, or old people . . . etc.)

C. Specifying the requirements of re-operating damaged establishments for being able to initialize work after repairing damages, and providing operation needs (like food establishments,

fuel refineries . . . etc.).

D. Providing the amount of finance and resources required for re-constructing public utilities in afflicted areas.

E. After carrying out all the above-mentioned procedures, president of HCCD submits a comprehensive report to the cabinet including all procedures taken by the council and its committees at response and removal of consequences stages. Furthermore, the report shall contain the damages require reconstruction for setting the plans necessary to carry out these purposes according to priorities in cooperation with governments and bodies concerned with reconstruction.

6. Administrative Services

In order the council and its committees to be able to perform required duties, the necessary administrative services should be provided. These services can be summed up with: -

- A. Sheltering: Providing required food and water during all working time.
- B. Housing: Providing appropriate sleeping places for persons whom their work nature require staying at work center.
- C. Fuel : Providing heating and lighting requirements.
- IV. Transportation: Providing this service for staff.
- V. Medical care.

7. Control and Communications

- A. Minister of interior shall consider the president of HCCD responsible for carrying out this plan on state level.
- B. The governor at the governorate shall be considered responsible before the head of HCCD for carrying out this plan in the governorate.
- C. The ruler shall be considered responsible before the governor for carrying out this plan in the province.
- D. Director of the district is considered responsible before the provincial governor for carrying out this plan in the district.
- E. The head of the committee formed by HCCD – with the exclusion of what have been mentioned – is responsible

- before the president of HCCD for accomplishing the tasks of the committee.
- F. The heads of the committees formed by the heads of civil defence committees in the administrative divisions are responsible before them in carrying tasks.
 - G. The operation room of HCCD shall be considered the main operation room to which the operation rooms of the ministries, departments, and civil defence committees are linked.
 - H. Qualified representatives authorized to take decisions shall manage the operation room of HCCD.
 - I. The operation rooms of civil defence committees in the governorates, provinces, and districts are considered the authority in taking decisions in specialization zones, into consideration the serial authority in districts and provinces.
 - J. The operation rooms of civil defence committees in the governorates, districts, and provinces shall be managed by qualified representatives authorized to take decisions.
 - K. When needed, field control room at work site shall be established. This room shall be linked with the main operation room of in specialization zone.
 - L. The operation room in the ministries and institutions represented in HCCD shall be maintained by qualified and authorized representatives able to conduct the required procedures.
 - M. HCCD has the right to use all portable and fixed radio and wired communication systems at emergencies so as to provide the passage of information between the operation rooms and the field teams and the main operation room of HCCD.