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HANDBOOK

ACTIVITIES

TO OVERCOME THE IMPACT OF DISASTERS IN THE MUNICIPALITY OF MOTATEI (ROMANIA) AND MUNICIPALITY OF MONTANA (BULGARIA)



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INTRODUCTION

The effective response of different state, municipal and mixed systems in crises, disasters and accidents requires the use of a precise conceptual apparatus of the terms used and their synchronization with the common terminology used in the protection of the population in the event of disasters. There is a great deal of terminological diversity in this area, which makes it difficult to uniformly understand and interpret the processes it reflects in order to define a common strategy for behaviour. In this context, it will be clarified with respect to each of the terms used in the wording that most accurately reflects the function and responsibilities of the two municipalities - Motatei in Romania and Montana in Bulgaria in carrying out activities related to overcoming the consequences of different disasters.

The term "disaster" is a generalization and includes any sudden or anticipated change in the standard of living caused by human activity, events or natural phenomena, with negative consequences for the territory, environment, population, citizens and material values of the country, for the prevention of which, mastering and overcoming immediate coordinated action is required.

The World Health Organization (WHO) at the UN has adopted the unifying term "disaster" (translating disaster, catastrophe, evil, trouble, death). It defines it as a sudden event, accompanied by grievous consequences, casualties, injuries, destruction and damage that cause losses, which



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requires immediate localization and wide-scale disaster relief and recovery activities.

WHO divides disasters into 3 main groups:

1. Natural disasters:

- meteorological: storms, hurricanes, cyclones, excessive colds, icing and warming;
- topological: floods, avalanches, landslides;
- tectonic - earthquakes, volcanoes;
- space;

2. Anthropogenic (human-caused) disasters:

- major production accidents /MPA/: chemical; radiation;
- socio-economic: economic; social - hunger, terrorism, drug addiction;
- war: no defeat means applied; using conventional weapons; with the application of mass destruction means;
- road accidents: road, rail; aviation; sea;

3. Other disasters - disasters that cannot be attributed to the above groups: epidemics, tunnel collapse; mass poisoning; mass water incidents.

The Manual introduces the implementation of an algorithm and preventive measures to control the prevention or reduction of the effects of disasters in the territory of both municipalities.



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It also envisages the introduction of European standards and good practices for risk assessment at the local level, as well as a Unified Rescue System for early warning, alerting and response to disaster management bodies.

The Handbook for Performing Disaster Management Activities in Motatei Municipality and Montana Municipality corresponds to the respective Disaster Management Plans of Motatei Municipality and Montana Municipality and is consistent with the elaborated *National Disaster Management Plans*.

It is also coordinated with the emergency plans of legal entities and sole proprietors operating under the Bulgarian and Romanian disaster response laws and in relation to the population and the capital fund, including production buildings and public service buildings.

I. OBJECTIVES OF THE HANDBOOK

This *Handbook* provides for the settlement of synergies between the parts of the Unified Rescue System (URS) between the two municipalities - Motatei Municipality and Montana Municipality and provides for the gradual mobilization of forces and resources in accordance with the development of the disaster. In this sense, the Handbook creates the preconditions for reliable management of administrative and business activities in the event of a disaster.

It is therefore envisaged that this document establishes guidelines for organizing an organization to take measures



to protect the life and health of humans, the environment and identify the actions needed by the management and response forces in the event of a disaster caused by disasters.

The *Handbook* proposes an indicative allocation of responsibilities and responsible authorities and persons to implement the planned measures in the plan, as well as to increase the capacity of management and administration to organize and coordinate preventive action, to manage disaster response and response, as well as damages caused by them.

II. MAIN TASKS OF THE HANDBOOK

The main tasks of the *Handbook* are to define measures for the prevention or reduction of the risk of disasters by conducting preventive activities and keeping forces and means ready. The *Handbook* also outlines measures to prevent and mitigate the effects of a disaster by building and maintaining components of the monitoring, early warning and warning system and eliminating the effects of various disasters.

Measures are also being put in place to protect the population, strictly complying with the laws of the Republic of Bulgaria, the Republic of Romania and international agreements on disaster protection.

The specific tasks in the *Handbook* go through the following organization:



- allocation of responsibilities and responsible authorities and persons for implementation of the planned measures;
- specifying the resources and resources earmarked for disaster relief;
- identifying ways of interaction between the executive authorities and the constituent parts of the Unified Rescue System;
- the order for early warning and notification of the executive authorities, the constituent parts of the unified rescue system and the population in case of danger or disaster;
- Specifying the procedure for timely notification of the executive authorities and the population in case of danger or disaster occurrence;
- providing information on the teams and means of the components of the Uniform Rescue System in the territory of both municipalities;
- determining the time for response of the constituent parts of the Unified Rescue System in the territory of the two municipalities;

III. GENERAL CHARACTERISTICS OF DISASTER RISK PROFILE

Disasters are events for which there are several common characteristics:

- occur suddenly;



- they are difficult to predict;
- the damaging factor is of unpredictable magnitude;
- cause material and non-material damage, including damage to human health, domestic and forest animals and damage to nature;

Disasters occur in 3 main phases: isolation, rescue and recovery.

1. The isolation phase is most typical of disasters caused by a high-intensity damaging factor, and its action is usually instantaneous or brief. This phase is most clearly manifested in earthquakes, aircraft accidents, road and rail transport, toxics, fires in administrative, industrial, commercial and residential buildings, and more recently in terrorist acts and even floods. Its duration may vary, but generally does not exceed one day.
2. The rescue phase follows the isolation phase and has a maximum duration of no more than 4-5 days, depending on the nature of the crisis. In the emergency area, the necessary resources are beginning to focus. At the end of the phase, the resources in the impact area practically exceed the needs for elimination of the consequences. In this phase, the coordination of the actions of the participants is crucial for the success of the operation and for the efficient use of resources.



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3. The recovery phase - this is the last phase of emergency situation development when resources are gradually reduced to their usual levels. Knowledge of the emergency phases is of great practical importance for the proper planning, organization and management of medical forces and resources in a given territory.

In addition to phase, disasters are characterized by zoning. It reflects the location of various resources to the territory of the disaster.

In the municipalities of Motatei and Montana, different types and intensity of disasters and accidents can occur, which can cause significant losses in human and material resources. The forecast of possible events shows that their manifestation will cause serious difficulties in the normal operation of the infrastructure in the area of disaster, accident, catastrophe (neighbourhood or the whole municipality), affecting or endangering the health of the population, property or environment, vital systems for the



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management and normal functioning of the production and trading activities, which will require the taking of measures or the participation of special forces and the use of special resources.

IV. DISASTER RISK PREVENTION

Preventive action is a set of activities that should include the following components from both municipalities:

- research, analysis, evaluation and prediction of disaster risks;
- categorization of the territory of the municipality according to the above risks;
- planning and coordinating activities for the protection of the population and infrastructure by the executive authorities, the municipal administration, the non-profit organizations, sole traders and legal entities;
- implementation of preventive measures for non-admission or reduction of the consequences of disasters, such as: territorially arranged, urban, construction and other technical measures, construction and maintenance of monitoring systems, early warning and notification, provision of collective and individual means of protection, training and practical training of municipal administrations, response forces and population;



- in case of an outbreak of biological contamination, timely information campaign, prevention, treatment and disinfection are of particular importance.

It is necessary to determine the boundaries of the outbreak of biological contamination by the special anti-epidemic and anti-epizootic formations of the respective Regional Directorates of Food Safety /RDFS/ and Regional Health Inspections /RHI/. This includes, but does not limit the activities to the development of components of the monitoring, early warning and warning system to ensure the living conditions of the distressed population in the municipality. It is necessary to create inventories of material and technical and financial resources and to regulate the order and the ways to use them.

V. STAGES IN THE OCCURRENCE OF A DISASTER AND OVERCOMING ITS CONSEQUENCES

Stages in the event of a disaster and overcoming the consequences can be summarized in the following points:

1. Registration of the incident;
2. Proclamation;
3. Collection of information and evaluation of the medical situation;
4. Analysis of information;
5. Operational planning of disaster medical insurance;



6. Restoration activities;
7. Crisis PR;

It is important to note that the effective management of medical insurance is absolutely necessary to establish and maintain operational picture for general and medical conditions.

This includes activities to collect, collate, synthesize and summarize disseminated disaster information and create a general and medical environment from all relevant information sources. Achieving a common operational picture allows all structures involved in managing an incident to have the same information about the time, actual harms and consequences, resources available at the scene and beyond, the status of requests for help and any other data required to support decision making at different levels. In addition, an operational picture of the medical situation is needed by the managing bodies of the general population protection activities at national, regional and municipal level, non-governmental organizations, private sector organizations, owners of critical infrastructure and operators, as well as all other organizations and individuals concerned with a role in managing and managing the effects of a disaster for effective, consistent and timely solutions. The existence of operating picture during an incident helps to ensure consistency throughout the system for disaster protection. In order to maintain situational awareness, information must be updated continuously, and much of this information may be used for various purposes within the incident management system. For example, the



same piece of information can be used for: support the planning process to develop an operational plan of action of the incident; deciding on the provision of public information; determining the required resources and associated costs; identifying the need for additional involvement of NGOs, private sector resources or the national health care system, identifying a safety problem.

VI. UNIFIED RESCUE SYSTEM / URS /

6.1. MAJOR STAGES OF DISASTER RESPONSE OF DIFFERENT NATURE

The main stages in organizing a Unified Rescue System / URS / can be presented in four stages:

- Stage One: First aid is performed here; a first medical triage of victims; to determine the priority for evacuation.
- Stage Two: Provision of qualified medical care and partly specialized for all victims, and for some categories of life testimony;
- Stage Three: Provide qualified and specialized assistance in full scope to all those in need;
- Stage Four: Provision of closely specialized medical care and rehabilitation of individual categories affected to prevent functional, anatomical and cosmetic defects until complete recovery.



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To realize the protection of the population on the territory of the country, a Unified Rescue System has been established, which can be applied also in work for disaster management in both municipalities. The essence of the Uniform Rescue System is the organization, coordination and management of the actions of its components in their preparation, in the event of disasters and in carrying out rescue and emergency disaster recovery.

The main goal of the URS is to provide reliable protection of the life, health and property of the population, territory and environment, cultural and material values of the country. The primary task of the URS is to maintain readiness for action and the ability to respond in a timely manner, clearly and accurately defining responsibilities at all levels and effectively utilizing the available resources of individual institutions.

The main activities for the protection of the population against disasters carried out by the URS are:

- warning;
- implementation of urgent measures to reduce the impact;
- proclamation;
- rescue operations;
- providing medical assistance in emergencies;
- providing psychological first aid to the injured and rescue teams;



- management and elimination of environmental incidents;
- protection against explosives and ammunition;
- search and rescue operations;
- radiation, chemical and biological protection in the event of incidents and accidents involving dangerous substances and materials and against nuclear, chemical and biological weapons;
- control and eradication of fires;
- temporary removal, evacuation, concealment and provision of individual means of protection;
- performing emergency disaster recovery work;
- limiting the spread and eradicating epidemic outbreaks, epidemics and epizootics of infectious and parasitic diseases;
- other security related operations;

6.2. PARTNERS IN URS

The Uniform Rescue System / URS / includes structures of:

- ministries and departments;
- municipalities;
- trading companies and sole traders;
- emergency medical centers, other medical and health care facilities;



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- non-profit legal entities, including voluntary formations;
- the armed forces;

6.3. STRUCTURE AND MANAGEMENT BODIES

The structure and bodies for managing and organizing national disaster management activities are:

- A Minister in the affected sphere;
- Crisis Security and Management Board to the relevant agency;
- Chief State Inspector of the Department;

At the regional level, the structure and authorities are:

- Director of the State Office of competence (for example Director of RHI);
- Civil Service Operational Headquarters Operational Headquarters (for example RHI Operational Headquarters)
- Council to the Regional Governor

From this point of view, a specialized structure for joint operational activities to manage the effects of various disasters and accidents can be organized at the municipal level.



6.4. PERIOD OF READINESS TO RESPOND

The response time should be up to 30 minutes during working hours and up to 60 minutes during off-hours.

In the event of an earthquake of 6th degree on the Richter scale, announced in the media, officials appear to work.

The response time should be up to 30 minutes during working hours and up to 60 minutes during off-hours.

VII. JOINT OPERATIONAL HQ / JOHQ /

The public authorities in the respective two municipalities may consider setting up a Joint Operational Headquarters (JOHQ) to implement disaster management activities and activities.

7.1. JOHQ'S MAIN TASKS

The Joint Operational Headquarters / JOHQ / organized between the public authorities of the two municipalities - for disaster protection - should fulfill the following main tasks:

- ✓ collecting, processing and analyzing information on emergent general and medical conditions resulting from the disaster and informing the relevant services in a timely manner;
- ✓ planning, organizing the participation of the forces and means of the services and medical and



health establishments for providing medical care for the population;

- ✓ assessment of the situation, composition and status of response forces, actions taken to manage the effects of the disaster;
- ✓ proposing additional measures for disaster management;
- ✓ ensuring interaction during the disaster with other agencies as well as local authorities under the authority of JOHQ;

In case the disaster has consequences for the public service itself, JOHQ also manages the rescue activities for the protection of human and material resources and the services involved in disaster management.

7.2. ADDITIONAL TASKS OF JOHQ

The JOHQ may be disclosed in the following cases: in the event of a crisis situation resulting from a disaster, incl. epidemic and / or terrorist act; at the risk of creating a critical situation caused by disasters and other like that.

The obligations of JOHQ members on disclosure should be:

- to know their obligations when preparing for and carrying out rescue and disaster recovery operations;
- to know how employees are posted and transported to the place of work;



- always keep their mobile and home phones, doorbells and staircase lights in good working order;
- when changing address registration and phone numbers to notify the Secretary of JOHQ;

The Director of JOHQ should lead the organization and provision of health care in the two municipalities.

The Secretary General of JOHQ should coordinate and exercise overall control over the performance of the tasks assigned, arranging business, material, financial and transport services in direct interaction with the relevant services.

In addition, systematic and targeted health monitoring of compliance with health requirements and the impact of environmental factors should be carried out; to take samples and samples for laboratory analysis in the quantities necessary for carrying out the examinations and to require mandatory hygiene measures.

It is necessary to carry out research related to the implementation of measures for limiting, reducing and eliminating the negative effects of surroundings factors of environmental accidents, general average and disasters on the health of the population; as well as to carry out research related to the implementation of measures for limiting, reducing and eliminating the negative effects of the surroundings factors of environmental accidents, accidents and disasters on the health of the population.



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It is necessary to monitor and analyse the epidemic situation in the territory of the district, to plan and take measures to prevent and control epidemic situations.

It is well known that Bulgaria is subject to the negative effects of over 60 types of natural phenomena and processes, which can have negative effects on people and their property.

Only three of the world's known science disasters do not occur on the territory of the country - active volcanoes, permafrost ice and desertification processes.

Globally, it has been clearly demonstrated that the number of casualties and the amount of damage depends directly on the preparedness of the population for disaster response, with disaster being the "intersection" between nature and human activity.

With regard to the organization of health insurance in the case of natural disasters, it is essential not so much the specific characteristics of the damage that they inflict on the human body, but the magnitude of the medical consequences, which is expressed in particular by the number of victims who need medical attention in the short term period of time.

Of the possible natural disasters in the territory of the country are particularly relevant floods, and the earthquake is a natural disaster that can be caused in a short period with the most casualties and casualties, ie. to create the most complex medical environment as a result of a mismatch between the available health resources and



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the needs for medical care, as well as the most complex hygienic-epidemiological situation, we will present the basic principles of planning, organization and management of health insurance in natural disasters, in the context of earthquake and flood actions, but they are applicable to all types of natural disasters with a high number of casualties.

VIII. ACTION PLAN

8.1. ACTION PLAN

The disaster protection plan is implemented after the “Emergency Code” is declared in its annexed part and is defined by type.

- 1) The Mayor of the municipality has the right to put the plan into action, for which he issues an order, a copy of which shall be sent immediately to the Regional Governor.
- 2) The mayor of the municipality announces with the Order “Emergency situation” for the whole territory of the municipality or part of it.
- 3) The order shall enter into force forthwith and shall be made public by the mass media.
- 4) A copy of the order shall be sent immediately to the Regional Governor and to the Minister of the Interior.



- 5) The distress situation shall be canceled ahead of schedule in the event that the circumstances which gave rise to its announcement by order of the mayor have disappeared.
- 6) The commencement of the introduction of the emergency and its duration shall be no more than 30 days from the date of its declaration. If necessary, the validity period may be extended after consultation with the Regional Governor.

The plan is allowed to be put into effect and without a declaration of an emergency or crisis.

8.2. BRINGING THE PLAN TO ACTION

The applicability of the Disaster Resource Plan to the particular situation is determined on the basis of the information available and the assessment of the situation; goals and possible strategies for their implementation, with the Headquarters guided by the principles of the Disaster Protection Act for the right of defense of each person and the priority of saving human life over other protection activities.

Further goals and strategies are agreed upon with the Regional Headquarters for disaster protection, with the development of an Action Plan that includes: an area of focus for the main forces and resources; the sequence and stages of the medical care provided; the need for resources and logistics to be provided by other bodies and organizations.



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In accordance with the adopted Action Plan, the Headquarters - assisted by its members - organizes the activities of: determining, depending on the constantly updated data on the number of casualties, the number of teams needed for rescue, removal from the disaster area and their transportation to a medical establishment ; providing for the needs of medicines, supplies and apparatus, as well as their delivery at the site of the disaster or at the hospitals; ensuring the need for blood and blood products; preparation of information for the population about appropriate and adequate actions, to reduce the wrong reactions and behavior; provision of medical services for evacuation of the population from the endangered areas and sites, after specifying evacuation routes and accommodation; organization of sanitary control for air pollution, drinking water and anti-epidemic measures.

IX. READINESS TO DEAL WITH CRITICAL DISASTERS / TWO EXAMPLES /

9.1. EARTHQUAKES

An earthquake is a natural phenomenon, the result of the sudden and rapid destruction of a particular part of the earth's environment. It is accompanied by the formation of seismic waves, generating vibrations in the Earth's layers and on the Earth's surface. The weakest earthquakes are not felt by humans, recorded only by seismographs. The strongest cause great destruction, take thousands of human



casualties and can lead to significant changes in the natural environment. There are two very important characteristics of earthquakes to be aware of here: seismic hazard and seismic risk.

- The seismic hazard is defined as the maximum expected earth movement for a point (location) due to an earthquake over a period of time and is expressed by maximum acceleration (speed, displacement), macro - seismic intensity, etc. Seismic hazard depends on the distribution of earthquakes around the point in question, magnitudes and periods of earthquake repetition, specific engineering and geological conditions, the decay of earth movements with distance. It is presented through maps of expected seismic impacts for different repeatability periods (or annual probability of occurrence).
- Seismic risk includes the expected losses (casualties, injuries, destruction of the building stock, etc.) as a result of a seismic hazard. Unlike seismic hazard, the risk can vary depending on the vulnerability - there is no risk, even in high seismic hazard areas, if there are no people, buildings, facilities and other industrial sites that could be affected by the earthquake. Seismic risk includes the expected losses (casualties, injuries, destruction of the building stock, etc.) as a result of a seismic hazard. Unlike seismic hazard, the risk can vary



depending on the vulnerability - there is no risk, even in high seismic hazard areas if there are no people, buildings, facilities and other businesses.

In the event of devastating earthquakes, operational analyzes should be made for the following factors:

- ✓ Are extensive areas of mass destruction affected - industrial sites, dwellings, hospitals, public buildings, underground and ground technical facilities, transport junctions, etc., which can significantly impede rescue operations effective immediately after the earthquake; Were there any secondary outbreaks of lesions:
 - outbreaks of chemical contamination with industrial poisons resulting from the destruction of industrial sites or warehouses;
 - fires resulting from the destruction of highly flammable and explosive objects;
 - catastrophic floods from destroyed water bodies;
 - occurrence of landslides;
- ✓ What is the number of victims who need emergency medical care at the same time;

9.2. FLOODS

Floods are the most common natural disasters. According to the UN, about 10'000 floods occur each year



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on Earth, with different parameters, consequences and losses.

A flood is called the temporary inundation of a terrain or territory with a large amount of water as a result of rising levels of a river, lake, sea or ocean. The floods mainly cover river valleys, lowland areas and deltaic coastal areas. However, their physical, genetic and regime patterns and characteristics are conditioned by extremely heterogeneous and differentiated combinations of natural-geographical and socio-economic factors. Economic factors are also a potential prerequisite for floods - for example the increasing concentration of population, urbanization and technical infrastructure in river valleys, engineering facilities on the rivers, the weakening of the water regulation role of forests, etc.

Immediate factors are for example the emergency rupture of hydraulic structures (dams, dykes), partitioning or narrowing of riverbeds through bridges catchments or weirs, clogging of the irrigation or drainage channels in river floods, destruction of hydraulic structures in a military environment, etc.

The most significant are the natural and geographical prerequisites for floods caused by intense rainfall or snowmelt and tropical cyclones. In the territory of the Republic of Bulgaria, nearly 2,000 rivers form watersheds of 17 major rivers, as well as catchments of rivers flowing into the Black Sea from the northern to the southern boundary.

The flow of rivers in Bulgaria is very different in summer, when it is minimal, and in spring, when the level



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of rivers rises sharply from rain and snowmelt. Due to the mountainous nature of the terrain, floods in Bulgaria last for a shorter time, but are more difficult to predict and have a short response time.

The most complex situation due to flooding can be expected in the lowlands and along the rivers of the Danube, Maritza, Tundzha, Mesta, Iskar, Arda, Kamchia and others.

In the municipalities of Motatei and Montana, the most complex situation would be in the event of a devastating earthquake, flood and radiation accident. In these cases, interaction with the Regional Headquarters will be required to implement the Regional Disaster Protection Plan and guidance and rescue structures at national level.

Both municipalities also have disaster and emergency response forces, which are always ready to assist and take emergency measures to manage the disaster situation. Contracts should also be concluded with companies and legal entities for assistance. Crisis management, reduction of losses and elimination of the consequences should be planned and coordinated with measures for the protection of the population and property by the executive authorities, local self-government and local administration, economic and non-profit organizations.

The nature of the consequences of likely disasters and accidents requires a willingness to use all means and means to protect the population and national economy and to carry out preliminary measures to prevent and reduce their harmful effects. Preventive activities, and especially those



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that allow predicting the occurrence and / or development of disasters, as well as eliminating the prerequisites for accidents and catastrophes, are of utmost importance for the successful protection of the population. In such situations, it is foreseen to take continuous care to strengthen national seismological, meteorological and hydrological monitoring and forecast systems and develop their warning functions. After an outbreak of biological contamination of special importance, timely prevention, treatment and disinfection will be carried out; and the boundaries of the foci of biological contamination from special anti-epidemic and epizootic units of the Regional Directorates of Food Safety / RDFS / and Regional Health Inspections / RHI / will be determined.

Restriction of the occurrence and spread of acute infectious diseases and pests on farm animals and plants is a task of the Bulgarian Food Safety Authority and the Romanian one, the National Plant Protection Service of the Republic of Romania and the Republic of Bulgaria and their structures in the municipalities of Motatei and Montana. The volume and specificity of rescue and emergency restoration works necessitate the maintenance and preparation of the staff and resources of the Ministry of Interior of the Republic of Bulgaria and the Republic of Romania, the departments; Bulgarian Red Cross / BRC / and Romanian Red Cross / RRC / and formations in production units with risky industries.

The possible consequences for the population in the event of disasters and accidents require continuous and



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focused training in the methods of protection and self-protection and timely information. The responsibility for overcoming the consequences of disasters regulates the obligations at national, regional and municipal level in the field of management, as well as the obligations of the providers of medical care in the disaster area or outside it.

The powers shall determine the authority to be delegated to the governing bodies in respect of those involved.

The interaction is fundamental because of the heterogeneous subordination and ownership of health care providers, as well as their joint activity with representatives of other ministries and agencies.

Security must answer the question of whom, what resources it provides, and sufficiency determines the correspondence between the needs in the disaster area and the resources available from other regions / countries.

Flexibility reflects the ability to respond to health needs that have arisen suddenly and are beyond the scope of the scenarios developed.

The cost-effectiveness implies an in-depth assessment of the commitments made by healthcare providers and their cost and opportunities to reduce it. The clear and unambiguous content of the plans for resource provision of the population, orders, reports and requests for supplies of material, etc.



9.3. ACTIONS TO MANAGE THE EFFECTS OF AN EARTHQUAKE OR FLOOD

After passing the first earthquakes, JOHQ takes the following actions:

- Under the direction of the JOHQ Director or the Secretary-General, or a person authorized by him, JOHQ gathers at the appropriate premises or in the area and assigns tasks to the heads of the different directorates;
- Heads of specialized directorates are engaged in the activities of health insurance for the population in the area affected by the disaster;
- The Head of the General Administration engages in the organization of rescue and disaster recovery activities and ensures the activities of the Headquarters.

The following activities are carried out for organizing the health insurance of the population:

- a group is formed to collect information and liaise with the various public services and hospitals to obtain initial information on the status of the medical network in the district;
- upon receipt of initial information on the amount of material damage and the estimated number of casualties, the Director of JOHQ informs the Mayors, the District Governors and the relevant Ministries of competence coordination of emergency and urgent emergency rescue work;



- upon the order of the Director of the Headquarters, the members of the Medical Insurance Council shall be announced in the territory of the affected area;
- provides access to RHI's plan for medical insurance for earthquake; The following activities are carried out for organizing the health insurance of the population:

The Headquarter analyses the situation, proposes the necessary adjustments to the plan, depending on the particular situation, and clarifies the following issues: immediate implementation activities; order / sequence / action; order for exchange of information with the higher authorities and the subordinate structures; immediate execution tasks; the composition and tasks of the governing bodies and the action groups in the health and medical establishments, the order of interaction and liaison with them.

In parallel with the above activities of the Headquarter under the direction of the Secretary-General or such other person designated by the Director of the Headquarter, the following shall be done:

- set the existing teams in condition of readiness to recover and mitigate the consequences of the disaster produced by the earthquake;
- the electrical current of assemblies or aggregates, which may pose additional risk for



- employees who have failed to evacuate the building and are in inundated areas, is set off;
- search and removal of the victims under the rubble is organized (removal of the victims from difficult passages, dangerous and inaccessible places, providing air to the buried people, raising the area for performing rescue activities);
 - first aid is provided on the spot to the victims and transported to the nearest medical establishments;
 - if there are lifts in the building, they are fixed on the ground floors under the supervision of the guards in order not to be used in the evacuation;
 - an organization for termination of access of outsiders in the area of the site is created and only medical teams, specialized teams of the Ministry of Interior are omitted;
 - arrange for the establishment of all staff members within the competence services whether they are at their place of work and whether they can be involved immediately;
 - the provision of drinking water and basic necessities is organized;
 - provision is organized to provide a backup water use, elimination of accidents in the water transmission and supply of electricity, as well as the elimination of accidents in the utility



network, which may appear as a source of various infections;

- systematize and transmit information on the material damage and the possible number of victims and endangered persons in the area of damage;

In the event of a disaster - an earthquake or a flood - outside the established opening hours of the Competence Services, bringing the Headquarters to readiness for work is carried out in accordance with the established procedure in the Plan of the two municipalities for disaster protection.

Following the announcement of the Headquarters, it is assembled at the designated workplace, which also acts as a point of contact. The staffs are obliged to appear during working hours up to 5-15 minutes, and during off-hours up to 30-60 minutes.

In these cases, it is important to provide for measures for back-up access to the planning documents of the municipalities and competencies and information in the kept registers of the basic medical forces and means, contacts, etc., using one or more of the following options: access via the Internet on a backup server; duplication of information in the regional administration; a portable information carrier; building a spare workplace and more.

In the event of post-disaster panic, it is important to be able to play back important information in memory, such as basic contact phones, addresses, and more.



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Following the appearance of the designated briefing site, the members of the Headquarters analyse the available information about the situation and act according to the developed plan for providing the population. In assessing the situation, the following are determined: the nature of the event; the state of the general situation in terms of population and infrastructure; the medical situation - the likely number of victims, the type of injuries and injuries; the need for forces and means of medical insurance; condition, composition, security and security of the medical establishments in the district; the situation on the territory of the neighbouring districts, municipalities, mayoralties, sites and opportunities for interaction with them; the nature and influence of the settlement on the organization of health insurance; time - in quantity and quality; other factors for which information is available.

In the case of flood management in the region concerned, additional activities should be undertaken such as water sampling and laboratory analysis of water samples.

In addition, an analysis of the epidemic situation in the territory of the district should be made, combined with the implementation of measures to limit, reduce and eliminate the negative effects of environmental factors. The specialist team should also include a hygiene team from a doctor, chemist, health inspector, and laboratory technician. Moreover, additional experts should be involved to form a virological team, a micro-biological team, an epidemiological team and a disinfection team.



Therefore, in such a case physical and chemical and microbiological studies should be carried out on indicator indicators as well as the competent authorities should be informed. The Regional Governor, the mayors of the affected municipalities and settlements and the Ministry of Health are also informed. Finally, regulations are issued to the water supply and sewerage operators to take measures to eliminate the negative consequences, improve the quality of water and supply the population with drinking water.

9.4. AN EXEMPLARY DISASTER MANAGEMENT KIT

In sets to overcome disasters, accidents and other emergencies can include various items that are essential, but critical - are as follows:

1. water bottles for at least 3 days with at least 1 liter of water per person per day; in addition, the amount of water required for pets, if any, should be provided;
2. food for at least 3 days, choosing food that does not require special preparation, does not contain much salt and can stand outside the refrigerator; it is appropriate to provide preserved fruit and juices; food stocks must be regularly refreshed in order to have a high level of disaster preparedness;
3. tin / can opener;



4. first aid kit briefcase / bag; certain injuries may occur to some people and this type of "first aid kit" should include soap, ointment, gloves, dressings, cotton, alcohol, scissors, painkillers, medicines to be taken by family members;
5. Medical prescriptions for taking medicines; if one of the family members takes medication regularly or undergoes other paramedical operations, all medical prescriptions and algorithms for all family members should be taken;
6. mobile phone and radio - mobile phones are the main means of communication and radio is the main means of receiving information; they must have reliable batteries; and even when the phone's battery is stopped and unconnected, the radio can still operate;
7. Chargers for mobile phones of family members;
8. Torch - this is an indispensable tool in the event of a disaster; candles and flammable supplies of fire are not the best things about lighting when there is dark;
9. Extra batteries for radio and torch;
10. Whistle or sound-producing device (thrombus, etc.); this is a necessary means of disaster to indicate the exact location of the victims;

In the event of a disaster, the victims should act as a team and allocate the resources available for survival



according to the need of the victims. Communication should be concise and precise and first aid to family members and loved ones is paramount. In the first minutes of the disaster and the subsequent critical minutes, one should not lose self-control, but in the fastest way to connect and communicate between one and three close, acquaintances, relatives, to be informed about the disaster.

First of all, distress and emergency authorities should be alerted, but most of all, call 112.

X. HEALTH INSURANCE PLAN

10.1. ASSESSMENT OF THE SITUATION

On the basis of the information received about the created situation and the idea for conducting the rescue measures, an assessment of the general and medical situation is made, including the following elements:

1. Assessment of the overall situation. It determines the size, location and time of the disaster. Attention is paid to the characteristics and magnitude of the destruction, fires, floods, occurrence of secondary outbreaks of destruction and contamination, etc. This assessment should clarify the extent of the damage and their impact on the provision of medical support for rescue operations.



2. Assessment of the amount and structure of medical losses. It is performed on the basis of predicted and conducted medical intelligence. This assessment should substantiate the conclusions regarding the settlements, areas, neighborhoods or individual buildings in which the major rescue medical activities should be directed.
3. Assessment of the status of medical forces and means. The following shall be taken into account:
 - killed and injured health personnel (if any);
 - destroyed or subject to evaluation expertise for infestation medical and sanitary property;
 - the number of trained, equipped and able to operate medical units, formations and establishments;
 - capacity of medical and health institutions and others, who can participate in rescue, treatment, evacuation and hygiene and epidemiological measures;
 - the volume of the various types of medical assistance that may be provided in medical establishments and in open temporary medical structures (points, field hospitals, etc.), if available;



- the protection of health workers, patients and victims of workers in the disaster area.

On the basis of these data, estimates are made of the needs, which are compared with the available possibilities and the shortage of medical resources and resources is determined. Based on this assessment, the conclusions and justifications of the health authorities of the region to provide the necessary type and volume of medical assistance to the victims with their own resources and resources, the necessary reinforcements, the duration of the organization of shift work, etc. are made.

4. Assessment of the hygienic and epidemiological situation. On the basis of data on the hygienic-epidemiological state of the area and the emergent situation in the disaster, it is concluded that the influence of epidemiological factors on the organization of medical assistance, evacuation and treatment of the victims, removal of the population from the disaster area, etc. This assessment largely determines what anti-epidemic units and health authorities should be put in place to work in the outbreak. Also important is the clarification of the necessary type and volume of anti-epidemic measures to be carried out - restrictive measures on roads and places for evacuation and accommodation, introduction of anti-epidemic regimen in medical establishments, opening of an infectious hospital in the hearth and others.



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This assessment shall also include a specific medico-geographical analysis of the disaster area and of the entire territorial unit, as well as of the condition of the road network, enabling appropriate decisions to be taken regarding the introduction and operation of medical units, the manner of evacuation of victims, on the conditions and places for opening medical points, etc. With respect to these circumstances, the opinion of various municipal and state offices should have a major influence in decision-making by the headquarters for disaster protection.

Moreover, the analysis of the resource "time", as quantity (astronomical time) and as quality (meteorological conditions), is also carried out in order to clarify how it will influence the organization of medical insurance.

Management should be carried out on the basis of a comprehensive coordinated planning of all disaster health related activities.

The contingency plan should contain the main objectives, strategies and tactics for the provision of resources, their proper distribution across time and space, organization and coordination. After clarifying and assessing the situation, the governing health authority develops a plan for the organization of the medical care for the victims and the hygiene and epidemiological insurance.

By its very nature, the health insurance plan is a proposal for a decision that is submitted for approval by the headquarters for the protection of the population and is then implemented. In principle, every incident (even with a



small number of casualties) should have an action plan. However, not all incidents require written plans.

The need for written plans should be refined according to the specific situation. Most initial response operations do not require a written plan. However, if an incident is likely to grow, become complicated, or require a higher level of engagement, writing a written plan guarantees more effective, efficient and safe follow-up.

10.2. MEDICAL CARE TO VICTIMS

The President of the Headquarters assigns to the heads of the medical and health establishments in the municipalities specific tasks and deadlines for implementation regarding:

- ✓ providing medical teams to assist at the site of the defeat;
- ✓ mandatory safety measures for the work of medical teams; location and composition of medical sorting points;
- ✓ providing specialized medical teams to strengthen the health facilities that take over the victims;
- ✓ release of the required number of beds and opening of new ones (if necessary) in the medical establishments;
- ✓ providing information about available medicines and supplies and the needs of such;



- ✓ expected blood requirements and volume of replacement fluids;
- ✓ others, depending on the particular situation;

The orders to the heads of the medical and health establishments shall be made on the established lines of communication orally or if possible in writing. To be sent to the Regional Headquarters for implementation of the Regional Disaster Protection Plan - *Emergency situation Report* as soon as the Action Plan is prepared.

At the discretion or upon request, the *Emergency situation Report* shall also be sent to the duty officer at the Ministry of Health. An *Operational Report on the Medical Situation* is periodically sent, containing summarized data from the reports of the medical establishments

The medical establishments from the two healthcare networks that are assigned the tasks of providing pre-hospital and / or hospital care shall send an *Operational Report on the medical situation* within a fixed period of time by the Headquarters, but not less than 2 hours with the following data:

- Entries - number, if possible, names, age, gender, nationality
- Condition - life threatening numbers, admission diagnoses
- Treated outpatient - number;
- Hospitalized - number and breakdown at which clinics / wards;



- Need of republican consultants - in what specialties;
- Need for specialized medical teams - number and specialties;
- Need for medication - by type and quantity;
- Need for blood and blood products - quantities;
- Healthcare resource available - available beds by type;

The bodies of the Regional Health Inspectorates (RHI) organize and carry out intensive sanitary controls on food, water supply and essentials; ensure strict observance of established rules of observation and quarantine.

Particular attention is paid to children's and community facilities, hiding places, shelters, transport and others.

Health epidemic measures in a disaster situation are oriented in three main directions, corresponding to the basic elements of the epidemic process:

- source of infection;
- contact healthy individuals;
- the external environment (within certain limits) in which the infection circulates;

XI. AFTER THE DISASTER RECOVERY

In the event of a disaster in one community or throughout the region, rapid and efficient assistance is required. This assistance must meet the real needs of the



people concerned, to enable them to survive in an emergency with dignity, to recover and to return as quickly as possible to a condition called "normal life". In this sense, an interpretation should be given of the "logistics" of disaster protection. It includes:

- ongoing maintenance of the forces and resources of the single rescue system - by their line Ministries;
- concluding contracts between the municipality and commercial companies and companies for services, production, repair and supply of transport and engineering equipment, food, water and other consumables and property necessary for the prevention and elimination of the consequences of disasters;
- design and execution of capital construction, construction and maintenance of systems for monitoring, early warning and disaster alert;
- international economic and technical cooperation in the field of disaster protection;
- provision of municipal property and movable property for disaster protection purposes;
- other activities related to the provision of disaster protection.

Traditionally, in the Republic of Bulgaria the logistics of disaster protection is provided by:

- the budgets of ministries and agencies;



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- the municipal budget;
- commercial companies and sole traders - for their sites;

In the case of rescue operations, the feeding of the voluntary units is carried out at the expense of the municipality and the legal entities and sole traders. If necessary, clothing, shoes, bedding, tents and other items by a reserve warehouse established by the Ministry of the Interior, the Bulgarian Red Cross shall be distributed to the injured population under the terms and conditions determined by the Interdepartmental Commission for Reconstruction and Assistance to the Council of Ministers, at the request of the mayor of the municipality, according to the calculations and the need for the affected sites located on the territory of the Municipality of Montana

The costs related to the provision of resources for the implementation of rescue work in the event of disasters are absorbed from the budget of the municipal administration and from the budgets of the sites located on the territory of the municipality.

The unforeseen additional expenses for conducting rescue work are provided annually by the State Budget Act of the Republic of Bulgaria for the respective year and for the subsequent ones depending on their size by normative acts of the Council of Ministers and the National Assembly.

The funds are declared to the Interdepartmental Commission for Reconstruction and Assistance to the Council of Ministers with a reasoned request for financial



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assistance and are utilized after a decision of the Commission. The amount of financial assistance requested shall be evidenced by the submission of copies of the primary financial accounting documents or financial statements for the necessary expenditure.

XII. MONITORING AND EVALUATION

Timely awareness of the threat, such as vulnerability, threat or risk, acts as a reason for the protection authorities to enter a mode of increased readiness to preserve the stability and security of citizens. Properly understood and accurately assessed danger is the impetus for triggering part or all of the system of measures, forces and means of coping with crisis situations. This sets a number of requirements for timeliness, speed, accuracy and quality of the decisions taken and the actions taken.

A MS (monitoring system) is being set up, which includes the Headquarters for the implementation of the municipal disaster plan, for efficient functioning in all conditions, namely:

- the system has been established and operational since the pre-crisis period;
- centralized management;
- advance and timely provision of information;
- objectivity and sustainability;
- purposefulness;
- functionality and efficiency;



- reliability;
- multivariate;
- secrecy and security.

Prior and timely information is important to give sufficient time to the decision makers for the preparation and holding of events and actions adequate to the current situation. The information provided should be made available to consumers in a timely manner. In case this is not done, it loses its relevance and importance.

Delayed information may cause serious damage to the security of the region as it leads to delays in taking decisions by the competent authorities and taking appropriate action.

The monitoring system is not intended to inform management only about credible events and processes, but a more important role is to ensure security. This means that the alert process should be about vigilance and attention, rather than expecting something to happen completely that we are quite sure of. The burden is placed primarily on the projected nature of an event, a not to be informed after the event is in progress or has already happened.

Support for people affected by disasters should be well planned.

Planning is impossible without specific information. We need to know what happened, how people are affected, what their needs are, and what they can do for themselves.



A support program that is not based on knowledge of the real situation in the affected area has the potential to aggravate the situation even more than it actually is. Three different types of information sources will be used during a disaster:

- **Preliminary information before the occurrence of the disaster on the affected area;**
 - information about political, social, economic and geographical situation in the area affected by the disaster as well as information about communities and people who live in the area;
 - Population structure (by age and gender, if appropriate, by ethnic group or religion);
 - Education;
 - Health situation;
 - Cultural environment, etc .;
- **Information from secondary sources**
 - Mass media: newspapers, TVs, websites that report news about disasters;
 - Authority reports (government, local government, specialized institutions): press releases, situational reports published on official websites, reports.



- Information from the Internet on meteorological services, hydrological institutes, seismic institutes;
- Reports and information from other non-governmental organizations
- **Direct information from the venue;** an on-site visit is essential for a successful evaluation. During the on-site visit, information will be collected through:
 - Direct observations;
 - Conversations with affected persons;
 - Discussions with local actors (public authorities, civil defence, NGOs, etc.).
- **Preparation of on-site evaluation;** On-site evaluation is an essential part of any initial assessment; to be successful, it must be well prepared.
- **Collection of information already available;** as the main sources of this information will be used:
 - The mass media
 - Information from contact persons in the region
 - Official information



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The organization of support for the population in the two municipalities should be organized by the respective mayors and public authorities, and through the commissions appointed by them and the joint operational headquarters, the consequences of different disasters can be organized more effectively.

Moreover, the powers of mayors is to form committees and to determine people (households) who need help and the type of assistance necessary, seeking adequate mechanisms for funding assistance.

In addition, on the basis of good political will and a desire for joint action between the political factors and experts in the Republic of Bulgaria and the Republic of Romania, it is possible to make additional calculations and prepare various summaries to meet the different needs of the distressed population, such as providing additional drinking water, food and more.

In the event that water and food are not available from the two municipalities (shops, hypermarkets and food markets), orders may be placed to the respective regional levels of competence in both countries.

In practice, all public systems and algorithms for work involving different forms of public-private partnerships and cross-governmental interaction could support the more



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efficient receipt and distribution of goods, services and support with the assistance of various disasters, with the assistance of the mayors of these two municipalities and their mayoral deputies for the benefit of the population, nature and business life in the region.



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ANNEX - LEGAL DEFINITIONS IN THE BULGARIAN LEGISLATION

An accident is a large-scale incident involving roads, highways and air traffic, fire, destruction of hydraulic equipment, incidents caused by offshore activities, nuclear incidents and other environmental and industrial accidents caused by human activities or activities.

Risk analysis and assessment is the determination of the nature and magnitude of risk as a function of danger, vulnerability and probability.

Evacuation is the organized taking off of humans and animals from endangered areas and their accommodation and provision in safe places.

European Critical Infrastructure is a critical infrastructure located in the territory of the Republic of Bulgaria, whose damage or destruction would have negative consequences for at least two EU Member States. The criteria for the assessment of the negative effects are the number of deaths or injuries, economic and social consequences, taking into account the impact of damage or destruction of this critical infrastructure on other types of infrastructure.

Protection is a set of activities aimed at ensuring the normal functioning, continuity and integrity of critical infrastructures in order to deter, reduce, mitigate or counteract threats, risks or vulnerabilities.

Disaster area is the area affected by a disaster.



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An incident is an unpredictable or difficult to predict, time- and space-limited, high-intensity force or human activity that endangers the life or health of people, property or the environment.

Information relating to the protection of critical infrastructures is any fact about a critical infrastructure, which if disclosed and revealed, can be used for planning and / or execution of actions aimed at causing damage or destruction of objects, components or systems from critical infrastructure.

Critical infrastructure is a system or parts thereof that are essential for the maintenance of vital public functions, health, safety, security, economic or social well-being of the population and whose disruption or destruction would have significant negative consequences for the Republic of Bulgaria as a result of the impossibility to retain these features.

Inevitably necessary volume and duration are those in which minimally for a minimum period of time the rights under Art. 52 to allow the taking of necessary measures for protection against disasters.

Danger is a natural phenomenon or event caused by human activity that can cause adverse effects on the population and its property, the environment, the economy and cultural and material values.

An industrial accident is the sudden technological damage to machinery, equipment and aggregates, or the carrying out of activities involving hazardous substances



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and materials in the production, processing, use, storage, loading, transport or sale, where it causes a danger to the life or health of humans, animals, property or the environment.

Natural phenomena are phenomena of geological (geophysical, geological), hydro - meteorological and biological origin, such as earthquakes, floods, movements of masses (landslides, flows of debris, avalanches), storms, hail, large snow accumulations, frost, drought, forest fires, mass diseases of epidemic and epizootic nature, pest infestations and the like caused by natural forces.

Deconcentration is the organized removal of cultural and material values from endangered areas and their relocation and safe keeping.

Risk is the probability of harmful consequences for the population and its property, economy and environment as a result of the hazard and vulnerability in a given area / object.

Owners / operators of European Critical Infrastructures (ECIs) are natural persons, legal persons or organizations responsible for the investment or for the normal operation, continuity and integrity of a system or part of it, designated as ECIs.

Vulnerability is an indicator of the degree of susceptibility of a site or site to various hazards.