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(EUR-OPA)

**REPUBLIC OF BULGARIA**

**MINISTRY OF EMERGENCY SITUATIONS**

**NATIONAL TRAINING CENTRE**

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# 1 MINISTRY OF EMERGENCY SITUATIONS

## *1.1 Mission, Strategic Goals and Principal Functional Responsibilities of the Ministry*

The mission of the Ministry of Emergency Situations is to prevent, manage and mitigate the effects of natural disasters and accidents, with a view to ensuring protection of public life, health and property and conservation of the environment, cultural and physical assets of the country.

The Ministry of Emergency Policy elaborates and conducts the state policy in the sphere of prevention, management and mitigation of the effects of natural disasters and accidents, seeking to establish an effective and efficient national integrated system, adequately provided with resources and logistics, for the prevention of, preparedness for, prompt response to, and recovery from, crises. In its activity, the Ministry pools the efforts of the executive authorities, the legal persons, the non-governmental organisations, and the members of the public for the creation of a unified model of action in the event of crisis through enhancement of knowledge and skills, achievement of effective communication and co-ordination, and improvement of the productivity of actions in case of disasters and accidents.

Fulfilling the functions assigned to it by the law, the Ministry of Emergency Situations with its structures, including a Civil Protection National Service Directorate General with 28 regional directorates, a National System 112 Directorate General with 6 regional centres, a State Agency for Contingency Reserves and Wartime Stockage, and general and specialised administration of the Ministry, carries out disaster-protection planning, organisation and implementation by means of prevention and protection activities, co-ordination of the operation of the unified rescue system, assistance and recovery from disasters, comprehensive resource supply, as well as management of the country's contingency reserves and wartime stockage.

Prevention activities include: research, analysis, evaluation and forecasting of disaster risks, classification of the national territory depending on the risks, planning disaster protection with municipal-, regional- and national-level plans, application of prevention measures for the exclusion and/or mitigation of the effects of disasters through spatial-development, urban-development, construction and other technical measures, setting up and maintaining monitoring, early-warning and notification systems, procuring collective and personal protective means, training and practical preparation of the central and local executive authorities, the response forces and the population.

The activities for protection of the population in the event of a threat or occurrence of disasters include: warning; implementation of emergency measures for mitigation of the impact; notification; rescue operations; providing medical assistance in emergency situations; initial psychological counselling of disaster victims and of rescue teams; management and elimination of environmental incidents; protection against explosives and ammunition; search and rescue operations; radiation, chemical and biological protection in accidents involving hazardous substances and materials and protection from nuclear, chemical and biological weapons; containment and extinguishing of fires; temporary evacuation; performance of emergency repair and recovery work; containment and elimination of epidemic outbreaks; other protection-related operations.

The Ministry of Emergency Situations is building a Unified Rescue System, which ensures the organisation, co-ordination and management of the actions of the units, services and structures in preparing for response to disasters, upon occurrence of disasters, and for simultaneous performance of rescue and emergency recovery work by multiple components or units of the system. The principal constituents of the Unified Rescue System are the Civil Protection National Service Directorate General, the National Police, the Chief Directorate of Fire Safety and Rescue, the Emergency Medical Care Centres, and voluntary formations at the municipalities. Co-ordination of the constituents of the Unified Rescue System is effected through the Operational Communications and Information Centres of the Ministry of Emergency Situations.

The Ministry of Emergency Situation co-ordinates the setting up of collective protective means constituting public state, public municipal or private property, which are maintained, managed and administrated by the central-government departments to which they are allocated. The Ministry builds and maintains operational stocks of individual protective means intended for protecting the respiratory organs, eyes and skins from toxic and radioactive substances, vapours and aerosols, from overheating and burns, explosions and other mechanical impacts.

Through the activity of the State Agency for Contingency Reserves and Wartime Stockage, the Ministry of Emergency Situations participates in the elaboration and conduct of the state policy in the sphere of planning, building up, storage, preservation, renewal, maintenance, use and control of contingency reserves and wartime stockage and of the mandatory stocks of crude oil and petroleum products.

The policies and programmes developed and carried out by the Ministry and its structures are financed with resources provided for in the State Budget of the Republic of Bulgaria for the respective year, resources from the Structural Funds and the Cohesion Fund of the European Union, resources attracted from the Phare Programme and international donor organisations involved in crisis management.

## ***1.2 Organisational Structure of the Ministry of Emergency Situations***

### **Minister Of Emergency Situations**

#### **Deputy Minister**

Chief of Political Cabinet  
Parliamentary Secretary  
Political Cabinet  
Secretary General

#### **Deputy Minister**

#### **Deputy Minister**

Inspectorate  
Information Security Division  
Internal Audit Unit

#### **Specialised Administration**

#### **General Administration**

##### **General Directorate**

Civil Protection National  
Service with 28 Local  
Divisions

##### **General Directorate**

National System 112  
With C 6 Local  
Divisions: Regional  
Centres

Planning and  
Prevention  
Activities  
Directorate

Legal and Regulatory  
Activities, Administrative  
Services and Human  
Resources Directorate

National Training Centre and Preparedness of the Private Sector Directorate	Communication and Information Systems Directorate	International Activities Directorate	Financial and Economic Activities Directorate
Recovery and Assistance Directorate			Property Management and Public Procurement Directorate
			Public Relations and Protocol Directorate

According to the Organisational Rules of the Ministry of Emergency Situations, the administration of the Ministry is structured into a Civil Protection National Service Directorate General with 28 local divisions, a National System 112 Directorate General with six local divisions, nine directorates in the general and specialised administration, an Internal Audit Union, an Inspectorate, and an Information Security Division.

### 1.2.1 Specialised administration

#### ➤ **Civil Protection National Service Directorate General**

Implements the activities for civil protection of the population in the event of disasters, chemical, biological and radiation contamination as a result of technological accidents, terrorist attacks and catastrophes and, to this end, carries out and co-ordinates search and rescue operations, population protection operations, humanitarian operations, emergency recovery work, maintains in a state of readiness the human and logistical resources for population protection in the event of disasters and accidents, participates in operations of collective response systems or rendering assistance in implementation of international treaties, organises interaction and co-ordination with the ministries, central-government departments, local divisions and with non-governmental organisations in the area of population protection, prevention, management and mitigation of the effects of disasters and accidents.

#### ➤ **National System 112 Directorate General**

Analyses the process of handling emergency calls to the Single European Emergency Call Number 112 and controls the provision of technical maintenance of the information and communication equipment and the software at the regional centres for reception of emergency calls and, to this end, exercises quality control over the process of reception and handling of emergency calls, applies measures for the technological and organisational improvement and relays the emergency calls to the emergency response services depending on the nature of the incident, follows up on the development of the incident by obtaining feedback from the emergency response services concerned until completion of their work at the site of the incident.

#### ➤ **Planning and Prevention Activities Directorate**

Elaborates forecasts and analyses for assessment of the risk of occurrence of disasters and accidents and of their probable effects; develops and organises the implementation of programmes and plans for upgrading the country's readiness in the event of disasters and accidents; organises the elaboration of a National Plan for Protection of the Population and Critical Infrastructure in the event of disasters and accidents; develops a methodology for risk

assessment, organises and prepares exercises for protection of the population in the event of disasters and accidents etc.

➤ **National Training Centre and Preparedness of the Private Sector Directorate**

Elaborates and organises the implementation of national programmes for training and preparation of the disaster and accident management bodies; provides methodological guidance of the Ministry's training centres; plans and organises the use of the research capabilities in the interest of disaster and accident management; assists the Minister in the development and control of the policy for preparation of the structures of private-sector organisations for prevention and response to disasters and accidents, controls the preparedness of legal persons and sole traders that are assigned tasks in the event of crisis etc.

➤ **Communication and Information Systems Directorate**

Shares in the setting up of national and departmental information systems for disaster protection, carries out the exchanges information between all bodies and structures responsible for the protection of the population in the event of disasters, in the prevention, management and recovery from the effects of disasters; share in the setting up and maintenance of the subsystem to the National Alert System and the disaster early warning system; organise and maintain the communication and information system for the needs of disaster and accident management and early warning systems; share in the setting up and maintenance of a single emergency call system etc.

➤ **Recovery and Assistance Directorate**

Assists the activity of the Interagency Recovery and Assistance Commission, receives and analyses proposals for provision of financial assistance for urgent emergency recovery work, participates in the control as to the appropriate absorption of the target resources allocated from the budget, from aids and from other sources of financing etc.

➤ **International Activities Directorate**

Implements international co-operation; plans, co-ordinates and organises bilateral, multilateral and regional co-operation activities in the sphere of the state policy on disasters and accidents; participates in the Bulgaria – European Union analytical reviews of legislation; implements the overall co-ordination and monitoring of the implementation of international projects and programmes; co-ordinates the exchange of information between the Republic of Bulgaria, NATO and the European Union in the sphere of civil emergency planning and civil protection, participates in the initiatives of NATO and the European Union in the area of civil emergency planning etc.

➤ **Internal Audit Unit**

Implements internal audit of all structures, programmes, activities and processes at the Ministry, including the structures authorised to spend the resources of the European Union and the lower-level spending units under the Minister of Emergency Situation, in accordance with the Public Sector Internal Audit Act.

➤ **Information Security Division**

Fulfils the tasks assigned to it by the Classified Information Protection Act and, to this end, keeps a register of classified information and is responsible for its appropriate generation, processing, storage and transmission.

➤ **Inspectorate**

Exercises control over the activity of the Ministry and, to this end, analyses the effectiveness of the operation of the administration, conducts checks on alerts, requests and complaints against unlawful or inappropriate actions or omissions by Ministry personnel and exercises control over the activity of the second-level spending units under the Minister.

1.2.2 General administration

➤ **Legal and Regulatory Activities, Administrative Services and Human Resources Directorate**

Within its competences, participate in the drafting of the regulatory framework; provides methodological assistance and co-ordination in respect of the legal servicing of the Ministry; provides representation by legal counsel and legal defence of the Minister and the Ministry; performs functions and tasks in connection with the administrative services of the Ministry; with the document flow, archiving; human resource management etc.

➤ **Financial and Economic Activities Directorate**

Elaborates drafts and controls the implementation of the annual budgets of the Ministry system; ensures financing by activity and second-level spending unit; participates in the activities for honouring the commitments of the Ministry of Emergency Situations to international financial institutions; prepares monthly and quarterly reports on the cash implementation of the Ministry's budget and prepares the annual financial statement and balance sheet; prepares a draft of the amount of the average gross wage for the Ministry in general and disaggregated by second-level spending unit; organises, develops and compiles detailed lists of investment programmes and the documents on capital expenditure from the Ministry's budget; exercises operational control and organises current financial reporting; effects payments in the System for Electronic Budget Payments (SEBPA); stores accounting documents etc.

➤ **Property Management and Public Procurement Directorate**

Organises and is responsible for the appropriate, legally conforming and effective use, management and preservation of the corporeal immovables and movable things owned by the Ministry or allocated to the Ministry for use; organises and controls the performance of routine repairs and overhauls of the buildings stock, maintenance and repair of protective facilities, equipment, apparatus and communication devices; plans, organises and co-ordinates the activities for the preparation and conduct of public procurement award procedures with the Minister of Emergency Situations as a contracting authority, maintains the Ministry's public procurement register etc.

➤ **Public Relations and Protocol Directorate**

Prepares and implements a programme for presentation of the Ministry's activity; organises and co-ordinates the Ministry's information and medial policy; provides methodological guidance and co-ordination of the public relations of the administrative structures under the Ministry; organises and ensures the hardware maintenance of the Ministry's computer equipment and system software; ensures the operation of the computer network and the protection of information against unauthorised access; maintains and updates daily the Ministry's Internet site; prepares the overseas business trips of the Minister, the Political Cabinet and the Ministry personnel; co-ordinates the schedule of the Minister and of the Deputy Ministers upon official and working visits abroad; co-ordinates and controls the

arrangement and holding of official and working meetings, seminars, discussions and roundtables at the Ministry.

➤ **Administrative structure reporting to the Minister: State Agency for Contingency Reserves and Wartime Stockage**

The Agency is a public-financed legal person, second-level spending unit under the Minister of Emergency Situation. The Agency is a specialised body of the Council of Ministers for conduct of the state policy in the sphere of planning, release, use, reporting, financing and control of the country's contingency reserves and wartime stockage in accordance with the national security, and also exercises state supervision over the building up, storage, use and recovery of the mandatory stocks of crude oil and petroleum products under the Mandatory Stocks of Crude Oil and Petroleum Products Act.

***Relationships with other ministries and institutions***

In pursuit of its strategic and operational goals by policy area, the Ministry of Emergency Situations interacts mainly with the following institutions:

- Ministry of Finance
- Ministry of Interior
- Ministry of Agriculture and Food
- Ministry of Regional Development and Public Works
- Ministry of Health
- Ministry of Environment and Water
- Ministry of Defence
- Ministry of Education and Science
- Bulgarian Academy of Sciences
- Bulgarian Red Cross
- Regional administrations
- Municipalities and mayoralties
- National Association of Municipalities in the Republic of Bulgaria
- Bodies of local self-government
- Trade union, branch and other public organisations

***International co-operation and financial contributions of the Ministry of Emergency Situations to international organisations***

- Co-operation with the European Union and its structures;
- Co-operation with NATO and its structures;
- Co-operation within the UN;
- Regional co-operation with the countries of South-east Europe and the Black Sea region;
- Bilateral international co-operation.

In connection with the activities for participation of the Ministry of Emergency Situations in international organisations, for 2009 the Ministry is due to make annual membership contribution as follows:

- Membership contribution to the Disaster Prevention and Preparedness Initiative for South Eastern Europe (DPPI SEE), according to a Memorandum of Understanding on the Institutional Framework of the DPPI SEE, signed on 24 September 2007 and ratified by an Act of the National Assembly;



- Membership contribution to the United Nations Central Emergency Response Fund (CERF).

## 2 NATIONAL TRAINING CENTRE

The National Training Centre is part of the specialised administration of the Ministry of Emergency Situations and functions as a National Training Centre and Preparedness of the Private Sector Directorate, performing the following main activities:

- the organisation and operation of the National Training Centre are determined by Rules issued by the Minister of Emergency Situations;
- the National Training Centre provides methodological guidance upon organisation of the training of the executive authorities, the other state bodies and the population.

### Resources

The National Training Centre is accommodated in the building of the Ministry of Emergency Situations in the City of Sofia. The Centre has offices for the entire Directorate personnel, as well as a meeting room for holding training events, a library, and a methodology lab, each furnished with a complete set of the requisite office equipment procured on the budget of the Ministry of Emergency Situations.

### Personnel

The National Training Centre and Preparedness of the Private Sector Directorate consists of two departments: Preparedness, Training and Research Activities, and Professional Training and Volunteers Register. The Directorate employs eleven full-time employees, occupying tenured positions at the Ministry of Emergency Situations.

### Financing

The activities of the National Training Centre are financed by the **central government budget**. For 2008, the budget financing amounts to 40,000 Euros.

External project financing:

- *Disaster Prevention through the Secondary Education System Project*, implemented in partnership between the Ministry of Emergency Situations, the Ministry of Education and Sciences and thanks to the United Nations Development Programme. Project cost: \$ 73,000 \$
- Project entitled “*Information Campaign for Disaster Protection Training of People with Disabilities and/or Chronic Diseases*,” financed by the Communication Strategy for the Preparation of the Republic of Bulgaria for Membership in the European Union; €25,000

### Location

The National Training Centre is located in the building of the Ministry of Emergency Situations: 6 Sveta Nedelya Sq., City of Sofia. Tel/Fax:

### 3 DEVELOPMENT AND GENERAL GOALS

#### 3.1 *Network of Specialised Euro-Mediterranean Centres under the EUR-OPA Major Hazards Agreement*

1. Setting up a Uniform National Framework for training in disaster protection meeting European criteria and standards.
2. Achieving a European class of training activity.
3. Perfecting the mechanisms of organisation, planning and conduct of the training activity.
4. Increasing the effectiveness of the mechanisms for co-ordination of the activities for training of the executive authorities and the constituents of the Uniform Rescue System.
5. Improvement of the training facilities within the system of the Ministry of Emergency Situations.
6. Introduction of modern innovative forms of training for the purpose of increasing the effectiveness of the training policies of the Ministry of Emergency Situations.
7. Acquisition or enhancement of the population's specialised knowledge of disaster protection.
8. Setting up an effective system for professional training and qualification of personnel at the Civil Protection National Service Directorate General and its local divisions.

#### 3.2 *Scope*

##### 3.2.1 Training in the public education system

##### 1. Training at kindergartens

**At the kindergartens**, disaster protection training is delivered in the 2<sup>nd</sup> and 3<sup>rd</sup> group and in the preparatory group, and is provided for according to a statutory instrument issued by the Ministry of Education and Science (*Instruction No. 2 dated 5 July 2004 on the Preparation and Training of Children, the Teaching, Administrative and Auxiliary Staff in Safe Behaviour in the Event of Disasters, Accidents, Catastrophes and Fires*).

The training programmes, the training materials and aids for the kindergartens and schools, the plans for training and preparation for disaster protection for the managerial personnel and teachers in the public education system are endorsed by the Minister of Education and Science after consultation with the Minister of Emergency Situations (*Article 16 (3) of the Disaster Protection Act*).

##### 2. Training in the basic and secondary education system

Training in disaster protection in the basic and secondary education system in the Republic of Bulgaria is statutorily regulated by the Disaster Protection Act. According to Article 16 (1) of the Disaster Protection Act, training in disaster protection and in providing first paramedical aid is provided in the public education system and at the higher schools. This training for attainment of basic education provides basic knowledge of the disaster risks and of the modes

of behaviour and action, while the training for attainment of secondary and higher education provides knowledge of protection corresponding to the profile and speciality of study.

Disaster protection training in the public education system (**the schools**) is delivered according to an instruction endorsed by the Minister of Education and Science in 2002, which provides for training in the homerule class of 5 periods annually. This study time also includes conduct of two all-school drills for implementation of the school disaster protection plan.

### **3. Training in higher education**

In the sphere of **higher education**, the Ministry of Emergency Situations sets itself the objective, jointly with the Ministry of Education and Science, to introduce compulsory 30-hour training in disaster protection at the higher schools. The academic autonomy of higher schools in the Republic of Bulgaria does not allow the Ministry of Emergency Situations to enforce the introduction of a disaster protection programme in the higher education system. National Training Centre experts have elaborated a model programme for disaster protection training, which meets the requirements of the Disaster Protection Act and the EU directives and which has been submitted to the attention of the accredited higher schools. Most of the higher schools have already expressed willingness to work jointly with the National Training Centre on the proposed programme.

### **4. Extracurricular forms of disaster protection training**

The National Training Centre organises supplementary extracurricular forms, in which children and young people learn the rules and actions for behaviour in the event of disaster. The following are traditionally organised and held every year:

#### **- Contest for Schoolchildren “Disaster and Accident Protection”**

A contest for schoolchildren “Disaster and Accident Protection” takes place in a different town of Bulgaria each May. The principal object of the contest is to test the level of knowledge, skills and habits of action in the event of disasters and accidents, acquired in the course of study, as well as to motivate the contestants and the audience to prepare further for response to emergency situations. Twenty-eight teams enter the contest, one from each administrative region in Bulgaria, which, after a heated competition at the municipal and regional level, reach the final stage. The contest is divided into a theoretical and practical part. The theoretical part includes a test of the contestants’ knowledge of the subjects studied within the syllabus on action in the event of disasters, accidents and catastrophes for 1<sup>st</sup> to 8<sup>th</sup> graders. The individual test is taken by all contestants. The score of the test is an arithmetic mean for the team. The object of the practical part is to check the contestants’ knowledge, practical skills, agility and resourcefulness through competitive games.

#### **- National Children’s Drawing Competition “MISSION: RESCUER”**

The National Children’s Drawing Competition “MISSION: RESCUER” is organised at an exceedingly high level and enjoys great popularity with children attending all schools countrywide. Thematically, the competition covers the content studied in the secondary school on action in the event of disaster and accident, giving first aid, self-aid and mutual aid. Taking part are children from across the country aged 6 to 18, regardless of social status, divided into three age groups and categories. Essentially, the children’s drawings are based on the preparedness and adequate response to emergency situations and focus on the image of the

rescuers of the Ministry of Emergency Situations who fight disasters on a daily basis, help the victims and save human life.

All contestants who place first are eligible for a special prize provided by the Ministry of Emergency Situations: a four-day plein-aire at the Ilia Petrov National School of Fine Arts.

The winners of the National Children's Drawing Competition qualify for participation in the International Competition, under the auspices of the Executive Secretariat of the Council of Europe Co-operation Group for the Prevention of, Protection Against, and Organisation of Relief in Major Natural and Technological Disasters (EUR-OPA), due to take place in Sofia in November.

- **International Children's Drawing Competition "MISSION: RESCUER"**

An International Children's Drawing Competition "MISSION: RESCUER" takes place annually under the auspices of the Council of Europe Partial Agreement on Major Hazards. For the first time, the National Training Centre will organise an exceedingly large-scale competition in November. More than 1,400 drawings on the subject of MISSION: RESCUER have been received so far at the National Training Centre from Russia, Turkey, Hungary, Indonesia, Croatia and Slovenia.

The competition will be held at the National Palace of Culture in the City of Sofia, Bulgaria, on 26 November 2008.

**5. Other forms of training**

- **Educational theatre**

The National Training Centre is planning 300 performances of the "educational theatre" type for the 2008-2009 school year, which will use artistic means to teach essential knowledge of appropriate action in the event of disaster. These performances will consolidate and develop further the disaster protection knowledge, skills and habits covered by the compulsory syllabus for kindergartens and schools. They will be implemented within the framework of public-private partnership with Bulgarian theatre companies.

- **Webpage for children**

A webpage for children on the Internet site of the Ministry of Emergency Situations was launched on 30 May 2008. The idea is to use the IT revolution for a more interesting and more attractive presentation of disaster protection training so that it could be more easily comprehended by the child users. The site is addressed to children aged 5 to 15, and the separate sections are geared to the age specifics of the intended users. In this way, children can learn at home with the help of their parents and friends. The webpage for children will be evolving as a means of entertainment (various training logical and situation games will be developed and uploaded to this end) and as an aid to the syllabi in the public education system.

3.2.2 Training of the general public

**Disaster protection training of the general public** is a foremost priority of the policy of the Ministry of Emergency Situations implemented through the National Training Centre.

## 1. Information campaigns

The Ministry of Emergency Situations is holding information campaigns on a regular basis, intended to raise public awareness of essential rules for disaster response.

In 2008 the Ministry of Emergency Situations carried out an information campaign mottoed “**ABC of Survival**”. The campaign was launched with the airing of five video clips on the Bulgarian National Television. The clips cover the essential rules of behaviour upon occurrence of the most typical disasters in Bulgaria: flooding, earthquake, tornado and gale-force wind, fire and thunderstorm. The video materials include footage of real-life emergency disaster situations. The clips show the teams of the Ministry of Emergency Situations at work using the newly procured state-of-the-art equipment during rescue operations. The video clips are intended to inform the public and enhance its preparedness. They are addressed to all viewers of the Bulgarian National Television of various age groups. The idea is to tell people which are the first and most important steps they should take in case they find themselves in a disaster situation even before the arrival of the rescue teams. Three more clips have been prepared: one on snowstorm response and two on the Single European Emergency Call Number 112.

In 2007, within the framework of the Communication Strategy, the Ministry and its territorial directorates held an identically mottoed information campaign in all administrative regions of Bulgaria. A total of **292 initiatives** were organised: **discussions on issues concerning disasters and disaster protection**, training for various categories of the population, open days and practical demonstrations, which were joined by over 17,000 participants. The key messages of the campaign reached representatives of the state bodies which are partners of the Ministry of Emergency Situations, local government structures, private business executives, journalists, teachers, students and pupils. The discussion of the entire process, from the legal framework to the preparedness of each individual, was placed on a broad public basis. Highlights were identified to evoke a positive attitude to voluntary enlistment in disaster control activities. An information brochure entitled “**10 Rules for Survival, or How to React to Disasters**” was published and distributed in a circulation of 15,000.

### Information campaign for disaster protection training of people with disabilities and/or chronic diseases

The National Training Centre is preparing an information campaign for disaster protection training of people with disabilities and/or chronic diseases. The campaign sets the beginning of modern, inclusive training in disaster protection, accessible to people with disabilities and/or chronic diseases. The two principal activities: publication and distribution of information materials, and conduct of an information campaign for training, are addressed to people with disabilities and/or chronic diseases, their personal assistants, parents, family members, principals of mainstream and specialised schools, of day care centres for disabled children and adults, sole traders and legal persons employing people with disabilities.

The implementation of the campaign is expected above all to encourage the individual potential for coping with a disaster situation of a sizeable part of the public, taking into consideration the degree of limitation of personal protection and self-protection according to the physical, mental and medication dependence and the need of special assistance and markings. Another important result is a gradual change of public attitudes to the training and preparation of persons with disabilities to protect themselves in the event of disaster.

The information materials are addressed to the people with disabilities and/or chronic diseases themselves, as well as to those who take care of their health, education, work, and social skills. A specialised webpage on the Internet site of the Ministry of Emergency Situations will be designed providing information and training materials for disaster protection in a form accessible to people with cerebral palsy, impaired hearing and impaired sight.

The campaign will take place **between 3 November and 3 December 2008**. There are plans for four training sessions for mastering a disaster response plan: at a specialised school, at a building with massive presence of people, at a day care centre for disabled children, and at a nursing home for physically disabled people. Four 10-minute training films will be made on the basis of the training sessions and will be used in a large-scale training outside the campaign.

The campaign will be closed on a special date: **3 December, the International Day of Disabled Persons**, which is also the launch date for the specialised webpage for people with disabilities and/or chronic diseases on the Internet site of the Ministry.

The combination of the interactive opportunities offered by cyberspace with the messages of tolerance to the needs of people with disabilities in all spheres of political, socio-economic and cultural life are a good beginning of the inclusive training in disaster protection which the Ministry of Emergency Situations responsibly includes in its long-term programme.

### **Ministry of Emergency Situations Open Days**

The National Training Centre organises and holds annual Open Days. The event has been taking place on a regular basis since 2007, when it was organised for the first time as part of the National Programme for the Accession of Bulgaria to the European Union.

During the Open Days, schoolchildren and members of the public can visit and get familiar on site with the activities of the Ministry of Emergency Situations and the prospects for development. Experts and rescuers familiarise the children with the equipment, facilities and vehicles used in disaster control.

### **National Prevention Day mottoed “Everybody Together for a Safer Future”**

The National Training Centre supports initiatives of other central-government departments related to prevention and enhancement of the preparedness of the population for emergency situation protection. Annually, the National Training Centre takes part in the observance of the National Prevention Day mottoed “Everybody Together for a Safer Future”, which is organised by the Ministry of Interior. At these events, the National Training Centre organises an information stand displaying information materials related to the Ministry’s preventive activities.

## **2. Work on projects**

Considering the limited financing for activities related to training of the general public from the budget of the Ministry of Emergency Situations, the National Training Centre seeks and implements, on a priority basis, training events through international projects and

programmes. The National Training Centre implemented the following project training in the 2006-2008 period:

**UNDP Project “Sudden Crisis Response”**

**Within the framework of the United Nations Development Programme Preparedness for Sudden Crisis Project**, implemented in partnership with the Ministry of Emergency Situations, three training cycles were delivered countrywide in the April – September 2006 period:

**1) Regional governors, regional vice governors, and municipality and borough mayors in the Republic of Bulgaria;**

Nine two-day training seminars were conducted in the cities of Plovdiv, Stara Zagora, Blagoevgrad, Bankya, Shoumen, Varna, Lovech, Bourgas and Vratsa. The subjects of training covered the regulatory and practical aspects of disaster and accident management (declaration of a state of disaster, decision-making, organisation and management of rescue and emergency work upon occurrence of disasters and accidents, medical services for the public in disasters, accidents, catastrophes and terrorist acts, PR at times of crisis), the specific peculiarities of the various types of disasters (flooding, earthquake, forest and field fires, extreme weather phenomena, accidents at sites handling industrial toxic substances), as well as the possible measures for disaster and accident prevention. Taking part in the seminars were 308 regional governors, regional vice governors, mayors or their representatives. The training of the mayors and regional governors received extensive coverage in all local print media, television and radio stations.

**2) Journalists covering the work of the Ministry of Emergency Situations and public relations officers at the regional administrations and municipal administrations;**

Four two-day training seminars were conducted in the cities of Velingrad, Plovdiv and Troyan.

The subjects of training in the area of anti-crisis PR were intended to enhance the knowledge of public relations officers at the regional and municipal administrations of the essence and usefulness of PR as a social technology, as well as of its organisation and application at a time of an emergency situation. The seminar also covered subjects concerning the revisions of disaster protection legislation, as well as a presentation of the structure of the recently established Ministry and the priorities of its work.

**3) Rescuers of Emergency Rescue Work Departments.**

One-month courses in Basic Training and Radiation Protection were conducted at the Centre for Professional Training in the City of Montana.

**Project “Restoration of Social Infrastructure in the Flood-Damaged Areas”,  
Second phase of the Beautiful Bulgaria Project, Component B, financed by the  
Kingdom of the Netherlands.**

In connection with the implementation of the project, the National Training Centre planned, prepared and organised two cycles of seminars for the following target groups:

- experts in charge of disaster protection at municipal administrations;
- regional governors, regional vice governors;
- municipality mayors and borough mayors in the cities subdivided into boroughs;
- personnel at the local divisions of the Civil Protection National Service Directorate General.

The first cycle of six training sessions, for the target group of experts in charge of disaster protection at municipal administrations, was implemented between 22 October 2007 and 9 November 2007. Training was delivered in the form of two-day training seminars, conducted in six regional capitals countrywide.

The subjects of training covered the legal and financial aspects of disaster protection, the possibilities for financing from the operational programmes of the EU and other external financing of disaster protection activities, as well as the methodologies, manuals and analyses elaborated by the project-implementing company. The lecturers were representatives of the Ministry of Emergency Situations, the Ministry of Finance and the project-implementing company.

The second cycle of ten training sessions, for the target groups of regional governors, regional vice governors, municipality mayors and borough mayors in the cities subdivided into boroughs, and personnel of the local divisions of the Civil Protection National Service Directorate General, was implemented between 12 November 2007 and 13 December 2007. Training was delivered in the form of two-day training seminars conducted in ten regional capitals countrywide.

**The following people were trained under the project:**

- 270 municipal administration experts in charge of disaster protection;
- 57 regional governors and regional vice governors;
- 287 municipality mayors and borough mayors in cities subdivided into boroughs;
- 95 personnel members of the local divisions of the Civil Protection National Service Directorate General.

**In 2007 the Ministry of Emergency Situations, jointly with the National Association of Municipalities in the Republic of Bulgaria (NAMRB), conducted training of the local executive authorities.** The training conducted was related to the structure and organisation of work of the Interagency Recovery and Assistance Commission under the Council of Ministers, to the co-ordination of relief aid and donations, as well as to the spending and financial reporting of the resources absorbed. The criteria for evaluation of requests received and for disbursement and reporting of action grants were also discussed.

### 3.2.3 Centre for Professional Training of Rescuers

The National Training Centre of the Ministry of Emergency Situations implements the preparation and training of the professional rescuers at the Ministry of Emergency Situations. A **Centre for Professional Training of Rescuers** has been established and functions for this purpose. The Centre is accredited at the National Agency for Vocational Education and



Training (NAVET). The Centre for Professional Training of Rescuers performs the following principal functions:

- Training of rescuers in the occupation “Disaster, Accident and Catastrophe Rescuer” (NAVET Licence No. 00512276 of 2007);
- Licence to implement specialised training and to issue certificates of licensed competence for handling sources of ionising radiation, dated 6 June 2008, Series:OE Reg. No. 2464;
- training under external programmes;
- organising and holding regional, national and international exercises;
- carrying out scientific research and methodological activities.

The training facility of the Centre is in the city of Montana. Newly appointed rescuers are trained there. Having successfully gone through the full course of training, the trainees acquire the occupation “**Disaster, Accident and Catastrophe Rescuer**” with a speciality of “**Search, Rescue and Performance of Emergency Rescue Work.**”

The Centre for Professional Training also periodically organises courses for retraining and upgrading of the qualifications of the rescuers of the Emergency Rescue Work departments of the territorial directorate of the Ministry of Emergency Situations. There are 28 task forces for performance of emergency rescue work upon occurrence of disasters. In practice, these are complete teams tasked with:

- protecting the population;
- taking precautionary measures;
- carrying out rescue and other operations.

The composition of the professional rescue task forces is determined depending on the intended use, zone of responsibility and on the analysis of the frequency of disasters in the region. This means that this composition is variable and allows the formation of teams composed of members of different expertise geared to the specific disaster that has to be controlled.

The National Training Centre organises, plans, delivers training, qualification and professional training of the personnel of the Ministry of Emergency Situations. The foreign language training and the preparation for implementation of good European practices in training should not be underestimated, either.

#### 3.2.4 Voluntary formations

The regulatory framework for the setting up of voluntary formations in Bulgaria was established in 2006. The setting up of a network of well-trained voluntary formations with local government is a prerequisite for the availability of additional trained human resources that can adequately respond to disasters and help mitigate their effects. In Bulgaria, there is a regulatory framework on the activities for keeping registers of voluntary formations for disaster protection and of trainers of volunteers, as well as the terms and procedure for receipt and the amount of remuneration of volunteers for training and for performance of disaster protection assignments. Voluntary formations are set up under the municipality mayors, who are obligated to provide for their training and equipment. The remuneration of volunteers is regulated and provided for by the central government budget.

The National Training Centre keeps a register of voluntary formations and a register of trainers of volunteers.

A standing commission examines the applications of prospective volunteers, evaluates the conformity of the educational attainment, specialty, qualification and professional experience of the persons wishing to be included in the register and renders a decision on entry or, respectively, on a refusal of entry. Designated officials of the National Training Centre keep the register of trainers of volunteers and the register of voluntary formations for disaster and accident protection.

**Since the establishment of the register of voluntary formations and the full functioning of all legal requirements for their setting up, i.e. since February 2008, 24 voluntary formations have been set up within the national territory, and some of them have already taken part in the prevention of disasters.**

### 3.2.5 Scientific research activities

#### **International Science Conference “Security as Challenge to the European Perspective of Southeast Europe”**

Traditionally, the Ministry of Emergency Situations through the National Training Centre delivers reports at the annual International Science Conference related to public security and protection discussed in an international aspect. The Conference is accompanied by a Safety & Security International Specialised Exhibition.

#### **Scientific and practical conference on emergency management and population protection**

The National Training Centre participated in the Second Scientific and Practical Conference on Emergency Management and Population Protection, organised by the Centre for National Security and Defence Research (CNSDR) with the Bulgarian Academy of Sciences and the Interagency Recovery and Assistance Commission with the Council of Ministers.

**Experts of the Ministry of Emergency Situations are members of the expert commissions of the National Evaluation and Accreditation Agency and the National Agency for Vocational Education and Training.**

## **4 STRATEGIC GOALS AND PRIORITIES**

### **4.1 Strategic goals:**

1. Asserting the leading role of the Ministry of Emergency Situations in the preparation of the executive authorities and the other state bodies, the Uniform Rescue System and the volunteers for effective, adequate and timely action for disaster protection of the population.

2. Strengthening the administrative capacity of the Ministry of Emergency Situations to fulfil the tasks for protection of the population in the event of disaster and in wartime, in accordance with the tasks arising from the Disaster Protection Act and alignment with Community legislation.
3. Upgrading the level of training of Civil Protection National Service Directorate General personnel for the performance of activities in line with the new realities and commitments assumed arising from the membership of the Republic of Bulgaria in NATO and in the EU and the objective situation in the country.
4. Achievement of a fundamentally new level of planning, organising and conducting of training of the general public through use of new modern methods and forms, including the media.
5. Improving the effectiveness of work with the media, for the purpose of cultivating positive attitudes of involvement and support for the activities of the Ministry of Emergency Situations in addressing its tasks to train the executive authorities and the other state bodies, the Uniform Rescue System and the volunteers in effective, adequate and time action for disaster protection of the population.

#### 4.2 *Priorities*

1. **Priority 1:** Training of Ministry of Emergency Situations personnel in conformity with the requirements of the *Civil Servants Act, the Health and Safety at Work Act, the Labour Code, the Disaster Protection Act, the Crisis Management Act* and professional training specific to the positions occupied and the job description requirements.
2. **Priority 2:** Training of the Civil Protection National Service Directorate General personnel in conformity with the requirements of the Disaster Protection Act, the Civil Servants Act, the Health and Safety at Work Act, the Labour Code and professional training specific to the positions occupied and the job description requirements, the training programmes as elaborated and the state educational requirements for the occupation of rescuer.
3. **Priority 3:** Training of the National System 112 Directorate General personnel in conformity with the requirements of the Civil Servants Act, the Health and Safety at Work Act, the Labour Code, Article 14 (3) of the Disaster Protection Act and professional training specific to the positions occupied and the job description requirements.
4. **Priority 4:** Training of the general public: elaboration of training programmes and materials using interactive methods and the opportunities of the Internet to train schoolchildren, the working and non-working population in the disaster protection rules, in conformity with the requirements of the Disaster Protection Act and the Crisis Management Act.

5. **Priority 5:** Training of the executive authorities and the other bodies of state power in conformity with the requirements of the Disaster Protection Act and the Crisis Management Act.
6. **Priority 6:** Training of volunteers in conformity with the requirements of the Disaster Protection Act, for the purpose of achieving interoperability in addressing tasks for protection of the population and performance of rescue and urgent emergency recovery work with the principal three pillars of the Uniform Rescue System, depending on their structure and intended use.
7. **Priority 7:** The media as partner in training. Improving the effectiveness of work with the media and switching from a reactive to a proactive information policy so as to achieve an effective feedback with the media, the institutions, the members of the public and non-governmental organisations, through their continued supply with information for the purpose of shaping positive attitudes of involvement and support for the activities of the Ministry of Emergency Situation in addressing its tasks for training of the executive authorities and the other state bodies, the Uniform Rescue System and the volunteers in effective, adequate and timely action for disaster protection of the population. Planning media events related to the process of training of the general public, as well as directly informing the media of the protection measures upon occurrence of disasters or accidents or where there is a risk of disasters or accidents occurring.

### 4.3 *Tasks*

1. Elaborates and organises the implementation of national programmes for training and preparation of the disaster and accident management authorities in conformity with the endorsed programmes;
2. Participates in the elaboration or in the consultation process of training programmes, training materials and aids for the kindergartens and schools and plans for disaster protection training and preparation of the senior personnel and teachers in the public education system;
3. Elaborates a programme for training of volunteers in action upon occurrence of disasters and facilitates the organisation of their training upon request by the competent mayor, made in fulfilment of his or her obligation under Item 2 of Article 42 (1) of the Disaster Protection Act;
4. Organises training for acquisition of a professional qualification degree according to Items 1, 2 and 6 of Article 12 and in accordance with Article 49a (1) of the Vocational Education and Training Act in the occupation “Disaster, Accident and Catastrophe Rescuer”;
5. Organises and delivers training of the disaster and accident management authorities;
6. Organises, plans and conducts training, qualification and professional training of the Ministry personnel;
7. Plans and organises the utilisation of the scientific research capability in the interest of disaster and accident protection training;
8. Assists the Minister in developing the policy for preparation of the structures of private organisations for training and response to disasters and accidents;
9. Prepares a list of the legal persons and sole traders of national importance, which prepare internal emergency plans;

10. Provides methodological assistance in the preparation of the legal persons and sole traders for training of their workers;
11. Analyses the policy of the European Union and proposes the implementation of good European practices in training;
12. Provides methodological assistance to the chief inspectors in the preparation of the command and control elements, the human resources and the public;
13. Builds and maintains materials in hard copy and soft copy form for the needs of the training as conducted.