

**15 Annex - Energy**

**82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS**

---

## 82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS

---

Pursuant to Article 34, paragraph 5 of Law on Protection and Rescue (Official Gazette of Montenegro 13/07), the Ministry of Interior and Public Administration adopts the

### **RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS**

#### **I BASIC PROVISIONS**

##### **Article 1**

The present Rulebook establishes the content, manner of development, the process of harmonization, adoption, update and storage of protection and rescue plans against natural, technical and technological and other disasters in Montenegro. State bodies, local self-government units, companies, other legal entities and entrepreneurs shall comply with the present Rulebook in the drafting of national action plans for protection and rescue (hereinafter referred to as: the National Action Plan), in emergency situations, municipal protection and rescue plans (hereinafter referred to as: the municipal plan) and plans for the protection and rescue of companies, other legal entities and entrepreneurs (hereinafter referred to as: the entrepreneurial plan) and for complying with these plans.

##### **Article 2**

The protection and rescue plan (hereinafter referred to as: the protection plan) constitutes a document that serves for an organized approach to prepare, organize and implement the protection and rescue of people, material and cultural resources and the environment, for state administration bodies (hereinafter referred to as: state bodies) and local self-government bodies (hereinafter referred to as: municipal bodies), as well as for companies, other legal persons and entrepreneurs, who are required to develop and adopt the plan.

##### **Article 3**

The protection plan shall establish the organization and manner of implementation of protection and rescue measures, tasks for state and municipal bodies, companies, other legal entities and entrepreneurs regarding protection and rescue, as well as forces and resources needed for the direct realization of protection and rescue measures.

##### **Article 4**

Each protection plan shall include the organization of protection and rescue for the following three phases:

- preventive protection phase,
- the management phase in the event of immediate threat of the risk and during the risk, or rescue of endangered and afflicted persons and material resources, and mitigation of arisen consequences (hereinafter referred to as: the rescue phase) and
- the phase of eliminating the arisen consequences, and creating conditions for the normalization of life in the endangered area (hereinafter referred to as: the consequences elimination phase).

##### **Article 5**

In the development of a protection plan, the organization of protection and rescue shall be based on a threat assessment study (hereinafter referred to as: the assessment), protection and rescue measures and other activities and protection and rescue measures which should, according to that assessment, be established separately for each of the three phases referred to in Article 4 of this Rulebook, provided that the determination of protection and rescue measures shall be done as follows:

## 82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS

---

- for the preventive protection phase only those protection and rescue measures shall be established that may affect the prevention of a natural or another disaster occurrence, or which may affect the elimination or reduction of a natural or another disaster action. These measures shall include, in particular: spatial planning and the construction of facilities used for protection and rescue purposes; application of regulations on construction (town planning and technical documentation, etc.), construction of facilities for protection against landslides, floods (dykes, impounding reservoirs, surface storages and similar facilities for protection against floods), works on the regulation of streams and rivers, torrent control, construction of abutment walls, prevention of infectious diseases of people, animals and plants; measures of protection against fires, the establishment of protection and rescue system (organization of watch and monitoring of phenomena which can cause the occurrence of a natural or another disaster and timely informing the citizens and the competent bodies of the dangers of those disasters and actions of citizens and the competent bodies to prevent the occurrence of these dangers, as well as other measures which may affect the prevention of natural or another disaster's occurrence or mitigation of their action), training and provision of material resources, persons and other resources necessary to carry out the planned activities.

- for the rescue phase, protection and rescue measures shall be established that can be used to directly carry out the rescuing of endangered people, material and cultural resources and the environment and influence the reduction or prevention of the spread of consequences. These measures shall include, in particular: organization of management and coordination of protection and rescue actions; task forces engagement, and if needed, the engagement of the needed number of citizens, as well as manpower and resources of companies, other legal persons and entrepreneurs, provision of first aid to the injured or the sick; evacuation of endangered and afflicted citizens, admission, accommodation and care of people and displacement of material resources; protection and rescue of animals and foodstuff of animal origin, protection and rescue from demolitions, floods, fires, explosions and radiological-chemical-biological accidents, protection and rescue of plants and herbal products; clearance of debris and rescue from heights, on and under water, and other measures that can be used for realizing the rescue of endangered and afflicted persons and material resources on the endangered area;

- for the elimination of consequences phase, those protection and rescue measures shall be planned which can ensure the basic conditions for life and work in the endangered area. These measures shall include, in particular: adaptation of residential and other facilities for use; sanitation of the terrain and potable water springs, organization, collection and distribution of aid, implementation of health and hygienic-epidemiological measures of protection, collection of information on the arisen consequences for the people and material resources, assessment and determination of damages in manpower and material resources and implementation of other measures which may contribute to mitigation and elimination of the immediate consequences which have arisen through natural or other disasters.

Protection and rescue measures referred to in the preceding paragraph of this Article shall be established only for those natural and other disasters that are individually listed in the assessment.

### **Article 6**

In accordance with protection and rescue measures established for each of the three phases under the provisions of Article 5 of this Rulebook, for each phase referred to in Article 4 of this Rulebook tasks should be established, executors and material and other resources and equipment to be used for the enforcement of planned protection and rescue measures, provided that for the preventive protection phase deadlines must be set for the enforcement of planned tasks and funding sources established for the enforcement of those tasks.

### **Article 7**

The following shall be under the obligation to develop the protection plan:

- Montenegro, for the National Action Plan,

- local self-government units (hereinafter referred to as: municipalities), for municipal plans,
- companies, other legal entities and entrepreneurs, for entrepreneurial plans.

## **II PROTECTION PLANS CONTENT**

### **a) National Action Plans and Municipal Plans**

#### **Article 8**

The National Action Plan and the municipal plan shall include the following basic documents on:

- the types of risk (assessment);
- protection and rescue measures;
- task forces;
- human resources and material-technical means that can be engaged for manning the task forces;
- the manner of implementation of readiness and mobilization manner of task forces;
- responsibilities and authority for managing the protection and rescue;
- activities of task forces and other protection and rescue participants;
- the manner of maintaining order and security during interventions;
- the manner of eliminating risk consequences;
- the manner for providing financial resources to implement the plan;
- other measures and activities that are necessary for the implementation of protection and rescue;
- informing the citizens and the public;
- acceptance and provision of assistance in protection and rescue actions with other countries - municipalities; as well as
- the layered map.

#### **Article 9**

The protection plan document which refers to the types of risk shall establish all the risks in the area for which the plan is developed, including their scope and consequences.

#### **Article 10**

The protection plan document that refers to protection and rescue measures, in accordance with law, shall establish those protection and rescue measures to be implemented in each administrative area within the jurisdiction of Montenegro, or in municipalities. Measures shall be planned separately for all three phases referred to in Article 4 of this Rulebook.

The following issues shall be established for the purpose of executing the planned protection and rescue measures:

- for each protection and rescue measure specific measures shall be established, procedures and tasks that shall be directly undertaken by state and municipal bodies for their implementation, in the area for which the administrative body was set up (the needed surveys, schematics and maps shall be developed in the appendix to this document),
- municipal bodies shall be established with which the state bodies shall exercise cooperation in order to implement the tasks established in the document referred to in paragraph I of this item, which are identified as an obligation for municipal bodies.

## 82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS

---

A list or an overview of material and technical resources and equipment that are planned for the implementation of established protection and rescue measures by the state and municipal bodies and protection services shall be attached in the appendix to the document referred to in paragraph 1 of this Article.

### **Article 11**

The number, composition and manner of use of task forces shall be established in the protection plan document that is related to task forces.

Attached to this document shall be:

- an overview of municipal protection services with data on the seat of these services, heads of these services, and information about manpower deployed into those services and their phone numbers and addresses,
- overview of specialized units with data on the heads of those units, and information on the manpower deployed into those services and their phone numbers and addresses, or the seat of those services,
- overview of voluntary units with data on the heads of those units, and information on the manpower deployed into those units and their phone numbers and addresses, or the seat of those units,
- overview of entrepreneurial units with data on heads of those units, and information in the manpower deployed into those units and their phone numbers and addresses, or the seat of those units,
- overview of the airborne fire extinguishing unit with data on the heads of that unit, and information about manpower deployed into that unit, their phone numbers and addresses, or the seat of those units,
- overview of civil protection units with data on the manpower deployed into those units and their addresses and phone numbers, as well as an overview of appurtenant resources and equipment of civil protection units.

### **Article 12**

The protection plan document on human resources and material-technical means possible to engage for manning the task forces shall develop the following:

- overview by municipalities with data on companies, entrepreneurs and other legal and natural persons that may be engaged in protection and rescue actions, with the number of employees per specializations and
- overview of available material and technical resources and equipment (capacities, tools, means of transportation, machinery, rescue equipment, etc.) that can be engaged in protection and rescue actions.

### **Article 13**

Measures, procedures and tasks that are performed to activate the task forces shall be established in the protection plan document which refers to the manner of implementing readiness and manner of mobilizing task forces. The following shall be defined with the objective of timely implementation of readiness and mobilization: who renders the decision; the manner of transmitting a communication and order for mobilization; executors of mobilization; the manner of calling up task forces members; assembly areas; manner of manning and supplying with personal and material resources (from the storehouse); control of the execution of mobilization; development and delivery of reports about the mobilization of units.

Attached to this document shall be:

- the mobilization report,

- an overview of assembly areas of task forces.

#### **Article 14**

The protection plan document which refers to accountability and authorities for protection and rescue management shall establish persons accountable and authorized for management - coordination of protection and rescue actions for the area subject to plan development.

#### **Article 15**

The protection plan document that refers to the manner of action of task forces and other protection and rescue participants shall establish the area and manner of work individually for each task force and for the other protection and rescue participants, as well as the manner of coordination of all task forces and other participants' work on the territory of Montenegro, or municipality.

#### **Article 16**

The protection plan document which refers to the manner of maintaining order and security during interventions shall establish the entities and persons who are responsible for maintaining order and security, the manner of maintaining order and security, measures and procedures that such persons may undertake and the bodies they cooperate with.

#### **Article 17**

The protection plan document which refers to the manner of eliminating consequences of risk shall establish the order of measures and procedures of all participants engaged in protection and rescue actions, in accordance with the risk types.

#### **Article 18**

The protection plan document that refers to the provision of financial resources for plan implementation shall establish the necessary funds for planned actions in the process of protection and rescue in a particular area, separately for each phase.

#### **Article 19**

The following shall be established in the protection plan document that refers to other measures and activities that are necessary for the implementation of protection and rescue: which measures (securing potable water; regulation of traffic; critical locations watch; identification and transport of casualties; regulation of traffic and securing hazardous matters, protection of critical infrastructure facilities; disinfection, disinsection and deratization of facilities for the stay and storage of plants and animals; destruction of infected plants and animals; restriction and prohibition of movement of animals; prohibition of movement of persons in a particular area, etc.), who will be implementing them and in which area, the implementation manner and the harmonization manner with regular measures in a certain area.

#### **Article 20**

The protection plan document that refers to informing the citizens and the public shall establish the measures, procedures and tasks on the manner of informing the citizens and the public on the municipality territory on the dangers of natural or another disasters' occurrence or the occurrence of those disasters, the consequences that may arise for the people and material resources, and measures taken to prevent, or to rescue endangered or afflicted persons and to eliminate the arisen consequences.

The municipality shall be competent for the organization of information referred to in paragraph 1 of this Article and the data shall be collected through the single operational and communication centre 112 (hereinafter referred to as: OCC 112) from municipal services and bodies that are directly engaged in protection and rescue actions.

Attached to this document shall be an overview of municipal radio and TV stations that can be used for reporting and informing citizens and the public on the territory of municipality.

### **Article 21**

The protection plan document that refers to admission and provision of interstate assistance in protection and rescue (between Montenegro and other countries with which Montenegro has concluded appropriate agreements in the protection and rescue field), as well as the provision of inter-municipal assistance (between municipalities in Montenegro) shall establish the measures, procedures and tasks, as well as forces and resources that will be enabled for mutual use in the protection and rescue against natural or other disasters, the places and persons to accept assistance and receive rescuers, and the manner of realizing cooperation with the bodies of Montenegro competent for the area of protection and rescue, as well as the manner of implementing tasks established by those bodies.

Signed agreements which refer to the area of protection and rescue, concluded between Montenegro and other countries shall be stored attached to this document.

### **Article 22**

An integral part of the national action plan shall also be the layered map in the scale 1:200 000, containing a graphic or tabular display of:

- potential sources of danger;
- the maximum predicted scope of danger (marked zones);
- the main roads, railways and waterways used for transporting hazardous materials;
- border crossings for receiving - sending international aid and rescuers (land and railway crossings, airports, heliports, ports);
- temporary settlements for the accommodation of endangered persons;
- facilities - places for medical care for seriously injured and sick persons.

An integral part of the municipal plan shall also be the layered map in the scale 1:25 000 containing a graphic or tabular display of:

- potential sources of danger;
- density of population on the territory of municipality;
- the maximum predicted scope of danger (marked zones);
- main roads, railways and waterways used for transporting hazardous materials;
- zones - places for the care and accommodation of endangered persons;
- access roads for intervention (primary and alternative ones);
- assembly areas for rescuers - task forces (primary and reserve ones);
- evacuation routes;
- places for taking refuge (shelters - if any);
- reunion places - assembly places for the citizens;
- facilities - places for the medical care for seriously injured and sick persons;
- decontamination places;
- internment places for casualties and internment places for dead animals.

### **b) Entrepreneurial Plan**

#### **Article 23**

The entrepreneurial plan shall contain the organization and the manner of exercising protection and rescue of manpower and material resources of a company, another legal person or

## 82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS

---

entrepreneur against natural and other disasters, as well as the manner to carry out tasks that are established for them in the municipal plan or the National Action Plan.

### **Article 24**

he following issues shall be established within the entrepreneurial plan:

- measures for protection and rescue established in accordance with law, which will according to its own threat assessment, be implemented by the company, or another legal person (wholly or per organizational units), provided that protection measures shall be separately established for the three phases referred to in Article 4 of this Rulebook,
- establish the organization and manner of implementation of personal and mutual protection of employees,
- create an overview of the entrepreneurial unit, with data on manpower, material - technical means and equipment which the unit shall use in carrying out its tasks,
- establish the manner of exercising cooperation with the Ministry and with the competent municipal bodies and protection services, as well as the management manner,
  - establish the manner of executing tasks of significance for protection and rescue,
  - action in case of reporting and informing,
  - evacuation plan,
  - shelter taking plan for companies or other legal persons in whose facilities the shelters are,
  - informing the competent OCC 112,
  - persons responsible for the implementation of planned activities, their activation and engagement for each planned measure.

### **Article 25**

The attachment of entrepreneurial plan shall also include a graphical part, containing:

- an overview of buildings, installations or other significant facilities;
- signs indicating the use of installations and facilities;
- sources of danger;
- the maximum predicted scope of danger (marked zones);
- signs of approach roads for intervention (primary and alternative ones);
- display of facilities where protection and rescue equipment is located;
- marked assembly areas for rescuers (primary and reserve ones);
- marked evacuation routes;
- places for taking refuge (shelters - if any);
- marked assembly areas for endangered persons;
- marked zones - places for the care and accommodation of endangered persons;
- marked places for the administration of first aid.

### **Article 26**

Attached to the entrepreneurial plan there shall also be an overview of other task forces with information on the heads of those units, their addresses and phone numbers in order to exercise the necessary cooperation and mutual assistance.

### **Article 27**



If a legal person has organizational units outside the seat (on the territory of other municipalities), in that case, each organizational part shall develop its own protection plan. That plan shall establish issues envisaged in Articles 23, 24, 25 and 26 of this Rulebook.

### **III MANNER OF DEVELOPMENT, HARMONIZATION, ADOPTION, UPDATING AND STORING PROTECTION PLANS**

#### **a) The Manner of Developing Protection Plans**

##### **Article 28**

The protection plan shall be developed on basis of the following documents:

- National Strategy for Emergency Situations of Montenegro,
- the assessment,
- the protection and rescue equipping and developing programme,
- other professional materials relating to particular types of natural and

other disasters for the development of which certain scientific and professional institutions and experts may be engaged (analyses, studies, programmes, etc.).

##### **Article 29**

The plans shall be developed, as follows:

- National Action Plan – the Ministry,
- municipal plan - the municipality,
- entrepreneurial plan – the company, another legal person and entrepreneur in the facility of which works-resides more than 40 persons.

#### **b) Harmonization of Protection Plans**

##### **Article 30**

The harmonization of protection plans shall consist of harmonization of a protection plan of a lower governing body and of a legal person with the protection plan of a higher governing body, as follows:

- the municipal plan shall be harmonized with the National Action Plan (constitutes its integral part),
- the entrepreneurial plan shall be harmonized with the National Action Plan and the municipal plan.

The harmonization of protection plans referred to in paragraph 1 of this Article shall be conducted so that the organization and manner of executing tasks that were established in the extract from the protection plan referred to in Article 4 of this Rulebook for those bodies and legal persons shall be established within the municipal plan or within the entrepreneurial plan, including the designation of task executants and the planning of material and technical means and equipment necessary for the execution of planned tasks.

##### **Article 31**

For the purpose of harmonization of plans referred to in Article 30 of this Rulebook, appropriate excerpts from the protection plans shall be delivered, to be done in the following manner:

- the Ministry shall deliver an excerpt from the National Action Plan to municipalities;

## 82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS

---

- the municipality shall deliver an excerpt from the municipal plan to public and other enterprises on the territory of municipality, if that plan contains established tasks for those enterprises.

The delivery of excerpts referred to in paragraph 1 of this Article shall be made at the latest within 30 days as of the date when the competent body has adopted the national action plan or the municipal plan.

### **c) Adoption of Protection Plans**

#### **Article 32**

The protection plans shall be adopted, as follows:

- the National Action Plan by the Ministry,
- the municipal plan by the municipality,
- the entrepreneurial plan by the body designated by a general act of a company, another legal person or entrepreneur.

The protection plans shall be adopted within six months as of the adoption of this Rulebook.

### **d) Updating the Protection Plans**

#### **Article 33**

The protection plans referred to in Article 7 of this Rulebook shall be constantly up-to-date. Updating shall be done when amendments of essential character were conducted in the appropriate assessment, affecting a change of regulations identified in the protection plan.

Updating shall also refer to all changes of data in individual appendices to the protection plan, such as personnel records, changes of addresses, phone numbers, abolition or the establishment of individual task forces and other data.

#### **Article 34**

Updating protection plans referred to in Article 33, paragraph 1 of this Rulebook shall be conducted under the procedure that is prescribed for the adoption of protection plans, and amendments referred to in Article 33, paragraph 2 of this Rulebook shall be conducted directly by the following bodies without the implementation of that procedure, as follows:

- for the National Action Plan – the Ministry,
- for the municipal plan - the municipality,
- for the entrepreneurial plan - the body designated by a general act of the company, another legal person or entrepreneur.

### **e) Storing the Protection Plans**

#### **Article 35**

The protection plans shall be stored, as follows:

- the National Action Plan – the Ministry,
- the municipal plan - the municipality,
- the entrepreneurial plan - the body designated by a general act of the company, another legal person or entrepreneur.

## **IV COMPLYING WITH PROTECTION PLANS**

#### **Article 36**

## 82. RULEBOOK ON METHODOLOGY FOR THE DEVELOPMENT OF PROTECTION AND RESCUE PLANS

---

The protection plan shall represent a planning-operative document to be complied with in phases which are established in Article 4 of this Rulebook, in the manner provided for in Articles 36, 37, 38, 39 and 40 of this Rulebook.

### **Article 37**

The protection plan document which refers to protection and rescue measures established for the preventive protection phase shall be complied with immediately after the adoption of the plan and permanently up to the moment when a natural or another disaster occurs, with the objective to impact, by means of their implementation, the prevention of occurrence of natural and other disasters, i.e. to mitigate their action, and it shall be implemented in the manner established in paragraphs 2 and 3 of this Article.

Complying with the document referred to in paragraph 1 of this Article shall be carried out by obliging all state and municipal bodies, as well as companies, other legal persons and entrepreneurs to implement measures, procedures and tasks set forth in that document as a part of their regular activities. In accordance with law, coordination and oversight over the exercise of those tasks shall be carried out by:

- for state bodies and public enterprises - the Ministry,
- for municipal bodies and enterprises – by the municipality.

Complying with the document referred to in paragraph 1 of this Article shall be conducted by imposing over all state and municipal bodies, as well as companies, the obligation to incorporate the tasks established in that document into their annual work plan and to provide for their execution within their regular activities.

### **Article 38**

The protection plan document which refers to protection and rescue measures established for the rescue phase shall be complied with as of the moment when the competent body proclaims a state of emergency and it shall last for as long as needed to carry out rescue or to provide immediate assistance to the endangered and afflicted population, or perform the rescue of endangered material resources, provided that the document in question may be the basis for management even before the proclamation of emergency situation.

By means of exception, complying with the document referred to in paragraph 1 of this Article shall be conducted even before the proclamation of emergency situation, when reasons of urgency require immediate rescue of endangered and afflicted population and material resources, which shall be decided on by:

- in the municipality – the mayor - the president of municipality,
- in Montenegro – the Ministry.

The coordination and management of protection and rescue actions in the rescue phase shall be exercised by the competent bodies.

### **Article 39**

The plan protection document which refers to protection and rescue measures which were planned for the elimination of consequences phase shall be complied with simultaneously with the rescue phase in all the actions that serve for eliminating the arisen consequences, and it shall last until the moment when the basic conditions are created for a normal life and work of the population in the endangered area and when further care to eliminate the consequences may be taken by the competent services.

The coordination and management of actions taken to eliminate the consequences shall be conducted by the municipality, and after the completion of those activities, further care about the performance of those affairs shall be taken by the bodies designated by the body competent for the proclamation of termination of a state of emergency.

**Article 40**

Complying with the provisions of Articles 38 and 39 of this Rulebook shall be conducted under the following terms, as follows:

- in the municipality – immediately once the mayor - president of municipality receives information from the OCC 112 or in any other manner that there is danger of occurrence of a natural or another disaster, or that a disaster has already occurred on the territory of the municipality;

- in Montenegro - immediately once the Ministry gets a notification through OCC 112 or through other bodies that a natural or another disaster has affected or hit several municipalities.

**VI TRANSITIONAL AND FINAL PROVISIONS**

**Article 41**

The protection plans shall be adopted within one year as of the day this Rulebook enters into force.

**Article 42**

On the date of entry into force of this Rulebook, the enforcement of all bylaws regulating issues covered by this Rulebook shall cease.

**Article 43**

This Rulebook shall enter into force on the eighth day following that of its publication in the Official Gazette of Montenegro.