



Bangladesh Red Crescent Society

INTRODUCTION:

Due to the funnel shaped coast, Bangladesh often becomes the landing ground and breeding place of catastrophic cyclones formed in the Bay of Bengal. An average of 1-3 severe to moderate cyclonic storms hit each year, with associated storm surges as much as 13 meters higher than normal in extreme cases, which can reach as far as 70 km inland. From 1960 to 2002, a total of 173 depressions have been formed, out of which 66 major cyclonic storms and tidal surges have hit the Bangladesh coast. The propensity and extent of disasters has increased due to the effects of the climate change

EMERGENCY SCENARIO:

On November 15, 2007, the SIDR cyclone hit the coast of south-west Bangladesh with winds of up to 240 km per hour. Since then, more than 8.9 million people had been directly affected by the cyclone which caused extensive damages to houses, water and sanitation infrastructures, harvests, food stocks and livelihoods, also killing livestock and destroying fishing material and other income generating assets. Damaged roads, and destroyed communications and utility services made access to the affected areas almost impossible. Thus, the aid workers and rescuers struggled to reach survivors in most of the affected areas. The government deployed naval ships, aircraft, and helicopters to reinforce the rescue and relief operation. Thousands of trained volunteers were active in the situation. Some 200,000 people living in the coastal zone were evacuated to safer places such as cyclone shelters, high-rise buildings and public and private houses.

Affected districts	30
Affected upazillas (Sub-districts)	200
Affected unions	1,950
Affected households (families)	2,064,026
Affected population	8,923,259
Reported deaths	3,363
People injured	55,282
People lost (missing)	871
Houses damaged (Fully)	563,877
Houses damaged (Partially)	955,065
Crops damaged (Fully)	742,827 acres
Crops damaged (Partially)	1,730,117 acres
Livestock deaths	1,778,507
Roads damaged (Fully)	1714 km
Roads damaged (Partially)	6,361 km
Educational institutions (Fully)	4,231
Educational institutions (Partially)	1,2723
Embankment damaged	1,875 km
Damaged trees	4,065,316

Table 1: Statistics from the disaster management information centre of the Bangladesh government's ministry of food and disaster management. as of 31 December 2007

Need for a Contingency Plan:

BDRCS has coped with disasters using past experiences which has to some extent delayed swift action during times of emergencies. This has slowed down the emergency response of the operation due to lack of proper guidelines to response

to cyclonic disasters. Therefore, it has become essential to have a proper Contingency Plan for more effective and better approach.

BDRCS Mandates: President order No. 26 of 1973 *(For detail please see under Annex 2)*

The Society shall, as an auxiliary to public authorities maintain autonomy and act at all times in accordance with the Fundamental Principles of the International Red Cross and Red Crescent Movement.

Article 5 serial no. 2: Prevention and alleviation of human sufferings with complete impartiality making no discrimination, as to nationality, race, sex, religion, belief, class or political opinion.

Article 5 serial no. 4: Provision of relief for the mitigation of the suffering and distress caused by cyclone, earth quake, floods, famine, epidemic, civil disturbances and other disaster whether in Bangladesh or outside.

Article 5 serial no. 5: Improvement of health, prevention of disease, and mitigation of sufferings caused by disasters.

Objective: BDRCS capacity for timely and effective emergency response strengthened.

Specific Objectives:

1. *Resource mobilization*

Objective: **Mobilizing available resources for rendering timely services**

2. *Youth and volunteer*

Objective: **Activating troops of volunteers base to respond to emergencies**

3. *Early Warning dissemination –Cyclone Preparedness Programme (CPP)*

Objective: **Fostering timely dissemination of cyclone warning to save lives, properties, belongings, etc.**

4. *Evacuation*

Objective: **Evacuating people to safer place**

5. *Tracing*

Objective: **Providing assistance to displaced people**

6. *Assessment*

Objective: **Identifying affected population, losses, missing persons and damaged areas.**

7. *Emergency relief*

Objective: **provide timely emergency relief (food & noon food) to the victims**

after immediate disaster.

8. *Primary Health care*

Objective:

9. *Information and communication*

Objective: **Effective Information sharing and communication between movement & other stakeholders maintained properly.**

10. *Coordination*

Objective: **Coordinate and monitor effectively the national and international efforts**

11. *Logistic- Warehouse and transport*

Objective: **Ensured timely response**

12. *Finance*

Objective:

13. *PMER*

Objective: **Control over quality planning, effective monitoring and evaluation**

14. *HR*

Objectives: *Timely mobilizing relevant HR pool to effective response*

15. *Inter-thematic strategic linkages*

Objectives: Avoid overlapping of efforts and ensure strategic input for planning and implementation

The purpose of this plan

Effective and timely emergency response capacity of BDRCS is enhanced.

The purpose of this plan

The purpose of this plan is to ensure adequate capacity and resources within the movement to provide initial emergency assistance effectively and appropriate interventions in a timely manner.

This plan aims to ensure the Movements organizational capacities to emergency response to potential cyclone in line with the Movement Principles, Code of Conduct of disaster relief and practices in the following areas:

1. Rapid Assessment:
2. Evacuation, Rescue and First Aid
3. Relief distribution
4. Recovery
5. Co-ordination

The above five areas will be the Movement's intervention. Weather forecasts and cyclone early warning indicators have to be closely monitored and coordinated. Regular coordination meetings will be required to share the information and update the plan continuously.

Risk and vulnerability analysis

Analysis of Threat:

- Major cyclone hit Bangladesh in 1970, 1970, 1991, 1997, & 2007.
- Five million people live in High Risk Area along the western, central and south-eastern coasts of Bangladesh.
- One of the most devastating category 4 Cyclone occurred in 2007 with winds of up to 240 km per hour killed 3,363 people

Analysis of Vulnerabilities:

- Geographic location and its funnel shape and long coastal line make the country more vulnerable to Cyclone
- People are forced to live in coastal area due to excessive population pressure and poverty.
- Lack of cyclone shelter
- Most deaths in cyclone were from drowning, with the highest mortality among children and the elderly.
- The high velocity of storm wind and tidal surge devastated the coastline
- Lack of long term DRR efforts

Indicators of Measurement:

Analysis of Threat:

- Bangladesh experiences major cyclone in every ten years
- More than 8.9 million people were directly affected by the cyclone of 2007
- Nearly 564,000 houses were completely destroyed
- crops were damaged on more than 2 million acres
- 1.25 million livestock were killed

Analysis of Vulnerabilities:**Economic and Social Vulnerability:**

- Loss of Income
- Loss of Asset
- Unemployment
- Lack of alternative livelihood skill
- Mass land erosion resulted more farmers landless
- Increased incident of internal migration
- Large number of split families
- Security incidents
- Affects of climate change and global warming

Organizational Vulnerability:

- Less effective DM committees of the government
- Loss of institutional memory due to frequent change of personnel
- Response oriented mind-set

Cyclones affecting Bangladesh since 1960

Date	Year	Max. wind speed in Kms/hr	Storms surge ht. (in ft)	Deaths
09 Oct.	1960	162	10	3,000
30 Oct.	1960	210	15-20	5,149
09 May	1961	146	8-10	11,466
30 May	1961	146	20-29	
28 May	1963	203	14-17	11,520
11 April	1964			196
11 May	1965	162	12	19,279
31 May	1965		20-25	
14 Dec.	1965	210	15-20	873
01 Oct.	1966	146	15-30	850
11 Oct.	1967		6-28	
24 Oct.	1967		5-25	
10 May -	1968		9-15	75
1 7 April	1969			
10 Oct. -	1969		8-24	
07 May	1970		16	
12 Nov.	1970	223	20-30	5,00,000
29 April	1991	225	20-25	1,38,00002
19 May 26	1997	225	15	126
15 Nov	2007	240		3363

Source: *Cyclone Shelter Preparatory Study (CSPS) 1996 and DMIC, Disaster Management Bureau, MoFDM 2007*

OPERATIONAL ROLE:

Department	Responsibilities
Secretary General	<ul style="list-style-type: none"> - Activation of CP (ToR) - Coordination with Governance & HoD, - Holding emergency meeting - Overall oversee - Finalize the distribution package - Coordination with GOs, ICRC, PNSs, UN agencies and donors - Act as the Spokesman of BDRCS to the Media at the HQ designates someone for the purpose. - Earmark BDT 5,000,000 for emergency response
Deputy Secretary General / Head of Operation (Chief of DMD):	<ul style="list-style-type: none"> - Attend the emergency meeting to be held once the CP is activated - Facilitate deployment of assessment team - Ensure establish Operation Control Room - Establish alternative emergency financial management (TOR)-(Units role) - Maintain internal coordination with concerned departments - Procure relief goods & medicaments ensuring quality through purchase committee (ToR). - Act as the Spokes man of BDRCS to the Media at the Field or someone to be designated by him for the purpose. - Ensure sending relief goods on time - Initiate recovery plan(if required) - Overall monitoring & supervision - Ensure visibility of parties concerned - Ensure reporting - Ensure evaluation
IFRCS- HoD ,	<ul style="list-style-type: none"> - Assess technical needs and provide support - Coordinate with PNS's, sub-region, region, Zone and Secretariat - Finalize the distribution package - Mobilization of resources - Initiate DREF process - Initiate launch appeal - Recommend for deployment of RDRT, FACT, ERU.
HoM of ICRC	<ul style="list-style-type: none"> - Assess technical needs and provide support - Coordinate with sub-region, region, Zone and Secretariat
PNSs	<ul style="list-style-type: none"> - Assess technical needs and provide support - Coordinate with concerned PNS's HQ. - Mobilization of resources
In charge -Response	<ul style="list-style-type: none"> - Attend the emergency meeting to be held once the CP is activated - Establish Operation Control Room - Mobilize, deploy, follow up and support the rapid assessment team - Ensure official procedure for financial allocation and

	<p>disbursement (ToR)</p> <ul style="list-style-type: none"> - Ensure official procedure for delivery of the relief goods in time. - Provide secretarial support to HoO. - Liaise and coordinate with concerned departments - Initiate assessing the scope of recovery, rehabilitation and development program - Ensure visibility of all parties concerned - Document and institutionalize the memory of process, best practices, lessons learned, etc
Director –Health	<ul style="list-style-type: none"> - Attend the emergency meeting to be held once the CP is activated - Liaison with In-charge response - Recommend the appropriate medical needs - Mobilize deployment of medical team (ToR) - Identify the area of intervention - Coordination with IFRCs, Government, WHO and other actors - Ensure visibility with concerned parties
Director / In charge - Finance	<ul style="list-style-type: none"> - Attend the emergency meeting to be held once the CP is activated - Liaise with In-charge response - Execute financial directives issued by HoO, in accordance with TOR of Emergency Financial Management (EFM). - Maintain the cash flow of the operation - Facilitate official procedure for financial allocation and disbursement (ToR) - Collect, validate financial matters and reimburse money. - Coordinate with the Fed, PNSs, donors and the Units - Ensure proper book keeping and maintain financial records - Monitoring - Reporting
In charge –General Store	<ul style="list-style-type: none"> - Attend the emergency meeting to be held once the CP is activated - Management & Maintenance of warehouse - Liaison with director / In charge response & HoO (CDMD). - Receiving & dispatching of materials in time - Record keeping & reporting - Adhere to strict QC
In charge – Medical Store	<ul style="list-style-type: none"> - Management & Maintenance of warehouse - Liaison with director health, In-charge response & HoO (CDMD). - Receiving & dispatching of materials in time - Record keeping & reporting - Stick to QC
In charge – Transport	<ul style="list-style-type: none"> - Attend the emergency meeting to be held once the CP is activated - Fleet management and providing vehicular support in

	<p>time (ToR)</p> <ul style="list-style-type: none"> - Ensure visibility of all parties concerned - Ensure safe transportation of relief goods to the spots - Placement of financial requisition through response department - Reporting
In Charge – Information, Public Relation & Communication	<ul style="list-style-type: none"> - Coordination with media - Collecting information from field and relevant departments. - Issuing press release - Ensure and facilitate visibility of all parties concerned (TOR). - Ensure dissemination of RC/RC Principles - Ensure timely reporting. (TOR) - Documentation including development of case studies, stories, etc
Operation(field units)	<ul style="list-style-type: none"> - Coordination with government, local government and other actors - Activate Unit Contingency Plan (TOR) - Mobilize & deploy volunteers, CDRT and UDRT to assist the government for evacuation, rescue, etc once the CP is activated - Providing first Aid services. - Conduct primary assessment and reporting - Selection of beneficiaries (TOR) - Ensure visibility of all parties concerned - Prepare distribution plan - Distribution of Relief goods - Arrange warehousing - Transportation - Operational Updates (Daily, Weekly, Periodically) & reporting both narrative and financial - Local media coverage

Sectoral Responsibilities

The most relevant BDRCS service-delivery sectors are outlined as below:

1. Evacuation, Rescue and first aid assistance
2. Emergency assessment
3. Continuity of operations during an emergency
4. Health services & medical assistance
5. Water sanitation and hygiene promotion
6. Relief & Temporary Shelter
7. Restoring family links
8. Protection, safety and security
9. Logistics, warehouse and transport
10. IT and telecommunications
11. Information Communication
12. Financial management
13. PMER

Sector	Description	Responsibility
Evacuation, Rescue and first aid assistance	Deploy trained volunteers with equipments i.e. First Aid and S&R kits, etc	RC unit/branch
Emergency assessment	Arrange briefing for trained staff and volunteers on different types of assessment Form multi sectoral (relief, health, information, tracing, etc) assessment team Deploy FACT, if necessary Coordination with government and other relevant stakeholders	HoO
Continuity of operations during an emergency	Ensure utilization of pre-positioning stock of non-food items and earmarked fund Ensure effective use of response and evacuation equipment, etc Ensure launching Emergency Appeal Deploy UDRT, NDRT, RDRT, etc Ensure availability of at least two vehicles under relief A roster of UDRT, RDRT, NDRT will be developed, reviewed, updated and on a regular basis. Determine distribution and monitoring cost per beneficiary family based on the remoteness, isolation, damages, means of communication..	Relief and warehouse department
Health services &	Earmark fund for emergency/life saving medicaments	Health

medical assistance	<p>and equipment Put emergency medical team on stand-by once the contingency plan is activated. Keep coordination with concerned departments of the government i.e. DGHS, DER health cluster, local administration and CS office, WHO and relevant humanitarian agencies</p>	Department
Water sanitation and hygiene promotion	<p>Distribution of water containers/ Jeri-cans, Water purification tablets and hygiene parcel. Assess and Restore WATSAN facilities. IEC materials distribution on hygiene promotion and health education. Establish water treatment plant</p> <p><i>(Subject to the availability of resources a provision of setting up transport/boat mounted plant for safe drinking water soon after the disaster).</i></p>	Health & Relief Department
Relief & Temporary Shelter	<p>Earmarked fund 2,000,000 BDT for dry food. Pre agreement with WFP for basic food (50,000 families for one month). Framework Agreement with pre-qualified contractors for food items (list annexed). Pre-positioning of non food items for 10,000 families (list annexed). Pre-positioning of 5,000 standard hygiene parcels (list annexed). Pre-positioning of shelter kits 5,000 (list annexed).</p>	Relief & Health Department
Restoring family links	<p>Contact and coordinate with ICRC & other stake holders. Deploy tracing teams. Restore family link.</p>	In charge Tracing Department
Protection, safety and security	<p>Insurance for all officers, staff and volunteers involved in the operation. Security regulations (Needs to formulate) Code of conduct on security regulations (Needs to formulate). Safety & communication gears (List annexed) Safety tools (List annexed)</p>	Admin Department with the support of ICRC
warehouse and transport	<p>Develop and maintain a data base of buffer stock and update on a regular manner.</p> <p>Share the updates of available stock with HoO & relief and way forward for further planning. Establish temporary warehouse facilities in different strategic locations</p> <p>Keep necessary vehicles on stand-by from pool and different programmes/departments/outside for emergency assessment and response.</p>	In charge, Warehouse and Transport

IT and telecommunication s	Mobile phone 10 with sim Internet device for 10 laptops Laptop computers 10 sets Portable printer 4 Digital camera 4 External hard disk Portable Generator Scanner 1 Card reader.	Relief Department
Communication and reporting	Communication strategy Communication protocol. Sharing information, updates, etc with government, DER group, UN clusters, international humanitarian agencies, national and global media, etc. Information bulletin Prepare regular reports and circulate to relevant agencies. Prepare and circulate Operation updates.	Information & Public Relations
Finance	Operate a separate account at NHQ level Disbursement of earmarked BDT 5,000,000 fund for the emergency response. Adjustment/Reimbursement of expenditures	Accounts department
PMER	Monitoring at all levels Lessons learned workshop Internal and External evaluation Compile assessment and monitoring reports and share with internal and external relevant departments/sectors Updates on a regular basis Performance evaluation of assessment team	Relief/PMER
Coordination	Maintain coordination with the mechanism established between the government and other key actors. (Annexure: coordination flow). Attend the coordination meeting held both national (government, donors, DER, UN, etc) and local levels Facilitate interdepartmental and external coordination	HoO, IR, DSG, Relief, Federation

4. Response Activities.

4.1 Actions within first 24 Hours of the Disaster Day.

- SG declares the CP activated.
- Activate control room
- Rescue, Evacuation & First Aid Services.
- Deployment of assessment teams.
- Working advances made to Units according to the TOR.
- Emergency distribution of dry food by the Unit (chira and gur) starts
- Launch DREF (if needed)
- Fleet on standby

4.2 Actions within first 72 hours of the Disaster Day.

- Rescue, Evacuation & First Aid Services
- Ensure supply of safe drinking water
- Deployment of mobile medical team
- Unit-wise allocation and transportation of relief goods from buffer stock.
- Procurement process of relief goods starts
- Emergency distribution of dry food.
- Monitoring physical distribution by NHQ team
- Request for FACT deployment (if needed)
- Assessment by FACT
- Emergency Appeal launched. (if needed).
- Contracts awarded for supplying of agreed Relief goods. DREF arrives.
- Fleet prepared and ready to move according to the need.

4.3 Actions within first 7 days from the Disaster Day.

- Compilation of unit / field reports
- Analysis of assessment reports.
- Revise emergency appeal (if needed)
- Unit-wise allocation of relief goods.
- Prepare and implement Action Plan
- Selection of beneficiaries.
- Distribution of locally procured food and non food items.
- Conduct / participate internal & external coordination meetings.

4.4 Actions within first 15 days from the Disaster Day.

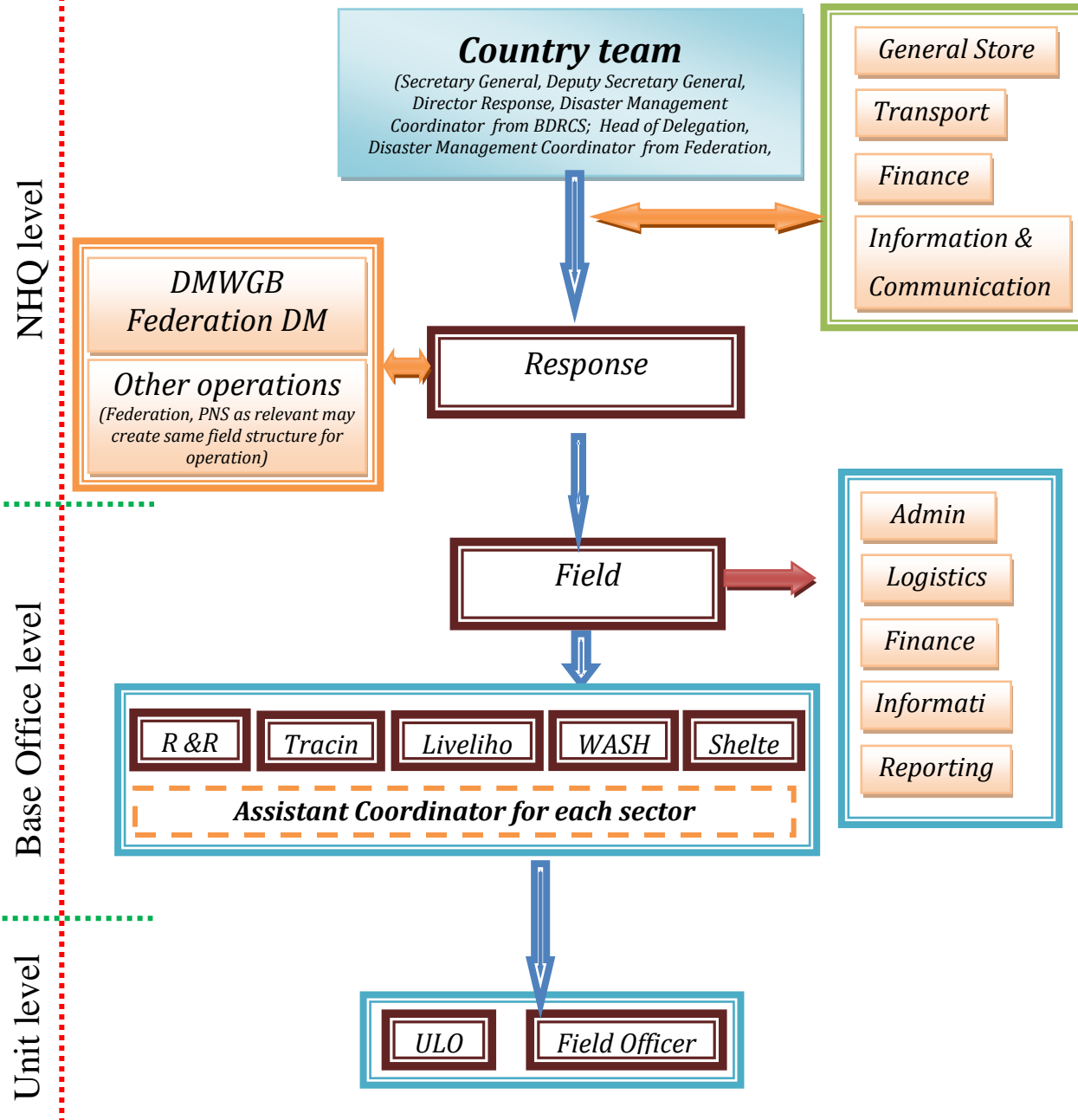
- Food & non food Items deliveries start to Units.
- Conduct distributions at most affected Units.
- Ongoing monitoring & reporting

4.5 Follow up and actions within first 45 days from the Disaster Day.

- Installation of water wells & restoration of water wells
- Installation of sanitary systems
- Continued distribution of relief (food & non-food), saplings and seeds.
- Ongoing monitoring & reporting
- Evaluation
- Lesson learned
- Recommendations for future plans.

- Water & Sanitation: Primary activities will be started by UDRT/ Unit Volunteer with the help of NHQ Health Dept as per WHO's Health standards (see Annexure)
- Makeshift Shelter: UDRT/ Unit Volunteer will be responsible with the guidance of concern NHQ Dept
- Restoration of Family Link: UDRT & NHQ Tracing Dept jointly take charge

OPERATION STRUCTURE FOR CYCLONE EMERGENCY



Country Team:

Across the zone the federation secretariat is comprised of management and technical delegates located at country, regional and zone levels. In times of disaster response the DMU representing the zone, will initiate direct contact with the country team. The country team is made up of representation from a National Society and the Federation Secretariat. The representatives in the country team will vary depending on the country and size of the operation. From a national society this will typically be the secretary general and or the senior disaster management representative. For details about the Asia Pacific Zone Response SOP where the role of a country office has been defined is attached in annex.

SECTORAL RESPONSIBILITIES

1. Resource mobilization

Objective: Mobilizing available resources for rendering timely services

The existing available resources i.e. trained volunteers, community based CPP organizations, linkages and network with disaster management mechanism both at national and local levels, pre-positioning of stock/fund will be mobilized during cyclone warning stage(when the signal the 4). A data base of volunteers will be developed and updated on regular basis.

2. Youth and volunteer

Objective: Activating volunteer base to respond to emergencies

The volunteer base at CPP command area will be activated immediately after the signal 4 hoisted. An office order from the Youth and Volunteer department will be issued and circulated to the volunteers through relevant units. Under the coordination mechanism established at national level volunteer team will be performing given responsibilities.

3. Early Warning dissemination –Cyclone Preparedness Programme(CPP)

Objective: Fostering timely dissemination of cyclone warning to save lives, properties, belongings, etc

The early warning dissemination flow of CPP (annexed as....) will be activated in close coordination with government. Before the cyclone season (April-May and October-November), at least 4 simulation exercise will be organized to prepare/refresh the awareness of communities. If necessary, the replacement/replenishment of early warning equipment will be implemented at least once a year.

4. Evacuation

Objective: Evacuating people to safer place

Team of volunteers equipped with evacuation kits will be stood by at CPP Upazilla/ R C Branch. A roster of volunteers trained on evacuation will be made and updated on a periodic manner. The evacuation kits will be repaired, replenished, etc when necessary. The affected population will be evacuated by evacuation team to safer places.

5. Tracing

Objective: Providing assistance to displaced people

Tracing department will be working in coordination with assessment and response team. Tracing team will produce a separate report and share the same with TSC for their planning.

6. Assessment

Objective: Fostering timely and relevant response to emergencies

The officers, management staff will be trained and familiar to assessment mechanism (different type of formats, guideline, etc). The affected units will be notified within 6 hours of time after cyclone happened for sending primary information to NHQ. A multi sectoral (relief, health, CPP, information, etc) assessment team comprising of BDRCS and Federation will be deployed within 12 hours of disaster. The team will be sharing information/observation/updates with TSC based at NHQ on two hourly basis. In coordination with Federation, FACT will be asked for a detailed sectoral assessment which will be a basis of Emergency Appeal.

7. Emergency relief

Objective: Strengthening preparedness for response

Pre-positioning of stock of non-food items, earmarked fund, response and evacuation equipment, etc will be in place under the disposal of relief department. A roster of RDRT, NDRT (to be formed), and CDRT will be developed, reviewed and updated on a regular basis. At least two vehicles will be provided to relief department for conducting assessment, coordination and monitoring of relief operation independently. The relief department will be a focal point for distribution and monitoring of relief activities.

The distribution and monitoring cost per beneficiary family will be determined on the basis of location of disaster (identified by assessment team, government info). The remoteness, isolation, damages to means of communication will be considering factors in determining distribution and monitoring cost.

8. Primary Emergency Health care

Objective: Ensured emergency health care to affected population for one month.

Fund will be earmarked for procurement of emergency/life saving medicines and required equipment will be in place. Emergency medical teams will be stood by after signal no. 4 is hoisted and teams will be deployed immediately after the impact. Coordination will be established between concerned departments of the government, WHO and relevant humanitarian agencies in order to avoid overlapping as well as to maximize efforts.

9. Information and communication

Objective: Ensuring coordination and dissemination of BDRCS response activities

Information department will review and update the communication strategies, communication protocol, etc on a regular basis. The information and communication department will be a focal and reference department for sharing information, updates, etc with government, DER group, UN clusters, international humanitarian agencies, national and global media, etc. Information bulletin/report will be prepared and circulated to relevant agencies for dissemination of BDRCS response activities on daily basis. Likewise, a compiled report based on operation updates, internal and external sources will be made available for TSC, federation and relevant movement partners.

10. Coordination

Objective: Effective coordinate and monitor the national and international efforts

A coordinated mechanism will be established at different levels from NHQ to field (annexure: coordination flow). Representatives from TSC along with Federation will be attending coordination meetings held at government, donors, UN, etc levels. BDRCS as

a member of DMCs of the government, DER group, etc both at national and local levels will be participating in regular coordination meeting. TSC will facilitate and monitor interdepartmental, Federation, ICRC, PNSs, donors, etc coordination.

11. Logistic- Warehouse and transport

Objective: Ensured timely response

A data base of buffer stock will be prepared and updated on a regular manner. Depending on geographical location of cyclone, temporary ware house facilities will be established in strategic points convenient to response operation. The updates of stock will be shared with TSC for their planning. Transport department will be given authority to stand by necessary vehicles from fleet and different programmes/departments for emergency assessment and response activities.

12. Finance

Objective: Establish alternative feasible option in dealing with initial response to emergencies

TSC will be given authority to operate a separate account at NHQ level to deal with emergency response fund earmarked of limit of BDT 5,000,000 for the period of two weeks of first response. TSC will follow a mechanism like TT, MT, ET, etc in order to quicken fund flow disbursement during first phase of response operation when the normal cash transfer mechanism disrupted/feasible. The TSC through concerned departments will coordinate the fund disbursement process and timely re-imburement of expenditures.

13. PMER

Objective: Control over quality planning, effective monitoring and evaluation

A separate PMER department will be established in BDRCS. PMER department will prepare updates, compile assessment and monitoring reports and share with different departments/sectors, Federation, donors, PNSs. The PMER will conduct evaluation of performance of assessments implemented by internal teams and FACT for future improvement. PMER will take a lead role in conducting lessons learnt workshop for areas to be improved.

14.HR

Objectives: Timely mobilizing relevant HR pool to effective response

HR department will be assisting in deploying relevant officers in coordination with TSC in cyclone response operations. HR will officially recruit, deploy, and in coordination with relevant donors/partners for their pay roll. HR will establish close liaison and coordination with relevant departments/programmes in transfer and deployment of staff in order to ensure momentum of regular programmes.

15. Inter-thematic strategic linkages

Objectives: Avoid overlapping of efforts and ensuring strategic input for planning and implementation

Linkages of different themes like HV, PMER, Information Communication, Youth, Tracing, CPP and DRR programmes will be established for their strategic input in planning and implementation of operation.

BDRCS Communication protocol

- Information department will develop an information kit basing on government statistics (DMIC, CDMP, DRR, and DER), qualified facts and figures from

organizational assessment and other relevant sources which will be updated on daily basis. The information and communication department will be the only one source of information dissemination in BDRCS.

- There will be linkage between Press Information Department (PID) of Ministry of Information and BDRCS Information and communication department for collecting and sharing information related to damage, needs, and response activities. Communication department will follow international protocol/standard (Sphere Standard, Code of Conduct:10 **In our publicity, we shall recognize disaster victims as dignified human beings.**) , etc) to present victims with dignity, cultural sensitivity, privacy, religious notion, believes, context, etc in local, national and global media.
- The victims should not be subject for raising of fund that hamper their dignity.
- Information Department, BDRCS chairman, Secretary General as spokesman and his designated personnel will face media. Any other person/department may be authorized by BDRCS spokesman to deliver information to the media and external agencies
- The controversial issues should be avoided in order to avoid confusion. It is advised to quote government figure, statistics, etc to external media and other UN and humanitarian agencies figure/statistics which are supported by relevant assessments, studies, documents, etc.
- Avoid disseminating information that create panic and increase level expectation

Seven Golden Rules for Communication

In order to become a highly visible and vibrant humanitarian organisation to enjoy the confidence of all, the BDRCS should observe the following seven golden rules in the field of communication :-

- a. Train a number of key communicators in National and Unit levels.
- b. Hold Annual Meeting of all communicators.
- c. Be proactive rather than reactive in all communication work.
- d. Prepare detailed communication plans and budgets for important events, campaigns and projects and produce an Annual Calendar of Communication Events.
- e. Create a few key messages which the BDRCS wishes to convey.
- f. Establish a list of audience.
- g. Evaluate results and adapt the Communication Plan to conform to realities.

REVIEW AND UPDATE:

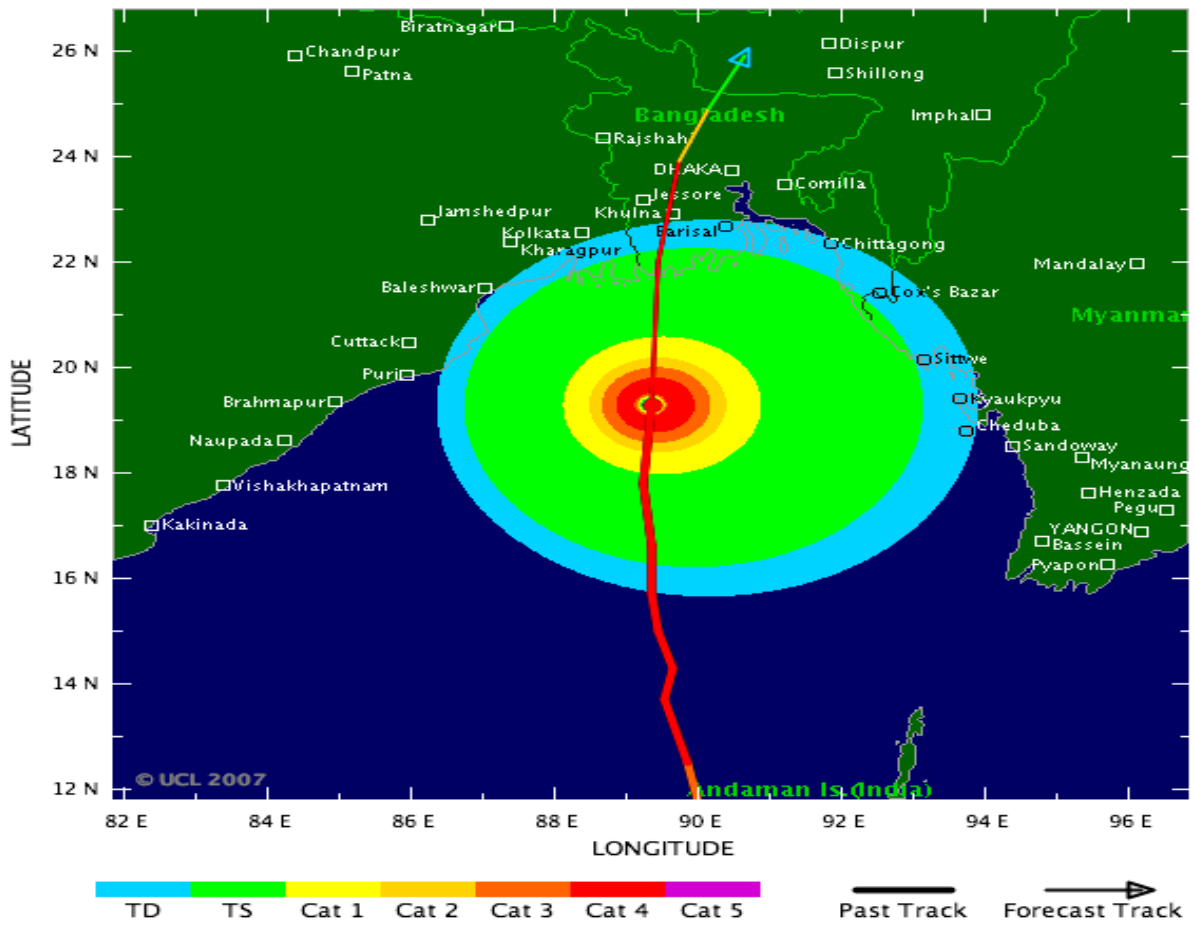
- **Final Draft of national Cyclone- 1st week of September 2008**
- **Leadership endorsement of the Finalized CP- End of 2nd week of September 2008**
- **Simulation- 3rd week of September 2008**

EXISTING RESOURCE MAPPING

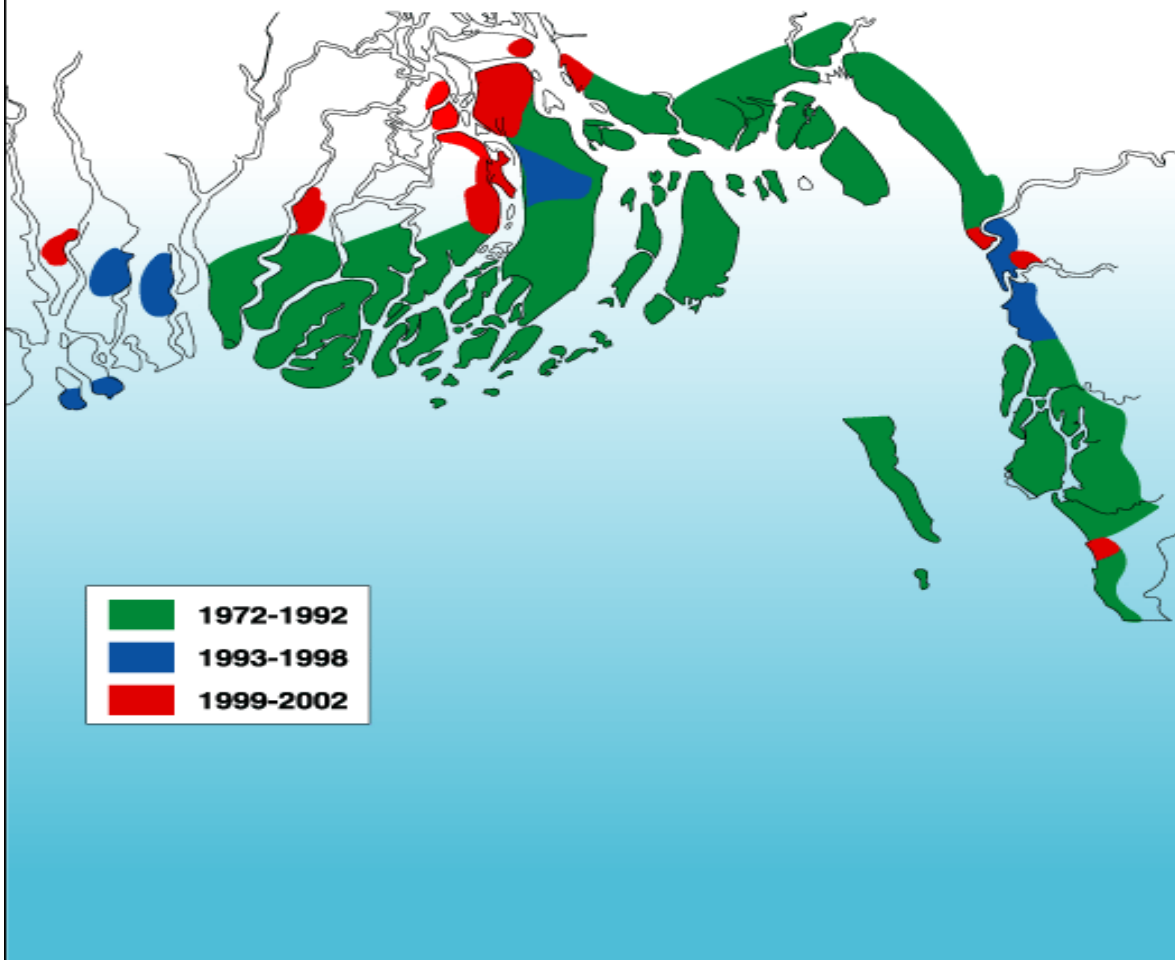
Resource	Quantity (In no./ & person)	Remarks
DM	28	
NDRT	25	
RDRT	18	BDRCS-13, IFRC5-5
Emergency Health Team/ Unit	8	
FIRST AID Team	60	
Ambulance Team/ Service	2	NHQ-01, Chittagong-02, Blood-01
WATSAN Team / Unit	3	
PSP Team	0	
CPP Vol	42,675	M-28450, F-14225
Volunteer in BDRCS units	3,000	
RCY in BDRCS units	6,000	
Communication team	3	
Team (Tracing)	65	
Number of Warehouses including capacity	15	Central (NHQ)-01 Base Depot (CTG)-01 Units (13)-13
Blood Donor	6,000	Blood Bank-02
Maternity centre	155	Total MC-- 13, (Barisal-5, Bhola-03, Jhalokathi-01, Pirojpur-01, Satkhira-02, Noakhali-01 & Noakhali-01)
Cpp rescue Tem	7,535	Unit tem 2845

Pre-position stocks:		
Food (.....)		
Non-food: Family packs Hygiene kits Kitchen set Jerry can Bucket Clothing		
Shelter Items: Tents Tarpaulin Plastic sheeting Corrugated Iron Sheet Rope/ string Tie wire Nails (including sizes) Tools (.....) Others		
Transportation: Operational Vehicle Jeep 14X4 Pick-up4x6 Trucks6 Ambulance2x3 Motor Bikes70 Others		(Pls specify if the car with radio)
Telecom Equipments: HF VHF Handheld Walkie-Talkie set Sat Phone	96 35 2800	mobile pone 2800
Emergency/ Contingency Fund		
Wireless Set		
Pre-agreement (be specific):		
<u>Any Others:</u>		

**Note : Requirements of resources will be submitted
Budget will be enclosed with the final Draft of the CP
Contact list will be given later**



CPP COMMAND AREA



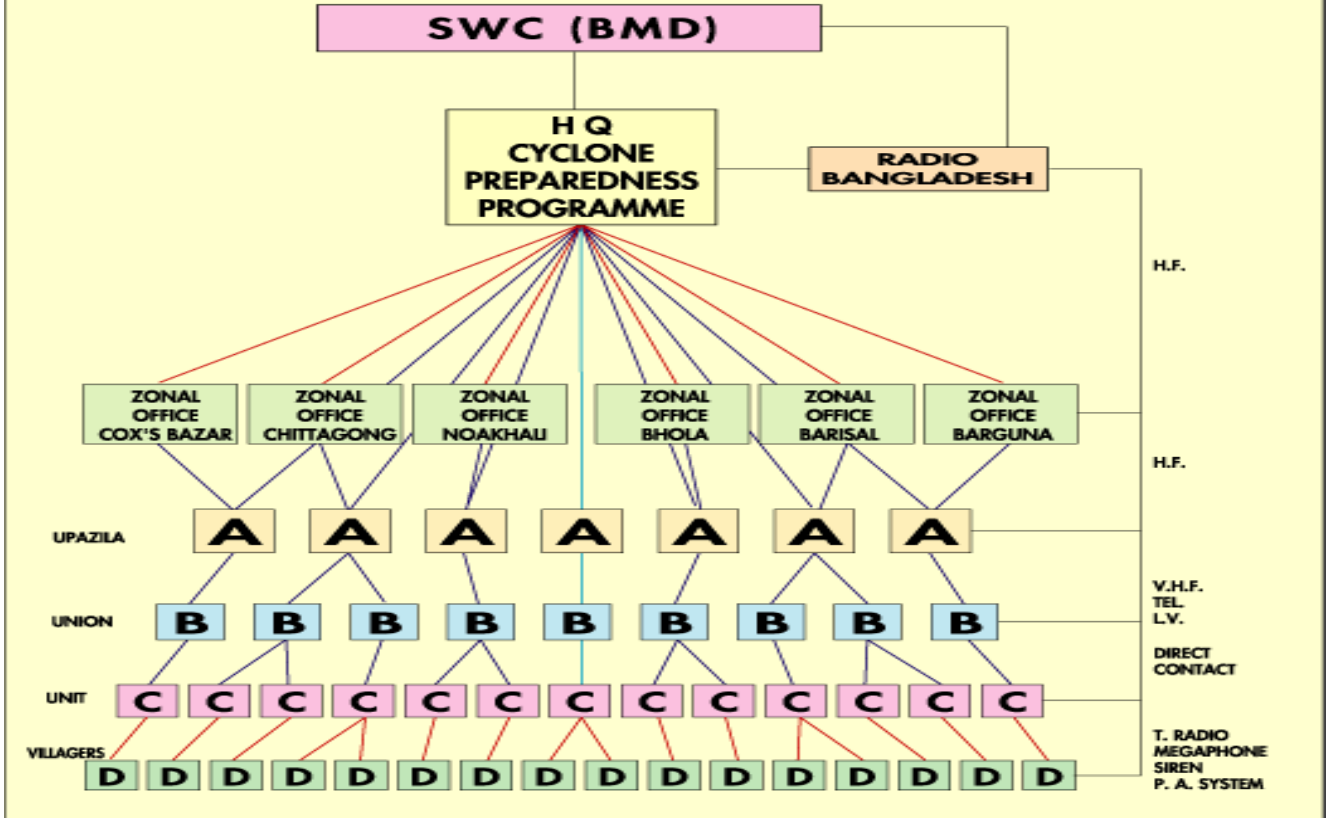
**CYCLONE PREPAREDNESS PROGRAMME
BANGLADESH RED CRESCENT SOCIETY**

ORGANOGRAM



CPP, BDRCS

DISSEMINATION OF CYCLONE WARNING SIGNALS



Annexure:

1. Security Regulation
2. Financial Regulation
3. Specific format for reporting
4. Guideline of M&E
5. Resource map
6. Emergency Contact list
7. Unit Profile
8. Relief Manual
9. Beneficiary Card
10. Master roll
11. Damage and Need Assessment Checklist
12. Voucher submission form
13. Requisition form
14. Code of Conduct for Relief Operation
15. TOR of control room
16. TOR of Rapid Assessment Team
17. TOR of Mailing Money Transfer& TT.
18. TOR of Emergency financial management
19. TOR of purchase committee.
20. TOR of Financial allocation & disbursement
21. TOR of Fleet management.
22. TOR on activation of CP
23. TOR of Reporting
24. TOR of Visibility
25. TOR of Unit Contingency Plan
26. TOR for Medical team
27. TOR for local procurement.

