

# Emergency Preparedness and Response Policy 2022

## Resource Development Foundation (RDF)



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**1. Purpose, objectives, and main concepts of Emergency Preparedness and Response Plan policy:**

- a. This Emergency Preparedness and Response policy of RDF describes clear roles and responsibilities across all levels of the RDF offices, to support timely, predictable, and accountable emergency response decision-making. It builds on the related matrix operational model to:
- Provide an articulated policy, to deliver faster, more streamlined, and empowered decision-making in emergency response situations.
  - Support a level of consistency and coherence across the working modalities, capacities, and resources of RDF to address the current culture of competition and duplication.
  - Underpin an increased commitment to accountability for operational decision-making and service delivery.
- b. The Policy revolves around the following main concepts:
- RDF bears the overall accountability for emergency response situations.
  - The degree of engagement of the different RDF Office levels (Head office & Field office) varies according to the disaster and crisis categorization.
  - RDF set up at all three below levels ensure appropriate coordination during the initial phase of an emergency response.

|        |   |
|--------|---|
| Yellow | Responds to a localized emergency covering a small area or number of beneficiaries. This is normally managed at RDF local offices, with any necessary technical or management support provided by the RDF Head office management. If necessary, the RDF seeks support from current donors/development partners.   |
| Orange | Responds to an emergency affecting a wider area (or areas) and a higher number of beneficiaries (including potential spread), and may also receive a level of donors/development partners. Technical and management support is still provided by the RDF, but the RDF Head office is engaged at the start-up of the operation to provide Disaster Relief Emergency Fund (DREF), technical quality assurance on Emergency Appeals, and technical support and compliance with standards.  |
| Red    | Responds to an emergency of scale, affecting a country-wide and high number of beneficiaries, with the level of complexity or risk that makes it an organization-wide priority for the RDF at all levels. Technical and management support is coordinated by the RDF central management, but provided by both RDF field offices and Head offices, and regular task force meetings are held to ensure effective management and information flow. RDF management takes on a stronger role with the collaboration with donors/development partners and compliance with standards and there may be the need to establish support functions at the Head office level, as well as the field office level. |



## **2. General Background, Situation and Context**

### **2.1. Climate of Bangladesh**

Bangladesh has a subtropical monsoon climate characterized by wide seasonal variations in rainfall, moderately warm temperatures, and high humidity. Regional climatic differences in this flat country are minor. Three seasons are generally recognized: a hot, humid summer from March to June; a cool, rainy monsoon season from June to October; and a cool, dry winter from October to March. In general, maximum summer temperatures range between 32 and 38 °C. April is the warmest month in most parts of the country. January is the coldest month when the average rainfall is 203 mm.

### **2.2. Major Natural Hazards & Vulnerabilities**

Bangladesh is a country prone to different natural disasters. Due to geographical variations, the hazard distribution is also different in different regions. But in general, we found floods, cyclones, tornados & Nor'wester, River Bank Erosion, earthquakes (potential hazards for Bangladesh), landslides, etc are recorded as a potential hazard in Bangladesh. Among these hazards, the consequences of Floods and cyclones are recorded very high and their distribution is in the South and River basin areas.

## **3. Mandates**

RDF mandates is to respond to any emergency within 72 hours continuing to a couple of weeks that puts at great risk the survival, protection, and well-being of significant numbers of people, where addressing the needs and well-being of those affected people is beyond the indigenous coping capacity, and where RDF can mobilize the financial, logistic and human resources to take urgent action on their behalf.

## **4. Basic Principles**

### **4.1. Humanitarian Principles**

- RDF will strive towards the internationally accepted Humanitarian Charter and Minimum Standards;
- RDF also commits itself to the observance of internationally agreed protocols
- Underlying factors of quality and accountability in aid delivery will be considered and implemented to the extent possible.
- Emergency response will ensure mainstreaming of disaster risk reduction, gender, age, and protection.

### **4.2. Operational Principles**

Special attention will be devoted to particularly vulnerable populations specific to each context and to those who help others.

- Strategic and operational responses will be jointly planned and implemented by all concerned stakeholders.
- A specific set of recommended actions will be developed to assist communities in coping with the emergency and protect them from abuse and any other form of exploitation.
- Safety and security of humanitarian workers will be of the utmost concern of RDF.

## **5. Major components of Emergency Preparedness, Response, and Contingency Plan**

The following components will be treated as the major components of the contingency plan.

- Vulnerability and Risk Analysis
- Prepositioning of the Emergency Relief
- Information Management



- Local Preparedness
- Resource Mobilization

## 6. Strategy/Criteria for responding to emergencies

RDF will determine to respond during the first 72 hours after an emergency. If the disaster occurs in an area where RDF is currently operational, an assessment is definite but if the disaster occurs in the area where RDF is not operational, the Chief Executive Officer (CEO) will decide whether a team should be sent. The CEO will take the necessary initiative based on the report and discussion.

The overall principle is that RDF will respond to any emergency that puts at great risk the survival, protection, and wellbeing of a significant number of people including women and children, where addressing the needs and wellbeing of people is beyond the indigenous coping capacity and where RDF can mobilize the financial and human resources to act on their behalf. RDF will respond to any emergencies in its program areas, at the very least an initial assessment will be undertaken. RDF will then determine whether or not to respond.

## 7. Priority (Area/Location) in Emergency Response

The following criteria will be used to determine when RDF will implement an emergency response.

|  |  |
|--|--|
| Priority 1:<br>Within the present working Area | The Head Office must undertake emergency program activities  |
| Priority 2:<br>Outside the RDF Working Area    | The CEO has the authority to decide how to respond in close collaboration with other stakeholders. |

### 7.1. RDF Priority in Sectoral Response

In any emergency response after the disaster, RDF will focus on the following areas for humanitarian assistance: Sector cover in Emergency Response

- Priority I - Immediate life-saving needs
- Priority II- Shelter & Non Food Items
- Priority III- Agriculture & Livelihood
- Priority IV- Water, Sanitation and Hygiene
- Priority V- Health and nutrition
- Priority VI - Education

## 8. Hazard-specific Proposed Intervention in Bangladesh

| Type of Disaster | Affected Area                     | Proposed intervention                   |
|------------------|-----------------------------------|---|
| Cyclone<br>4.10  | Coastal area (19 districts- 12 is | Dissemination of early warning signals  |
|                  |                                   | Coordination among UDMC and CPP members |




|                               |                            |   |
|-------------------------------|----------------------------|---|
|                               | Exposed and 7 is interior) | <div>Ensure that CPP volunteers and UDMC members are disseminating signals to communities</div> <div>Activate shelter management committees</div> <div>Assist in search, rescue and evacuation of affected people</div> <div>Provide first aid support</div> <div>Rapid Need Assessment</div> <div>In-depth Assessment</div> <div><b>Distribution- Food</b></div> <div>- NFI</div> <div>- Emergency shelter kits</div> <div>- Water Sanitation and Hygiene kits</div> <div>- Education material</div> <div>Provide Emergency Health Support</div> |
| <b>Flood</b>                  | Flood prone area           | <div>Rescue people trapped under floodwater</div> <div>Coordinate with UDMC members</div> <div>Activate flood shelter management committee</div> <div>Assist in search, rescue and evacuation of people by boats</div> <div>Provide first-aid support</div> <div>Provide water sanitation support</div> <div>Need assessment</div> <div>Distribution- Food/NFI/Recreation kits</div> <div>- Provide educational materials</div> <div>- Provide/promote health care activities</div> <div>Post flood rehabilitation works/ Early Recovery</div>    |
| <b>Type of Disaster</b>       | <b>Affected Area</b>       | <b>Proposed intervention</b>  |
|                               |                            | project   |
| <b>Earthquake</b>             | Earthquake stricken area   | <div>Search and rescue operation</div> <div>Provide first aid to victims</div> <div>Assist in the evacuation of victims</div> <div>Rapid need assessment</div> <div>Distribution- Food/NFI/Water</div> <div>- Provide educational materials</div> <div>- Provide psychosocial support</div> <div>- Provide health care support</div> <div>Post-earthquake rehabilitation works</div>  |
| <b>Tornado<br/>Nor'wester</b> | Tornado affected area      | <div>Coordination among UDMC and CPP members</div> <div>Assist in the search, rescue and evacuation of underprivileged people</div> <div>Provide first-aid support</div> <div>Rapid Need Assessment</div>   |

|                  |  |   |
|------------------|--|---|
|                  |  | In-depth Assessment<br><b>Distribution- Food</b><br>- NFI<br>- Emergency shelter kits<br>- Water Sanitation and Hygiene<br>- Education material<br>Provide Emergency Health Support |
| <b>Cold wave</b> | North Bengal, South East Bengal and another cold wave-affected area. | NFI distribution especially warm cloth  |

## 9. Assessments

RDF will use the agreed assessment tools for initial rapid assessment to be conducted within the first 72 hours followed by a more detailed, qualitative survey later on.

## 10. Public Information Strategy

The Head of HR & Admin will act as the Public Information (PI) focal point and spokesperson representing the humanitarian response program of RDF. He will have complete and updated information on the situation and response.

## 11. Documentation and reporting

To review the progress, keep a record of lessons learned and emerging issues; documentation will be a regular phenomenon. RDF will develop a set of customized formats to capture data and information for documentation as well as periodic reporting on progress and achievement in the emergency response program. Besides, a case study will be prepared for the quality achievement of its program.

## 12. Exit strategies

An assessment would be carried out and if the findings of the assessment indicate clearly that the community will return to normalcy then the organization can exit. The Phase-down approach will be adopted for its exit plan. Emergency response programs may be followed by rehabilitation programs.

## 13. Disaster Preparedness Review

### 13.1. Emergency Management Committee (EMC):

RDF formed a total of 32 members headed by the Director-Training and Project Management and will involve and regulate the emergency response activities.

### 13.2. Role of Emergency Management Committee during normal and impending situations:

#### During normal period:

EMC will meet once a quarter and will review the organizational preparedness to respond. (stock piling at the warehouse, review contingency plan, staff skill if needed).




- Country situation review.
- Follow up the periodic actions.

#### **During impending situation:**

Review the country's situation and decide on damage and needs assessment.

- Recommend for emergency response.
- Mobilize the logistic operation
- Monitoring response operation.
- Donor liaison and fund mobilization.

#### **14. RDF operation strategy in any emergency**

All Staff of RDF will be part of the total emergency preparedness and response management within and outside its working area in Bangladesh.

| Step   | Action Taken  | Remarks   |
|--------|---|---|
| Step-1 | Monitoring the situation (of flood and cyclone) all the year round                    | <ul style="list-style-type: none"> <li>- All Area Managers and Head of the Field office will be responsible.</li> <li>- EMC members at the country head office will be responsible.</li> </ul>  |
| Step-2 | Special attention during cyclone and flood period                                     | <ul style="list-style-type: none"> <li>- Central EMC members will keep an eye on the situation</li> <li>- Regular communication with field offices situated in respective areas</li> </ul>  |
| Step-3 | Depression from at Bay of Bengal and rain in the upper catchments (signal 4: Cyclone) | <ul style="list-style-type: none"> <li>- Activate the Control room as per the control room policy</li> <li>- Member Secretary of EMC starts to communicate with respective district/s, DMIC, Metrological department, FFWC, etc.</li> <li>- If the signal number is 4 EMC will call a meeting with respective persons (this is a must) and share the decision and discussion with the all concern.</li> </ul> |
| Step-4 | The situation is getting worse  | <ul style="list-style-type: none"> <li>- Control room running and collecting more information from mentioned sources</li> <li>- keep close contact at the field and eye on the situation</li> <li>- Update the situation to all (focal persons)</li> <li>- Rescue all staff of RDF from the danger places</li> </ul>  |
| Step-5 | Cyclone about to hit  | <ul style="list-style-type: none"> <li>- Control room active</li> <li>- Team ready for Need Assessment (NA) and response</li> </ul>   |
| Step-6 | Disaster strikes/hit  | <ul style="list-style-type: none"> <li>- Deployment of NA team (if needed)</li> <li>- EMC sits for meetings and decides for ER (based on the NA report)</li> <li>- EMC communicates with EC for permission of a response</li> </ul>   |
| Step-7 | Decision for Response   | <ul style="list-style-type: none"> <li>- Write to donor/s for fund</li> </ul>   |
|        |   | <ul style="list-style-type: none"> <li>- Activate &amp; deploy the team for emergency response</li> </ul>   |



|        |   |   |
|--------|---|---|
| Step-8 | Response continues                                      | <ul style="list-style-type: none"> <li>- EMC monitors the response and advises for better response</li> <li>- Continue Sit Rep</li> </ul> |
| Step-9 | Lesson Learn from the response                          | <ul style="list-style-type: none"> <li>- By arranging workshop</li> </ul>   |
| Step10 | Monitor the situation and Preparing for future response | Disaster Management Section   |

### 15. Information Management/Assessment

RDF should identify a senior staff to get information on the situation from the affected area and to share this information with EMC. This activity should be considered as "Information Management". Also, the same person should coordinate rapid assessment (e.g. conduct need assessment through staff, compile the data etc.).



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