**Ops Centre Timeline – Emails**

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| **Time** | | **Day** | **Organisation** | | **Task** | **Preparation** | **Doc. #** | **Sent?** | **Task completed** | | |
| **0830 – Day 1 Begins** | | | | | | | | | | | |
| **0830** | | Day 1 | | ALL  ALL  ALL | * Activate the cluster system in morning briefing * *Morning briefing to include presentation on simulation rules and information on the cluster system.* * *Hand out Valerie Amos cluster activation, TOR for cluster leads* * Purchase from Umbala fax (in fax box) * Emergency needs assessment form x3 in fax boxes and cover letter from HC emailed | All teams to receive HAND OUT IN MORNING BRIEFING from Valerie Amos notifying them that:   * The cluster system has been activated, * Who are the cluster leads in each sector and ToRs for each cluster lead. (DOCS 001)   IASC has been requested by HC/ERC to activate the cluster system in the following areas with the following organisations designated as cluster leads:   * Protection & Education: People First * Logistics: We Care * Food: Red Heart * Health: EWB * Shelter: Reach Up * WASH: Peace Doves * See email * See emails | 001 (Valerie Amos)  001 Participant briefing information – “TOR for Cluster Leads” and 002 Basic Data – Flash Appeal  002 (emails)  000 and 000 cover letter |  | N/A | |
| **0930 – Day 2 Begins** | | | | | | | | | |
| **0930** | | Day 2 | | ALL | Situation update and flood visit announcement from DisCom | DELIVERY BY SEBEDOH POSTAL WORKER TO ALL OFFICES (must happen on time or slightly earlier) | 005 |  |  | |
| **0930** | | Day 2 | | ALL | Organisational Sit Rep Required for Day 1 | All teams to receive individual requests from their organisational HQ for Sit Rep for Day 1 | 003 |  |  | |
| **0930** | | Day 2 | | ALL | Budget request from organisational HQ by beginning of Day 3 (10.30) | See email | 004 |  |  | |
| **1000** | | Day 2 | | ALL | IASC requests cluster Sit Rep | Email – can request Sit Rep with the following data:   * Situation in-country * Status of resources/facilities in-country * Needs * Response * Allocation of responsibilities * Future planning * Security issues | 006 |  |  | |
| **1025** | | Day 2 | | As required | Reminder to submit Day 1 organisational Sit Rep | See email | 007 |  |  | |
|  | **1030 – Day 3 Begins** | | | | | | | | |
| **1030** | | Day 3 | | ALL | Organisational Sit Rep Required for Day 2 | All teams to receive individual requests from their organisational HQ for Sit Rep for Day 2 | 003 |  |  | |
| **1100** | | Day 3 | | As required | IASC reminder for Cluster Sit Rep Day 1 | See email | 009 |  |  | |
| **1100** | | Day 3 | | ALL | IASC requests cluster Sit Rep for Day 2 | Email | 006 |  |  | |
| **1100** | | Day 3 | | As required | Budget reminder from organisational HQ | See email | 008 |  |  | |
| **1115** | | Day 3 | | LEAD | Organisational request for site survey/situational analysis | See email | 010 |  |  | |
| **1125** | | Day 3 | | As required | Reminder to submit Day 2 organisational Sit Rep | See email | 007 |  |  | |
| **1130 Day 4 Begins** | | | | | | | | | |
| **1130** | | Day 4 | | ALL | Organisational Sit Rep Required for Day 3 | All teams to receive individual requests from their organisational HQ for Sit Rep for Day 3 | 003 |  |  | |
| **1140** | | Day 4 | | ALL | Organisational request for 2 month planning and budget by end of Day 5 | Email | 011 |  |  | |
| **1145** | | Day 4 | | LEAD | From UN Lead HQ (Geneva): Poisoned Lake rumour. Please confirm activities by WASH cluster on this | See email  Media to prompt this. | 012 |  |  | |
| **1155** | | Day 4 | | EWB | Request from organisational HQ: Need update on worrying reports of outbreak of Sebedoh sickness | See email  Media to prompt this. | 012 |  |  | |
| **1200** | | Day 4 | | ALL | Reminder from HC that Flash Appeal data will be required for meeting at end Day 6 by each cluster | Can include components of Flash Appeal in brief | 013 |  |  | |
| **1200** | | Day 4 | | ALL | IASC requests cluster Sit Rep for Day 3 | See email – as above | 009 |  |  | |
| **1200** | | Day 4 | | As required | IASC reminder for Cluster Sit Rep Day 2 | See email – as above | 009 |  |  | |
| **1200** | | Day 4 | | Peace Doves | Request from organisational HQ: Oprah requests full access to organisation and camps to do an in-depth story of at-risk IDP children. HQ wants it to happen… | Email | 012 |  |  | |
| **1200** | | Day 4 | | People First | Request from organisational HQ: Rumours circulating that children are being kidnapped near border as part of international adoption ring. Request to report immediately and respond to media requests | Email  Media to prompt this | 012 |  |  | |
| **1215** | | Day 4 | | Red Heart | Request from organisational HQ: McDonalds wants to provide Happy Meals for families in camps. HQ Comms Dept wishes to build financial alliance with them… | Email | 012 |  |  | |
| **1215** | | Day 4 | | Reach Up | Request from organisational HQ: Rumours of people setting up temporary camps in the town and in other areas because humanitarian response in providing shelter has been woeful. Govt not happy. Media starting to ask questions. Please explain. | Email  Media to prompt this | 012 |  |  | |
| **1220** | | Day 4 | | ALL | Request from UN LEAD HQ (Geneva) to do Gender Audit of all Cluster activities | See email (adjust to focus on cluster)  *ONLY DO THIS IF THEY ARE DOING VERY WELL* | 014 |  |  | |
| **1230 Day 5 Begins** | | | | | | | | | |
| **1230** | | Day 5 | | ALL | Organisational Sit Rep Required for Day 4 | See email – as above | 003 |  |  | |
| **1230** | | Day 5 | | As required | Reminder to submit Day 3 organisational Sit Rep | See email – as above | 007 |  |  | |
| **1245** | | Day 5 | | ALL | Organisational HQ Request for ‘A Day in the Life of an Aid Worker’ story for web by end Day 5 | See email  ONLY DO THIS IF THEY ARE DOING VERY WELL | 015 |  |  | |
| **1300** | | Day 5 | | ALL | IASC requests cluster Sit Rep for Day 4 | See email – as above | 006 |  |  | |
| **1300** | | Day 5 | | As required | IASC reminder for Cluster Sit Rep Day 2 | See email – as above | 009 |  |  | |
| **1300** | | Day 5 | | WE CARE | MEDIA INTERVIEW |  |  |  |  | |
| **1325** | | Day 5 | | As required | Reminder to submit Day 4 organisational Sit Rep | See email – as above | 007 |  |  | |
| **1330 Day 6 Begins** | | | | | | | | | |
| **1330** | | Day 6 | | ALL | Organisational Sit Rep Required for Day 5 | See email – as above | 003 |  |  | |
| **1345** | | Day 6 | | ALL | INTERNET NO LONGER AVAILABLE – internet has been shut down for the rest of the day – no internet use is possible. Apologies for the inconvenience, etc. | Post sign on Internet Café  Create out of office autoreplies for all email addresses |  |  |  | |