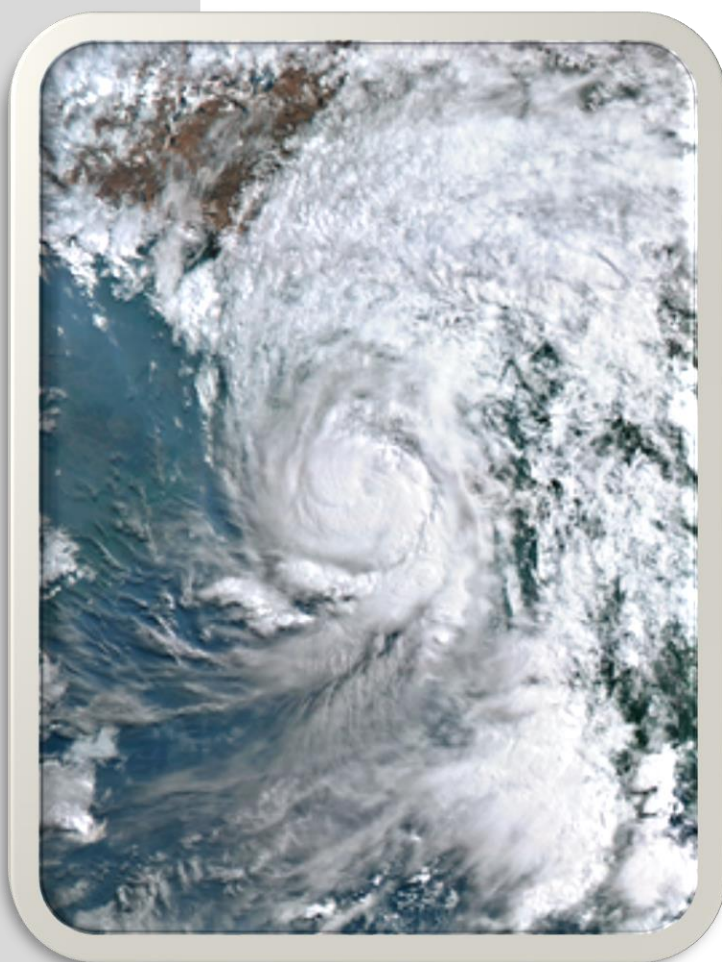


# **IFRC Contingency Plan and Business Continuity for Cyclones**



**Revision May 2018**

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## **1. INTRODUCTION**

This Emergency Contingency Plan (ECP) is developed based on information provided by IFRC surge teams and Bangladesh Red Crescent (BDRCS) officials.

The primary aim of this ECP is to prepare IFRC for a critical disaster such as a cyclone. Preparations are necessary to formulate business continuity measures as well as to respond with critical aid immediately after such an event with optimal efficiency, material, and manpower.

This ECP may be further developed with BDRCS in coordination with partners as a Movement-wide plan which could include other identified main risks such as floods, landslides, population movements and disease outbreaks.

The plan shall emphasize the capacities of IFRC and engaged Movement partners in prioritized scenarios which can be shared with various humanitarian stakeholders to ensure coherence and harmonization of any necessary preparedness and response.

This plan is limited to a response to a monsoon season related disaster such as flooding with a focus on a cyclonic event in the Cox's Bazar area.

## **2. CONTEXT ANALYSIS AND RISK PROFILE**

Bangladesh is a country vulnerable to many natural and man-made disasters. Cyclones are amongst the greatest risk to Bangladesh due to the nation's extreme exposure and high vulnerability. The Cox's Bazar area has been historically susceptible to cyclones due to its coastal location.

In the last ten years at least 10 deadly cyclonic storms hit Bangladesh, with at least half of them having a direct impact in the Chittagong division. The last cyclone recorded to have impacted the Population Movement Operation (PMO) operational area was Cyclone Mora.

This cyclone made landfall near Chittagong on 29-31 May 2017 with wind speeds of 110 km/hour. An estimated 500,000 people evacuated from coastal areas before the storm however the winds and storm surge battered buildings and destroyed farmlands across Chittagong, Cox's Bazar, and Rangamati. 20,000 houses were damaged in camps located in the PMO operational area and people were killed.

In Bangladesh there are two cyclone seasons. The first season stretches from April to May and is referred to as the pre-monsoon season. The other season (post-monsoon) is from October to November. Historical records suggest that a post-monsoon cyclone is twice as likely as a pre-monsoon cyclone.

More than 800,000 people currently reside in the camps made up of makeshift shelters in spontaneous settlements. There are new arrivals daily therefore population figures are approximate, but census methodology and figures are updated by the UN.

The displaced population do not have adequate access to appropriate shelter, safe water, sanitation, nor essential health services. The population is fully dependent on humanitarian aid.

The occurrence of a severe cyclone in Cox's Bazar is an imminent risk and is a scenario the humanitarian organizations are analysing to ensure appropriate preparedness for life saving actions and humanitarian operations continuity.

While Cox's Bazar has been historically prone to cyclones, it has not experienced much flooding. However, with the removal of vegetation and landscapes changes within the refugee camps, the risk of flooding and landslides during heavy rain is likely. The monsoon season in Cox's Bazar starts in April and peaks around June and August. 20-25 days of rain with an average precipitation of between 400-600 mm a month can be expected.<sup>1</sup>

Flood waters will course through the camp and erosion will continuously change the settling, flow, and speed of the water over the course of the season. This may leave areas completely inaccessible and possibly inhabitable post monsoon.

A set of practical preparedness actions are identified in this ECP to implement for business continuity, self-protection, and response purposes.

### **3. OVERALL CONTINGENCY PLANNING MANAGEMENT AND TEAM COORDINATION**

IFRC has categorized the current operation as a 'Red Emergency', implying that the situation is critical and a full-scale response is required. BDCRS is leading the Population Movement Operation (PMO) with the support of IFRC, ICRC and partner national societies (PNSs). Both the BDCRS and government Cyclone Preparedness Plan are currently engaged with both camp and host communities.

The IFRC along with ISCG and BDCRS collaborate closely with regards to contingency and response planning. A weekly contingency plan work group is held at IFRC PMO office for staff and Movement partners which compliments the ISCG weekly Emergency Preparedness Task Force.

ISCG coordination includes the sharing of contingency plans, charting of partner work areas, disseminating partner stock reports, mapping storage facilities and volunteers trained. ISCG also facilitates table top camp coordination exercises with the goal of defining an overarching camp response plan with partners.

The ISCG has been nominating organizations as leads in certain camps or blocks within the camps. These leads have the responsibility to organize ongoing operational work, preparedness, and response efforts with other organizations working in the same block. IFRC and movement partners are integrated in this ISCG hierarchy and in some cases IFRC is the camp lead.

In the case of a cyclone, ISCG will host the Emergency Operation Center in which all partners should report to and coordinate with. This center is currently being established and sector camp leads are coordinating with their partners on emergency preparedness and response.

#### **3.1. Monsoon Standard Operating Procedures (SOP)**

The SOP aims to guide the IFRC in its initial emergency response when rapid decision-making is required. It includes actions required at Early Warning and Response Phase.

A high-level of readiness will need to be maintained through July and August at a minimum. Flooding and landslides are likely to occur throughout the monsoon season as large rains impact the camps and neighbouring host communities.

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<sup>1</sup> <https://weather-and-climate.com/average-monthly-Rainfall-Temperature-Sunshine,cox-s-bazar,Bangladesh>

Though the PMO is focused on supporting and responding to populations within the camps, preparations to respond to host communities are considered especially if needs are more significant outside of camps.

As IFRC is preparing to respond immediately to 40,000 households in the event of a cyclone, any response to monsoon related events may trigger actions described within minimum preparedness measures of section 4 and response measures of section 5.

The ISCG, IFRC and BDRCS will monitor weather for high-risk forecasts. In the event of adverse forecast, the IFRC Head of Emergency Operations (HeOPs) will alert the delegation and partners. A Critical Incident Management Team (CIMT) shall be established.

The CIMT gather to analyse a situation and react with expedited decisions. The CIMT will also consider scenarios that affect business continuity, safety and security of personnel/assets and response modalities. Decision making will be logged as per **Annex B**.

The IFRC HeOPS will comply to the Alert and Response protocol diagram as well as liaise with key persons listed on the Contact List (data available **Annex D**):

### 3.2. Cyclone Standard Operating Procedures (SOP)

This SOP aims to guide the IFRC in its initial emergency response when rapid decision-making is required. It includes actions required at Early Warning and Response Phase.

This plan references the Bangladesh Cyclone Warning Centre information and scale. The Cyclone Warning Centre will issue special weather bulletins from the initial alert through to a threat. Furthermore, the release of Alerts or Warning Messages are accompanied with simple verbal/text explanations for people to comprehend the level of risk.

#### Bangladesh Tropical Cyclone Classification

Cyclone Classification	Maximum winds
Depression	Up to 62 kph [33 knots or 38 mph]
Cyclonic Storm	63 to 87 kph [34 to 47 knots or 38 to 54 mph]
Severe Cyclonic Storm	88 to 117 kph [48 to 63 knots or 55 to 73 mph]
Severe Cyclonic Storm of Hurricane Intensity	Over 118 kph [64 knots or 74 mph]
<i>Note: Bangladesh also uses a warning scale of 1 to 10 for sea and river ports. These warnings trigger messages to a community. Signals I to III refers to a cautionary and warning signal, signals IV to VII signal Danger, Signals VIII to X signal imminent danger. Signal VI is provided at the stage of Cyclonic storm formation and initiates evacuations of the most vulnerable. Signal VIII triggers general evacuations. Not applicable in the camps.</i>	

Relevant IFRC warning levels along with safety and security information is to be disseminated widely by the Security Coordinator. **Declaration of security phases (1 – 5) remain with the Head of Emergency Operations (HEOPS).**

From level 1: A Critical Incident Management Team (CIMT) should be established.

CIMT: HEOPs (chair), Head of Sub Office, Field TL, Security, Comms, BDRCS focal point.

The CIMT gather to analyse a situation and react with expedited decisions. The CIMT will also consider scenarios of less intensity where safety and security of personnel can be compromised. Decision making will be logged as per **Annex B**.

From level 2 onwards: The IFRC HeOPS will comply to the Alert and Response protocol diagram

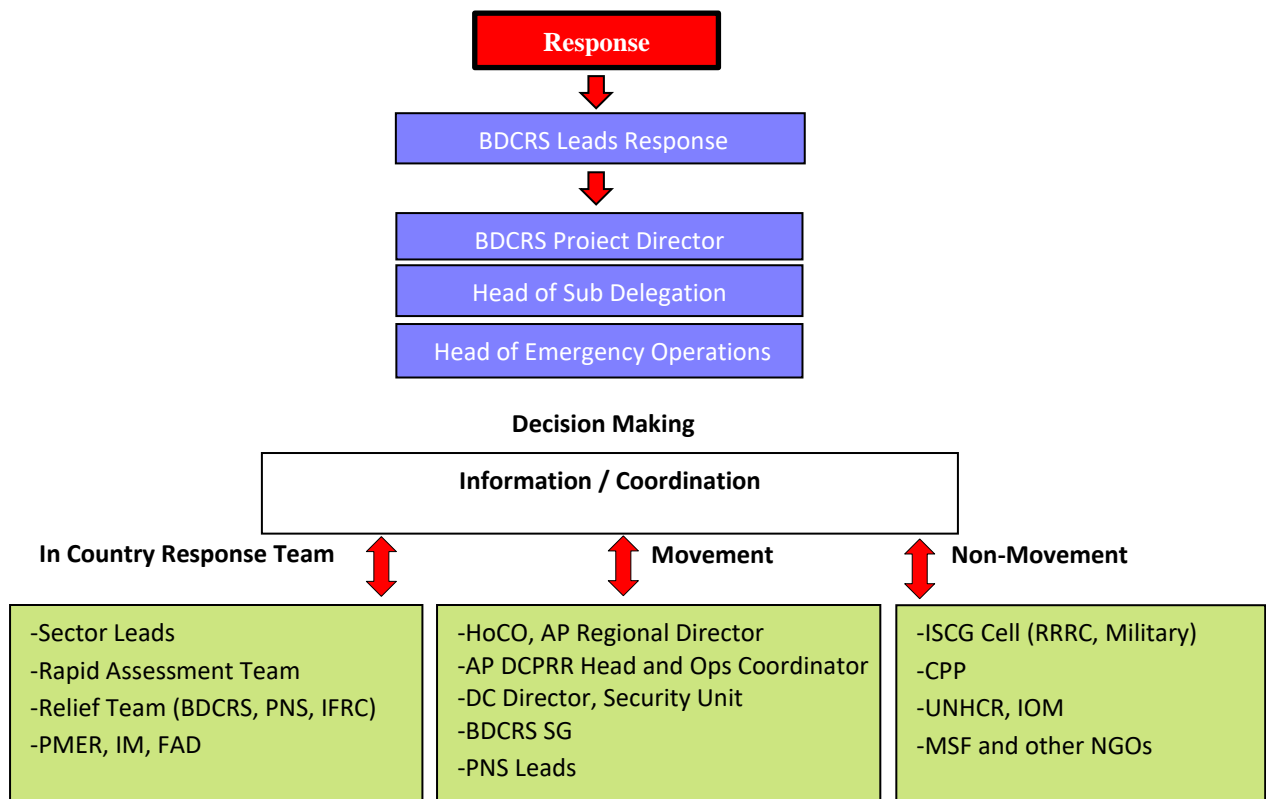
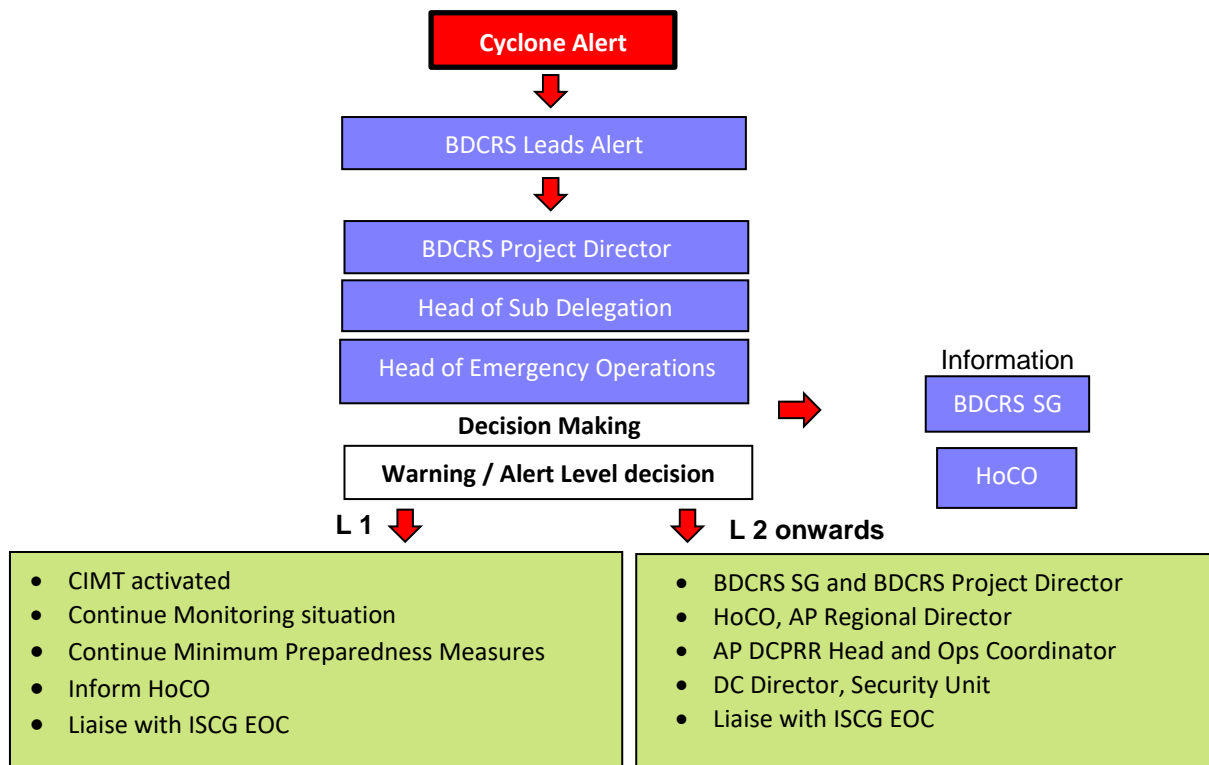
and follow up the Initial Alert with a phone call to selected key contact persons as listed on the Contact List (data available **Annex D**).

IFRC will follow a five-level cyclone warning system and react as summarized in the table below.

Level	Description	Actions	Responsible
<b>Level 0</b>	<b><i>Depression / potential cyclonic storm formation -120 hours before impact</i></b>	Tracking and monitoring Advisory to all staff	Security
<b>Level 1 Preparation</b>	<b><i>Depression / potential cyclonic storm formation – 96 hours before impact</i></b>  Warning issued every 8 hours when the wind speeds are expected to reach cyclonic storm intensity (63 – 87 kph) within the next 24 hours	CIMT activated	HEOPs
		Warnings issued through PMO security	Security
		ERU Hospital - Preparations/ packing of non-essential assets to gain time in the case a higher warning level is declared, and an evacuation is necessary.	ERU TL
		ERU Hospital - Contact medical facilities for updates on patient referrals.	FACT health
		ERU Hospital - Fleet preparation (list of seats) needed for mobilization of staff to support packing.	TL ERU Hospital
		CXB. Verification of teams at accumulation points. Report to Security before announced curfew.	Each TL, Field TL for IFRC staff
<b>Level 2 Activation</b>	<b><i>Cyclonic Storm – likely to increase to severe – 72 hours before impact.</i></b>  Advisory issued every four hours when average wind speeds are expected to reach storm force intensity (88 – 117 kph) within the next 24 hours	IFRC staff prepare personal belongings and ready preparedness measures.	All staff
		ERUs. Preparations for further packing (especially hospital) – Initial evacuation of assets. <b>See annex E</b>	ERU TL Hospital
		Inform community about the evacuation in a timely manner.	
		Request fleet support for IFRC BDRC team Mobilization to perform essential packing at hospital.	ERU TL Hospital
		Patient referral	ERU Medical Coordinator
<b>Level 3 Evacuation/ Hibernation</b>	<b><i>Severe Cyclone / Hurricane intensity – 48 hours before impact</i></b>  Warnings issued every three hours or hourly when available on radar	Personnel packing for possible evacuation	Each ERU TL, Field TL for IFRC staff, Security
		Warden system per accumulation place in CXB. Leader/ Deputy designated.	
		Evacuation of Hospital with designated personnel	ERU TL Hospital
		Evacuation of IFRC/BDRCs volunteers to CXB.	Each ERU TL
<b>Level 4 Lockdown</b>	<b><i>Severe Cyclone Impact</i></b>	Alert Hibernation in designated places.	Security
		<i>All IFRC staff move to rooms facing away from impact (Verification of accumulation points😊)</i> ✓ Long beach Hotel ✓ Best western plus ✓ Seagull Hotel ✓ The Cox's Today	
<b>Level 5</b>	<b><i>Post cyclone</i></b>	Lock down in accumulation points. <b>See Annex A</b>	Security
		Headcount. Staff and Property assessments.	Security
		Deploy rapid assessment and response teams	

<b>(0 + 1)</b>		Alert APRO/Surge GVA. Rotation ERU FACT after 96 hours	HEOPs
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**Diagram : Notification and Response protocol**





#### 4. MINIMUM PREPAREDNESS MEASURES (MPM)

The Minimum Preparedness Measures (MPM) represent a set of core preparedness activities that need to be undertaken to achieve positive outcomes during the initial emergency response phase.

Sector	TASKS	Responsible	Due / Status
Logistics	<i>Stock Inventory</i> – Count and update stock records, socialize balances to sectors.	Gela, Ashfaq (Logs)	<i>Shared Weekly</i>
	<i>Contingency Stock Requests</i> – Planning with sectors to be a joint effort. All requests from sectors to be reviewed against current / pipeline stocks and expected distributions, and supply lead times.	Gela, Ashfaq (Logs)	<i>NFI Plan Complete. Mob table updated.</i>
	<i>Warehouse backup and preparedness</i> (Ukhiya/Chittagong) – Identify new storage needs as required. Organize and repair current storage as needed.	Gela (Logs) ZH Himel (Relief)	<i>Complete (continued organizing and space planning with PNS ongoing)</i>
	<i>Fleet requirements</i> - Forecast the number of people to evacuate and determine/ simulate to and from routes.	Gela (Logs) with Sector leads and Sam (Security)	<i>Hospital evacuation plan complete</i>
	Determine fleet needs in case of post event response activities and continued business.	Gela (Logs) with ZH Himel and sector leads	<i>Completed</i>
	<i>Comms</i> - Socialize comms protocols. Request and test equipment. Identify failed comms protocols.	Sam (Security) IT (?) Gela (Logs)	<i>on going</i>
	<i>Assess BDRCS</i> - Assets and personnel resources (availability, capacities, conditions, risks)  *Logs Ops Management *Vehicle availability *Drivers *Warehouse staff	Gela and Ashfaq (Logs)	<i>Ongoing, support with Surge/RDRT continues</i>
Health	-Order and Pre-position ORS or other medical supplies.	Dr. Mausam (Health)	<i>Completed</i>
	-WASH to provide Aqua-tabs and ORS distribution packs with messaging (including injury, ARI and diarrhoea treatment messages)		<i>Completed</i>
	-Procure 1000 1 <sup>st</sup> aid kits for BDRCS volunteers		<i>Completed</i>
	-First aid training to 300 volunteers		<i>Completed</i>
	-Establish post disaster mobile medical teams		<i>Completed</i>
	-Develop list of health volunteers trained and first aid for deployment post disaster in Ukhiya, Teknaf and CXB.		<i>Completed</i>
	-Strengthen clinic structures		<i>Completed</i>
	-Hospital / Clinic evacuation plans		<i>Completed</i>

Relief	-Update with NS the contact lists of volunteers from affected and non-affected regions (NDRT).  -Training and equipping of 480 Temporary Camp volunteers by CPP  -Order protection equipment for Relief staff / volunteers  -Formulate assessment and response teams (NDRT/RDRT/ delegates/volunteers) and train on trigger and response plans	ZH Himel (Relief)	NS has list
			Completed
			May 30 2018
			Completed and will be continue based on roster
WASH	Strengthen latrine structures, de-sludge, and de-commission  Plan emergency water distribution systems ( Bottle/Truck).  200 BDCRS and PNS trained camp volunteers in hygiene promotion and outreach activities ongoing (hand washing, safe water, latrine use and maintenance, AWD) Dec 30  Train volunteers on awareness, preparedness, and post response actions  Contingency stock plan: -Buckets w lid / JC (40k) -Hygiene kits (40k) -Disinfection sprayer (200 units) -Jerry can (8900)  -Water purification (3 million aqua-tabs, 300 units 5kg pails of chlorine powder, 2.4 million PUR sachet)	Ewi (WASH)	On going  on going  Ongoing  30 June, 2018  Mob Table updated
PGI	Information on cyclone and monsoon preparedness will be provided through the DAPS Center information desk (with CEA) and through the outreach volunteers, in advance of the season including information on child protection and family separation.  Construction of 2 more DAPS Centres is underway. Shelter and WASH assessments were conducted on the area to identify risk.  Retrofitting of DAPS 1 was completed in April 2018  Train community volunteers for each DAPS Centre. Status – 10 CV in Burmapara being trained. Plan for 40 community volunteers across the 4 DAPS Centres (this is based on DAPS Centres being constructed)  PSEA messages for the DAPS being developed with TWB  Temporary closure of DAPS and removal of valuable items. Communication to the community regarding this. List of key information outside the DAPS Center. (with CEA)  Sectors trained on GBV referrals and PSEA mechanisms.  Map MMTs with health team and ensure teams are aware of referrals for at-risk groups and staff have been trained in the survivor centered approaches.	Christina (PGI)	Ongoing
			Ongoing
			Completed
			Ongoing
			Closure will depend on weather warnings
			All sectors have been trained  Ongoing with health team  To be completed mid-may and

	<p>Develop referral pocket cards to support teams in the field with up to date information.</p> <p>Ensure PGI is included in rapid needs assessment form</p> <p>Contingency stock requirements: Dignity kits (3,000 already ordered and in Chittagong warehouse)</p> <p>Solar lamps, 2,500 for contingency. Other lamps are being procured and not part of contingency.</p> <p>Map all DAPS and CFS/AFS on risk and hazard map with IM team and discuss with BDRCS and Partners on decommissioning, retrofitting or temporary closure</p>		<p><i>revised on an ongoing basis</i></p> <p><i>Completed</i></p> <p><i>Completed</i></p> <p><i>Completed – lights to be delivered by mid-June</i></p> <p><i>Completed first stage and ongoing</i></p>
CEA	<p>Early warning and preparedness information in Rohingya language (recorded audio) to be distributed at DAPS centres and sectoral community interactions (e.g., at distributions).</p> <p>Community group discussions to be held in advance to identify key concerns and suggestions – suggestions to feed into developing IFRC contingency plan.</p> <p>Preparation of IEC materials regarding weather education, preparedness, warnings and response to warnings.</p> <p>At onset (level 2-3): Communication to communities to explain RC contingency plan. Advice on staying safe and well in absence of RC facilities.</p>	Verah (CEA)	<p><i>Messages developed translation Ongoing</i></p> <p><i>Ongoing</i></p> <p><i>June 15 2018</i></p> <p><i>Ongoing</i></p>
PSS	<p>Strengthening community safe spaces in different camps.</p> <p>Consultations with the community on community based healing mechanisms, self-help actions during emergency, understanding of safe spaces for women, children and girls.</p> <p>Advocate for procurement and distribution of protective rain gear - rain coats, gum boots, umbrella, touches, as part of caring for staff and volunteers' wellbeing</p> <p>Sharing basic guidelines / service maps with staff in mobile medical clinics/ field hospital on supporting and or referral of persons with extreme stress reactions.</p> <p>Share basic guidelines on self-care with BDRCS 'managers, staff, volunteers, and PMO delegates for use during the response.</p>	Alex (PSS)	On going
Shelter/ NFI	<p>Contingency stock requirements: -Tarps (40k) -Ropes (40k) -Community tool kits (8k) -Stoves (40k) -Blanket/mat/mosquito net (80K) -Tie down kits (40K)</p>	Samir (Shelter) with HeOps and Logs support	NFI plan and mob table done.

	<p>Future construction – Danish safe space, IFRC DAPS, CRC structures. Support BDRCS engineer to manage required works.</p> <p>Coordinate with IOM and IFRC sector leads with the identification of IFRC sites located in flood and landslide prone area. (share flood risk maps, obtain GPS points)</p> <p>Facilitate the evaluation of existing IFRC work places regarding structure risk assessments and shelter improvements (through BDCRS or 3<sup>rd</sup> party hire, draft job description/construction engineer)</p> <p>Beneficiary re-verification for trainings, distribution, and cash distribution. Coordinate with Relief teams, NS, and partners</p>	<p><i>Samir (Shelter)</i></p> <p><i>(Sector Leads to take ownership and seek out shelter related support)</i></p>	<p><i>June 20 2018</i></p>
Security	<p>Hibernation locations identified and prepared</p> <p>Personal safety and security measures socialized to PMO and Movement partners (phone tree, people tracking, weather monitoring, road assessments, fleet coordination)</p> <p>Contingency stock for team hibernation: food, water, torches, batteries (<b>see Annex A</b>)</p> <p>Backup communications: satellite (4), radio VHF (50)</p> <p>Communication protocol (failed or working)</p>	<p><i>Sam (Security)</i></p>	<p><i>Completed</i></p> <p><i>Completed</i></p> <p><i>May 30 2018</i></p> <p><i>Ongoing</i></p> <p><i>Ongoing</i></p>
Cash	<p>Discuss and explore cash or voucher possibilities. Assess market or review existing market data what cash can buy. Pilot cash.</p>	<p><i>(Cash)</i></p>	<p><i>May 1 2018</i></p>

## 5. CYCLONE CONTINGENCY RESPONSE PLANNING

This ECP includes the following sections: Scenario, Planning Assumptions, Operational Constraints and Solutions.

### 5.1. SCENARIO PLANNING

A planning scenario described below models the ISCG scenario. The main elements of a scenario that need to be considered are:

- A cyclone causes storm surge in coastal areas and major flooding. Wind damage in several districts including the district of Cox's Bazaar will result in severe damage to camps and surrounding host communities.
- A cyclone causes major flooding and wind damage in districts outside of Cox's Bazaar creating a **second humanitarian response**.

Cyclones cause tidal surges which are temporary rises in sea level as high winds push water onto shore. Tidal surges are the main cause of death during a cyclone. The height of the surge and the resulting distance of inundation vary according to wind speed and tide height.

Cox's Bazar is in a coastal area and at a medium-high to high risk of a cyclone impact. The camps themselves are located away from the coastline.

As a sample scenario following the ISCG, we consider a tropical cyclonic storm (Cat 2) making landfall in the southern coastal region of Bangladesh. The storm will bring heavy rain, winds of over 100km/h, and tidal surges peaking at 2.7 metres.

Eighteen (18) coastal districts would be affected and among them, seven (7) severely: Chittagong, Cox's Bazar, Bhola, Barguna, Lakshmipur, Noakhali and Patuakhali.

National early warning systems will be activated and the Cyclone Preparedness Program (CPP) volunteers will commence with signalling and message dissemination exercises in the early phases of a cyclonic event. Host community members may be evacuated to cyclone shelters and other areas by national authorities with support of BDRCS CPP volunteers.

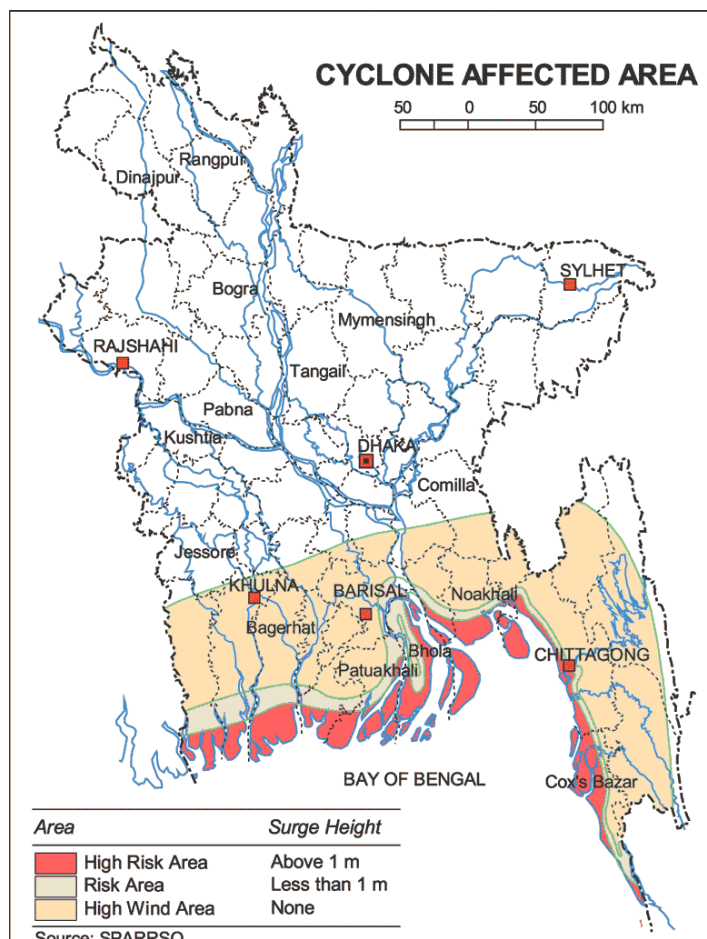
Now, more than 800,000 people reside in camps and evacuation measures are extremely difficult as safe shelter is limited. Public and community buildings including health facilities, schools and mosques may be used for evacuation but are not recommended. More established makeshifts structures in settlements will become refuge for some of the population.

Camp latrines and other WASH facilities may be destroyed or damaged causing a toxic mix of water and sewage.

Most structures in the refugee sites will lose tarp roofing, collapse, and strip CGI sheeting and other debris into the air causing injuries.

Floods and mudslides will destroy shelters and infrastructure resulting in several fatalities and serious injuries will occur requiring medical attention.

It is estimated that road access between CXB and operational areas would be damaged by storm surge, mudslides, or other cyclone related factors for 2 to 7 days. Cell phone service could be down from hours to several days. Satellite of Radio communication protocols should be socialized.



1.7 million Individuals may be directly affected by a cyclone's impact in Cox's Bazar and surrounding areas. The BDCRS and CPP will respond in both the host and camp communities as per existing National and revised protocols.

Those camp community populations at imminent risk, including the 500 plus families at risk of flood and landslides, are being identified and re-located with support of UN agencies, Camp in Charge (Military) and partners.

There are no cyclone safe havens within the camps thus the UN and partners are supporting many families with shelter strengthening kits and training.

## 5.2. OPERATIONAL CONSTRAINTS AND STRATEGIES TO OVERCOME THEM

The following is a list of current concerns and constraints that need to be addressed to ensure the suffering of people affected by the crisis are minimized

Concerns	Remarks
----------	---------

Effective early warning messages for camp communities not approved by UN and partners	<p>Assessing existing preparedness knowledge in the target population to guide the campaign has been ongoing.</p> <p>The ISCG is leading message production and approval with partners and the Communication with Communities working group. As of March 27<sup>th</sup> some general question and answers have been approved.</p> <p>Movement staff will now be trained on how to respond to general weather and preparedness questions.</p> <p>Further messaging to be approved by ISCG and socialized to camp communities. The messaging must be primarily in audio and pictorial format to account for the high illiteracy in the displaced population.</p>
Evacuation/Relocation of most vulnerable.	<p>IOM and UNHCR are identifying the most at risk of floods and Landslides. These organizations and their partners are preparing land and services to move these families to.</p> <p>No cyclone evacuation is planned by any acting partner due to lack of cyclone shelters in the camps. A mass campaign to strengthen shelters is underway by the UN, government, IFRC and Movement partners.</p> <p>UNHCR, IOM, and partners are relocating families residing in flood and landslide prone areas.</p>
Prepositioning (pipeline storage capacity / access)	<p>Strategize with partners as to where to pre-position stocks within or around the camps. Identify stocks to acquire and distribute.</p> <p>Map additional stock requirements for the impact of the scenario in current operational area. Will donors respond to contingency plans? Are storage facilities adequate to stage contingency items in CBX area?</p> <p>Expect large dense crowds to gather in “safer” areas such as community areas and roadsides.</p>
Damaged infrastructure	<p>Roads may be damaged or flooded and communications could be down after an event. Communication protocols with CPP and Amcross (satellite dishes) being assessed. Expert in radio comms is in country as of March 25<sup>th</sup> 2018 and meeting with WFP (Emergency Telecom Sector)</p>

### 5.3. EARLY WARNING EARLY ACTION

Both for community preparedness and response, the BDRCS has a key role in country through the Cyclone Preparedness Program (CPP). This is a joint program of the Government of Bangladesh and Bangladesh Red Crescent Society among other actors that provides a robust early warning system for the coastal population of 13 districts.

The CPP has approximately 50,000 volunteers across the country. The estimated number of CPP volunteers is 6,210 in CXB alone. Some of the volunteer groups are located near the camps (Ukhia) and may implement possible outreach objectives together with Mazis (community leaders in camps) for signal dissemination.

The IFRC shall coordinate with ISCG to avoid duplication of efforts and compliment CXB relief needs.

#### EARLY WARNING EARLY ACTIONS

SECTOR	Preparedness / EWEA	Responsible	Due/Status
Shelter	Design, procure, apply shelter strengthening kits (rope, tarp, tool kits) for up to 3000 HH. This is increasing to 10k plus HH with material and support from IOM, GRC, and Qatar RC input	<i>Samir (Shelter) Gela (Logs)</i>	<i>Ordered, Mob table updated</i>

	Train up to 22 volunteers in PASSA TOT.		
	Support safe IFRC work structures (clinics, etc). Check for potential dangerous infrastructure, old trees, loose CGI.	<i>Samir (Shelter)</i>	<i>Completed</i>
	Design appropriate key messages for shelter improvement, produce adequate IEC material and liaise with other partners for developing a communication strategy.	<i>Samir (Shelter) / Sector Leads</i>	<i>Ongoing</i>
	Acquire contingency stock. (community tool kits, tarps, rope)	<i>Samir (Shelter)</i>	<i>Produced and disseminating</i>
		<i>Samir (Shelter)</i>	<i>Some in stock</i>
	Prepare for Cash, coordinate with Relief, NS, and partners.	<i>Samir (Shelter) (Cash Lead)</i>	<i>Ongoing</i>
WASH	Pre-position stock (Buckets, Aqua-tabs, PUR, Hygiene Kits)	<i>Ewi (Wash)</i>	<i>Some in stock, on going</i>
	Disseminate key messages (post disaster WASH response plans, will water be available, hygiene promotion, etc)  Prepare to mobilize emergency water systems and volunteers.  Monitor location of potential disaster and effects on boreholes and apply corrective measures.		<i>Ongoing</i>
FS/Nutrition	Coordination with ISCG food sector lead and BDCRS.	<i>ZH Himel (Relief)</i>	<i>Ongoing</i>
HEALTH	Pre-position stock: ORS, First Aid backpacks, medical supplies.	<i>Dr. Maussam (Health)</i>	<i>Completed</i>
	Training of volunteers in first aid, organize mobile clinics.		<i>Completed</i>
	Outbreak preparedness (see in additional contingency plan for cholera outbreak).		<i>Completed</i>
LOGISTICS	Infrastructure constraints: Awareness & updates (ongoing communication dependency).	<i>Gela (Logs)</i>	<i>Ongoing</i>
	Support contingency stocking requirements of sectors.		<i>Continue</i>
	Warehouse & stock damage: Hardening as much as possible; strict discipline on access.		<i>Continue</i>
	Availability of cars / trucks / fuel: Check contracts and practice (6 vehicles 4x4WD available).		<i>Completed</i>
	Availability of staff and Volunteers: Check historical practice.		<i>Continue</i>
	Communications. Ensure Key logs have satellite phones and that protocols and authorizations are in place.		<i>Authorization has not granted due to legal restriction.</i>
	Prioritize post-cyclone vehicle resource assignment. (standby agreement with vehicle provider made)		<i>Completed</i>

PGI / CEA	Translate and disseminate preparedness messages through community networks in coordination with CPP and CwC.	Verah (CEA) with DRR and Sector support	
	Translate and disseminate early warning messages in coordination with BDCRS/CPP.		
	Orientate BDRCS and Community Volunteers on messaging and dissemination strategies.		
	Identify community concerns in relation to contingency plans and disseminate internally.		<i>Continue</i>
	Prepare life protection messages to be used after a cyclone.		<i>Continue</i>
	Mobilizing community through messages without creating panic.		
	Generate criteria to identify most vulnerable for possible relocation.		<i>ongoing</i>
	Ensure consistent and transparent information is provided in terms of beneficiary selection criteria for preparedness and response activities.		<i>Ongoing</i>
PSS	All RCRC staff to have access to most updated referral pathways for Sexual and gender-based violence and child protection.	Alex (PSS )	<i>Completed</i>
	Ensure a community feedback mechanism is in place that allows for written and audio feedback and rapid dissemination to internal contingency working group.		<i>May 30 2018</i>
	Open and Retrofit up to 4 DAPS Centers. Train up to 20 outreach volunteers for each DAPS Center and train first aid mobile medical volunteers on PGI components.		<i>Ongoing</i>
CASH	Finalize cash mechanism and attain government and NS approvals for planned cash efforts.		<i>Completed</i>
RELIEF	Coordinate with BDRCS/Sector leads regarding response plans.	ZH Himel ( Relief)	<i>Ongoing</i>
	Identify personnel in country to respond and discuss relief strategies/plans. Includes Movement partners.		<i>Ongoing</i>
	Liaise with Logs to ensure that fleet and warehouse requirements are met. (pre-positioned stocks in place, fleet needs acquired)		<i>Ongoing</i>



	Finalize CPP and other trainings.		Ongoing
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#### 5.4. PLANNED RESPONSE STRATEGY (POST-CYCLONE)

**Goal:** To mitigate the impact of a major Cyclone in Cox's Bazar area and save as many lives as possible.

**Objective:** To ensure that effective and timely lifesaving and humanitarian assistance is provided to **200,000 people in need (40,000 HH).**

All activities will be conducted in coordination with and in support of the BDRCS, Bangladesh Government and Humanitarian stakeholders in country.

As per the ISCG preliminary scenario and prioritization of activities, the following sectors are proposed:

-WASH, particularly sanitation      -Shelter      -Health      -Food Security

#### 5.5. SUMMARY OF SECTORS RESPONSE PLANS and BUSINESS CONTINUITY

##### Response Phase

Sector	Needed actions
<b>Rapid Assessment</b>	<p>Deploy multi sectorial (Relief, Health, CEA, Tracing, PGI, PSS Shelter, etc) assessment team with BDCRS and willing Movement partners.</p> <p>Aerial assessment to be organized (Government or ISCG)</p> <p>Ensure internal/external partner coordination (ISCG, BDCRS).</p> <p>Revise EPoA to needs.</p>
<b>Health Services and Medical Assistance</b>	<p>Resume medical services upon emergency assessment results.</p> <p>Implement ORS sites to provide early rehydration to patients with WD or malnutrition.</p> <p>Dignified management of dead bodies after disaster in coordination with ICRC, Government agencies, and other partners. Support survivors of SGBV or refer cases in a confidential manner.</p>
<b>Water Sanitation and Hygiene Promotion</b>	<p>Assess and restore WATSAN sanitation facilities. Set up emergency water distribution sites.</p> <p>Support distribution of buckets, aqua-tabs, PUR in parallel with Hygiene promotion.</p>
<b>Relief &amp; Shelter – Food Security</b>	<p>Distribution of essential NFI (Shelter, WASH, etc.) and emergency shelter kit (tarps, ropes) food and CTP.</p> <p>Distribution of tool kits for clearing access, digging out from landslides, drainage work.</p> <p>Coordination with WFP and BDCRS in relation to any biscuit distribution.</p>
<b>Restoring Family Links</b>	<p>Deploy tracing teams. Restore family links.</p>
<b>Safety and Security</b>	<p>Update security regulations based on any post event scenario.</p>
<b>Logistics</b>	<p>Obtain regular updates on recovery of infrastructure as early as possible.</p> <p>Survey for damage to warehouses and stocks; update stock position in Logic; dispose of damaged stocks.</p>

	<p>Share updated stock report with HEOPs.</p> <p>Mob-table update and logistic set up after reassessment.</p> <p>Assess vehicle conditions and determine fleet capacity. Re-establish fleet capacity as quickly as possible; prioritise deployment of available vehicles based on EOC defined priorities.</p>
<b>IT/Comms</b>	Communication strategy and protocol especially in event of cell network / electricity failure.
<b>PGI</b>	<p>Ensure volunteers and staff are equipped with the most updated referral pathways for Sexual and gender-based violence and child protection.</p> <p>Equip outreach teams (as part of the DAPS Centers) to identify persons who are in urgent need of protection e.g. unaccompanied children, survivors of sexual and gender-based violence (GBV) to provide referral information and accompany / provide information to functioning services.</p> <p>Repair, where possible, the DAPS Centers.</p>
<b>CEA</b>	<p>Set up temporary information kiosks to establish referral pathways.</p> <p>Outreach teams to contact the most vulnerable with information and referrals.</p> <p>Rebuild/repair information centres.</p> <p>Community consultation on response/rebuilding plans.</p>
<b>PSS</b>	<p>Provide regular Psychological First Aid (PFA) to front line responders (search and rescue teams, Dead Body Management team, mobile medical teams , community volunteers.</p> <p>BDRCS staff and volunteers to provide PFA to distressed persons in camps and host communities</p> <p>Advocate for the provision of basic services, shelter, food, clean water to affected persons</p> <p>Collaborate with security team to send reminder messages to staff and delegates on self-care during response</p> <p>Re-establish forums where community people (adults and children) can meet, share and bond in times of adversity.</p> <p>Repair damaged community safe spaces and child friendly spaces ,</p>
<b>Cash</b>	Initiate cash relief as authorized and funded.
<b>Relief</b>	Engage and deploy pre-identified assessment and relief teams with BDCRS and partners.

## **6. ANNEXES**

### **ANNEX A: Cyclone Preparedness Personal Plan**

#### **1. Pre-Cyclone planning and awareness**

- a. Familiarise yourself with available information about tropical cyclones.
- b. Gather your important documents and wrap them in secure plastic bags (e.g., Ziplock), and store in a safe place. Documents may include your passport, ID cards, bank cards, warranty papers, etc.).
- c. Ensure the availability of special foods and medicines if these are required.
- d. If you are staying in the hospital, learn which emergency quarters you will be assigned during the passage of the cyclone.
- e. Listen to management and security updates; follow instructions which may be issued from time to time.
- f. Keep your cellular phone fully charged always.
- g. Be prepared to assist with cyclone preparations as requested.
- h. Pack your belongings and be prepared to move on short notice.
- i. Prepare an emergency checklist of items which you may need during and after the cyclone. The list may include all or some of the following:

Flashlight with spare batteries	Battery-powered radio
First-aid kit	Multi-tool
Personal hygiene items.	Sheets and pillows
Mosquito netting / repellent	Snacks and drinks / water
Plastic sheeting and bags	Lighter / matches

#### **2. During the passage of the storm**

- a. Monitor reports and listen for any instructions which may be issued.
- b. In case of power failure, do not use candles or lamps with open flames.

- c. Do not open doors and windows to see what is going on outside. However, windows and doors on the leeward side (away from the wind) may be opened to reduce the build-up of pressure in enclosed rooms and buildings.
- d. Do not make any unnecessary calls on your cell phones.
- e. Ensure that your phone is charged fully always.
- f. Be considerate of others who are sharing accommodation with you. Accommodation may be cramped and uncomfortable, so exercise patience and thoughtfulness regarding your actions.

### **3. After the storm**

- a. Do not venture outside until you are advised to do so.
- b. Avoid fallen power lines, cables, and pools of water.
- c. Keep a lookout for sharp objects.
- d. Avoid areas of destruction and potentially dangerous situations.
- e. Do not attempt to activate light switches or turn on any electrical appliances unless advised it is safe to do so.
- f. Drink only the water you have previously acquired until told otherwise.
- g. Do an inventory of damaged or missing personal items.
- h. Dry all wet clothing, furniture, and appliances as soon as possible.
- i. Be prepared to assist with restoration of accommodations and facilities as requested.

**Annex B. CIM Log Sheet – ACTIONS / DECISIONS TAKEN**

DATE	LOCAL TIME (24hr clock)	SUBJECT	ACTIONS / DECISION TAKEN	ACTION/DECISION TAKEN BY:	LOG-KEEPER INITIALS

## **Annex C. Logistics Highlights**

### **STOCKS**

- NFI contingency plan shared with ISCG and Movement Partners.
- Mob table updated.
- Collaborating with partners regarding in kind donation interests.
- Coordinating with ISCG related to partner NFI plans and stock
- Relief and Logs planning the pre-positioning of NFI to warehouses space closer to camps.

### **WAREHOUSE – UKHIYA**

- 2 Rubbhall 24mx10m in ex-Community Centre site immediately adjacent to the main N1 road.
- Correctly constructed and sheltered by mature trees and the Community Centre building.
- Designed for wind speeds up to 160 kms per hour.
- Additional hardening measures from FACT Shelter were implemented by 30th Nov.
- Staff to be reminded about specific disciplines for protecting the facility during heavy storms (e.g. not to allow the doors to be opened under any circumstances).
- Logs management to prepare with staff, relief, fleet, truck companies any response plans (includes management of warehouse, key control, extra staffing, labor acquisition, trucks)
- Some space (circa 120 sq m) is available for storage within the Community Centre itself (included within the existing Agreement). Although this is partially utilised at present, approximately half is available for contingency storage. There is also an opportunity to rent some space on 1<sup>st</sup> floor for lighter materials should it become necessary.

### **WAREHOUSE – CHITTAGONG**

- Purpose built 1.9k sqm BDRCS owned warehouse in Chittagong operated by BDRCS/IFRC staff.
- Staff being and to be reminded about specific disciplines for protecting the facility during heavy storms (e.g. not to allow the doors to be opened under any circumstances).
- Logs management to prepare with staff, relief, fleet, truck companies any response plans (includes management of warehouse, key control, extra staffing, labor acquisition, trucks).
- Adjacent warehouse cell owned by BDRCS, but with known roof vulnerabilities.

### **INBOUND FLOWS**

- Inbound Air / Sea / Road flows likely to be disrupted immediately prior to, during, and after storm leading to subsequent congestion.
- Enhanced inbound tracking mechanisms being trialled to provide better visibility of actual transit and arrival data; will be managed in Dhaka (out of area of immediate storm threat).

### **KUTUPALONG FIELD HOSPITAL**

- Four 20 ft ISO containers were purchased to provide secure storage for sensitive equipment.
- Limited options for positioning on site due to poor terrain; some clearing / levelling required.
- Revised evacuation plan shared.
- Two more containers being sought.

### **FLEET**

- Vehicle requirements (types / quantities) being assessed against Sector specified demands.
- Pre-cyclone transport demand being calculated from sectorial plans for run-down of non-essential operations and dismantling of Field Hospital in days before storm.
- Fleet planning with Relief in relation to response planning is ongoing
- New drivers being hired and trained.
- Increased focus on tight management / disposition of vehicles, and communications with drivers during risk period.

## Annex D. Contact list

KEY CONTACTS		
<b>BDRCS</b>		
<b>Secretary General</b> – Md. Feroz Salah Uddin	<a href="mailto:secretarygeneral@bdracs.org">secretarygeneral@bdracs.org</a>	+88 01811458500
<b>Project Director</b> - Ekram Elahi Chowdhury	<a href="mailto:ekram.elahi@bdracs.org">ekram.elahi@bdracs.org</a>	+88 01811458517
<b>IFRC Sub Delegation COX'S BAZAR / Operations</b>		
<b>HoSO</b> – Sanjeev Kafley	<a href="mailto:Sanjeev.kafley@ifrc.org">Sanjeev.kafley@ifrc.org</a>	+88 01794581877
<b>HEOPs</b> – Steve McAndrew	<a href="mailto:stephen.mcandrew@ifrc.org">stephen.mcandrew@ifrc.org</a>	+88 018353688789
<b>Security Delegate</b> – Samuel Reed	<a href="mailto:Samuel.reed@ifrc.org">Samuel.reed@ifrc.org</a>	+88 01845361221
<b>Logistics Delegate</b> – Gela Tsuladze	<a href="mailto:gela.tsuladze@ifrc.org">gela.tsuladze@ifrc.org</a>	+88 01869116909
<b>IN COUNTRY PNS</b>		
<b>Turkish RC</b> - Head of Delegation, Ali Akgul	<a href="mailto:ali.akgul@kizilay.org.tr">ali.akgul@kizilay.org.tr</a>	+88 01824739078
<b>Danish RC</b> - Country Coordinator, Emmeline Managbanag	<a href="mailto:emman@rodekors.dk">emman@rodekors.dk</a>	+8801637609431
<b>German RC</b> - Senior Rep, Emilio Teijeira Rodriguez	<a href="mailto:head@grc-bangladesh.org">head@grc-bangladesh.org</a>	+88 01755628346
<b>AM Cross</b> – Country Rep, Achala Navaratne	<a href="mailto:Achala.Navaratne@redcross.org">Achala.Navaratne@redcross.org</a>	+88 01776491875
<b>Swiss RC</b> - Country Rep, Amitabh Sharma	<a href="mailto:Amitabh.Sharma@redcross.ch">Amitabh.Sharma@redcross.ch</a>	+88 01755532493
<b>Swedish RC</b> – Country Rep, Rita Marie Petralba	<a href="mailto:rita.petalba@redcross.se">rita.petalba@redcross.se</a>	+880 181 3309952
<b>Canadian RC</b> – Team Leader, Andrea Peters	<a href="mailto:canadian.teamleader2@ifrc.org">canadian.teamleader2@ifrc.org</a>	+88 01861421620
<b>Finnish RC</b> - Liaison Delegate, Salla Himberg,  Team Leader, Raija Andersen	<a href="mailto:bdrceh-liaison@finrc.fi">bdrceh-liaison@finrc.fi</a>  <a href="mailto:bdrceh-tl@finrc.fi">bdrceh-tl@finrc.fi</a>	+88 01846999720  +880 1866302795
<b>Qatar RC</b> – Head of Mission, Bassam Khaddam	<a href="mailto:bassam.khaddam@qrccs-turkey.org">bassam.khaddam@qrccs-turkey.org</a>	+88 01752900050
<b>Japan RC</b> –Project Manager, Massko KATAOKA	<a href="mailto:pm,,jrccs.bangla@gmail.com">pm,,jrccs.bangla@gmail.com</a>	+88 01837944069
<b>British RC</b> – Country Representative, Gen De Jesus	<a href="mailto:GDeJesus@redcross.org.uk">GDeJesus@redcross.org.uk</a>	+880 1777 751288
<b>REGIONAL / GLOBAL CONTACTS</b>		
<b>Regional Director</b> - Xavier Castellanos	<a href="mailto:xavier.castellanos@ifrc.org">xavier.castellanos@ifrc.org</a>	+6 019 3367709
<b>Deputy Regional Director</b> - Martin Faller	<a href="mailto:martin.faller@ifrc.org">martin.faller@ifrc.org</a>	+6 012 2307391
<b>Head of AP DCPRR</b> – Nelson Castanos	<a href="mailto:Nelson.castanos@ifrc.org">Nelson.castanos@ifrc.org</a>	+6 012 2346591
<b>Emergency Coordinator</b> – Necephor Mghendi	<a href="mailto:necephor.mghendi@ifrc.org">necephor.mghendi@ifrc.org</a>	+6 012 2246796
<b>GENEVA CONTACTS</b>		
<b>Security Unit – Geneva:</b> Lars Tangen	<a href="mailto:Security.unit@ifrc.org">Security.unit@ifrc.org</a>	+41 79 217 33 71
<b>Director DCPRR</b> – Pascale Meige	<a href="mailto:Pascale.meige@ifrc.org">Pascale.meige@ifrc.org</a>	+41 79 958 4042
<b>IFRC Dhaka</b>		
<b>HoCO</b> – Azmat Ulla	<a href="mailto:Azmat.ulla@ifrc.org">Azmat.ulla@ifrc.org</a>	+88 017115 21615
<b>ICRC</b>		
<b>ICRC Head of Delegation:</b> Ikhtiyar Aslanov	<a href="mailto:iaslanov@icrc.org">iaslanov@icrc.org</a>	+88 01819410014
<b>ICRC CBX Rep:</b> Fitore Pula	<a href="mailto:fpula@icrc.org">fpula@icrc.org</a>	+88 01847289756
<b>ISCG</b>		
<b>Senior Coordinator:</b> Sumbul Rizvi; <b>Senior Coordinator</b>	<a href="mailto:rizvi.sumbul@one.un.org">rizvi.sumbul@one.un.org</a>	+88 01701202857