



Contingency Plan for Humanitarian Response

2017-18



RISDA-Bangladesh

House #18, Road #1, Block #B, Section # 6, Mirpur, Dhaka- 1216
Phone: +88-2-9008133-34, Fax: +88-2-8034545, Cell: 01552350687
E-mail: risda.bangladesh@yahoo.com
Website: www.risda.org.bd

Table of Contents

Preface	3
CHAPTER 1: INTRODUCTION TO CONTINGENCY PLAN	4
1.1 Definition — what is contingency planning?	4
1.2 Purpose of contingency planning	4
1.3 Emergency scenarios	4
CHAPTER 2: About RISDA-Bangladesh	5
2.1 Background	5
2.2 Range of Services	5
2.3 Major Programs	5
2.4 The Map of working area	7
CHAPTER 3: GENERAL BACKGROUND, SITUATION AND CONTEXT	8
3.1 Overview of Bangladesh	8
3.2. Climate of Bangladesh	8
3.3 Socio-Economic status	8
3.4 Major Natural Hazards & Vulnerabilities	9
CHAPTER 4: CONTINGENCY PLAN FOR RISDA-Bangladesh	13
4.1 Goal	13
4.2 Objectives	13
4.3 Interventions	13
4.4 Mandates	13
4.5 Basic Principles	13
4.5.1 Humanitarian Principles	13
4.5.2 Operational Principles	13
4.6 Major components of RISDA-Bangladesh contingency plan	14
4.7 Strategy/Criteria to responding to emergencies	14
4.8 Priority (Area/Location) in Emergency Response	14
4.9 RISDA-Bangladesh Priority in Sectoral Response	14
4.10 Hazard specific Proposed Intervention in Bangladesh	15
4.11 Assessments	16
4.12 Public Information Strategy	16
4.13 Documentation and reporting	16
4.14. Exit strategies	16

CHAPTER 5: RISDA DISASTER PREPAREDNESS REVIEW	17
5.1 Emergency Management Committee	17
5.2 Role of Emergency Management Committee during normal and impending situation	17
5.3 Assignments of staff for the following prior or immediate prior to response activities	17
5.4 RISDA-Bangladesh operation strategy in any emergency	18
5.5 Information Management/Assessment	19
5.6 Interventions Prepared for Emergency Response (Prepositioning)	19
5.7 List of exiting items available at the MA warehouse for emergency response	20
5.8 Procurement and Package Assemble	20
5.9 List potential warehouses or other venues suitable for package storage and assemble	21
5.10 Early Warning	21
5.11 Emergency Focal Person at each district level	22
5.12 Beneficiaries' selections plan (criteria to be followed and selection process):	22
5.13 Estimated Budget	23
5.14 Monitoring and Evaluation	24
CHAPTER 6: RESOURCE MOBILIZATION AND CAPACITY BUILDING	25
6.1 External Resource and Capacity	25
6.1.2 Other Action Involved in Emergency Response	25
6.1.2 Potential Donor List	25
6.2 Internal Resources & Capacity	25
6.2.1 RISDA-Bangladesh Program Management Capacity	25
6.2.2 Human Resources (Emergency Response Management Team)	26
6.2.3 RISDA-Bangladesh capacity for Implementation	26

Preface

This document contains the Contingency Plan for Humanitarian Response of RISDA-Bangladesh. It is intended to serve as the centralized repository for the information, tasks, and procedures that would be necessary to facilitate the RISDA-Bangladesh management's decision-making process and its timely response to any emergencies. The typical reader of this document might be the Disaster Management authority of the organization or the person having involvement with response program at the field levels where there is a need to initiate contingency planning or to enhance existing planning processes.

A Contingency Plan is not a one-time commitment and is not a project with an established start and end date. Instead, a Contingency Plan is an on-going activities required to develop emergency response plans and develop or revise policies and standards. The Humanitarian Response Contingency Plan is intended to provide a framework for constructing plans to operate humanitarian response program in the event of any emergency. It is a living document. In every year it will be reviewed and updated as per new situation, experiences and lessons learnt.

Forward planning often takes more effort and perseverance than reactive action and, as such, is not always seen as a priority. It is hoped that these guidelines will be a stimulus to those who have hesitated at the idea of contingency planning, and be an effective tool to those who are aware of the need, but do not know where to commence or how to proceed.

Just as this document demonstrates that contingency planning is a process and as such developing and changing over time, so too are these guidelines expected to change as staff gain new experiences and insights into the planning process. We would welcome feed-back from RISDA-Bangladesh staff and other stakeholders on the guidelines and suggestions for improvements and changes.

It is incumbent upon every individual who is in receipt of the Humanitarian Response Contingency Plan, or any parts thereof, or who has a role and/or responsibility for any information or materials contained in the document, to ensure that adequate and sufficient attention and resources are committed to the maintenance and security of the document and its contents.

It will be a helpful document to management, staff, donors and other stakeholders who are involved with humanitarian response program of RISDA-Bangladesh. Thanks to all staff members who contributed to develop the documents. Valuable advice and guidance are further encouraged to develop or modify the document.

CHAPTER 1: INTRODUCTION TO CONTINGENCY PLAN

1.1 Definition — what is contingency planning?

A contingency is a situation that is likely to occur, but may not. Contingency planning is the preparatory process of identification of and planning for these situations. A contingency plan may never need to be activated. However, if the anticipated situation does arise, the plan will provide a basis for rapid and appropriate action.

1.2 Purpose of contingency planning

The aim of RISDA-Bangladesh contingency planning is to mitigate the impact of disasters and save as many lives as possible from preventable causes. RISDA-Bangladesh ensures that effective and timely humanitarian assistance is provided to people in need, and to facilitate early recovery activities.

The Objectives are:

- To provide the framework for a coordinated approach of RISDA-Bangladesh to work in emergency situation and to support a timely response with optimal use of available resources and logistical strength.
- To complement the contingency plans of individual organizations and government and ensure that the overall response is coordinated and effective.

Contingency planning is a vital element of RISDA-Bangladesh preparedness. Other, complementary elements include: up-to-date baseline data on the areas and populations disaggregated by gender, age, ethnicity and their relevant variables likely to be affected, and on logistic and other resources, capacities and constraints; links with relevant early warning systems at country, regional and international levels; clear policies, procedures and guidelines for action in response to early warnings; clear definitions of responsibilities and authorities for action to meet emergency needs; clear policies and procedures, agreed upon with potential partners, for the provision and distribution of emergency assistance; arrangements and capacity to undertake rapid assessments of the food security situation and possible food needs, and to update logistics capacity assessments, when a crisis occurs; access to and/or mechanisms to rapidly mobilize and deliver the relief, other material and human resources;

1.3 Emergency scenarios

Most emergency scenarios are generally categorized as those resulting from “sudden-onset” or “slow-onset” hazards.

SUDDEN ONSET: Sudden-onset hazards include both natural hazards (e.g. earthquakes, hurricanes, floods) and manmade or “complex” hazards (e.g. sudden conflict situations arising from varied political factors);

SLOW ONSET: Slow-onset hazards are those whose effects take a long time to produce emergency conditions (for instance, natural hazards, such as long-term drought, that over a long time may contribute to severe food scarcity conditions, malnutrition and eventually famine conditions).

Emergency scenarios can also be envisioned as the actual outcome of drastic changes in ongoing (protracted) emergency operations. Planning for these varied types of emergency scenarios will necessarily be very different.

CHAPTER 2: About RISDA-Bangladesh

2.1 Background

RISDA-Bangladesh is a national NGO, founded in 1993 with a mission to promote human rights and to devote for socio-economic development of the underprivileged, marginalized and hard-to-reach people. Since the inception, the organization has initiated and implemented various projects and programs successfully with the financial and technical support of different individuals, donors and government.

Legal Entity

RISDA-Bangladesh is registered with The Department of Social Services (DSS), Registrar of Joint Stock Company and Firms and NGO Affairs Bureau of Bangladesh government. It also got license from Microcredit Regulatory Authority (MRA)

Vision

RISDA-Bangladesh envisions a society where deprived and discriminated people are living with sustainable development in their life and livelihood and with respect and dignity.

Mission

Mission of RISDA-Bangladesh is to work with deprived and discriminated people, stakeholders in the society and state party for collective action to establish rights and entitlement for their life and livelihood.

Values

RISDA-Bangladesh is committed to values of mutual respect, equity, justice, rule of law, transparency, accountability, integrity and impartiality.

2.2 Range of Services:

RISDA-Bangladesh had a total number of 120 branch/ project offices covers 205 upazillas of 30 districts of 7 divisions. The following table shows the district wise project/branch offices of RISDA-Bangladesh.

Sl.	Division	District
1.	Dhaka	Dhaka, Faridpur, Shariatpur, Madaripur, Gopalganj, Rajbari, Narayanganj
2.	Barisal	Barisal, Borguna, Patuakhali, Bhola
3.	Khulna	Khulna, Satkhira, Jessore
4.	Rangpur	Rangpur, Kurigram, Lalmonirhat, Gaibandha
5.	Chittagong	Comilla, Chandpur, Laxmipur, Noakhali, Brahmonbaria, Cox's Bazar
6.	Sylhet	Moulvibazar, Hobiganj, Sylhet
7.	Mymensingh	Mymensingh, Kishorganj, Netrokona

2.3 Major Programs

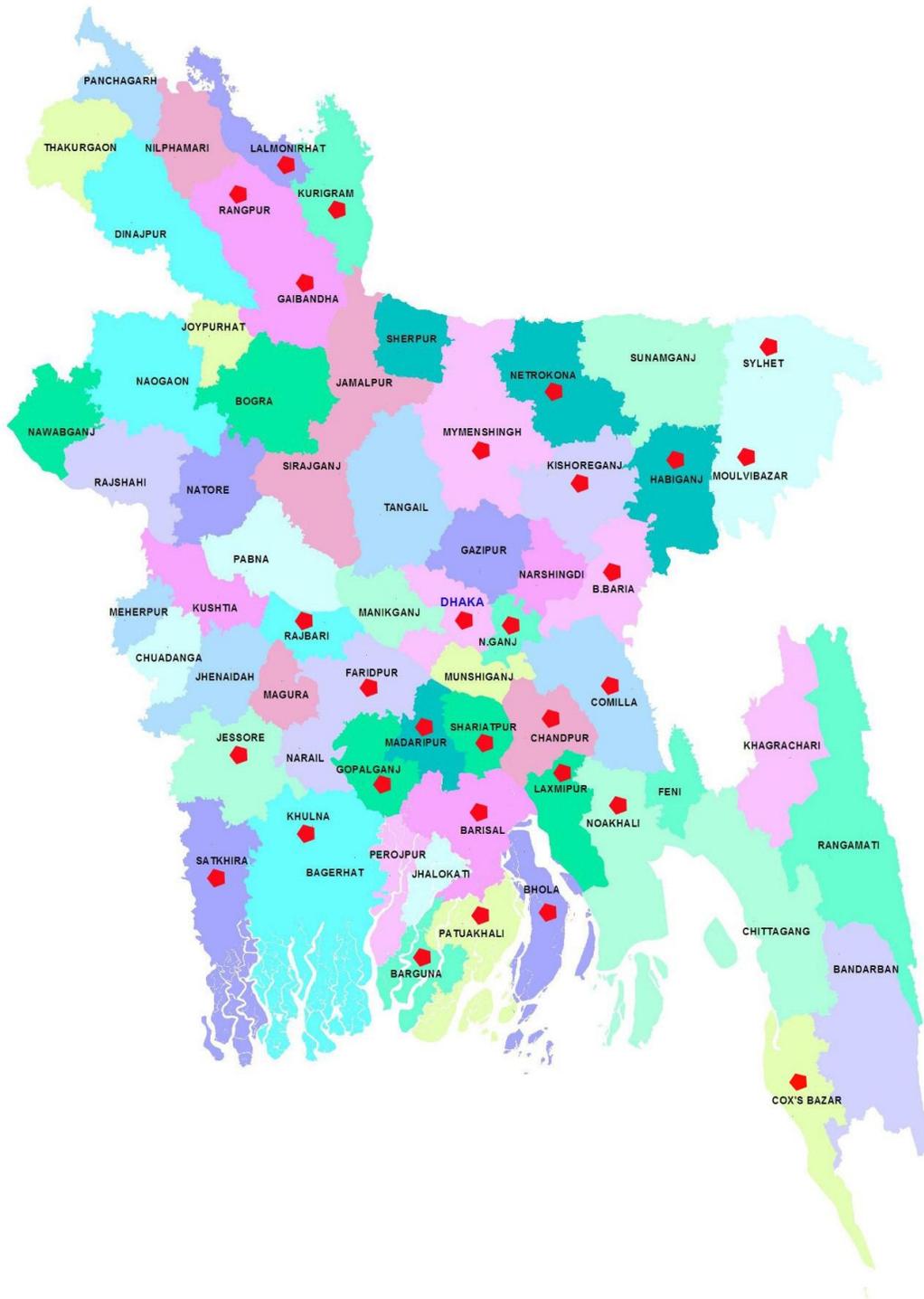
RISDA-Bangladesh is a national NGO and works primarily with the underprivileged and marginalized people of 30 districts of Bangladesh. The work of RISDA-Bangladesh can be summarized in four broad areas.

- a) **Community Development Program:** To empower vulnerable people through involving community is the objective of community development program. The program includes Early Childhood Care

and Development, Non Formal and Formal Education, Healthcare, Nutrition, Water and Sanitation, Food Security, Rehabilitation of Disabled people, Adaptation to Climate Change and Humanitarian Response.

- b) **Microfinance Program:** The objective of the program is to increase the income of target families. To eradicate poverty, remove economic vulnerability and ensure access to financial services to all men and women, in particular the poor and the helpless, RISDA-Bangladesh has operated Microfinance program. The women are organized in groups, meets in weekly meetings, generate savings and took credit for their income generation activities. The trades of their investment are small businesses, rickshaw pulling, crops and vegetable cultivation, cow and goat rearing, poultry and duck rearing etc.
- c) **Skill Training Program:** Sustainable livelihood development is the objective of the program. For livelihood development, young peoples are trained on different skills. It includes Job Placement Support for getting job. Besides, some were provided credit to run their own businesses. The existing training trades are swing machine operation, electric house wearing, plumbing and pipe fittings, air condition and refrigeration, Computer basic etc. RISDA-Bangladesh is also running a permanent Vocational Training Centre based in Savar, Dhaka
- d) **Renewable Energy Program:** The objective of the program is to create access to renewable and green energy to underprivileged rural people. To ensure access to affordable and modern energy services and reduce the dependency on fossil fuels, RISDA has implemented Solar Home System, Solar Irrigation, Solar Street Light, Mini Grid, Biogas and Improved Cook Stove (ICS) projects.

2.4 The Map of Working area



CHAPTER 3: GENERAL BACKGROUND, SITUATION AND CONTEXT

3.1 Overview of Bangladesh

Bangladesh is a country of approximately 144 million people residing in 147,570 sq. km of land. This represents a population density of about 1000 persons/per sq. km. Since independence in 1971, Bangladesh has achieved substantial improvements in some social indicators like decrease in infant and maternal mortality, illiteracy, increase in life expectancy, access to safe water and sanitation, however; approximately 44% of the population still continues to live below poverty line. Economic performance of the country has been relatively strong since 1990, with an annual 5% average GDP growth rate.

The geophysical situation, land characteristics, multiplicity of rivers, and monsoon climate render Bangladesh highly vulnerable to natural hazards. The coastal morphology of Bangladesh influences the impact of natural hazards on the area. In the south eastern area especially, natural hazards increase the vulnerability of the coastal dwellers and slow down the process of social and economic development. Significant features include:

- A vast network of rivers and channels
- An enormous discharge of water heavily laden with sediments
- A large number of islands in between the channels
- A shallow northern Bay of Bengal and funneling to the coastal area of Bangladesh
- Strong tidal and wind action

3.2. 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.

3.3 Socio-Economic status

As a country prone to different natural disasters such as flood and cyclone and over population it is still in the developing stage with overpopulation adding to its economic woes and it is heavily reliant on foreign aid. The country's economy is based on agriculture. Rice, jute, tea, wheat, sugarcane, and tobacco are the chief crops. Bangladesh is the world's largest producer of jute. Fishing is also an important economic activity, and beef, dairy products, and poultry are also produced. Except for natural gas (found along its eastern border), limited quantities of oil (in the Bay of Bengal), coal, and some uranium, Bangladesh possesses few minerals.

Dhaka and Chittagong (the country's chief port) are the principal industrial centers; clothing and cotton textiles, jute products, newsprint, and chemical fertilizers are manufactured, and tea is processed. In addition to clothing, jute, and jute products, exports include tea, leather, fish, and shrimp. Remittances from several million Bangladeshis working abroad are the second largest source of foreign income. Capital goods, chemicals, iron and steel, textiles, food, and petroleum products are the major imports. Western Europe, the United States, India, and China are the main trading partners.

Most of the villagers are engaged in agriculture and the urban people are earning money by doing non-agricultural activities. **GDP/PPP** (2005 est.): \$301.4 billion; per capita \$2,100. **Real growth rate:** 5.4%. **Inflation:** 6.7%. **Unemployment:** 2.5% (includes underemployment). **Arable land:** 55.39%. **Agriculture:** rice, jute, tea, wheat, sugarcane, potatoes, tobacco, pulses, oilseeds, spices, fruit; beef, milk, poultry. **Labor force:** 66.6 million; note: extensive export of labor to Saudi Arabia, Kuwait, UAE, Oman, Qatar, and Malaysia; agriculture 63%, industry 11%, services 26% (FY95/96). **Industries:** cotton textiles, jute, garments, tea processing, paper newsprint, cement, chemical fertilizer, light engineering, and sugar. **Natural resources:** natural gas, arable land, timber, coal. **Exports:** \$9.372 billion (2005 est.): garments, jute and jute goods, leather, frozen fish and seafood (2001). **Imports:** \$12.97 billion (2005 est.): machinery and equipment, chemicals, iron and steel, textiles, foodstuffs, petroleum products, cement (2000). **Major trading partners:** U.S., Germany, UK, France, Italy, India, China, Singapore, Kuwait, Japan, Hong Kong (2004).

3.4 Major Natural Hazards & Vulnerabilities

Bangladesh is a country prone to different natural disaster. Due to geographical variations the hazards distribution is also different in different regions. But in general we found Flood, Cyclone, Tornado & Nor'wester, River Bank Erosion, Earthquake (potential hazard for Bangladesh), landslide etc is recorded as a potential hazard in Bangladesh. Among these hazards the consequences of Flood and Cyclone is recorded very high and its distribution is in the South and River basin areas.

Hazard	Geographic area	Probability	Likely Impact	HH Needs	Special needs for Children, Women and PWD
Monsoon Flood	Jamuna and Padma River basin such as Kurigram, Gaibandha, Jamalpur, Sirajganj, Tangail, Manikgonj, Faridpur, Shariatpur etc.	Definite-annually during monsoon (July-September) (HIGH)	Collapse and destruction of houses and infrastructure Restricted access to service centers Possible loss of life and injuries Loss of crops, fruit trees, harvests or food reserves River erosion and loss of agricultural land Long-term; displacement due to livelihood loss	Rescue, evacuation, first aid and medical support Selected NFIs, shelter, sanitation facilities, food, fuel Health and education service Restoration of livelihood Clearing of flood affected areas, restoring access	Targeted protection looking at nutrition, clothing and family status Awareness education on sanitation and hygiene Emergency education and educational materials, care & support and psychosocial support Special care and protection for children separated for parents/families and orphaned children.
Flash Flood	Mostly in the hilly areas such as Sylhet, Sunamgonj,	Definitely before monsoon each year in May	-Loss of crops (<i>Boro</i>) -Loss of fertility of land due to mud/sand deposition	-Food & NFI (shelter) -Health support -Money for reconstruction	Food, cloth, education materials, health support and protection from

Hazard	Geographic area	Probability	Likely Impact	HH Needs	Special needs for Children, Women and PWD
	Netrokona, Cox's Bazaar and other hilly districts	(HIGH)	-Damage the road & dam every year - house goes under water	and rehabilitation -Means of livelihood	abuse and psychosocial support
Urban Flood	Mostly in Dhaka and Chittagong	During rainy season and almost evidence shows that it occurs each year (MEDIUM)	- water logging - disruption of communication - Landslide - food crisis for day laborer	- better drainage system	
Tropical Cyclone	19 coastal district (12 exposed and 7 interior districts) such as Cox's Bazaar, Chittagong, Noakhali, Laximpur, Feni Bholā, Barisal, Perojpur, Jhalokathi, Barguna, Patuakhali, Bagerhat, Khulna, Satkhira etc.	High probability in the exposed districts two times in a year (April-May and Oct. – Nov). Pre and post monsoon (HIGH)	- Crops - Houses - Infrastructures - Fishing - Life & livelihood	- Food & NFI (shelter) - Health support - Money for reconstruction and rehabilitation - Means of livelihood	Food, cloth, education materials, health support and protection and psychosocial support Child Protection and Education
Riverbank Erosion	Mostly the Jamuna and Padma river basin area and its Char areas	High probability in the <i>Jamuna</i> and <i>Padma</i> river basin (HIGH)	- Damage of crops - Collapse of houses infrastructure - Loss of cultivable land -	- need land for resettlement - food, medical and livelihood support for longtime	Food, cloth, education materials, health support and protection and psychosocial support
Tornado	Barisal, Netrokona, Tangail and		- Damage of crops - Collapse of	-	

Hazard	Geographic area	Probability	Likely Impact	HH Needs	Special needs for Children, Women and PWD
	Manikgonj		houses & infrastructure		
Earthquake	Sylhet, Rangpur, Kurigram, Dhaka, Chittagong, Mymensing, Narayangonj and hilly districts are mostly under threat	High probability though not happened yet in Bangladesh. Geologist and professional working in Earthquake management predicting that a destructive EQ could be taken place soon in the mentioned urban areas in Bangladesh	<p>Collapse of houses and physical infrastructure, including hospitals</p> <p>Fatalities, injuries and separation of children from families</p> <p>Possible breakdown of protective mechanisms (governance and policing) resulting in looting, violence and crime</p> <p>Epidemic outbreaks as a result of overcrowding, lack of sanitation and hygiene</p> <p>Issues of inaccessibility due to road and building collapse preventing delivery of aid</p> <p>Disruption of wells limiting access to safe drinking water</p> <p>Destruction of food reserves leading to food shortages</p>	<ul style="list-style-type: none"> - Search and rescue instruments - Trained volunteer nearby Dhaka (Gazipur, Munshigong, Manikgonj etc.) <p>Evacuation of wounded, provision of first aid to effected communities including maternal and newborn medical needs</p> <p>Provision of food, fuel, clean drinking water, shelter, sanitation facilities, seasonal clothing and NFIs</p> <p>Return of medical evacuees and separated children</p> <p>Psychosocial support and community based counseling</p> <p>Community based health and hygiene training</p>	<p>Specific nutritious foods and supplementary food</p> <p>Access to drinking water</p> <p>Regular and specific immunization (i.e. measles)</p> <p>Special protection for separated or orphaned children</p> <p>Seasonal clothing, safe play areas (including materials), emergency education (including materials), care and support, including psychosocial support activities</p> <p>New born and maternal care</p> <p>Health and hygiene issues education</p> <p>Monitoring of specific child protection issues such as sexual exploitation and trafficking</p>
Landslid	Chittagong	Medium	Living	HHs	

Hazard	Geographic area	Probability	Likely Impact	HH Needs	Special needs for Children, Women and PWD
e	and Hilly Districts (North-Eastern districts)	level destruction are recorded. It might be more if the people cut the hill and/or over rain	arrangements, HHs residual, Roads and communication and lives	construction materials, temporary shelter and alternative living arrangements	

CHAPTER 4: CONTINGENCY PLAN FOR RISDA-Bangladesh

4.1 Goal

RISDA Bangladesh seeks to become the emergency response actor as non-governmental organization for women, children, disable, ageing and social inclusion groups in allover Bangladesh.

4.2 Objectives

RISDA-Bangladesh is to promote disaster affected population's rights in emergencies and these rights are recognized and respected.

4.3 Interventions

It provides consistent high quality humanitarian response to women-children's needs in emergencies.

4.4 Mandates

Our mandate is to response to any emergency within 72 hours continue to 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 are beyond the indigenous coping capacity, and where RISDA-Bangladesh is able to mobilize the financial, logistic and human resources to take urgent action on their behalf.

4.6 Basic Principles

4.5.1 Humanitarian Principles

- RISDA-Bangladesh will strive towards the internationally accepted Humanitarian Charter and Minimum Standards;
- RISDA-Bangladesh also commits itself to the observance of internationally agreed protocols and the Red Cross Code of Conduct;
- 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, protection and HIV/AIDS

4.5.2 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 host communities in coping with the emergency, and protected from abuse and any other form of exploitation.
- Safety and security of humanitarian workers will be of the utmost concern of RISDA-Bangladesh.

4.6 Major components of RISDA-Bangladesh 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

4.7 Strategy/Criteria to responding to emergencies

RISDA-Bangladesh will determine to respond during the first 72 hours after an emergency. If the disaster occurs in an area where RISDA-Bangladesh is currently operational, an assessment is definite but if the disaster occurs in area where RISDA-Bangladesh is not operational, the executive director will decide whether a team should be sent. The Executive Director will take necessary initiative based on the report and discussion.

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

4.8 Priority (Area/Location) in Emergency Response

The following criteria will be used to determine when RISDA-Bangladesh will implement an emergency response.

Priority 1: Within present working Area	The Head Office must undertake emergency program activities
Priority 2: Outside the RISDA-Bangladesh Working Area	The Executive Director has the authority to decide how to response in close collaboration with other stakeholders.

4.9 RISDA-Bangladesh Priority in Sectoral Response

In any emergency response after the disaster RISDA-Bangladesh 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

4.10 Hazard specific Proposed Intervention in Bangladesh

Type of Disaster	Affected Area	Proposed intervention
Cyclone 4.10	Coastal area (19 districts- 12 is Exposed and 7 is interior)	Dissemination of early warning signals
		Coordination among UDMC and CPP members
		Ensure that CPP volunteers and UDMC members are disseminating signals to communities
		Activate shelter management committees
		Assist in search, rescue and evacuation of affected people
		Provide first aid support
		Rapid Need Assessment
		In-depth Assessment
		Distribution- Food
		- NFI
		- Emergency shelter kits
		- Water Sanitation and Hygiene kits
		- Education material
Provide Emergency Health Support		
Flood	Flood prone area	Rescue people trapped under flood water
		Coordinate with UDMC members
		Activate flood shelter management committee
		Assist in search, rescue and evacuation of people by boats
		Provide first aid support
		Provide water sanitation support
		Need assessment
		Distribution- Food/NFI/Recreation kits
		- Provide educational materials
		- Provide/promote health care activities
Post flood rehabilitation works/ Early Recovery project		
Earthquake	Earthquake stricken area	Search and rescue operation
		Provide first aid to victims
		Assist in evacuation of victims
		Rapid need assessment
		Distribution- Food/NFI/Water
		- Provide educational materials
		- Provide psychosocial support
		- Provide health care support
Post-earthquake rehabilitation works		
Tornado Nor'wester	Tornado affected area	Coordination among UDMC and CPP members
		Assist in search, rescue and evacuation of underprivileged people
		Provide first aid support
		Rapid Need Assessment
		In-depth Assessment

Type of Disaster	Affected Area	Proposed intervention
		Distribution- Food - NFI - Emergency shelter kits - Water Sanitation and Hygiene - Education material Provide Emergency Health Support
Cold wave	North Bengal, South East Bengal and other cold wave affected area.	NFI distribution specially warm cloth

4.11 Assessments

RISDA-Bangladesh 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.

4.12 Public Information Strategy

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

4.13 Documentation and reporting

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

4.14. Exit strategies

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

CHAPTER 5: RISDA DISASTER PREPAREDNESS REVIEW

5.1 Emergency Management Committee:

The following members will involve and regulate the emergency response activities.

Sl	Name	Position	Portfolio
1	Md. Hemayet Hossain	Executive Director	Chair of EMC
2	Md. Humayun Kabir	Deputy Executive Director	Co-Chair of EMC
3	Khnadoker Nazmul Hoque	Head of HR & Admin	Member Secretary
4	Barkat Ullah	Head of International Desk	Member
5	Md. Humayun Kabir	Assistant Director-Finance	Member
6	Md. Shamim Sarder	Assistant Manager-Administration	Member
7	Md. Zahir Hossain	Assistant Manager-Inventory	Member

5.2 Role of Emergency Management Committee during normal and impending situation:

During normal period:

- EMC will meet once in a quarter and will review the organizational preparedness to response. (stalk piling at warehouse, review contingency plan, staff skill if needed)
- Country situation review.
- Follow up the periodic actions.

During impending situation:

- Review the country situation and take decision for damage and needs assessment.
- Recommend for emergency response.
- Mobilize the logistic operation
- Monitoring response operation.
- Donor liaison and fund mobilization.

5.3 Assignments of staff for the following prior or immediate prior to response activities

Responsibility	Name	Designation
Overall coordination/operation:	Md. Hemayet Hossain	Executive Director
GOB/PNGO/NGO/ ADAB, etc.	Md. Humayun Kabir	Deputy Executive Director
Liaison:		
Donor Communication	Md. Barkat Ullah	Head of International Desk
Procurement/Vendor :	Md. Shamim Sarder	Assistant Manager-Administration
Warehouse :	Md. Zahir Hossain	Assistant Manager-Inventory
Transport :	Md. Anayet Hossain	Assistant Director-Program
Finance/Accounts :	Md. Humayun Kabir	Assistant Director-Finance
Distribution Management:	Khondoker Nazmul Hoque	Head of HR & Admin
Health Intervention :	Md. Zahid Jamal	Head of Health
Monitoring & Evaluation:	Md. Humayun Kabir	Deputy Executive Director

Responsibility	Name	Designation
Progress/other reporting:	Md. Barkat Ullah	Head of International Desk
EOC/Media and information :	Md. Imran Hossain	Sr. Officer-IT
Emergency staff recruitment and transfer	Khondoker Nazmul Hoque	Head of HR & Admin
Admin and Logistics	Md. Shamim Sarder	Assistant Manager-Administration
Material purchase & Vehicle management	Md. Anayet Hossain	Assistant Director-Program

5.4 RISDA-Bangladesh operation strategy in any emergency

All Staff of RISDA-Bangladesh 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"> - All Area Manager and Head of Field office will be responsible. - EMC members at country head office will be responsible.
Step-2	Special attention during cyclone and flood period	<ul style="list-style-type: none"> - Central EMC members will keep eyes on situation - Regular communication with field offices situated in respective areas
Step-3	Depression from at Bay of Bengal and rain in the upper catchments(signal 4: Cyclone)	<ul style="list-style-type: none"> - Activate the Control room as per control room policy - Member Secretary of EMC starts to communicate with respective district/s, DMIC, Metrological department, FFWC etc. - If the signal number is 4 EMC will call a meeting with respective persons (this is must) and share the decision and discussion with the all concern.
Step-4	Situation is getting worse	<ul style="list-style-type: none"> - Control room running and collecting more information from mentioned sources - keep close contact at field and eyes on situation - Update the situation to all (focal persons) - Rescue all staff of RISDA from the danger places
Step-5	Cyclone about to hit	<ul style="list-style-type: none"> - Control room active - Team ready for NA and response
Step-6	Disaster strikes/hit	<ul style="list-style-type: none"> - Deployment of NA team (if needed) - EMC sit for meeting and take decision for ER (based on the NA report) - EMC communicate with EC for permission of response
Step-7	Decision for Response	<ul style="list-style-type: none"> - Write to donor/s for fund - Activate & deploy the team for emergency response
Step-8	Response continue	<ul style="list-style-type: none"> - EMC monitor the response and advise for better response - Continue Sit Rep
Step-9	Lesson Learn from the response	<ul style="list-style-type: none"> - By arranging workshop
Step-10	Monitor the situation and Preparing for future response	Disaster Management Section

5.5 Information Management/Assessment

RISDA-Bangladesh 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.).

5.6 Interventions Prepared for Emergency Response (Prepositioning):

Emergency phase interventions: (Approximately Plan for Future Action)

Item	Item Details	Allocation /per family/per day				
		Dhaka 10,000 families	Barishal 10,000 Families	Chittagong 10,000 families	Molvibazar 5,000 Families	Rangpur 5,000 families
Cash	-					
Food	Rice					
	Biscuits					
	Wheat					
	Others (specify)					
Non-Food	Blankets					
	Utensil					
	Shari					
	Longi					
	Others (specify)					
Emergency Shelters	Shelter kits					
	House building materials					
	Tarpaulin					
	Plastic sheet					
	Cash grant					
	Others (specify)					
WATSAN	Drinking Water					
	Water purification tablets					
	Soap					
	Others (specify)					
Emergency Health	First Aid Service/ Health Service					

Note: We need to get the preparation in order to response along with those quantities. For this purpose RISDA-Bangladesh will mobilize the fund to take preparation.

5.7 List of exiting items available at the MA warehouse for emergency response

List of the Emergency Equipment's in Ware-House at Birulia, Savar, Dhaka

Sl.	Name of the Items	Quantity	Present condition	Remarks
1	Mobile Hospital Tends	3 Tends	Good	
2	Accessories	3 Boxes	Good	
3	Hospital Bed	20 Pcs	Good	
4	Water Tank (2500 Gallon)	1 pcs	Good	
5	Generator	3 KVA	Good	
6	Water Purification Machine	2 Big Box	Good	
7	Battery Charger	1 Box	Good	
8	Solar Lamp	20 pcs	Good	
9	Rack	2 pcs	Good	
10	Bucket	2 pcs	Good	
11	Lock for Door (New)	2 Lock	Good	
12	Saw Machine	2 Unit	Good	
13	Cot	2 No.	Good	
14	Electric Fan	1 No.	Good	
15	Life Jacket	05 pcs	Good	
16	Buoy	02 pcs	Good	
17	Radio (3 band)	02 No.	Good	
18	Tourch Light	05 No.	Good	
19	Rain Coat	05 No.	Good	

5.8 Procurement and Package Assemble:

The RISDA-Bangladesh needs to procure relief supplies locally/centrally. Determine where you can purchase ready-to-eat foods such as rice, pulse, edible oil, iodized salt, biscuits, flattened rice and molasses, puffed rice, puffed wheat, chapattis and other disaster supplies such as candle, match box etc. Also, list the vendors who are capable to supply medicine or medical items. List potential vendors both for perishables and nonperishables commodities and transport in Bangladesh from where RISDA-Bangladesh can buy the supplies. A **Potential Vendors list for emergency supplies:**

Name of the vendor	Address of the vendor	Items	Quantity avail to supplied within 48 Hrs
Apollo Trading Corporation Md.Shahabuddin 01819-232077 atc@aitlbd.net	43,Naya Paltan (5th Floor),VIP Road,dhaka-1000	All disaster relief items	As much as possible/ requirement
M/S.Reliance Traders	122 Aziz Super Market 2nd	Dry Battery Torch, Match box, Relief	More than thousand packages

Md.Anwar Hossain 01715-222466 anwarreliance@yahoo.com	Floor,shahbag,Dhaka-1000	blankets, wax candles, kerocine wick stove,	
M/s Tofaial Enterprise Md. Tofaial Ahmed 01715-728406 tofaiilahmed@gmail.com	Pankhali,Nilla,Teknaf,Cox'sBazar	All emergency relief items	As per need

5.9 List potential warehouses or other venues suitable for package storage and assemble:

Name of the Warehouse/Godown/Store	Details Address of the Warehouse/Godown/Store	Storage Capacity of the Warehouse/Godown/Store
Ware House-01	Birulia,Savar Md. Zahir Hossain Cell: 01777765507	50 Metric Ton (Approx)

5.10 Early Warning:

Name and designation of staff person assigned to monitor early warning (to monitor weather reports, get flood information on a regular basis from Water Development Board, and/or Cyclone Preparedness Program of Red Crescent, listen Radio, watch TV news of CNN, BBC or read news or visit the FFWC & BMD website regularly).

Name & Employee #	Designation
Md. Humayun Kabir	Deputy Executive Director
Md. Imran Hossain	Sr. Officer-IT

ALERT SYSTEM - It may be necessary to alert the Emergency Management Committee members of RISDA-Bangladesh, different staff in the RISDA at district level, or at their residences (also it may be necessary to reach them over a weekend or holiday) of an impending emergency/disaster situation: The coordination will be done by the following personnel.

Name & Employee #	Designation
Md. Humayun Kabir	Deputy Executive Director
Md. Imran Hossain	Sr. Officer-IT

5.11 Emergency Focal Person at each district level

SN	Division	District	Name of Focal Person	Designation	Contact Number
1	Dhaka	Dhaka	Md. Shamim Sarder	Assistant: Manager	01777765405
2		Faridpur	Md. Humayun Kabir	Branch Manager	01777765423
3		Shariatpur	Md. Sazzad Hossain	Branch Manager	01777765511
4		Madaripur	Md. Ibrahim Shikder	Branch Manager	01777765471
5		Gopalganj	Md. Shohedul Islam	Branch Manager	01782962857
6		Rajbari,	Md. Alomgir Zoadder	Assistant Director	01777765380
7		Narayanganj	Md. Atiqur Rahman	Branch Manager	01777765376
8	Barisal	Barisal	Onup joadder	Area Manager	01777765510
9		Borguna,	Md. Kamal Hossain	Branch Manager	01716868979
10		Patuakhali	Md. Golam Mostofa	Branch Manager	01789809218
11		Bhola	T.M. Razzak Hossain	Area Manager	01777765490
12	Khulna	Khulna	Md. Soriful Islam	Branch Manager	01730488715
13		Satkhira	Patho Modhu	Branch Manager	01765873770
14		Jessore	Md. Monowar Hossain	Area Manager	01777765396
15	Rangpur	Rangpur	Mukul Roy	Branch Manager	01777765446
16		Kurigram	Md. Abdur Razzak	Area Manager	01777765445
17		Lalmonirhat	Md. Hasan	Branch Manager	01734040420
18		Gaibandha	Md. Faruq Hossain	Branch Manager	01750670941
19	Chittagong	Comilla	H M Shah Aloam	Area Manager	01772885236
20		Chandpur	Md. Mizanur Rahman	Branch Manager	01777765383
21		Laxmipur	Bikash Chandro Shil	Area Manager	01718259221
22		Noakhali	Md. Ibrahim Ali	Branch Manager	01736464314
23		Brahmonbaria	Kaji Mojahedur Rahman	Area Manager	01777765410
24		Cox's Bazar	Dr. Moniruzzaman	Medical Officer	01777765380
25	Sylhet	Moulvibazar	Md. Jakir Hossain	Branch Manager	01779178930
26		Hobiganj	Md. Hahibullah Habib	Branch Manager	01813128698
27		Sylhet	Md. Habibur Rahman	Area Manager	01777765540
28	Mymensingh	Mymensingh	Md. Riton Mia	Area Manager	01777765360
29		Kishorganj	Md. Nurul Islam	Area Manager	01777765450
30		Netrokona	Md. Saikat Hossain	Branch Manager	01777765457

5.12 Beneficiaries' selections plan (criteria to be followed and selection process):

Types of Intervention	Description (Strategy, process, documentation etc.)
Modified Survival Package	People are highly affected by the disaster
Survival Package	People are medium affected by disaster
First Aid	People are injured by the disaster
Mobile Medical Camp	Peoples are affected by disaster and living the threat of epidemic
ORS and WPT	For children and elderly disaster affected peoples
Health Messages Dissemination	Peoples are affected by disaster and living under the risk of health hazards

5.13 Estimated Budget

An estimated budget was prepared for implementing the response program.

Sl.#	Items	Qty.	Unit	Rate in BDT	Amount in BDT
1	Food Packet (7 days for One Family)				
1.1	Rice	10	Kg	60	600
1.2	Cooking Oil	1	Liter	100	100
1.3	Pressed Rice	1	Kg	60	60
1.4	Molasses	1	Kg	80	80
1.5	Pulses	1	Kg	100	100
1.6	Bread (500 gm)	1	Pc	50	50
1.7	Potatoes	5	Kg	20	100
1.8	Onion	1	Kg	40	40
1.9	Mineral Water	5	Liter	65	325
	Sub-Total	26			1,455
	Packaging & Carrying (10%)				146
	Total				1,601
	Operational Cost (10%)				160.05
	GRAND TOTAL FOR ONE PKT				1,761
2	Low Cost Latrine (Twin Pit Offset)				
2.1	Hardware	1	Package	5,640	5,640
2.2	Installation	1	Package	2,200	2,200
2.3	Superstructure (bamboo & polythene)	1	Package	1,500	1,500
2.4	Transportation	1	L.S.	660	660
	Sub-Total				10,000
	Operational Cost (10%)				1,000
	TOTAL FOR ONE LATRINE				11,000
3	Water Well (Hand Pump Deep Tubewell)				
3.1	Hardware	1	Package	24,000	24,000
3.2	Installation	1	Package	38,000	38,000
3.3	Transportation	1	L.S.	1,500	1,500
	Sub-Total				63,500
	Operational Cost (10%)				6,350
	TOTAL FOR ONE TW				69,850
4	Mother & Child Health Care (For 1m)				
4.1	Medicine & accessories	3000	Patient	200	600,000
4.2	Salary for Medical Officer	1	Person	45,000	45,000
4.3	Salary for Medical Assistant	1	Person	20,000	20,000
4.4	Salary for Health Supervisor	1	Person	10,000	10,000
4.5	Salary for Health Promotor	10	Person	5,000	50,000

4.6	Furniture & Equipment	1	L.S.	60,000	60,000
4.7	Transportation & Conveyance	1	L.S.	75,000	75,000.00
	Sub-Total				860,000
	Operational Cost (10%)				86,000
	TOTAL FOR ONE MONTH				946,000
5	Temporary Shelter				
5.1	Polythene shed with bamboo (20 sq.m)	1	Unit	4,400	4,400
5.2	Kithchen (5 Sq.m)	1	Unit	1,200	1,200
	Sub-Total				5,600
	Operational Cost (10%)				560
	TOTAL FOR ONE FAMILY				6,160
6	Cookeries				
6.1	Cooking Stove	1	Pc	300	300
6.2	Vessel	1	Pc	50	50
6.3	Plastic Bucket (20 Liter)	1	Pc	120	120
6.4	Plastic Mug (Big)	1	Pc	25	25
6.5	Curry cooking pan (medium)	1	Pc	250	250
6.6	Pipkin (Rice Cooking Pot)	1	Pc	200	200
6.7	Plastic Bowl (medium)	1	Pc	200	200
6.8	Plate (malamine)	2	Pcs	60	120
6.9	Glass (malamine)	2	Pcs	50	100
6.10	Spoon	2	Pcs	30	60
	Sub-Total				1,425
	Packaging & Carrying (10%)				143
	TOTAL				1,568
	Operational Cost (10%)				157
	GRAND TOTAL FOR ONE FAMILY				1,724

5.14 Monitoring and Evaluation:

The monitoring will be done from Head Office through concerned persons of Emergency Response Committee. Monitoring will be conducted through field visit, FGD with target groups and stakeholders, review of data and report, observation notes during field visit, meeting with field staffs and workers, spot check and validation of data and information, participation in different forums and meeting of relevant stakeholders and KII with key person like government officials, local government representatives. Different customized formats and tools will be developed to use for capturing information and data during monitoring and these will be used who are entrusted for monitoring as appropriate.

In each three year, a periodical review will be conducted engaging external reviewer when stakeholders like development partners and project stakeholders from government and community will also be involved in the review process.

CHAPTER 6: RESOURCE MOBILIZATION AND CAPACITY BUILDING

6.1 External Resource and Capacity

6.1.2 Other Action Involved in Emergency Response

As a Country prone to natural disaster many of Donors, INGOs and National NGOs are working for disaster risk reduction and emergency response activities in different disaster prone areas with different interventions. Among the present development partners there are many forum and consortium working in emergency response in a coordinated manner. The Government of Bangladesh is coordinating the disaster response management activities through the Ministry of Food and Disaster Management (MoFDM) and Comprehensive Disaster Management Programme (CDMP). During any emergency the MoFDM collects/gathers information and disseminate through Disaster Management Information Centre (DMIC) and coordinate and share the roles and responsibilities at the meeting of Disaster Emergency Response (DER) Group. RISDA-Bangladesh as an active response organization is governmental and non-governmental cluster and consortium for better and smooth response as well as to avoid the duplication of the relief and rehabilitation works.

6.1.2 Potential Donor List

Name of the Donor	Possible support sector	Focal person and contact address
Turkey Dyanat Foundation	Emergency Response, Early Recovery project and Rehabilitation	
Care Foundation, Turkey	Medical Support and Food	
Vuslat	NFI	
PKPU human initiatives	Health Services	
Spreeha USA	Health & Education	
Extend the Day	Solar Lamp	
IOM	Shelter	
WHO	Water and Sanitation, Hygiene promotion	
UNICEF	Education in Emergency	

6.2 Internal Resources & Capacity

6.2.1 RISDA-Bangladesh Program Management Capacity

RISDA-Bangladesh has experience to implement different programs in emergency response, recovery or regular development activities. We are presently implementing the following program-

- Education
- Shelter
- Microfinance
- Disaster Risk Management
- WASH
- Health
- Agriculture and Livelihood

6.2.2 Human Resources (Emergency Response Management Team)

Human resources recruitment and deployment will be done as per HR Manual. Executive Director will govern the whole response, coordinate and liaison with Donor level.

- Admin and Logistics Team
- Grants and Finance Management Team
- Security Team
- Media and Communication Team
- Program Team (several personnel for several program)

RISDA-Bangladesh has short list the personnel who can be called for emergency response in the event of any emergency. The team member along with core staff will be provided basic/refreshers training in certain interval to response in pre and post disaster period.

6.2.3 RISDA-Bangladesh capacity for Implementation

RISDA-Bangladesh always prefer to implement emergency response directly involving its field offices. Almost thirty districts have RISDA-Bangladesh offices with its several program. RISDA as a whole has very good network among other CSOs/NGOs who are capable as well as willing to work with RISDA in emergency response and also have very good staff, capable to quick resource mobilization in the disaster prone areas in Bangladesh.