

## Site Management Sector Monsoon Preparedness Plan

Last updated: April 2019

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### Introduction

The following document outlines the Site Management Sector Preparedness & Response plan at a camp level. The plan is aimed at preparing for enhancing community level resilience and establishing protocols for response for **Moderate** & **Major** level incidents in the Kutupalong-Balukhali & Teknaf camps. While some aspects of the plan will also be relevant for **Extreme** level of response, this document does not include wider context of a cyclone response such as access, communications, and scale – up.

**Moderate (1):** Weather event that caused localized damage in one or multiple camps that can be responded to with existing coordination structures at camp level

**Major (2):** Weather event that causes incidents across multiple camps that requires area/sector level coordination for prioritization of response/resources

The plan aims at providing an operational checklist of activities that have to be taken at camp level through SMS agencies with guidance sections on how, and why certain activities are suggested and the key actions that need to be taken under each section.

The plan herein intends to provide a flexible response framework which will enable Site Management Support agencies to work with the community to prepare, and facilitate the response of humanitarian actors to respond by taking into consideration the challenges of a hostile terrain, a multiplicity of risks, combined with the lack of infrastructure and access to the population.

The most likely scenarios that humanitarian actors are likely to face is multiple landslides **with flooding** affecting **many** locations at once, at a small-medium scale across all camps, requiring simultaneous response, including assessments, distributions and relocations (temporary or otherwise) to occur in several camps. This type of response is envisaged to happen on a regular basis during the monsoon season.

The plan is to be used by the Site Management Support Agency (SMS) agencies as a checklist in their respective camps to ensure harmonization and identification of gaps/weakness of camp level preparedness across sectors for 2019. During the transition of certain SMS functions over to CiCs, some aspects of this planning guideline will form the basis of the SMS Sector Capacity Sharing Initiative to ensure consistency of preparedness & response functions.

### Initial Assessment & Reporting of Incidents

In order to receive initial reports shortly after or during hazard incidents at a camp level, a community based reporting mechanism has to be set up in order to establish the type, location, & scale of the incident from the community to the SMS agency. Considering that sub-block demarcations are yet to be established at camp level, the Mahji block will be used as the geographic unit of reference for the response<sup>1</sup>.

At a camp level, the SMS agency must set up a system to receive initial information on status of damage/impact to households, geo-referenced to the Mahji block population boundaries, or sub-block boundaries if applicable. This would preferably be SMS volunteers, Disaster Management Volunteers, or Community Representatives. In any of those options, a proposed system of establishing first phase information on an incident would be to assign 8-10 Mahjee/Sub Blocks to one SMS staff, who would be responsible for checking in with their Community Assessment Focal Point for each block after heavy weather events to ascertain the number of incidents and level of damage, or vice versa – the SM staff would be called by the focal point after incidents have occurred.

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<sup>1</sup> Partners aim to establish a representative sub-block demarcation system through a community consultation and participation approach in the near term across all camps; this has initially started in Camp 4 Extension & Camp 20 extension where Mahji Blocks are not present

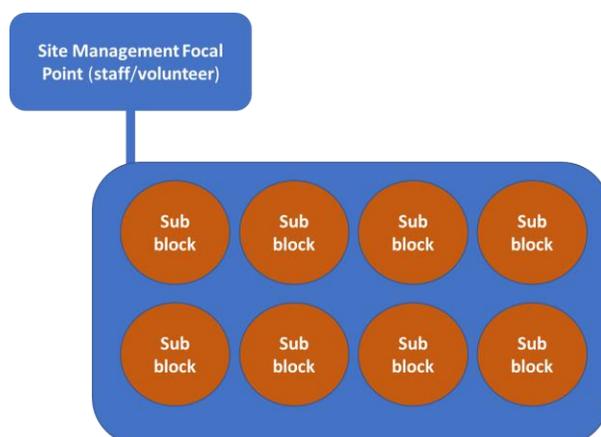


Figure 1: SM Focal Points designated for every 8-10 sub blocks

A meeting between these SM focal points and the designated Camp-Based Assessment teams in the camp should be initiated to introduce and brief them on the actions to be taken in case of an emergency. These teams can be made of Community Representatives, DMU volunteers, or Community Groups at camp level. If not using a Community Representative that is already looking after a defined area of geographic reference at camp level, then they must be sensitized on the population they will be responsible for assessing & reporting on. Each Community Focal Point should know the name and phone number of their SM focal point and in the event of a **localized event** in their area occurring without extremely bad weather, should know to report via phone or text message to them. In the event of a concerted period of extremely bad weather, including heavy rains, the SM focal points will systematically call their respective Mahjee Blocks and obtain a report for their block as an initial assessment. When Early Warning messages on bad weather are also released, SMS agencies should also disseminate that message through this system as one of the CwC channels. Camp Based Assessment teams must be prepared to report the following key information:

#### Incident Reporting Format

<b>WHEN/WHAT?</b>	<input type="radio"/> Location of incident
	<input type="radio"/> Type of incident
	<input type="radio"/> When did the incident happen?
<b>WHO</b>	<input type="radio"/> # of people displaced due to shelter damage
	<input type="radio"/> # of people injured due to incident
	<input type="radio"/> # of people dead due to incident

	<ul style="list-style-type: none"> <li>○ If landslide: are people trapped in the landslide area</li> <li>○ # of Separated Children</li> </ul>
<b>WHERE</b>	<ul style="list-style-type: none"> <li>○ If displacement, location of displaced population currently</li> </ul>
<b>RESPONSE</b>	<ul style="list-style-type: none"> <li>○ Has there been any response so far? If so, what?</li> </ul>
	<ul style="list-style-type: none"> <li>○ Have people been referred to medical facilities? If so, which ones?</li> </ul>
	<ul style="list-style-type: none"> <li>○ Are the Disaster Management Units actively responding?</li> </ul>

The information will be sent via Whatsapp to both the Camp level Emergency Response Whatsapp Group, and the Area Level FP Whatsapp group. In the event the Whatsapp network is not functioning, a SMS message should be sent to key Sector Focal Points for Response & Area Coordination Focal Point

After compilation of this information, it will be communicated immediately to the Camp in Charge (CiC) and the operational partners in the camp (*see Emergency Coordination*). This initial assessment does not replace the Incident 1 Reporting format run by the SMS Sector – only to be used as operational response information for that day at camp level.

**Checklist:**

Initial Assessment & Reporting of Incidents	
<ul style="list-style-type: none"> <li>● List of SM focal points and their assigned Mahjis/DMUs/Community Focal Points (ANNEX)</li> </ul>	
<ul style="list-style-type: none"> <li>● Meeting &amp; training between SMS Focal Points &amp; the Mahjis/DMUs/Community Focal Points on initial assessment reporting</li> </ul>	
<ul style="list-style-type: none"> <li>● Initial incident reporting template format established</li> </ul>	
<ul style="list-style-type: none"> <li>● Communication tree between SMS &amp; Community Focal Points tested every week</li> </ul>	

### Emergency Coordination Structure

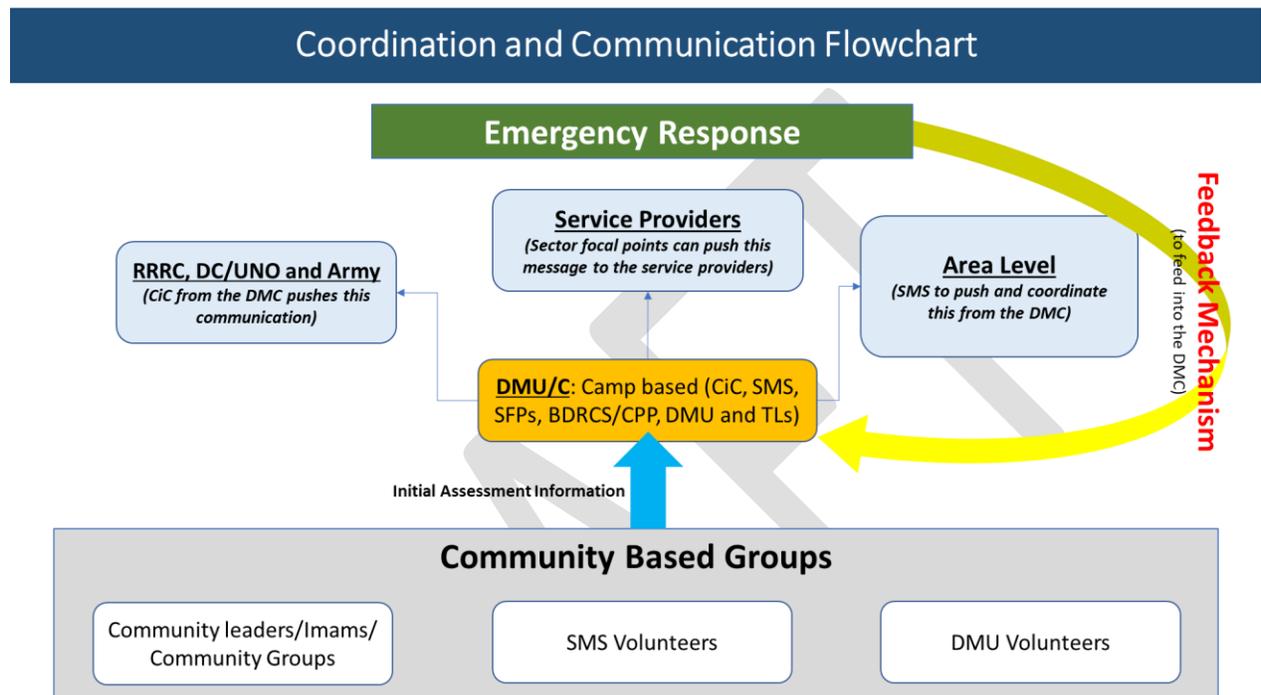
Partners for key sectoral responses to emergency will need to be identified to respond to key needs in the event of a localized event or a mass event within and/or across the camps.

Each camp should have established **Disaster Management Committee/Coordination cell** at camp level, including:

- SMS Agency (Camp Manager)
- CiC/Assistant CiCs
- WASH Sector Focal Point
- Shelter Focal Point
- Health Focal Point
- Protection Focal Point
- Food Sector Focal Point

- SMEP FOB Focal Point
- Disaster Management Unit Representative
- CPP

The Disaster Management Committee will be the central decision-making response body for coordination at a camp level during the monsoon season.



#### **Sector Focal Point Engagement**

The SMS agency at camp level should engage their sector-specific area focal point to take responsibility for undertaking a Needs & Gaps Analysis, establishing who the key operational partners are in each camp based on their **capacity** and **availability of emergency stocks/supplies** to respond. Each sector should have a standard package response for different levels of impact on communities/HH who are affected by disaster. Assessment requirements and distribution modalities for each sector should be discussed and mapped out at a camp level so the SMS agency knows what information each sector requires to respond (e.g, **WFP Emergency Referral Template**). If there is a gap in response identified through this process, the Sector Focal Point has to take responsibility for communicating such a gap to the Sector Coordinator at CxB who will be responsible for identifying additional capacity.

Once these key operational partners have been identified, produce an emergency contact list at camp level, including organization, stocks, geographic area of coverage (if applicable). The emergency contact for the agency should be the designated decision maker on response in the event of an emergency. Print and display the emergency contact list in all the SM/CiC offices, communicate to the CiC, and all SM staff working in the camp. It is recommended a WhatsApp group should also be formed with the **field level** and **programme level** focal points for each agency/operational partner for the camp. (EMERGENCY WHATSAPP GROUP). This Whatsapp group should be updated once a month to account for staff turnover. A contingency planning meeting between all members of the Disaster Management Committee, to

agree an Emergency Response Plan, including availability/pipeline of stocks, response modalities and timeframes, and ensuring that all of these agencies are aware of the distribution points, key access routes, major health facilities with 24/7 operation hours, and coordination structure in event of an emergency. This plan should be validated by the CiC of the respective camp, and then presented in a camp-level coordination meeting to general partners and sent to the SMS Sectors.

During a response to an incident, the SMS Agency should relay all information collected through the incident report/initial assessment to the emergency operational partners focal points and define a response plan to the situation, including:

- Displacement status of the affected population (
- Mobilisation of teams for follow up field assessment for displaced families
- Type of assistance to be activated
- Distribution points assigned for assistance (either regular or emergency)
- Delivery modality of assistance (see porter system below)
- Expected timeframe of the initial response

If access is allowed in the camp, the Disaster Management Committee should meet at the CiC office to coordinate operations at a field level of all the teams. Information hubs should be activated to take complaints/issues to ensure that the office is not swamped with people reporting issues.

#### Checklist:

Emergency Coordination Structure	
Establish Disaster Management Committee at Camp Level	
List of Confirmed Sector Focal Points	
Sector Focal Points have camp level operational response plan (response partners identified) based on Response plans developed at Sector Level	
Emergency 3W contact list identified with sector coordination and operational contacts, printed in CiC office, and shared with all agencies working in the camp (ANNEX)	
Camp level EMERGENCY RESPONSE WhatsApp group	
Camp level preparedness workshop held	
Camp Level Emergency Response Plan, validated by CiC and shared with Partners and Sectors	
Needs & Gaps Stocktaking exercise undertaken at camp level	
Camp level contingency plan, listing partners, stocks, distribution points, porter routes, evacuation points, and <b>business continuity plan of partners in event of access restrictions</b> , including physical meeting point, validated by CiC	

## Risk Assessments

All SMS agencies have carried out a DRR Assessment at camp level, which is used to inform Site Improvement / DRR activities. Before the monsoon season, all SMS agencies should carry out two further Risk Assessments: Flood Risk Assessment and Landslide Risk Assessment. These will determine at the shelter/facility level, their risk exposure using a common methodology across all camps (E.g, critical, non-critical). This will be used to inform decisions around mitigation measures, relocations, CWC and response planning. Both hazard assessments are a field verification of hazardous areas of the camps prone to landslide and flooding. The Risk Assessments consider the hazard analyses and relates it to the potential structure, people or element that could be lost if the event should happen.

The **Flood Risk Assessment** will be based on the ISCG Flood Maps, supplemented by field verification and guidance documents to support demarcation of flood risk areas, consideration of mitigation options and creation of area specific flood response plans.

The **Landslide Risk Assessment** will be based on field assessments by qualified engineers, following the assessment criteria and process provided by IOM and UNHCR. Both area agencies will provide training to Site Management & Site Development Engineers to conduct the assessments.

All works that can be mitigated should be referred and prioritized by site improvement actors (e.g. SMSD programming, SMEP, WFP DRR implementing partners, etc.) and areas that cannot be mitigated will be analyzed at an Area Level by the SM sector to be discussed with the RRRC/CiCs on what further measures can be taken to reduce risk, increase community resilience or relocate households to safer areas of the camps, temporarily ahead of time or otherwise

Outputs from this exercise will be the Risk Vulnerability Maps of the camps produced by Area Agency after assessment is finalized, plus a workplan for site improvement actors at a camp level. The mitigation works should be tracked by the SMS agency to ensure that works are on schedule to complete before the monsoon season. Delays in implementation will affect the vulnerability mapping and should be communicated to Area Agencies

In addition to these risk assessments, the access and drainage networks in each camp should be mapped, clearly identifying which routes or drains are 'monsoon ready'. These maps should be kept updated and be used to prioritize site improvement works and response plans.

Likewise, vulnerable populations, especially those with mobility constraints need to be mapped out based on existing HH level data, and areas for higher concentrations of People With Disabilities/Mobility issues should be prioritized for key access infrastructure assessments and works.

#### Checklist:

Risk Assessments	
Camp level Landslide Risk Assessment carried out	
Camp level Flood Risk Assessment carried out	
Results & Map produced by Area Agencies	
<ul style="list-style-type: none"> <li>- Flood Risk</li> <li>- Landslide Risk</li> <li>- Access Routes</li> <li>- Drainage network</li> </ul>	

- Vulnerability (population) maps	
SD/DRR Actors mobilised for areas where mitigation is possible	
Follow up reporting on works tracked	
Community engagement to facilitate ongoing care and maintenance works	

## Disaster Management Units

In each camp, disaster preparedness and response capacity will be developed at the community level. In both IOM & UNHCR Areas of Responsibility, they may have different composition in terms of community groups trained, however will all fulfill the overall mandate and function of the Disaster Management Unit during preparedness and response. The overall purpose of the group(s) is to act as first responders to incidents of emergency in their camps, as well as engage in preparedness activities such as hazard and risk mapping and messaging within the community. They are being linked with national institutions and service providers to be trained on fire safety, cyclone preparedness, search and rescue, first aid and protection. Their roles and responsibilities during an emergency will be clearly mapped out in the Response Protocol for Major & Moderate incidents within the camps.

IOM, UNHCR, and relevant institutions are providing equipment to the volunteers that form the DMU's and ensuring they remain engaged and active in the lead up to and during monsoon and cyclone season.

For full information see **DMU Guidelines (ANNEX)** on the development & management of these committees.

### Checklist:

Disaster Management Units	
100 Member Disaster Management Unit Formed	
Contact List of Disaster Management Units as per template (ANNEX)	
Audit equipment of Disaster Management Units	
<b>Trainings completed by all 100 volunteers:</b>	
○ Fire Safety, Search & Rescue & First Aid (FSCD) training	
○ Cyclone Preparedness Programme (CPP) training	
○ Protection/PFA training	
Monthly workplan established for the DMU outlining daily activities (ANNEX)	
DMU Communication Tree Established & Tested	
DMU Demarcation & Sensitization of at-risk areas (based on Risk Assessment)	



## Communication with Communities

### ***Identifying & Communicating 'At Risk Areas'***

As part of the larger relocation and messaging strategy for those households that are at high risk of strong winds, landslide and/or flooding, it is imperative that the risk areas of the camp are clearly marked out and these markings are understood by the community. Messaging and awareness campaigns conducted by the SMS teams with the Disaster Management Units and general community on understanding the specific markings should occur, in conjunction with the messaging strategy developed at sector level for at-risk populations.

Along with the Disaster Management Units, and Community Representatives a series of community risk walks should be conducted following the Risk Assessments, using the latest landslide and flood risk maps to sensitize them on which areas are more vulnerable during bad weather, and to demarcate.

Key messaging is required to sensitize the community about the meaning of the demarcation markers, and the markers should be clearly communicated to the community as demarcating 'unsafe' areas, and when conducting the landslide / flood risk messaging (developed by the sector) these areas should be referenced as areas where there is a higher level of risk during bad weather.

Where households remain in high-risk landslide or flood locations, they should be encouraged to prepare emergency self-relocation plans during heavy rainfall, based around identifying a relative or neighbor with whom they can stay, or being provided with options for Temporary Communal Shelters. This should include a decision on when to relocate (i.e. what is the trigger?) and plans for how the family will move at night in heavy rain (e.g. identify safe access routes and ensure they have torches and grab bags, etc.) The Disaster Management Unit should take on these conversations with the populations in these areas before onset of heavy weather and engage and support on temporary relocations if required.

### ***Broader Preparedness Messaging***

In order to facilitate effective multi sector messaging at a camp level, all camps should have a mapping undertaken of all communication channels available to SMS and other humanitarian actors, with guidance established on the appropriate ways to send messages. Communications that would be available are:

- Number of SMS mobilisers/volunteers and other agencies capacity for house to house messaging
- Number of community groups formed that can deliver messages
- SMS capacity to organise Town Hall Meetings, Community Leadership meetings, etc
- Imam's & mosque megaphone messaging
- Radio listening groups
- Feedback & Information Centres, signage & noticeboards available in the camps.

Once the CwC approved multi sector messages are approved, dissemination of these key messages should be undertaken by SMS Agencies and relevant sectoral partners at camp level utilizing the identified communication channels to ensure maximum coverage. SMS staff as well as mobiliser & other community groups should be trained on what the key messages are and how they should be disseminated across the camps, and a camp level CwC plan for messaging developed (ANNEX)

## Checklist:

Communication with Communities	
Communication Channels mapped at camp level	
SM/CwC staff trained & sensitized on key multi-sectoral messages at camp level	
All Agencies with mobilisers at camp level sensitized on key multi sectoral preparedness messages at camp level	
Camp level CwC awareness campaign developed	
Safety Preparedness Workshops with families in high risk areas	

## Temporary Communal Shelter Mapping

Community structures in each camp that are not in a landslide or flood area shall be identified by the SMS agency for use as temporary communal shelter for HHs displaced by flooding or landslides. Due to the temporary nature of most community buildings in the camp and the limited structural integrity (i.e. bamboo and plastic sheeting) it is not expected that these shelters will provide refuge during a cyclone or tropical storm event, however a considerable number of mosques and other facilities have been upgraded to withstand heavier winds, and if displacement occurs due to flooding and landslide, they can provide an option for temporary shelter after the event until the household can be allowed back in, or relocated to a new plot. This is also a potential option for temporary relocation before a heavy rain for those that live in landslide or flood prone areas.

Structures to be allocated as temporary communal shelters should primarily be the mosques & humanitarian facilities upgraded by IOM & UNHCR and other partners, as well as other non-critical services such as Child Friendly Spaces, Women's Friendly Spaces, Temporary Learning Centres (TLC) /ELCs, or offices. Health and Nutrition clinics should not be considered as Temporary Communal Shelters post incident due to their need to continue critical life-saving services.

These facilities should be mapped out, and communities in sub-blocks sensitized on the nearest facility to them that they can go to if their shelters are damaged to the point of inhabitability. These facilities should also be accessible in the evening/night time hours.

The key message is that ***only if people are displaced by flooding or landslides*** in those blocks, or pre-emptively told to evacuate, should people congregate at the pre-identified temporary communal shelters and thereafter await assistance / further instruction. Households in high-risk landslide or flood locations are encouraged to have an emergency self-relocation plan during heavy rainfall to stay with a relative or neighbor or a Temporary Communal Shelter in a safer area before damage to their shelter occurs. SMS agencies, along with the the DMUs, should support the households during this relocation. **Households should not go to these facilities to seek shelter from a cyclone.**

### Key tasks for this information at a camp level:

- Briefing for Disaster Management Units on identified Temporary Communal Shelters
- Briefing for communities on location of Temporary Communal Shelters

- Messaging campaign, tailored at a block level to message HHs on their nearest allocated evacuation point in case of flood and landslide
- Ensure all stakeholders understand these Temporary Communal Shelters are NOT FOR CYCLONES

#### Checklist:

Temporary Communal Shelter Mapping	
List of Temporary Communal Shelters as per (ANNEX)	
SOP for pre-emptive & reactive relocations to Temporary Communal Shelters established at camp level	
Continuous Messaging campaign in surrounding areas of Temporary Communal Shelters	

#### Distribution points

While catchment-based distribution points for food & shelter are still the primary location for receiving assistance post incident- and have been reinforced - there may be a requirement to conduct decentralized distributions at a camp level if distribution points are rendered unusable due to damage or inaccessibility. There are three types of distribution points that SMS agencies should have mapped out (ANNEX):

- Main Sectoral Distribution Points (IOM Shelter, WFP food) which will be primary distribution points if available
- Container locations (IOM multi sector)
- Back up camp level distribution points

Therefore in addition to the community infrastructure for possible Temporary Communal Shelters within the camps, there should be identification of possible emergency back up distribution sites within each camps, that can accommodate a small scale distribution of 200-300 HH, as well as reinforced access routes to those distribution sites from the main roads of the camp (Army Road, Football Field, Pan Bazar). The access routes will mainly be for porters to bring in goods from trucks/prepositioned containers during a response. These access routes may need reinforcement with bridges/sandbags by the SD teams in order to be passable if they are going through a flood risk area. SMS agencies should ensure adequate crowd control measures are put in place.

The distribution sites can be existing communal infrastructure, and could also double up as a Temporary Communal Shelter if required. Ideally it would be a structure with a large open space, or spaces, where there could be a waiting area for refugees and a space to stock up the materials for distribution.

**Checklist:**

List & GPS coordinates of the potential camp level distribution sites (ANNEX)	
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### Porter Mobilisation Mechanism

Access to the camps by vehicle will be limited, and the Ukhia-Balukhali (Army) Road could become inaccessible for a variety of reasons. Therefore, there may be a need to assist with the transport of goods from trucks on the Cox's Bazar-Teknaf Highway and/or from pre-positioned containers stocked with emergency relief items, to pre-identified Distribution Points within the camp. Therefore each camp should have a mechanism to mobilise emergency porter assistance to be paid through CfW Depending on availability of cash on short notice

Distribution points, access routes, and possible pick-up points for the relief items should be well known to SMS staff & volunteers, who will be expected to escort porters during pick up and drop off of relief items. High visibility vests and identification tags (including a **unique number** and the **camp name** written on it) shall be prepositioned by SMS agencies at a field level.

**Checklist:**

Establish Rapid Porter Mobilisation mechanism at camp level	
High Visibility Vests pre-positioned at camp level	
ID's printed and pre-positioned for Emergency Porters	

### Emergency plot identification

During a large scale weather event (Cat II) that has massive impact on the displacement of the community from their shelters, cross camp relocations may be required pending approvals from the CiCs. In order to map out all potential available spaces for relocations, SMS agencies should map out potential space where emergency shelters can be set up if required.

An exercise should be undertaken within every camp in IOM AoR to map out any existing safe plots (even if allocated for services) that are still available. A consolidated list of plots will sit with the Area Coordinator for KBE whom can then coordinate the relocation with the respective SM agency post disaster.

A minimum set of standards should be in place, particularly WASH and access routes (pathways, stairs etc) to services, in order for these plots to be considered usable for emergency relocations.

If the space has adequate service provision, then relocation can happen immediately in coordination with CiCs and Area Coordinators, with provision of the full relocation package as per sector guidelines. If services are not available, alternate solutions will need to be sought out at camp level by the SMS agency while service provision in potential relocation areas is identified. If relocations are required, discussions should happen with CiCs at camp level on approval process for this (verbal or written).

**Checklist:**

<b>Emergency Plot Identification</b>	
Mapping of emergency plots, in safe location, with access to services available sent to IOM Area Coordination Team	
Minimum WASH services installed in emergency relocation areas	

**Business Continuity**

One scenario that could occur is that Cox's Bazar could be cut off from the camps for an amount of time due to storm surge/landslide along Marine Drive or due to flooding Cox's Bazar-Teknaf Highway.

In order to ensure business continuity in this scenario a list of staff from operational response actors that live either in Ukhia or closer to the camp (Court Bazar, Balukhali) should be drawn up per camp (same for Teknaf).

These staff/camp based volunteers will form the basis of the Emergency Response team in the event that the camp is cut off for assessment and communication of needs back to Sector Focal Points & response actors. These staff should have a protocol to access any prepositioned stocks in the camps, and have ability to make field level decisions on response in the event of an emergency.

These staff should be fully briefed on their responsibility and the possibility of them being the only active staff/volunteers in the camp by their agencies, which would entail the following responsibilities:

- Assessment of affected population for their sector
- CiC Liaison/communication (if CiC present – most likely not if access cut off)
- Field level coordination of partners

In this situation, the SMS Agency should engage with the CiC at a Cox's Bazar level and share information coming in from the field and updating them on the response. Coordination with emergency response partners should also happen at Cox's Bazar level, either through WhatsApp group, phone or physical meetings if required to coordinate remote management of the response in the camps.

SMS Agencies should ensure that their staff/volunteers who would form part of this emergency response team have access to SMS offices and any prepositioned forms/tools that would be required as part of the SM response. At camp level there should be clear Team Leaders per sectors from these staff that will be decision makers at a field level if communications with Cox Bazar is cut off.

**Checklist:**



List of Camp Based SM Mobilisers, and any staff/volunteers who live near the camp	
List of Emergency Operational Partners staff/volunteers who live near the camp	
Prepositioned CfW and other administrative forms in the CiC/SM offices in the camp	
Training/Briefing on staff/volunteers on responsibilities in event of No-Access response	

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## COMPILED CHECKLIST

<b>Initial Assessment &amp; Reporting of Incidents</b>	
List of SM focal points and their assigned Community Assessment Focal Points (ANNEX)	
Meeting & training between SMS Focal Points & the Mahjis/DMUs/Community Focal Points on initial assessment reporting	
Initial incident reporting template format established	
Communication tree between SMS & Community Focal Points tested every week	
<b>Emergency Coordination Structure</b>	
Establish Disaster Management Cell at Camp Level	
List of Confirmed Sector Focal Points	
Sector Focal Points have camp level operational response plan (response partners identified) based on Response plans developed at Sector Level	
Emergency 3W contact list identified with sector coordination and operational contacts, printed in CiC office, and shared with all agencies working in the camp (ANNEX)	
Camp level EMERGENCY RESPONSE WhatsApp group	
Camp level preparedness workshop held	
Camp Level Emergency Response Plan, validated by CiC and shared with Partners and Sectors	
Needs & Gaps Stocktaking exercise undertaken at camp level	
Camp level contingency plan, listing partners, stocks, distribution points, porter routes, evacuation points, and <b>business continuity plan of partners in event of access restrictions</b> , including physical meeting point, validated by CiC	
<b>Risk Assessments</b>	
Camp level Landslide Risk Assessment carried out	
Camp level Flood Risk Assessment carried out	
Results & Map produced by Area Agencies <ul style="list-style-type: none"> <li>- Flood Risk</li> <li>- Landslide Risk</li> <li>- Access Routes</li> <li>- Drainage network</li> </ul> Vulnerability (population) maps	
SD/DRR Actors mobilised for areas where mitigation is possible	
Follow up reporting on works tracked	
Community engagement to facilitate ongoing care and maintenance works	
<b>Disaster Management Units</b>	
100 Member Disaster Management Unit Formed	
Contact List of Disaster Management Units as per template (ANNEX)	
Audit equipment of Disaster Management Units	
<b>Trainings completed by all 100 volunteers:</b>	
<ul style="list-style-type: none"> <li>• Fire Safety, Search &amp; Rescue &amp; First Aid (FSCD) training</li> </ul>	

<ul style="list-style-type: none"> <li>• Cyclone Preparedness Programme (CPP) training</li> <li>• Protection/PFA training</li> </ul>	
Monthly workplan established for the DMU outlining daily activities (ANNEX)	
DMU Communication Tree Established & Tested	
DMU Demarcation & Sensitization of at-risk areas (based on Risk Assessment)	
<b>Communication with Communities</b>	
<b>Communication with Communities</b>	
Communication Channels mapped at camp level	
SM/CwC staff trained & sensitized on key multi-sectoral messages at camp level	
All Agencies with mobilisers at camp level sensitized on key multi sectoral preparedness messages at camp level	
Camp level CwC awareness campaign developed	
Safety Preparedness Workshops with families in high risk areas	
<b>Temporary Communal Shelters</b>	
List of Temporary Communal Shelters as per (ANNEX)	
SOP for pre-emptive & reactive relocations to Temporary Communal Shelters established at camp level	
Continuous Messaging campaign in surrounding areas of Temporary Communal Shelters	
<b>Distribution points</b>	
List & GPS coordinates of the potential camp level distribution sites	
<b>Porter Mobilisation Mechanism</b>	
Establish Rapid Porter Mobilisation mechanism at camp level	
High Visibility Vests pre-positioned at camp level	
ID's printed and pre-positioned for Emergency Porters	
<b>Emergency plot identification/Relocation</b>	
Mapping of emergency plots, in safe location, with access to services available sent to IOM Area Coordination Team	
Minimum WASH services installed in emergency relocation areas	
<b>Business Continuity</b>	
List of Camp Based SM Mobilisers, and any staff/volunteers who live near the camp	
List of Emergency Operational Partners staff/volunteers who live near the camp	
Prepositioned CfW and other administrative forms in the CiC/SM offices in the camp	
Training/Briefing on staff/volunteers on responsibilities in event of No-Access response	

## Annexes

- **Disaster Management Unit Guidelines**
- **Disaster Management Unit Workplan**
- **Disaster Management Unit Training Schedule**
- **DMU Contact List**



- **Emergency 3W Contact List**
- **SD Risk Assessment**
- **Initial Assessment Communication Tree**
- **CwC Multisector messages**
- **Distribution Site Database**
- **Temporary Communal Shelter Database**
- **Emergency Staffing list**
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**Note:**

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