Inter-Agency Emergency Response Preparedness Plan (ERPP)

MYANMAR

(Updated June 2015)

CONTEXTS

ACRONYMS

AHA	ASEAN Coordinating Center for Humanitarian Assistance for Disaster Management		**JTWC**	Joint Typhoon Warning Center
ASEAN	Association of Southeast Asian Nations		**KIO/A**	Kachin Independence Organization/Army
CCCM	Camp Coordination and Camp Management		**MIMU**	Myanmar Information Management Unit
			MNGO	Myanmar Non-Government Organization
CERF	Central Emergency Response Fund		**MRCS**	Myanmar Red Cross Society
COD	Common Operational Datasets		**MoBA**	Ministry of Border Affairs (Myanmar)
CRP	Contingency Response Plan		**MPA**	Minimum Preparedness Actions
DMH	Department of Meteorology and Hydrology (Myanmar)		**NFI**	Non-Food Items
			NDPCC	National Disaster Preparedness Central Committee (Myanmar)
DML	Disaster Management Law		**NDPMWC**	National Disaster Preparedness Management Working Committee
ECC	Emergency Coordination Center			
ERC	Emergency Relief Coordinator (OCHA)		**NGO**	Non-Governmental Organization
ERF	Emergency Response Fund		**OCHA**	UN Office for the Coordination of Humanitarian Affairs
ERPP	Emergency Response Preparedness Plan			
EW	Early Warning		**P-codes**	Place codes
EWS	Early Warning System		**RC**	Resident Coordinator
FOD	Fundamental Operational Datasets		**RCO**	Resident Coordinator's Office
GBV	Gender Based Violence		**RDPMWC**	State/Region Disaster Preparedness Management Working Committee
GDACS	Global Disaster Alert and Coordination System			
			RRD	Relief and Resettlement Department (Myanmar)
HACG	Humanitarian Advocacy and Communications Group			
			SCI	Save the Children International
HC	Humanitarian Coordinator		**SOP**	Standard Operating Procedures
HCT	Humanitarian Country Team		**SRP**	Strategic Response Plan
HNO	Humanitarian Needs Overview		**TA**	Travel Authorization (Myanmar)
IACP	Inter-Agency Contingency Plan		**TSR**	Tropical Storm Risk
IASC	Inter-Agency Standing Committee		**UNDAC**	UN Disaster Assessment and Coordination
IDP	Internally Displaced Person			
IFRC	International Federation of Red Cross and Red Crescent Societies		**UNDP**	United Nations Development Programme
			UNDSS	UN Department of Safety and Security
IM	Information Management		**UNFPA**	UN Population Fund
IMN	Information Management Network		**UNHCR**	UN High Commissioner for Refugees
INSARAG	International Search and Rescue Advisory Group		**UNICEF**	UN Children's Fund
			WASH	Water, Sanitation and Hygiene
IOM	International Organization for Migration		**WFP**	World Food Programme
IRA	Inter-Agency Rapid Assessment		**WHO**	World Health Organization

INTRODUCTION

Myanmar is prone to various natural hazards that include earthquakes, floods, cyclones, droughts, fires, tsunamis, some of which have the potential to impact large numbers of people. In the event that large numbers of people are affected (such as was the case in 2008 following cyclone Nargis), the government may decide to request international assistance to respond to the disaster. The humanitarian community in Myanmar, represented by the Humanitarian Country Team (HCT), therefore drafted and regularly updated an Inter-Agency Contingency Plan (IACP).The IACP was designed to support the Government of the Union of Myanmar in preparing for, and responding to, any of the hazards that may affect Myanmar.

In 2014, the HCT applied the new guidance for Inter-Agency Response Preparedness (ERP) as an action-oriented approach to enhance readiness for humanitarian response. This methodology replaces the previous IACP. The ERP approach seeks to improve effectiveness by reducing both time and effort, enhancing predictability through establishing predefined roles, responsibilities and coordination mechanisms. The Emergency Response Preparedness Plan (ERPP) has three components: i) Risk Assessment and Monitoring, ii) Minimum Preparedness Actions, and iii) Advance Preparedness Actions and Contingency Plan for the initial emergency response.

The overall goal of the ERPP is to mitigate the impact of disasters and save as many lives as possible from preventable causes. It aims to ensure that effective and timely assistance is provided to people in need through effective coordination and communication on emergency preparedness and humanitarian response between members of the HCT in Myanmar. The approach has been developed in collaboration with the Government, to facilitate a coordinated and effective support to people affected by humanitarian crises.

CONTEXT ANALYSIS & RISK PROFILE

Context Analysis

Myanmar is prone natural hazards and is facing conflict and civil unrest resulting in an estimated 238,000IDPs[1] in Kachin and Rakhine states, as well as up to 400,000 conflict-affected people in southeastern Myanmar. In Kachin and northern Shan, after three years of conflict between the KIO/A (Kachin Independence Organization/Army) and the Myanmar Army, over 97,000 people remain displaced across Government and non-government areas, accommodated in camps as well as in host families. In Rakhine, after two years of inter communal violence and tension, at least 116,000[2] people are displaced across the State. In southeastern Myanmar, conflict over the past decades has led to the displacement of up to 400,000 people. The Humanitarian Country Team (HCT) estimates that there are 540,700[3] people affected by conflict or inter-communal violence in Myanmar who are in need of protection and assistance. The HCT plans to target 536,400 of these people who have been assessed as the most vulnerable in 2015. Of those targeted by the HCT in 2015, 416,600 people are in Rakhine State and 119,801 are in Kachin and northern Shan states.

2015 has seen major changes in the context impacting our operation environment. As part of the Government's efforts on peace-building with ethnic groups, a draft nationwide ceasefire agreement was signed on 31 March, paving the way for holding political dialogue. Despite these efforts, instability resulting from fighting between the Government army and some ethnic armed groups continues to be reported in Kachin and northern Shan states and other border regions, triggering increased vulnerability and displacement. The General Election is also scheduled for November 2015.

The country's coastal regions are particularly exposed to cyclones, tropical storms and tsunamis, rainfall-induced flooding is a recurring phenomenon across the country. The whole country is at risk from earthquakes,

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1source Myanmar HRP 2015, Humanitarian Country Team

2source HRP 2015, Humanitarian Country Team

3 Myanmar Humanitarian Response Plan 2015, Humanitarian Country Team, United nations, December 2014

droughts and fires, while the country's mountainous regions are also exposed to landslide risks. While the Humanitarian Response Plan 2015 aims to address the ongoing humanitarian needs identified by the HCT, in the event of a major natural disaster where a large numbers of people are affected, the government may decide to request international assistance to respond to people affected.

Risk Profile

According to the Index for Risk Management (INFORM)[4], Myanmar has a risk index of 6.8, occupying globally the position 10 out of 191 countries, and the first within Asia Pacific. INFORM (a collaboration of the IASC Task Team for Preparedness and Resilience and the European Commission) has three dimensions: hazard & exposure, vulnerability and lack of coping capacity. In addition, the 2014 OCHA Regional Focus Model identifies Myanmar as the country at higher risk in the region (based on hazards, vulnerabilities and copying capacity) with an index of 7.3.

Flooding is common in Myanmar and is one of the major hazards accounting for 11 % of all disasters, second only to fire. It occurs particularly during mid-May and October, in three waves: June, August and late September to October. The highest risk of flooding is in August, during the peak monsoon rains. The catchment areas of major rivers in the north and central zones, as well as the Southern Delta, prone to riverine floods. The mountainous and hilly areas in Kayin, Kachin, Shan, Mon and Chin states are threatened by flash floods. Coastal regions are at risk of flooding due to extreme rainfall and storm surge.

Due to its location on the western part of the Indochina Peninsular, areas along the Myanmar coastline (about 2,400km)are susceptible to severe **cyclones** which form in the Bay of Bengal in the Indian Ocean. According to the Myanmar Hazard Profile, the frequency of cyclone landfalls in Myanmar was once in three years before the year 2000. More recently, cyclones cross the Myanmar coast every year. In 2008, cyclone Nargis had an extremely severe impact in the Ayeyarwady Region, due to the high vulnerability of the area. The Bay of Bengal has two cyclone seasons: April to May and September to November.

Myanmar encounters many **earthquakes,** as the Alphide-Himalayan earthquake belt passes through the country from north to south. Since 1900, there have been 8 strong earthquakes, the deadliest occurred in the Bago area in 1930, taking over 500 lives.

In addition to the exposure to natural hazards, nearly twenty six percent of the population in Myanmar lives below the poverty line, according to the UNDP[5] (2010) household survey, conducted in collaboration with the Ministry of National Planning and Economic Development. The survey indicates that the highest poverty incidence is recorded in Chin State with 73% followed by Rakhine (44%), Tanintharyi (33%), Shan (33%) and Ayeyarwaddy (32%). Low agricultural productivity and poor access to health and education services are contributing factors to continued poverty for a significant part of the population. Underlying poverty increases the vulnerability of communities to the effects of disasters.

In order to identify the disaster risks most relevant for Myanmar, a risk assessment was elaborated by the ERP working group ranking the hazards by their foreseen impact and likelihood of occurrence. Three categories of hazards were identified: natural, man-made and epidemics/pandemics. Natural hazards are based on those listed in Myanmar hazard profile[6]

The table below shows the main risks, their estimated likelihood, impact, and scale. It draws attention to those risks whose seriousness levels rank in the medium/high range.

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[4] http://www.inform-index.org/
[5] Integrated Household Living Conditions Survey in Myanmar (2009-2010).UNDP/Ministry of National Planning and Economic Development/UNICEF/Swedish International Development Cooperation Agency-
[6] Hazard Profile of Myanmar, (2009).

IMPACT & LIKELIHOOD RISK ANALISYS

Impact						
	5. Critical		Storm Surge and Tsunami	Earthquake	Cyclone	
	4. Severe				Conflict and Civil Unrest	
	3. Moderate			Fire		Floods
	2. Minor	Pandemics	Drought and Landslides			
	1. Negligible		Forest Fire			
		1. Very Unlikely	2. Unlikely	3. Moderately Likely	4. Likely	5. Very likely
		Likelihood				

Likelihood :	Impact :
1=Very unlikely (up to 20% chance of the event happening)	1 = Negligible (minimal impact on overall population)
2 = Unlikely (20-40%)	2 = Minor (minor impact on overall population)
3 = Moderately likely (40-60%)	3 = Moderate (moderate impact on overall population)
4 = Likely (60-80%)	4 = Severe (severe impact on overall population)
5 = Very likely (over 80%)	5 = Critical (major impact on overall population)

The highest risks identified were cyclones, followed by conflict/civil unrest, floods and earthquakes. A cyclone in coastal areas was ranked at the highest (20 on a scale from 1 to 25). Coastal areas in Myanmar which have been affected by **cyclones** include mostly **Rakhine State** and **Ayeyarwaddy Region**. In addition to this analysis, the INFORM ranks tsunami and floods as the highest hazards in Myanmar with an index of 10, followed by tropical cyclone at 9.7. However, INFORM does not consistently account for frequency due to a lack of historical data. Therefore floods and tsunami were not prioritized for developing specific contingency plans but will be taken into account for future revisions.

INFORM - Hazard & Exposure Myanmar
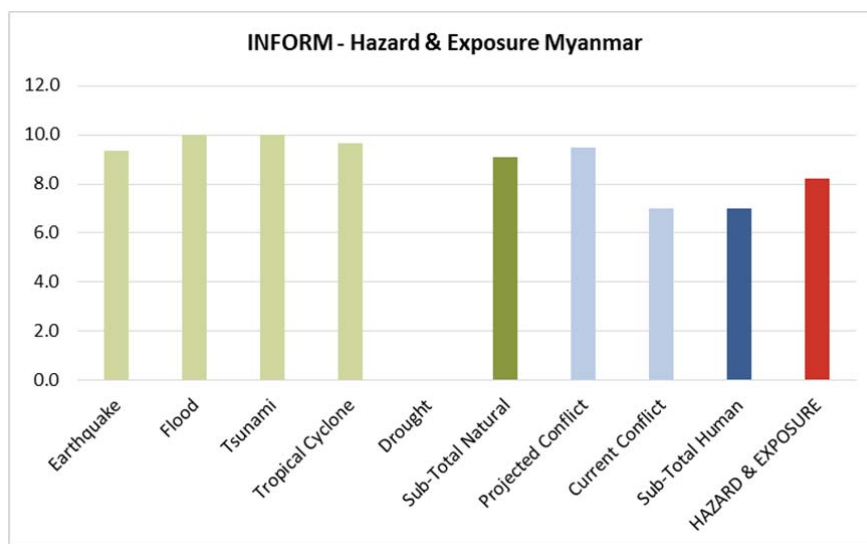
Rakhine State was prioritized to develop a specific Contingency Plan (CP), as an area at higher level of probability for cyclone, in addition to the existing protracted emergency, the high levels of vulnerability, low levels of preparedness in communities, and the limited local capacities and resources. The Emergency Response Plan Working Group (ERP WG), composed of HCT members, local NGOs, Myanmar Red Cross Society and other interested organizations, agreed to develop, in addition to Rakhine CP, scenario planning for a cyclone in Ayeyarwady and an earthquake in Mandalay in 2015 which was done with participation of local authorities at the beginning of the year. Civil unrest and conflict are related to current contexts in Kachin and Rakhine which are addressed through 2015 Humanitarian Response Plan and specific contingency plan is not required.

Early Warning and Triggers for preparedness

Early Warning sources and triggers were identified for cyclone, earthquake and floods.

Risk	Triggers	EW sources	Indicator	CRP developed
Cyclone	Reports of severe damage affecting 50,000 AND surpassing the local capacity to respond to the needs of affected population	– **Myanmar Department of Meteorology and Hydrology (DMH):** Includes weather forecasts, natural event warnings, and satellite imagery of events affecting the country. http://www.moezala.gov.mm/index.php?option=com_content&view=article&id=98&Itemid=3&lang=en – **Tropical Storm Risk (TSR):** Tracks tropical storms around the world. Also provides email alerts and probable threats up to 5 days ahead. http://www.tropicalstormrisk.com/tracker/dynamic/main.html – **Joint Typhoon Warning Center (JTWC): Responsible for the issuing of tropical cyclone warnings in the North West Pacific Ocean, South Pacific Ocean and Indian Ocean** http://www.usno.navy.mil/JTWC – **WUnderground:** Weather forecasts by location, includes satellite imagery and the weather outlook. http://www.wunderground.com/	Depressions. Cyclone Alert. Large-scale evacuation. Government state of emergency.	For Rakhine
Earthquake	Reports of severe damage affecting over 20,000 in highly dense areas AND surpassing the local capacity to respond to the needs of affected population	No early warning information for earthquakes but sources when earthquake happens – **U.S. Geological Survey (USGS):** Preliminary Earthquake Report http://earthquake.usgs.gov/regional/neic/ – **Global Disaster Alert and Coordination System (GDACS)'s Earthquake Alert** http://www.gdacs.org/alerts/	Government state of emergency.	No
Floods	Reports of exceptional / severe floods affecting or in risk or being affected/displaced over 100,000 people during a sustained period of time AND surpassing the local capacity to respond to the needs of affected population	– **Department of Meteorology and Hydrology (DMH):** forecasts water level at the major rivers on daily, 10 days and monthly basis http://www.dmh.gov.mm/index.php?option=com_content&view=article&id=6&Itemid=6&lang=en	Government state of emergency.	No

Scenarios identified

Hazard	State	Township	Caseload
Cyclone	Rakhine	Sittwe, KyaukPhyu, Pauk Taw and Myebon[7]	475,000[8]
Cyclone	Ayeyarwaddy	Pathein, Thabaung, Ngapudaw, Labutta, Mawlamyinegyun, Pyapon, Bogale, Kyaiklat, Dedaye	630,000
Earthquake	Mandalay	Aungmyaythazan, Chanayethazan, Mahaaungmyay, Chanmyathazi, Pyigyitagon, Amarapura, Patheingyi, Singu, Mogoke, Thabeikkyin, Tada-U, Nyaung-U	250,000

7Maungdaw or Thandwe are identified as areas that could also be affected.

8 Including 116,000 IDP (source HRP 2015, Humanitarian Country Team)

MINIMUM PREPAREDNESS ACTIONS (MPA)

The Minimum Preparedness Actions (MPA) is a list of practical activities that should be implemented in order to mainstream a minimum level of emergency preparedness in country. MPAs are based on a multi-hazard approach and are not risk specific. MPAs ensure definition of roles and responsibilities and effective coordination at inter-agency and sector levels.

Completed	Ongoing	Not started

INTER AGENCY MINIMUM PREPAREDNESS ACTIONS

#	Risk Monitoring	Status	Due date	Lead	Actions Taken
1	Establish an **early warning monitoring and analysis system**, mostly for seasonal hazards	Completed	n/a	OCHA	Monitoring ongoing
2	Ensure HCT discussion on **evolving risks**, when required	Completed	n/a	HCT	Scenario planning workshop - March 2015

#	Coordination & Management Arrangements	Status	Due date	Lead	Actions Taken
3	Maintain an **inclusive Humanitarian Country Team** (HCT) with participation of NGOs and Red Cross/Crescent Movement	Completed	n/a	HCT	
4	Ensure **inter-agency coordination** with regular meetings	Completed	n/a	Sector/Cluster leads	
5	Agree on a **coordination structure for response** with HCT members including clusters/sectors structures with respective responsibilities during an emergency	Completed	n/a	HCT & Sector/Cluster leads	
6	Ensure humanitarian agencies are **aware of the Government coordination structures** for emergency response	Ongoing	n/a	OCHA	Included in ERP but unclear how the system will be activated for disaster
7	**Share with MoSWRR possible resources available** for emergency response (with the international community in country or additional resources that can be requested)	Completed	n/a	OCHA & Sector/Cluster leads	At least twice per year before cyclone seasons
8	Advocate for government clear procedures /protocols between HCT and Government for requesting/accepting international assistance (International Disaster Response Law), **including established requirements such as custom clearances and visas**	Ongoing	Ongoing	RC/HC, OCHA	MRCS supporting Government on IDRL. WFP leading on customs
9	Clarify if **government intends to use military assets** in emergencies and establish clear protocols for cooperation/coordination	Not started			
10	Ensure **coordination with MNGO** on preparedness and at the onset of any emergency	Ongoing	Jun 2015	OCHA	MNGO part of ERP WG
11	Establish a proper and **functioning communication system with the government** to ensure the timely flow of information before and during an emergency (EOC) – including at the State and Region level in at risk areas (Rakhine, Mandalay and Ayeyarwaddy)	Ongoing	Jun 2015	RC/HC, OCHA & Sector/Cluster leads	Systems somehow established at local levels. National level to be formalized

#	Task	Status	Due date	Lead	Actions Taken
12	Compile a list of **government counterparts** (technical and political) at the national and local level	(yellow)	Sep 2015	Sector/Cluster leads	At sector/cluster but not broadly shared
13	Review and update the MPA and APA for the HCT and ensure that all members are aware of them (included in the ERP)	(green)	n/a	ERP WG	Under revision with new APA
14	Decide on a **primary and alternative location** where the HCT can meet during emergencies	(green)	n/a	OCHA and ERP WG	WFP/OCHA or UNDP
15	**Familiarize** humanitarian partners, government and other key partners on humanitarian principles, **international humanitarian architecture**, international response and humanitarian civil-military coordination	(yellow)	Jun 2015	OCHA	Some trainings done 2014/2015
	Operational Capacity & Arrangements to deliver relief and protection	Status	Due date	Lead	Actions Taken
16	Ensure that **contingency plan with possible response strategies is developed** along with sectors response plans. Include response monitoring framework in the planning	(green)	n/a	OCHA & Sector/Cluster leads	CP developed for Rakhine in 2014, updated in 2015
17	Agree on **minimum humanitarian standards** for humanitarian response (Sphere guidelines, cluster global guidelines)	(green)	n/a	Sector/Cluster leads	Sector/cluster defined the standards
18	Maintain information on **stockpilings** at sector/cluster level	(green)	n/a	Sector/Cluster leads & OCHA	At least twice per year before cyclone seasons
19	Identify **human resources surge needs** by sectors in case of emergency, available surge mechanisms at regional or global level (stand-by partnerships, internal deployment, external recruitment, others) and mechanisms for their activation.	(green)	n/a	Sector/Cluster leads & OCHA	Sector/clusters know their mechanisms
20	Conduct regular simulation exercise to test ERPP	(green)	n/a	OCHA	In Sept 2014
21	Conduct **simulation exercises for HCT and Government**, when feasible.	(green)	n/a	WFP/OCHA	In Sept 2014
22	Conduct **table-top exercise for the Crisis Management Team** (CMT) - UN SMT	(yellow)		UNDSS	Annually
23	Advocate for **government to authorized an Emergency Communications System** (ECS) in case of large-scale emergencies	(yellow)		WFP	
	Assessments	Status	Due date	Lead	Actions Taken
24	**Validate current IRA form** among sectors to ensure that collected data can be used as baseline for more complex monitoring efforts. Ensure form available in mobile application	(green)	n/a	OCHA & Sector/Cluster leads	
25	**Develop guidelines** for MIRA process	(red)	Jun 2015	OCHA & Sector/Cluster leads	
26	Develop and deliver **training on the use of MIRA**	(red)	Jun 2015	OCHA & Sector/Cluster leads	
27	Maintain an **Emergency Assessment Team** with available staff expertise across sectors that can be deployed at short notice (to be updated twice per year)	(green)	n/a	OCHA & Sector/Cluster leads	
	Information Management	Status	Due date	Lead	Actions Taken
28	Update Quarterly the Common Operational Datasets (COD) and Fundamental Operational Datasets (FOD)	(green)	n/a	MIMU & OCHA	
29	**Maintain and disseminate FODs** that related with development or preparedness activities, including a	(green)	n/a	MIMU	

#		Status	Due date	Lead	Actions Taken
	contact list of humanitarian/development actors in Myanmar, a schedule of meetings, "Who does What Where" (3W) products, assessment tracking, standard place names and place codes (P-codes), baseline data, as well as thematic and base maps	green			
30	**Maintain emergency related FODs and disseminate** it, primarily in MIMU Website – it should include, among other, Sector 3W, Camp Lists, at least a quarterly basis (for Rakhine, Kachin and Northern Shan)	green	n/a	OCHA & Sector/Cluster leads	
31	Sectors/clusters to **integrate Humanitarian Data Standards** developed by IM Network	yellow		Sector/Cluster leads	
32	Ensure that each **cluster/sector has a designated and active IM Focal** point engaged in the IM Network and its relevant humanitarian-focused activities	yellow	Dec 2015	Sector/Cluster leads	
33	**Cluster/Sector to register on assessment tracking**	yellow	Ongoing	Sector/Cluster leads	
	Reporting	Status	Due date	Lead	Actions Taken
34	Have **pre-formulated report templates** readily available to allow joint situation reporting	green	n/a	OCHA	
35	Ensure that **Reporting Focal points have been identified** in cluster/sector lead agencies and other partners	green	n/a	All	
36	**Provide orientation and guidance** for emergency reporting focal points/Sector and Clusters, on joint situation reporting	green	n/a	OCHA	
37	Agree on **basic structures and timeline** to allow joint situation reporting (incl. role of clusters)	green	n/a	OCHA	
	Public Information and Communication with Communities	Status	Due date	Lead	Actions Taken
38	Put in place a protocol on **how to handle media issues** at country level, and identify a spokesperson	green	n/a	HACG	
39	Ensure that **lists of national and international media** and media contacts in the country are up-to-date.	green	n/a	HACG	
40	Develop agreed **guidelines for coordination of communications with communities'** activities in an emergency	yellow	Jun 2015	OCHA	
41	Develop agreed **priority messages** for the affected community to reduce their risk	yellow	Jun 2015	OCHA & Sector/Cluster leads	
	Resource Mobilization	Status	Due date	Lead	Actions Taken
42	Ensure that **partners are familiar with the procedures** on ERF, CERF, HNO, HRP and Flash Appeal provided to key partners.	yellow	Jun 2015	OCHA	
43	Compile a list of **contacts for in-country donors** and technical focal points to be contacted.	green	n/a	OCHA	

CLUSTER/SECTOR MINIMUM PREPAREDNESS ACTIONS				
#	Camp Management & Camp Coordination Cluster (CCCM/C)	Status	Due Date	Lead
1	Communicate with national, region/state government entities on CCCM practices and responsibilities in the events of event/large scale displacement	green	n/a	CCCM/C lead, IOM
2	CCCM training for Government on post natural disaster settings, "principles and approaches"	green	n/a	CCCM/C lead, IOM
3	Monthly updated list online of Cluster participants (www.shelternficccmmyanmar.org)	yellow	Ongoing	CCCM/C lead
4	Every two months data/analysis on CCCM coverage (www.shelternficccmmyanmar.org)	yellow	Ongoing	CCCM/C lead

#		Status		Due Date	Lead
5	Focal points for Camp Management assessments with awareness of standards, shared wih partners	Green		n/a	CCCM/C lead
6	All partners aware of overall CCCM strategy, standards (including cross-cutting issues), especially issues related to vulnerable groups	Green		n/a	CCCM/C lead
7	Collect and analyse information on populations likely to be more vulnerable	Yellow		Ongoing	CCCM/C lead
8	Agree on data management, data sharing mechanisms and protocols, rapid assessment tools and reporting formats	Green		n/a	CCCM/C lead & OCHA (MIRA)
9	Evaluate overall performance of the Cluster		Red	2015	CCCM/C lead

#	**Education in Emergencies Sector (EiE/S)**	Status		Due Date	Lead
1	National level education coordination mechanism and roles and responsibilities (individual and organizational) clarified – ETWG vs. EiE Sector Coordination Group	Yellow		Oct 2015	EiE/S leads: UNICEF, SCI
2	Government focal points and mechanisms identified and included/incorporated into the EiE coordination mechanism	Yellow		Dec 2015	EiE/S leads
3	Updated sector contact list shared regularly (March, June, September, December)	Green		n/a	EiE/S leads
4	Focal points for joint assessments with expertise and experience identified from sector partners, listed and updated quarterly (March, June, September, December)	Green		n/a	EiE/S leads
5	Sector stockpiles available in country listed and updated regularly (March, June, September, December), and supply chain identified for rapid procurement and delivery	Green		n/a	EiE/S leads
6	Available sector seed and response funding sources and mechanisms identified, listed and notified (updated bi-annually - March and September) (taking into account flash appeal funding opportunities in the case of emergency)	Green		n/a	EiE/S leads
7	EiE section of a multi-sectoral rapid initial assessment (MS-IRA) tool developed and agreed.	Green		n/a	EiE/S leads
8	EiE specific rapid assessment tool developed and agreed by sector	Yellow		Oct 2015	EiE/S leads
9	Identified EiE assessment focal points trained in use of assessment tools	Yellow		Oct 2015	EiE/S leads
10	Minimum emergency education assistance package, in line with INEE Minimum Standards (and current programming) agreed by sector and documented	Yellow		Oct 2015	EiE/S leads
11	Sector cross-cutting issues (gender, conflict sensitivity, inclusive education, child rights, protection, PSS) and strategies to be included in check-lists. Updated and shared bi-annually (April and October)	Yellow		Oct 2015	EiE/S leads
12	Education in emergencies response capacity amongst key partners (in emergency-prone areas and nationally) assessed. Plans to fill capacity gaps developed	Yellow		Oct 2015	EiE/S leads

#	**Food Security Sector (FS/S)**	Status		Due Date	Lead
1	Udpated contact list of sector participants shared at list twice per year	Green		n/a	FS/S lead
2	Updated list of government counterparts (national and local levels) shared	Green		n/a	FS/S lead
3	Sector stockpiles available in country identified, updated at least twice per year and shared with partners, and supply chain identified for rapid procurement and delivery	Green		n/a	FS/S lead
4	Focal points for joint assessments with sector expertise identified, shared with partners and updated twice per year	Green		n/a	FS/S lead
5	Agreed joint-assessment formats put in place	Green		n/a	FS/S lead
6	Agreed minimum assistance package, in line with Sphere Standards	Green		n/a	FS/S lead
7	Information management and reporting focal points identified	Green		n/a	FS/S lead
8	Cross-cutting issues identified, shared with partners and included within the activities in check-lists	Green		n/a	FS/S lead

#		Status	Due Date	Lead
9	Sector check list of inmediate actions after disaster	🟩	n/a	FS/S lead
10	Sector check list of actions within two weeks	🟩	n/a	FS/S lead
#	**Health Cluster (H/C)**	**Status**	**Due Date**	**Lead**
1	Update contact list of sector participants share with the sector partners	🟩	n/a	H/C lead
2	Focal points for joint assessments with sector expertise identified and shared with partners	🟩	n/a	H/C lead
#	**Logistics Sector**	**Status**	**Due Date**	**Lead**
1	Update of contact list of sector participants shared at list twice per year	🟩	n/a	WFP
2	Review rosters of Local Transporters, Customs clearing agents, Non Food Item suppliers, etc.	🟩	n/a	WFP
3	Review SOPs for logistics activities such as customs and port clearance, transport, warehouse management	🟩	n/a	WFP
4	Update and review on the stock level of emergency operational equipment	🟩	n/a	WFP
5	Review Logistics Capacity Assessment (LCA) – online	🟨	June 2015	WFP
6	Trainings for emergency operation (i.e. WH management, MSU erection, logistics cluster, etc.)	🟨	June 2015	WFP
#	**Non Food Items Cluster (NFI/C)**	**Status**	**Due Date**	**Lead**
1	Establish responsibilities and coordination mechanisms between the Government and NFI partner agencies to coordinate effectively	🟩	n/a	NFI/C & GoM (GAD)
2	Monthly updated list online of Cluster participants (www.shelternficccmmyanmar.org)	🟩	n/a	NFI/C lead
3	Every two months data/analysis on NFI coverage (www.shelternficccmmyanmar.org)	🟩	n/a	NFI/C lead
4	Focal points for joint assessments with awareness of NFI standards, shared with partners and updated 3 times per year	🟨	June 2015	NFI/C lead
5	Clarify total NFI contingency supplies for entire Cluster, updated 3 times per year	🟨	June 2015	NFI/C lead
6	All partners aware of overall NFI strategy, including cross-cutting issues	🟩	n/a	NFI/C lead
7	Collect and analyse information on populations likely to be affected, and identify likely scenarios and responses	🟨	Ongoing	NFI/C lead
8	With NFI partner agencies agree on minimum NFI standards in-line with prioritized criteria	🟩	n/a	NFI/C lead
9	Arrange procurement of contingency supplies, as required	🟩	n/a	NFI/C lead
10	Agree on data management, data sharing mechanisms and protocols, rapid assessment tools and reporting formats	🟨	June 2015	NFI/C lead & OCHA (MIRA)
11	Coordinate with transport agents to identify standby capacities/quantities/delivery time for emergency NFI distributions	🟥	June 2015	NFI/C lead
12	Assess warehousing capacities against minimum agreed contingency requirements	🟨	June 2015	NFI lead
#	**Nutrition Sector**	**Status**	**Due Date**	**Lead**
1	Updated contact list of sector participants shared at least twice per year	🟩	n/a	UNICEF
2	Focal points for joint assessments with sector expertise identified, shared with partners and updated twice per year	🟩	n/a	UNICEF
3	Preposition of supplies for nutrition response for under-fives and pregnant/lactating women	🟩	n/a	UNICEF
4	Sector stockpiles available in country identified, updated at least twice per year and shared with partners, and supply chain identified for rapid procurement and delivery	🟩	n/a	UNICEF
5	Capacity building/training provided to partners on identified gaps	🟨	Oct 2015	UNICEF
6	Mapping (3W) of partners, including UN agencies, MoH and I/NGOs	🟩	n/a	UNICEF

#		Status	Due Date	Lead
7	Adapt generic tools recommended by Global Nutrition Cluster such as the 'Rapid assessment matrix', SMART and standard tools for Myanmar context and endorsethrough sector/cluster	green	n/a	UNICEF
8	Ensure availability of standard protocols for community-based and in-patient management of acute malnutrition	yellow	Jul 2015	UNICEF
9	Support a multi-sectoral rapid assessment mechanism and format that includes priority nutrition information.	green	n/a	UNICEF

#	**Protection Sector**	**Status**	**Due Date**	**Lead**
1	Maintain and update Protection working group, Child Protection and GBV sub-working groups contact lists at national and sub-national levels	green	n/a	UNHCR, UNFPA, UNICEF
2	Consolidate and keep up to-date contacts of key focal points within line ministries at the state and township level	green	n/a	UNHCR, UNICEF, UNFPA
3	Ensure data protection and security protocols are in place for each protection-related case management agency, in case of evacuation of personnel	red	Dec 2015	UNHCR, UNFPA, UNICEF
4	Harmonize CP Case Management Form and agree on a Child Protection Information Management System, (CPIMS) emergency template	yellow	Dec 2015	UNICEF (SCI)
5	Initiate emergency GBV IMS: emergency intake forms and information sharing protocols	yellow	Ongoing	UNFPA, UNHCR
6	Identify Protection WG, CP and GBV SWG members with relevant language and technical skills willing to take part in the inter-agency rapid assessment teams	green	n/a	UNHCR, UNFPA, UNICEF
7	Disseminate the revised MIRA form and specific protection related questions/observations for Protection Sector/CP/GBV Sub Sector members at national and sub-national level.	green	n/a	UNHCR
8	Develop and disseminate a protection action sheets (addressing Gender/GBV/CP/Elderly/Disabled issues) per sector to mitigate potential risks in the delivery of broader humanitarian assistance	yellow	Ongoing	UNHCR, UNICEF, UNFPA, GenCap
9	Finalize key messages on prevention of separation in emergencies for communities and translate them into relevant languages	green	n/a	UNICEF, UNHCR
10	Unaccompanied and separated children (UASC) working group field- testing the UASC framework	green	n/a	UNICEF (MRCS)
11	Disseminate CP Inter-Agency Minimum Standards	yellow	Ongoing	UNICEF
12	Develop "emergency" referral protocols for acute and protracted emergency contexts.	green	n/a	UNFPA
13	Develop and disseminate protection emergency 'Toolkit' to include safety audit tools, rapid assessment/focus group questions. Include guidance notes on child protection, GBV and main protection issues in emergencies.	yellow	Ongoing	UNHCR, UNICEFUNFPA
14	Consolidate and keep updated protection-related itemsstockpiles (as per stock pile list) available in country	green	n/a	UNHCR, UNFPA, UNICEF
15	Train Protection Sector, GBV and CP Sub-Sector members on the use of the Protection Incident Monitoring Form, child protection intake form, GBV intake form.	yellow	Ongoing	UNHCR, UNICEFUNFPA
16	Ensure Protection Sector GBV and CP Sub-sector members at national and sub-national level are briefed on Protection from Sexual Violence and Abuse (PSEA) and are able to inform communities on complaint mechanisms and immediate assistance	yellow	Ongoing	UNHCR,UNICEF, UNFPA, GenCap

#	**Emergency Telecommunications Sector**	**Status**	**Due Date**	**Lead**
1	Organize regular local working group meetings with inter-agencies ICT focals	green	n/a	WFP
2	Update the contact list of ICT focals from agencies twice per year	green	n/a	WFP
3	Update and share the status of Data and Telecomm infrastructure service and equipment of agencies in country and prepositioning if required.	yellow	May 2015	WFP

#		Status			Due Date	Lead
4	Get the countrywide UN radio license from the government				June 2015	WFP/UNDSS
5	Regular update of the countrywide staff contract list, callsigns and the emergency communication equipment training to the users				n/a	UNDSS
6	To organize emergency telecomm training for ICT staff in country to be ready for rapid response				June 2015	WFP
#	**Shelter Cluster**	**Status**			**Due Date**	**Lead**
1	Monthly updated list online of Cluster participants (www.shelternficccmmyanmar.org)				n/a	Shelter/C lead
2	Updated site plans online for key/vulnerable IDP communities (www.shelternficccmmyanmar.org)				n/a	Shelter/C lead
3	Focal points for joint assessments with awareness of emergency shelter				n/a	Shelter/C lead
4	Clarify total emergency shelter contigency supplies for entire Cluster, updated 3 times per year				June 2015	Shelter/C lead
5	All partners aware of overall shelter strategy, including types of emergency shelter intervention, minimum standards and cross-cutting issues				n/a	Shelter/C lead
6	Collect and analyse information on populations likely to be affected, and identify likely scenarios and responses				June 2015	Shelter/C lead
7	Arrange procurement of contingency supplies, as required				n/a	Shelter/C lead
8	Agree on data management, data sharing mechanisms and protocols, rapid assessment tools and reporting formats				n/a	Shelter/C lead & OCHA (MIRA)
#	**WASH Cluster (WASH/C)**	**Status**			**Due Date**	**Lead**
1	Updated contact list of sector participants shared at least twice per year				n/a	WASH/C lead
2	Public Information management system in place				n/a	WASH/C lead & MIMU
3	Develop reporting mechanism and template for situation report				n/a	WASH/C lead
4	Share mechanism between Regional UNICEF office Bangkok and Global cluster for specific support activation				n/a	RECA
5	Define proper linkage with Government (contact list, preliminary meeting,…)				June 2015	WASH/C lead & OCHA
6	Cross-cutting issues identified, shared with partners and included in check-lists				n/a	WASH/C lead
7	Wash stockpiles available with national coverage, updated at least twice per year and shared with partners, and supply chain identified for rapid procurement and delivery				n/a	WASH/C lead
8	Focal points for joint assessments with WaSH expertise identified, shared with partners and updated twice per year				n/a	WASH/C lead
9	Consolidate MIRA quick assessment in coordination with OCHA				n/a	WASH/C lead
10	Agreed minimum assistance package with associated technical standard (design and EIC)				n/a	WASH/C lead
11	Capacity building/training to partners on identified gaps provided: UNICEF emergency training national and technical training to be organized				Jul 2015	WASH/C lead

ADVANCED PREPAREDNESS ACTIONS (APA)

The Advanced Preparedness Actions (APAs) are designed to guide the HCT to an advanced level of readiness to respond to a specific risk. They build on the MPA. The APA checklist includes essential preparedness actions to complement and support the contingency plan process.

	Completed		Ongoing		Not started

#	Activities	Status		Due Date	Lead	Actions Taken
	Coordination & Management Arrangements					
	Contact OCHA **to inform on the threat** and cross-check information at field level				All & OCHA	
	Alert RC/HC				OCHA	
	Contact GoUM (RRD) to inform/verify threat				RC/HC & OCHA	
	Once the threat is confirmed contact the government to know: 1. **National capacity** to deal with the emergency 2. Intent to declare a **state of emergency**. 3. Intent to request, welcome or decline **international assistance**. - If welcomes, outline support options available, request approval for additional humanitarian staff's entry into the country and the need for UNDAC team. - If declines assistance but is nonetheless required, HCT to increase their capacity to respond.				RC/HC	
	Alert **ERP WG**				OCHA	
	Convene HCT meeting (define inter-agency response plans and additional clusters activation on standby)				RC/HC & OCHA	
	Analyze possible need for additional coordination resources from regional/HQ level. Consider pre-deployment of an **UNDAC team** if appropriate				RC/HC & HCT	
	Agree on **response coordination structure** at the most high area where CP or scenario planning were developed				HCT & ICCG	
	Contact MNGO CPR focal point for information sharing				OCHA	
	Organize a **briefing for in-country donors**				OCHA	
	Operational Capacity & Arrangements to deliver relief and protection					
	Revise CP for the imminent emergency and adjust it as required.				ERP WG	
	Review capacity to respond (information on available stocks, personnel available assessments, staff deployable for a possible response, including capacity of donors/embassies). Identify and quantify the gaps				OCHA & Sector/cluster leads	
	Identify **constraints** for accessing potential affected populations				HCT	
	Request Government **logistical assistance for site visits** if required.				HCT	
	If case of access constraints due to **bureaucratic impediments**: advocate with Government for simplified visa, entry and travel procedures to affected areas				RC/HC & OCHA	

Consider potential need for using **Military and Civil Defence Assets**				HCT	
Based on situation and gender analysis identify the most appropriate **activities needed to reach potential beneficiaries** (including vulnerable groups)				GenCap & Protection Sector lead	
Decide on possible **distribution strategy and beneficiary selection criteria** based on situation and gender analysis				GenCap & Protection Sector lead	
Ensure there is a clear **protection strategy in place**. Ensure appropriate prevention and response mechanisms for sexual and gender based violence				Protection Sector lead	
Identify **potential local partners**, including women's organisations, in the areas likely to be affected to support distribution of relief items				OCHA & ERP WG	
Identify and address any **urgent training needs of cluster/sector and local partners** i.e. standards for distribution, Protection from Sexual Exploitation and Abuse (PSEA)				Sector/cluster leads	
Contact with **private sector partners** and identify possible areas of support				OCHA & ERP WG	
Based on the analysis of the potential risk and the initial relief requirements estimated by the sector/cluster, **review the need for pre- positioning**				OCHA & Sector/cluster leads	
Hold an inter-agency logistics coordination meeting to **determine existing logistics capabilities and additional needs**				Logistic sector & Sector/Cluster leads	
If stocks are being brought from outside the country, ensure that **custom and importation procedures are understood**. Identify the timeline for arrival of stocks				Logistic sector & Sector/Cluster leads	
Compile a list of **local/regional transport and logistics suppliers** that have capacity to continue operating during an emergency				Logistic sector & Sector/Cluster leads	
Review the **need for air support**, including United Nations Humanitarian Air Service (UNHAS) deployment				Logistic sector	
Review **security plans** to see that they are up- to-date and relevant for the area of planned operation				DSS	
Review **Business Continuity Plans** to see that they are up-to-date and relevant for the area of planned operation				Each organization	
Liaise with appropriate Government institutions on **security matters**				DSS	
Assessment & Information Management					
Gather relevant secondary **data and maps for preliminary scenario definition**				OCHA & MIMU	
Disseminate MIRA agreed form (hard and soft copies)				OCHA	
Plan **joint multi-sector rapid needs assessments** schedule using agreed methodology. Ensure coordination with local NGOs.				OCHA & Clusters/Sectors	
Confirm **IM focal points** from sector/clusters to coordinate under IM Network				OCHA & MIMU	
Advocate to **incoming emergency response staff** to register in MIMU				OCHA & MIMU	
Operationalized **tracking system for aid inputs and outputs** delivered by disaggregated data in the first days of the emergency				OCHA & MIMU	

Based on 2015 **Response Monitoring Framework** (RMF) and activities/targets identified in the Contingency Plan, agree on the RMF for the new emergency				OCHA	
Reporting					
Send **Flash Update** (email) to key partners (internally and externally if required)				OCHA	
Confirm **reporting focal points**				Sector/Cluster leads	
Issue regular **Situation Reports** (daily if necessary)				OCHA	
Public Information & Communications with Communities					
Alert **HACG** to be on standby				OCHA	
Revise the **protocol on how media issues should be handled** at country level and identify a agree on a spokesperson				HACG	
Start developing risk-specific **talking points and Q&As for RC/HC and HCT**				HACG	
Ensure that lists of national and international media and **media contacts in the country are up-to-date**				OCHA	
Establish **two-way consultation and communications systems** to support information provision to and feedback from affected communities				Sector/Cluster leads & OCHA	
Ensure all field staff, local partners, HACG, MRCS, Government and relevant media have the **priority messages for the communities**				OCHA	
Resource Mobilization					
Drafting a **Flash Appeal** with inputs from Contingency Plan				OCHA	
Identify **emergency funds capacities** (ERF, CERF)				OCHA	
Organise **donor briefing** and ascertain intentions to fund the response. Ensure coordination with local NGOs.				RC/HC & OCHA	

ANNEXES

Annex 1 – Contingency Plan – Cyclone Scenario in Rakhine.

Annex 2 – Contingency Plan – Sector Standard Operating Procedures (SOP).

Annex 3 – Scenario Planning summary in Mandalay and Ayeyawaddy regions.