**4**

**Before deployment**

**Command line, reporting/communication line or channel,**

**decision making on mobilization and deployment**

1. **Disaster alert and monitoring:**
2. From HQ: With approval from DMD director, it is the role of information desk officer in DMD to regularly monitor disaster event and send the alert message to branch through – email, or calling or text message, or letter depending on the appropriateness and availability of the mean. It is the branch director that should receive this disaster alert information. The alert information should be about – progression or occurrence of rainfall, storm or typhoon, flood…etc. that could turn into a potential disaster.
3. At branch: it is the role of branch to monitor progression of disaster in its provincial territory. Assigned DO should be the one who conduct this regular monitoring and report to branch director (by whatever mean available/agreed in branch) on any possible or potential incident relating to – flood, storm/typhoon, rainfall..etc. that could turn into a disaster.
4. **Disaster/emergency/incident reporting to HQ:**
5. **From commune to branch level:** CCDM’s head of sub-group 3 with approval from head of CCDM will report to sub-branch and branch on any disaster progression or incident in its commune territory. In case of disaster, the report should include information about mainly the affect and need for response following a template that agreed by branch and HQ. The report should include also the decision whether to request for BDRT or branch support or not in accordance with capacity of the CDRT to handle the emergency – in term of financial resource, human resource, level of skill and expertise to do the immediate job.
6. **From Branch to HQ:** branch director, with approval from the head of branch committee and support from the assigned DO, will report any disaster or emergency incidents or progression of those incident to DMD director through – calling, or written report/letter, email. DMD is responsible for producing and introducing the template for incident report to all branch to us. This report will include whether branch will request for HQ and CRC DRT support or not, or request for HQ to be standby.
7. DMD director will continue to – share information with DMD information desk officer, and report to CRC leadership including deputy secretary general and secretary general for consideration and preparedness.
8. **Decision making for deployment:**
9. **Deployment of CDRT:**
* It is automatically for the CDRT to activate upon any occurrences of emergency in its commune territory. It is the responsibility of head of CCDM to mobilize and activate the CDRT to be deployed.
* The CDRT is under supervision and management of the RC representative at commune level or in the other word the head of CCDM sub-group 3. CCDM can request for support from BDRT in case the emergency situation is over CCDM capacity to address – in term of available financial and human resource, level of skill and expertise to address the emergency need.
* The request could be in the form of letter from head of CCDM or a call (following the written letter latter on) to sub – branch and branch director.
* The branch director will report to head of branch committee and then will response to the request from commune.
1. **Deployment of BDRT:**
* Initially, upon occurrence of any major disaster in the province, or after the request from CDRT, the branch director by himself or through an assigned DO will alert all its BDRT members to be prepared and standby.
* It is the role and decision of branch director together with the head of branch committee whether to mobilize and deploy the BDRT or not to a particular area upon the occurrence of any emergency or disaster incidents (either there is a request from CCDM or not).
* The decision to mobilize and deploy the BDRT is depending on the need and characteristic of each emergency/disaster – eg. For BDRT to do rapid need assessment, or to do relief distribution/management, or evacuation…etc.

1. **Deployment of CRC DRT:**
* Upon occurrence of the a large scale disaster, DMD together with DSG and SG consider to alert its CRC DRT to be prepared and on standby for deployment.
* When the government declares a state’s calamity or emergency, CRC will then deploys its CRC DRT. However, in some local disaster event that there is a request from affected branch, CRC can also consider deploying its CRC DRT team.
* Considering the decentralization decision, in principle, the mobilization and deployment of CRC DRT to any affected branch/branches happens only in case there is a request from affected branch/branches, while the emergency exceeds the branch capacity to address – in term of branch’s human resource availability, technical expertise, financial and material resource, to address the immediate need of affected people.
* The branch director with approval from head of branch committee will request to DMD director through an official letter, or a phone call (following by an official letter), or by written e-mail communication.
* DMD director will assign the DMD’s information desk officer to alert all its CRC DRT members to be standby and prepare for deployment.
* DMD director will then report to DSG and SG. It is the decision of DSG and SG together with DMD director whether to mobilize and deploy the CRC DRT or not. DMD director will then inform to branch director on the decision through a phone call (follow by an official letter) or an official letter.

**During deployment**

**Command line, decision making, reporting/communication line/channel, team management, funding to support deployment:**

1. **CDRT:**
2. The head of CCDM is in charge of overseeing the entire operation.
3. The function and activation of CDRT team is under direct supervision/management of the CCDM ‘s head of sub-group 3.
4. Team member of sub-group 3 should report to head of sub-group 3 and the head of sub-group 3 will report to head of CCDM.
5. In case of reporting to sub-branch or branch, head of sub-group 3 with approval from head of CCDM will report to sub-branch officer or branch director by whatever mean available.
6. The decision of critical issues will be taken by both head of CCDM and head of sub-group 3.
7. Same communication model need to be adopted in the top down communication line. The branch director or a designated branch person will communicate directly to sub-branch officer or head of sub-group 3. It is the job of head of sub-group 3 to communicate to head of CCDM and the rest of the team.
8. **BDRT:**
9. Branch director is in charge of overall management and supervision of response operation. The branch director, with approval from head of branch committee, can designate someone in the branch to assist him/her.
10. All field report should be directed to branch director, the branch director will continue to report to branch committee and communicate to the rest of relevant staff in branch.
11. In case of CRC DRT team deployed to support the branch, 1 person from the team is assigned as a team leader however the whole CRC DRT team’s function and activation is still under the overall management of the hosted branch director.
12. **CRC DRT:**
13. The deployed CRC DRT team to affected branch/branches will have a team leader however it still works under the overall management of the branch director. The CRC DRT team leader in this case performs as a direct supervisor to the team.
14. The team will perform its duty based on the specific ToR for deployment briefed or given to them before the deployment – as requested by affected branch/branches.
15. Team member will report to the team leader and the team leader will report to branch director.
16. Given that the team is working to complement to branch’s gap and under overall management of the branch director; the team members or team leader therefore could not send or share any reports/disaster related information to external agency or HQ without approval from branch director.
17. Any major or critical decisions related to the operation should be taken in close consultation with branch director or head of branch committee.
18. The top down communication from HQ to the CRC DRT team needs to follow the same model. In any communications, HQ needs to initially contact the branch director however in some cases that the branch director is not available, HQ could direct to CRC DRT team leader but the team leader need to ensure that the branch director is aware of it.