



The Principles and Policy of Disaster Preparedness & Disaster Responses

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**THE PRINCIPLES AND
BASIC RULES OF
CAMBODIAN RED CROSS
IN DISASTER RELIEF**

THE PRINCIPLES AND BASIC RULES OF CAMBODIAN RED CROSS IN DISASTER RELIEF

INTRODUCTION

The Cambodian Red Cross (CRC) was established on 18th February 1955, and recognized by the International Committee of the Red Cross on 7 October 1960. It was admitted as a member to the International Federation of the Red Cross and Red Crescent Societies on 8 October 1960.

At the National legal authority, the CRC was recognized by the Royal Decree No. 378/NS, dated June 16, 1958 and the reviewed Royal decree No. NS/RKT/ 0502/113, dd May 6, 2002.

Based on the CRC statutes which was amended and adopted on 4th September 2006 and for supporting the formal status of its activities, a Resolution dated 29 September, 2006 on the organization and the functioning of the fourth mandate was approved by the 4th General Assembly of the Cambodian Red Cross.

The Disaster Management of the Cambodian Red Cross was performed in 1994. Its main task is to be responsible for implementing the overall Disaster management, the 2nd of the National Society's core areas, namely, 1)- Promotion of the Movement's Fundamental Principles and humanitarian values; 2)- Disaster response and Disaster preparedness; 3)- Health and care in the community and; 4)- Organization Development.

The guiding principles and values underlying the Cambodia Red Cross approach to disaster management are presented in this section of the document. They are consistent with and aligned to the International Federation's Principles and Rules for Red Cross and Red Crescent Disaster Relief (endorsed by the 26th International Conference of the Red Cross in Geneva, 1995); the Fundamental Principles of the Red Cross and Red Crescent; the Statutes of the Movement; and the Geneva Conventions and their additional protocols. This updated version is also adopted from the International Disaster Response Laws, Rules and Principles (IDRL).

The present principles is focusing on the disaster preparedness (DP) and disaster relief assistance (DR) basic rules. For ensuring its accountability of the implementation, it is advised to refer to the Financial Regulations, amended and adopted by the 3rd General Assembly of the CRC on 5 August 2002. Moreover, the present articles do not contain supplementary guidelines developed in the previous document including, integration policy on DM and Development; Food Security guideline; Refugees and other displaced people guideline; Capacity building and Development guideline; Psychological support guideline; and Gender guideline.

A. FUNDAMENTAL PRINCIPLES

1. Field of application

1.1- The principles enumerated in this document apply to disasters resulting from natural or other calamities.

1.2- In the event that disaster relief operations need to be carried out in a time of war, civil war, or internal disturbances, operations shall be regulated by the provisions of the Seville Agreement which was adopted by consensus, in Resolution 6 of the Council of Delegates in Seville, Spain, on 26 November 1997.

1.3- Accounting and auditing standards defined in this document shall also apply to situations described under paragraph 1.2 above.

2. The Duty to Assist

2.1- The CRC in its endeavor to prevent and alleviate human sufferings, considers it a fundamental right of all people to both offer and receive humanitarian assistance. Hence, it has a fundamental duty to provide relief to all disaster victims and assistance to those most vulnerable to future disasters.

2.2- The CRC, where presently be a member of South East Asia Regional Disaster Management Committee (SEA-RDMC) and the Regional Disaster Response Team member (RDRT) is arranged to deploy to any emergency operation required by disaster stricken National Society(ies). In reverse situation, the CRC shall be entitled to obtain assistances from other NS-RDRT.

2.3- CRC recognizes that in helping disaster victims to survive, relief programs must also look to the future and ensure that people are not left more vulnerable to the future disasters. Wherever possible, relief programs will attempt to build upon the capacities of those being assisted, involve them in the management and implementation of the program and act with a sense of accountability towards the beneficiaries.

3. Role of the Cambodian Red Cross

3.1- Prevention of disasters, assistance to victims and recovery are first and foremost the responsibility of the Royal Government of Cambodia (RGC). The CRC will actively offer assistance to disaster victims in a spirit of cooperation with the RGC. The CRC help is of a complementary, auxiliary and independent nature and is given primarily in preparedness an emergency phase. If circumstances require and provided the CRC is assured of the necessary resources and means, it may take longer-term disaster assistance programmes. Such programmes should be designed to reduce vulnerability to disasters, and build capacity to prepare for and mitigate to future possible disasters.

3.2- The CRC-NHQ acts as the information gathering desk for its Branches regarding situations caused by disaster and shares, at the national and international level, with other DM institutions/ organizations.

4. Coordination

4.1- Considering that assistance to disaster victims requires coordination at local, national and, at times, international levels, the CRC, whilst remaining true to its Principles, should, in the implementation of its programme, endeavor to take into account the interventions and activities of the National Committee for Disaster Management (NCDM), UN Relief Agencies, RDMC, local and international non-government organizations and other humanitarian aid agencies.

4.2- With a strong foundation and a well-defined work-alliance system of the CRC, that its position has been revealed as one of the most capable and leading local disaster response agencies in Cambodia. The CRC NHQ and Branches offer services to the disaster affected

areas, but simultaneously do not neglect to engage the NCDM to assist with the coordination of disaster relief agencies/ organizations.

5. Role of the Federation

5.1- The Country Delegate of Federation, with the consent of the Secretariat, should support the CRC in their negotiations and agreements with the government in a view towards establishing and developing the position and role of the CRC in national disaster preparedness, response and recovery plan.

5.2- The Federation Country Delegate in collaboration with SEA Regional Disaster Management Unit (SEA-RDMU) should strive to increase the capacities of CRC to fulfill its agreed disaster management roles and responsibilities with government. This will be realized through trainings and other capacity building provided in DM related activities and interventions.

6. Preparedness and Mutual Aid

6.1- It is the duty of CRC, particularly in the Disaster Management Strategies, that planted with a strong foundation and valid systems, to prepare and build the capacities of its Branches and disaster affected communities enabling them to safely and timely respond to the adverse impact of disasters.

6.2- Only when faced with an emergency or crisis situation exceeding its own resources to respond, should the CRC request assistance from other National Societies through the Country Delegate of the Federation, in parallel with the appeal of the NCDM for national and international assistances. In such circumstance, the assistance shall be primarily appealed (by the Federation) to RDRT/FACT/ERU. Hence the RDRT's Standard of Procedures (SoP) and other related guidelines shall be applied.

6.3- In assisting each other in this way, while respecting the independence of each other and the sovereignty of the stricken country, National Societies contribute to the strengthening of friendship and peace among peoples.

7. Ways and Means of Assistance

7.1- CRC assistance to victims is given without any distinction as to sex, ethnicity, race, religion, social condition, health status or political opinion.

7.2- The CRC emergency relief is administered with economy, efficiency and effective-ness. Its utilization is the subject of reports, including audited accounts of income and expenditure, reflecting a true and fair view of the operation.

B. PRINCIPLES OF DISASTER PREPAREDNESS

8. National Relief Plans

8.1- CRC should actively advocate and encourage the government agency responsible for coordinating disaster preparedness, response and recovery efforts in the country, the NCDM, in the development and continuous updating of a National Relief Plan and any other similar plans that outlines an effective national strategy that will ensure an operational coping mechanism and potential emergency relief to the effects of disasters.

8.2- The National Relief Plan should assign to all sectors of the community - public services, CRC, voluntary agencies, social welfare organizations and qualified persons - precise responsibilities and tasks in the fields of disaster prevention, relief and reconstruction. To ensure rapid mobilization and complete and effective use of material and personnel resources, the CRC should support efforts of the NCDM.

9. Preparedness of the CRC

9.1- The extent of any CRC relief program planned, depends on the magnitude of the

disaster, the needs already covered by others, and the responsibilities delegated to the CRC by the NCDM or by the National Relief Plan.

9.2- The CRC must prepare itself to assume the responsibilities that may be placed on it as a result of a disaster event. It must establish its own contingency plan, disaster response team, minimum standard of relief (*see NDRT-SoP*) and stockpiling, that might adapt to its capacity and capability in the emergency phase of relief operation. Such plans must be regularly reviewed and capacity further developed in the light of experience and sustainability of the programme.

9.3-The CRC, as with all National Societies, face the possibility of responding to disasters beyond their capacities to address. The CRC should therefore make preparations that enable it to receive and manage international assistance provided.

9.4-The CRC should make every effort to obtain facilities from governmental or private transport services in the country for the rapid transportation (free of charge or at reduced rates) of relief supplies, including goods in transit, for disaster victims.

9.5- The CRC should also endeavor to obtain from the RGC, exemption from all taxes and customs duties, concerning the entry into and transit through the country, of funds, equipments and relief goods or supplies intended for the victims of disasters.

9.6- The CRC should seek to obtain travel facilities and the quick granting of visas for Federation, Red Cross and Red Crescent personnel taking part in relief operations.

10. Agreements on Mutual Assistance

10.1- As part of their disaster preparedness strategy, CRC should endeavor to conclude all agreements on mutual assistance and cooperation in the event of disaster with relevant agencies/ institutions and others.

10.2- For the most disaster-prone provinces, the CRC shall endeavor to negotiate pre-disaster agreements with the provincial authorities that aims to enhancing the disaster preparedness activities of the branch and improving the timeliness and effectiveness of CRC response to major disasters.

C. PRINCIPLES IN NATIONAL DISASTER RELIEF ASSISTANCE

11. Commitment

11.1- The CRC's disaster relief assistance is to be taken to alleviate human suffering that affected by disaster(s). It is based on the *Code of Conduct for the International Red Cross and Red Crescent Movement and (NGOs) in Disaster Relief* and adopted to the international disaster response laws, rules and regulations (IDRL).

11.2 The CRC, through its own ability and the engagement to the NCDM to assist with the coordination of disaster relief agencies/ organizations, provides assistance and support in a timely and effective manner, in order to meet the immediate needs of disaster-affected persons.

11.3- The CRC shall seek for sufficient financial, human and material resources to achieve the Minimum Standards of SPHERE.

12. Initial information

12.1- To enable the CRC to act as a disaster information track base, CRC Branch shall immediately inform of any disaster occurring within the province, including data on the extent of the damage and on the relief measures taken at the provincial level to assist victims. Even if the Branch does not envisage appealing for external assistance, the CRC may, in the spirit of National cohesion, send a representative/s to the disaster-affected area to gather information and assist the Branch in dealing with the national dimensions of the disaster.

13. Use of the National Emergency Relief Fund (NERF)

13.1- To accordingly used National Emergency Relief Fund (NERF), through the Government, the CRC has to recognize and comply with the NERF rules and regulation.

14. Request for International Assistance and Appeal

14.1- Any request from CRC for international assistance shall be addressed to the Federation by respecting Working Modalities for disaster response within Asia Pacific Region, including those for accessing the Disaster Relief Emergency Fund (DREF) and launching an Emergency Appeal.

14.2- On receipt of such a request, the Federation will, when conditions call for it, launch an Appeal to all National Societies or, depending on the circumstances, to a certain number of them.

14.3- The Federation may, however, take the initiative to offer assistance, even though the CRC has not asked for it.

15. Relations with the National and International News Media

15.1- The CRC shall deliberately elaborate the disaster information, with the coordination of NCDM, in regards to its magnitude and effects when convey to public media.

15.2- Since the media can have a major influence on public support for a relief operation and the generation of funds, the CRC should make every effort, consistent with the efficient conduct of the relief operation and any regulations laid down by the authorities, to facilitate journalists' coverage of an emergency situation.

15.3- When a disaster situation attracts large-scale international media interest, the Federation's delegate will be requested to assist in coping effectively with the requirements of the media and responding to the public information needs of Participating National Societies and the Federation's Secretariat in Geneva.

16. Regular Communication of Information

16.1- The CRC, through disaster management information system (DMIS), will keep the Federation informed on the development of the situation. The CRC shall update such information and timely forwards to NCDM.

17. Information on Assistance

17.1- When, as a result of a Federation Appeal or as a result of mutual agreement or other special circumstances, a National Society gives assistance to CRC, it will immediately inform the Federation on the kind and type of assistance.

18. Implementation of CRC Assistance

18.1- When a Branch is in receipt of substantial national assistance, the CRC should assign a representative or a team whose name(s) will be communicated to it as rapidly as possible.

18.2- Where technical assistance personnel are provided, the Team Leader will be responsible for the effective utilization of the team of experts.

18.3- All staffs assigned by the CRC to execute the emergency response operation shall, hence, not allow to take over its basic responsibilities.

18.4- The Field Team Leader shall be given all necessary communication facilities for the swift dispatch to the CRC, of all the information likely to enable it to back up its operation and inform it as fully as possible on the needs resulting from the disaster.

Further reference texts

- Disaster Preparedness Policy;
- Emergency Response Policy;
- Emergency Response Guideline & Code of Conduct for ER operation;
- Standard of Procedures for NDRT;
- Multi-Hazard Contingency Plan;
- DM Strategy 2008 - 2012

**DISASTER
PREPAREDNESS
POLICY**

DISASTER PREPAREDNESS POLICY

1. Introduction

The readiness to predict and, where possible, prevent disasters, reduce their impact as well as respond to and cope with their consequences at national and local levels is central to the work of the Royal Government of Cambodia (RGC) and the Cambodian Red Cross (CRC). The latter, which is one of the member of the International Federation of Red Cross and Red Crescent Societies (Federation), and be a member of the South East Asia Regional Disaster Management Committee The CRC's works are based on its Four core areas that have been stated in the strategic plan 2003-2010.

The Disaster Preparedness (DP), key to development, essentially involves reducing the vulnerability of individuals, households and communities in disaster-prone areas and improving their ability to cope with the effects of disasters; strengthening the capacities of the CRC in disaster preparedness and post-disaster response; determining CRC's role and mandate in national disaster plans; and establishing national networks that will strengthen the CRC's collective impact in disaster preparedness and response at the national level.

2. Scope

This policy establishes the basis of CRC action in disaster preparedness. It applies to all types of disaster preparedness activities at local and national levels whether carried out by a single provincial branch of the CRC, by the CRC or by the CRC acting together with the National Committee for Disaster Management (NCDM) of the RGC and other agencies, organizations of the same field.

3. Statement

Through the active assistance of the Federation, and collaboration, cooperation with NCDM, other organizations, the CRC shall:

- 3.1- Recognize that disaster preparedness should be one of the primary activities of the CRC, regarding it as the most effective way of reducing the impact of both small and localized as well as large-scale disasters.
- 3.2- Recognize disaster preparedness and disaster risk management as an effective link between emergency response, rehabilitation and development programs and strive to build disaster preparedness and risk reduction in the programming of the other key areas of CRC work such as in the health sector. In addition, the CRC should engage in debate and encourage the assignment of a clear role and responsibilities with the government, through NCDM, on the focus and nature of the National Emergency Plan.
- 3.3- Recognize the CRC role in disaster preparedness as complementary to government and thus will not replace state responsibilities.
- 3.4- In compliance to the disaster management strategic direction and in step by step manner, the CRC shall ensure appropriate qualified staffs and volunteers are present at all levels to undertake the disaster preparedness through an operative decentralization. To enhance its own capacity and resources, the process of the DP shall closely link to regional and global system.
- 3.5- The CRC shall support the development of the early warning systems which are key and primitive part of a comprehensive approach of the disaster preparedness.

In addition, the CRC should actively:

- 3.6- Advocate, where necessary, with government (e.g., NCDM), donors, non-governmental organizations and the public, the need for effective disaster preparedness and risk reduction strategies and measures.

- 3.7- Strengthen the organizational structures at national and local levels required for effective disaster preparedness.
- 3.8- Improve co-ordination by promoting better co-operation and partnerships between CRC, International Federation, ICRC, the NCDM, non-governmental organizations, UN Agencies and other disaster response organizations at different levels.
- 3.9- Identify those persons, communities and households most at risk to disaster through assessment and analysis of risks, vulnerabilities and capacities (Vulnerability and Capacity Assessment) as a basis for prioritizing location and focus of programming activities.
- 3.10-Raise awareness of disaster hazards and levels of disaster risks through public education, encourage vulnerable people to take preventive and mitigating actions where possible before disaster strikes. Ensure that the knowledge from prediction and early warning systems can be used and acted upon by local communities.
- 3.11-Improve the ability of vulnerable communities to cope with disasters through community-based disaster preparedness strategies that build on existing structures, practices, skills and coping mechanisms.
- 3.12-Recognizing that a community-based approach is the best guarantee that the improvement in disaster preparedness programme will be realized and sustained. All activities and programmes should be sensitive to issues of gender, ethnic, generation and the needs of vulnerable groups, such as the disabled.
- 3.13-Strive to provide financial, material and human resources required to carry out appropriate and sustainable disaster preparedness activities. In particular, maximize the strategic advantage of the CRC to mobilize all available resources and establish local, national and regional networks that will strengthen the CRC's collective impact in disaster preparedness.

4. Responsibilities

The Cambodian Red Cross at all levels have a responsibility to ensure that all disaster preparedness activities and programs are carried out in compliance with this policy, that all staff and volunteers participating in such programmes are aware of the rationale and content of the policy; and that all relevant governmental, intergovernmental and non-governmental partners are adequately informed of this policy.

Reference

*This policy was adopted by the Central Committee of the Cambodian Red Cross on.....
This policy replaces all previously established disaster preparedness policies.*

Further reference texts

- The Guiding Principles of the CRC in DR;
- Emergency Response Policy;
- Emergency Response Guideline & Code of Conduct for ER operation;
- Standard of Procedures for NDRT
- Multi hazard contingency plan.
- Disaster Management Strategy

**EMERGENCY
RESPONSE
POLICY**

EMERGENCY RESPONSE POLICY

1. Introduction

Emergencies can be on any scale, affecting a single household or a local community, causing disruption at a local, national or even global level. Emergencies are defined as life threatening situations which put people at risk of death or severe deterioration in their health status or living conditions, and which have the potential to out-strip the normal coping capacity of the individual, family, community and state support systems. In addition, emergencies affect men and women differently, and they in turn have differing ways of coping with emergencies.

The National Committee for Disaster Management, a governmental body responsible in disaster management and the Cambodian Red Cross must be able to act in all these life threatening situations regardless of the scope of the emergency, and its actions must be governed by the same policy regardless of the size and level of the response.

The emergency response policy is based on the Code of Conduct for the International Red Cross and Red Crescent Movement and NGOs in Disaster Relief and adopted to the IDRL.

2. Scope

This emergency response policy establishes the basis of CRC emergency response and applies to all types of emergency operation whether carried out by a single CRC provincial branch, by the CRC itself, or by the CRC acting collectively with the NCDM, International Federation, UNDMT members or with other humanitarian relief agencies.

3. Statement

The Cambodian Red Cross shall:

1. **Seek to assist the most vulnerable people in emergencies.** The CRC Emergency Response, is to make every efforts to ensure that people affected by disasters have access to at least the minimum requirements (water, sanitation, food, nutrition, shelter and health care) to satisfy their basic right to life with dignity. The CRC shall seek for sufficient financial, human and material resources to achieve the Minimum Standards of SPHERE
2. **Recognize the Cambodian Red Cross role as auxiliary and independent to the government in humanitarian services** and thus will not replace or undermine the roles and responsibilities of government bodies, such as the NCDM and other government ministries, institutions when their potential for appropriate action exists.
3. **Undertake emergency response according to the Fundamental Principles of the Movement** and applied to the principles and rules of the CRC in Disaster Relief, Code of Conduct and Emergency Relief guideline.
4. **Work within its competence.** The CRC relies on, but not be limited by, local capabilities and coping mechanisms. It will engage the NCDM to assist with the coordination of disaster relief agencies/ organizations. The programming activities shall be taken part from all concerned players such as, beneficiaries, men and women, with support from various competent agencies, the Federation and other organizations in technical and financial aspects.
5. **Base their actions on appropriate disaster preparedness programming and planning** in order to maximize the possibility of beneficiaries to quickly returning to their normal lifestyles;
6. **Work towards self-reliance and sustainability of programming** by both the CRC and the assisted communities taking into account the long term effect of emergency

assistance on future development opportunities. The CRC should take charge in actively planning and pursuing community capacity building from the outset: starting during emergency assistance operations and continuing through recovery and into possible longer-term mitigation and preparedness strategies.

7. **Continue until the acute threat to life, health and livelihoods has abated** or, in situations of prolonged threat, until the needs can be more appropriately addressed within the framework of rehabilitation mechanisms if provided the CRC is assured of the necessary resources and means.
8. **Maximize the strategic advantage of the Cambodian Red Cross by 'working as an Alliance' to mobilize all appropriate resources**, including the national structures of the CRC, while ultimately building on the capacity of the Branches and Communities.
9. **To extend the disaster response best practices, emergency information sharing** through an improved communication system, by coordinating with the NCDM and other disaster relief agencies, organizations, in order to timely and effectively minimize the suffering of disaster affected individual, households and communities.

4. Financial Resources

The primary tool for CRC emergency response fund-raising are the national and international Emergency Appeals. National Appeals are launched within the country by the CRC while International Appeals are launched by the Federation Secretariat. The National Appeal process is governed by CRC regulations and, internationally, by the Principles and Rules for Disaster Relief.

5. Human Resources

Recognizing the vital role of human resources in emergency operations, the CRC must ensure the proper identification, placement, retention, development, support, administration and management of suitably qualified, trained and experienced personnel to work in the service of the most vulnerable at all levels. The CRC must be vigilant to minimize the risk to the safety and security of staff and volunteers working for the programs.

6. Information Resources

The CRC recognizes data and information as key resources in its emergency response. It is committed to establish itself as a reliable and timely source of disaster related information. Information systems will be designed and implemented in order to maximize:

- The speed, efficiency and effectiveness of emergency response.
- The security and safety of beneficiaries, staff, volunteers and fixed assets.
- The timeliness, accuracy and clarity of reporting and accountability systems.
- The involvement of beneficiaries and local organizations.

7. Physical Resources

CRC shall clearly define the required physical resources, ensure that quality standards are in place, that delivery is timely, that stocks are adequately maintained and distribution controlled.

Physical assets not used in the emergency response program or surplus to operational requirements, as the program scales down, should be deployed to support other emergency programs when no longer needed for the emergency at hand, subject to national government regulation.

Consistent with the above, the impact of local purchase upon the local economy and well-being of the population should be assessed to ensure that such actions do not cause undue harm.

8. Cooperation with National and UN Agencies

In compliance to the legal authority of the Kingdom of Cambodia, the CRC shall advocate for the assistance of the NCDM in coordination with all DM relevant agencies, organizations to execute the DM programme under a National Relief Framework, National Disaster Preparedness Plan, and mainstreaming to the National Development Plan.

In order to maintain a coherent approach that will preserve the Movement's unity and independence, the CRC shall keep the Federation and/or ICRC informed should it wish to conclude a cooperation agreement with a specialized agency of the United Nations. In particular, it shall keep the Federation and/or the ICRC informed of any negotiations likely to lead to a formal agreement with UNHCR which should be undertaken in association with the Federation and/or the ICRC.

9. Responsibilities

The CRC and its network have a responsibility to ensure that all emergency response operations and programs are carried out in compliance with this policy; that all staff and volunteers participating in emergency response programs are aware of the rationale and details of the policy; and that all relevant governmental, inter-governmental and non-governmental partners are adequately informed of this policy.

10. Reference

This policy was adopted by the Secretary General of the Cambodian Red Cross on.....

This policy replaces all previously established disaster response policies.

Further reference texts

- The Guiding Principles of the CRC in DR;
- Disaster Preparedness Policy;
- Emergency Response Guideline & Code of Conduct for ER operation;
- Standard of Procedures for NDRT;
- Multi-Hazard Contingency Plan;
- DM Strategy 2008 - 2012

GLOSARY OF TERMS AND ACRONYMS

CCDM	Commune Committee for Disaster management
CRC	Cambodian Red Cross
DM	Disaster management
DMD	Disaster Management Department
DMIS	Disaster Management Information System
DP	Disaster Preparedness
DR	Disaster Response
DRP	Disaster Response Preparedness
DRT	Disaster Response Team
ER	Emergency Response
FDRT	Field Disaster Response Team
ERU ⁱ	Emergency Response Unit
FACT ⁱⁱ	Field Assessment and Coordination Team
Federation	Membership of 185 Red Cross and Red Crescent Societies
Federation Secretariat	Secretariat supporting the Federation
FedNet	Federation Secretariat intra-net
ICRC	International Committee of Red Cross
IDRL	International Disaster Response Laws, Rules and Regulations
IO	International Organization
NCDM	National Committee for Disaster Management
NDRT	National Disaster Response Team
NGOs	Non Governmental Organizations
ANHQ	National Head Quarter
NS	National Societies
PNS	Partner National Societies
RC/RC	Red Cross and Red Crescent
RCVs	Red Cross Volunteers
RDMU	Regional Disaster Response Unit
RDRT	Regional Disaster Response Team
RGC	Royal Government of Cambodia
SEA-RDMC	South East Asia Regional Disaster Management Committee
SoP	Standard of Procedures
ToR	Terms of Reference
UN	United Nations
UNDMT	United Nation Disaster Management Team
UNHCR	United Nation High Commission for Refugee
VDC	Village Development Committee

ⁱ ERU: Emergency Response Unit, a response unit established and mobilized by RDMC.

ⁱⁱ FACT: Field Assessment and Coordination Team, a team established and mobilized by RDMC.