



**STANDARD  
OPERATING PROCEDURES  
for  
DISASTER RESPONSE TEAM**

First Version 2007

## FOREWORD

As the auxiliary of the Royal Government of Cambodia (RGC) in the humanitarian affairs, the CRC's Strategy 2003-2010 has committed to improve the lives of vulnerable people by focusing on four core areas, in which the Disaster Response and Disaster Preparedness is one of them (DR and DP). Within its framework, the Disaster Management Department (DMD) which was established since 1994 has strived to put into practice the disaster preparedness, in form of building capacity as well as providing support to community-initiated-risk reduction measures. In the context of disaster response, step by step, the DMD is moving beyond disaster relief to incorporate increased disaster preparedness activities, in order to focus on longer-term and more sustainable efforts to decrease people's vulnerability and strengthen their individual and community coping capacities.

In consciousness of feeding to the demand of the International Federation of Red Cross and Red Crescent Societies (IFRC) in following up and promoting the existing norms relevant to national disaster response, development of models, tools and guidelines for disaster risk reduction and in response to the commitment of aiming to be a well prepared National Society, the Cambodian Red Cross, with extensive support and directives from the Central Committee and through a wide range of consultations with Red Cross Branches and other disaster management actors, a package of disaster preparedness and emergency response guideline is developed.

The present package of document includes:

1. The Principles and basic Rules of Cambodian Red Cross in Disaster relief;
2. Disaster Preparedness Policy;
3. Emergency Response Policy;
4. Guidelines and Code of Conduct for Emergency Response;
5. Standard Operating procedures for Cambodian Red Cross Disaster Response Team.

The documents are initial legal papers and *provisional directive tools* for utilization in implementing the disaster preparedness and emergency response operation of the CRC in Head quarter, Branches and Community levels in a more systematic way. In a period of time of application and monitoring, *they will be refined and approved by the Central Committee* as the institutional legal system and procedures.

Phnom Penh, 31 December, 2007 <sup>SP</sup>  
Secretary General



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# **Disaster Response Team- Standard of Procedures**

## **1. BACKGROUND AND CONCEPT**

The Cambodian Red Cross Disaster Response Team (DRT) is a national society (and branches) supported concept which aims at utilising the Red Cross capacities to render auxiliary support to Royal Government of Cambodia (RGC) particularly in terms of human resources to respond to national emergency or calamity.

Within that context, the CRC Disaster Management Department (CRC-DMD), established in 1994, has taken the lead in disaster response efforts especially in emergency relief assistance, provision of logistical support and management of communication and information to ensure that all actions and measures are accurately and timely provided to disaster victims. Over the years, the CRC has realized the importance of placing greater emphasis and significance to longer-term efforts to decrease people's vulnerability and strengthening their coping capacities to disasters.

In October 2006, a Disaster Response Preparedness framework of CRC-DMD, which adopted to the Global Agenda's goal # 1<sup>1</sup> of the IFRC and linked to the Hyogo Framework for Action (HFA) # 1 and # 5<sup>2</sup>, was approved under the support of IFRC.

The Disaster Response Team (DRT) represents a large national resource of multi-departments and skilled personnel with diverse background, trained and equipped in a standard and systematic approach.

The team fills the identified gaps in disaster response and strengthens the capacity of the Community in the country to respond to demands and assist them to meet the humanitarian needs during and after a disaster.

In the scaling-up concept of the disaster management, there shall take into account the decentralization exercise in disaster response to Branches which much links to the initiation of mobilized DRT.

The Communities supporting the DRT will become donors in national disaster response, whereas the local capacity is strengthened and the duties of the task force is comprehended.

## **2. HUMAN RESOURCES**

### **2.1 Criteria and Condition**

#### **2.1.1 Criteria**

Candidates for the DR course shall meet at least one of the following criteria:

1. Be a member of a Cambodian Red Cross, at headquarter, branch, sub branch and Group of Red Cross (community Red Cross Volunteers (RCVs) or Red Cross Youths (RCYs).
2. Be an experienced staff member or volunteer from Cambodian Red Cross who would be required to make decisions in a disaster situation and/or be involved in disaster response;
3. Be an experienced Red Cross Branch representative, CRC project/ program staffs within an emergency context and possess one of the following skills: telecommunications, logistics, information, finance, health, water and sanitation and any other technical skill required to support a CRC emergency operation.

#### **2.1.2 Condition**

Candidates for the DR course shall also meet all of the below conditions:

1. Be available for deployment within 2-6 hours and avail themselves for missions of up to a maximum of one to two weeks in duration;
2. Have the ability to work in a multi-discipline, be flexible and adaptable, comfortable with ambiguity, sensitive to educational and cultural difference, and willing to undertake leadership roles as well as take directions from others;
3. Be able to function effectively under high stress levels;
4. Have analytical skills and be able to identify and support the various challenges faced by communities during major emergencies; and
5. Be willing to undertake common training and participate in refresher courses, be open to new ideas, and be able to take initiative.

### **2.2 Qualification**

1. Red Cross staff/or volunteer (male & female) from 18 to 50 years old
2. Good health is required;
3. Expertise in Disaster Management, Field Assessment, Logistic, Coordination, Health and Community Based approaches;
4. Ability to adapt to simple living condition, tolerance to stress/tension and time pressing;
5. Fluent written and spoken Khmer (Minimum 9<sup>th</sup> Grade education)
6. Red Cross spirit is required
7. Good attitude, patience, team work are the preferred
8. Problem solving, Management and Leadership skills are an advantage.
9. Possess knowledge and skills in any of the following technical areas: management, finance, administration, telecommunication, logistics, health, general relief, emergency and transition shelter, water and sanitation, media relations, information and reporting, nutrition and agriculture is a plus.

### **2.3 DRT Structure and System**

After successfully completing the customized Cambodian Red Cross DM training and other relevant courses with required equipment supported, the trainees shall make themselves available for deployment. The CRC's DRT is organized in 2 main categories – the NDRT (National Disaster response team) and FDRT (Field Disaster Response team).



The NDRT is a standing unit established for National Head Quarter. It will be deployed for emergency response while there is request from the stricken province. The unit is also responsible for providing training, monitoring and coordination service and other supports as required by the FDRT.

The FDRT, an individual province emergency response team, established at the CRC branch level. This team is the front-line brigade that “first outreach” to disaster affected community. The FDRT is also a “peer supporting unit” to assist the ER operation in relative province (particularly the cross-province border) under the coordination of the NDRT.

Cambodian Red Cross national headquarter, branches, sub-branch shall likewise agree and commit to allow their DR trained staff and volunteers to engage upon request in required deployment.

### **2.3.1 Composition of National Disaster Response Team (NDRT)**

- The assigned CRC Central Committee member(s) is responsible for the overall DR program organization;
- The Head (or Deputy) of the Disaster Management Department is responsible for the operation of the program;
- The Heads (or Deputies) of the department of Human Resource, Admin and Finance, Health and Communication are supporting bodies in the area of providing manpower, funds allocation, health assistance and communication and coordination to the DR operation and other technical areas under their responsibility required by DR operation;
- The Heads (or Deputies) of Logistic sub-department, Monitoring and Evaluation Unit, are responsible to assist the implementation of the DR operation and in particular, the M & E unit will work in close cooperation with DMD to conduct post M& E to the operation.
- Selected CRC Department Program/Project Managers;
- Selected CRC Branch Director from the most and multi-disaster prone areas;
- Selected Department staffs that possess relevant skills and experiences in the areas of DM, Health, Wat/San, Training, Logistical support, Coordination and communication, and negotiations skills;

### **2.3.2 Composition of Field Disaster Response Team (FDRT)**

- The Director of the CRC Branch is responsible for the management and coordination of the operation in his/ her branch with the supports of NDRT. The Branch office will be considered as Field Coordination Center.
- The Sub-branch at the district level, which is considered as the communication center for the DR operation, will be administered by Sub-Branch staff and his/her appointed assistants;
- The field staff is the selected DR trained RCVs who meet specific criteria and are capable to working in the field for at least 2 (*two*) weeks;
- The joint-force of PCDM, DCDM, CCDM who are responsible to manage and coordinate, with their official duty, the running of the operation;
- On-site NGOs working in the DM area who are committed to assist to the operation.

## **2.4 Database**

The Head of Response and Preparedness sub-department of the CRC Disaster Management Department (CRC-DMD) shall be responsible for maintaining and updating the database of NDRT members and shall provide Human Resource Department (HRD)-Personnel bureau with an updated list every quarter.



The Director of CRC branches shall be responsible for maintaining and updating the database of FDRT members and shall provide CRC-DMD, DR/DP sub-department, with an updated list every quarter.

Such NDRT and FDRT member database shall then be retained in HRD for management, follow up and appraisal as required by the human resource management system.

## **2.5 Condition of Service**

The CRC *Condition of Service* shall apply to all DRT members and all DRT members shall sign the CRC's Code of Conduct for field staff and representatives prior to deployment.

The DRT Team Leader (National and Field level) shall have the primary responsibility to control the conduct of the team and act accordingly in case of violations in accordance to the above stated Condition of Service.

## **2.6 Salary, Travel, DSA<sup>3</sup> costs**

The CRC deploying a DRT member shall be responsible for paying the normal salary costs for their *core* personnel as per the CRC rules and guidelines whilst a DRT member is on mission.

During the mobilization and deployment, the salary of each deployed member is under responsibility of project, department, unit...branches where they are in the normal position.

The CRC shall be responsible to facilitate the payment of salary for the program/ project staffs, through their program/ project costs as per the partner's cooperative agreement, whilst they are on mission as DRT member.

All local travel costs of deployed DRT members and daily subsistence allowances (DSA) shall be provided by the CRC through the emergency operation's budget /appeal under its Financial Procedures.

The DRT shall be responsible for arranging its own accommodation. Any incurred expenses shall be reimbursed in its DSA paid by the Cambodian Red Cross through the emergency operation's budget/appeal.

## **2.7 Insurance**

As far as the CRC do not establish its personnel insurance policy, the insurance system for the core staffs who are assigned to be NDRT/ FDRT member should be in compromise to the CRC's *Condition of Service*.

The CRC shall try its best to compromise and facilitate the insurance system for the project/ program staffs who are assigned to be NDRT member, particularly while the deployment of the team is required.

The stated insurance system should cover: appropriate illness, accident, death, disability, indemnity, medical evacuation while the NDRT/ FDRT are on mission.

# **3. DEPLOYMENT**

## **3.1 Preparedness and availability**

Having successfully completed the DR training and other relevant technical courses, the DRT member shall retain a level of preparedness allowing them to be deployed within 2-4 hours notice.

It is the responsibility of each NDRT member to:

1. Have arrangements in place with family and workplace, to be able to leave within a few hours of alert;
2. Have a valid Identity Card or Organisation's Service Pass (Mission order);
3. Ensure personnel equipment/gear (clothing, shoes, sunscreen, sunglasses, reference materials etc) are well maintained;

4. Inform the CRC-DMD response and preparedness sub-department (or branches director ) of any changes to personal information.

The CRC-DMD response and preparedness sub-department of the CRC shall update the DRT database.

### **3.2 Alert**

Monitoring of the situation shall be primarily carried out by the FDRT, in collaboration with PCDM line departments and the CRC's DMD who shall in turn forward the information to the relevant NDRT structures.

The request for deployment of NDRT shall be submitted to the CRC-DMD by the FDRT leader of the affected province ideally, within 4 hours after the disaster.

The CRC-DMD shall in turn alerts NDRT member and the individual DRT members by short message service (SMS) within 1 hour after the receipt of the request in coordination with the NCDM.

All DRT members who confirm their availability shall be prepared to deploy (if selected) within 2-4 hours notice and be self-supporting for a maximum period of 2 weeks with the assistance of their NHQ.

### **3.3 Mobilisation**

#### **3.3.1 Team composition**

If NDRT deployment is required, the composition of the team shall be selected by the CRC-DMD in coordination with the CRC-HRD and the NCDM Secretariat.

The following criteria shall be taken into account when selecting the DR team:

1. Availability;
2. Funding considerations;
3. Security concerns;
4. Technical competence.
5. Frequency of previous deployments (the same people should not be always deployed);
6. Previous performance appraisals;

Personnel who are not NDRT members may accompany a DR team, with their own sponsorship, in certain circumstances. The accompaniment of such personnel shall only take place with the approval of the CRC-NHQ or NCDM Secretariat.

The following types of personnel may accompany a team when relevant:

- a. **Technical experts:** an internal or external technical expert may be attached to the team without having been DR trained under the NDRT framework. This shall be done when there is no availability on the DR roster of the needed technical expertise.
- b. **Government delegates:** a delegate from the relevant Ministries or officials may be attached to the team to provide technical expertise or governmental input;
- c. **FACT personnel:** in some cases, FACT trained people may accompany or be attached to a DR team to provide technical input or in case a FACT deployment is foreseen;
- d. **ERU personnel:** in situations, where the need for an ERU deployment can be foreseen, ERU trained personnel may accompany the DR team to ensure that the team posses sufficient knowledge about the implications of deploying an ERU;
- e. **Partner National Society bilateral delegates:** in instances where bilateral Partner National Society delegates or personnel are present on the ground and

they play a central role for the response to the disaster, it may be decided for these delegates to accompany the DR team; and

- f. **Representatives for other humanitarian actors** (IFRC, PNSs, UN, UNDAC, ECHO, ICRC and others local and international donors): representatives of other humanitarian organisations may in special circumstances accompany a DR team. In this case, the employer of the person seconded to the team shall be the deploying entity.

Team members accompanying the DRT shall receive the ToR either from the CRC-DMD or DRT Leader (depending on their location) and shall sign a copy in their recognition and acceptance.

### **3.3.2 Briefing**

It shall be the responsibility of the CRC-DMD's DP/DR sub department to ensure that the DR team receives an appropriate briefing prior to deployment.

The DRT members may be asked to go straight to the affected area. In such cases, it shall be the responsibility of the CRC-DMD's DP/DR sub department or DRT Team Leader to ensure appropriate briefings. Briefings shall further involve the host Branch as well as the PCDM leader(s).

### **3.3.3 Equipment**

The DRT supporting equipment shall be issued and signed out by CRC logistic officer as for the existing equipment at branch shall be issued and signed out by the CRC branch director. CRC host branch is responsible to dispatch and monitor its inventory in the field.

In conjunction with NDRT leader, it shall be the responsibility of the CRC branch to determine minimum stocking levels for each type of equipment held in reserve for DR activities.

All equipment including the Cambodian Red Cross Identity Cards prepared by CRC and issued and signed by the CRC Secretary General shall be taken over and counter-signed by the person carrying the equipment.

An inventory of all DRT related equipment received in the field shall be maintained and updated regularly by the head of FDRT supported by the NDRT leader. This inventory shall include:

1. Serial numbers of equipment; and
2. Telephone numbers of phone sets.

In case of deployment to an affected communities, the equipment shall be received and the inventory list signed by the FDRT Leader who shall be thereof responsible for the equipment and any onward deployment of the same. Any DRT equipment transferred from the centre to other areas of operation shall be signed for by the receiving person.

All DRT equipment returned to the CRC-HQ shall be checked, maintained and upgraded using the Cambodian Red Cross logistic procedures.

The team shall deploy with enough equipment to enable them to function, if needed, independently from day one.

At the CRC's NHQ, the head of logistic sub-department is responsible to manage and maintain the inventory of DR related equipments.

See Annex II for the essential (minimum) equipment for one team.

### **3.3.4 Roles and responsibilities**

#### **3.3.4.1 Role of the NDRT**

The role of the NDRT is not set only for emergency phase but need a continual and adequate preparation ensuring the effectiveness of the response operation, therefore, the NDRT have to take a key role in:

⊙ **Preparedness (non structural measures):**

- Operational readiness of facilities, infrastructure and equipment in the face of an emergency, at NHQ as well as at Branch level;
- Preposition all essential requirements for an Emergency Operations Centre (EOC) -infrastructure, communications, staffing, inventory, logistical support;
- Regular updating of resource inventory after a stipulated time period;
- Update on all disaster events, their response and incorporate learning from the best practices;
- Early Warning System for possible hazard and awareness generation and capacity building;
- Incorporation of training for skill enhancement for those responsible in emergency situations.

⊙ **Response:**

- Overall direction and coordination for the authority in-charge with the government administration;
- Emergency warning and its dissemination through pre-identified communication channels;
- Evacuation, Rapid need assessment, actual registration and effective reporting;
- Logistical arrangements;
- Rapid provision to emergency needs (requirements for food and household items);
- Support to search and rescue (including that from the collapsed structures);
- Assessment of health emergency need and response;
- Support to temporary shelter management;
- Coordination with local, national and international NGOs, GOs as well as multilateral and bilateral agencies to avoid duplication of work;
- Media management;
- Monitoring and Evaluation.

**3.3.4.2 Responsibilities of the CRC**

The CRC deploying a DRT member or the RCVs/RCYs in case of people contracted by CRC-NHQ shall be responsible for:

1. All employment/volunteer contractual issues;
2. Verifying and keeping file copies of any professional licences and certificates of their personnel;
3. Ensuring all personnel have a strong understanding of the CRC principles and policies;
4. Ensuring that personnel are available for dispatch within the agreed time frame;
5. Ensuring that personnel have a good working knowledge for operation;
6. Organizing travel arrangements of their personnel.

**3.3.5 Security and safety**

The members of the DRT team shall comply with the Cambodian Red Cross security regulations as well as with any specific regulations established by the:

1. Cambodian Red Cross ; and
2. Specific security regulations established by the NDRT Leader in co-ordination with the CRC-DMD and/or the NCDM.

[DRT-SoP](#)

The NDRT Leader shall under the direction of the CRC-DMD maintain close contact with the host FDRT as well as with NCDM when relevant, in order to maintain the optimal security environment.

In case of disaster in a conflict area, any prospects of deployment should be discussed with Minister of National Defense, as well as the NCDM and host authority.

## **4. CO-ORDINATION and MANAGEMENT LINES**

Coordination is very important and all members of the assistance team should understand that without a good coordination, a program would not work properly and meet the stated goal satisfactorily.

Coordination begins with the initiation of working relations and regular sharing of information with the aim to harmonize individual responses, maximize impact and achieve synergy in the response efforts.

Information sharing shall include both written (e.g. minutes from meetings, reports) and verbal (e.g. telecommunication, briefings) information. All actors involved in an operation shall be included into the circulation list of the deployed DRT.

All field team members including FDRT, NDRT, RDRT (where present), governments and other DM organizations must coordinate before embarking on action, and must organize coordination meeting daily before going to implement activities in the field, and then again in the evening for evaluation of what has been done in the day.

### **4.1 Host Province (recipient)**

1. Upon the onset of an emergency, the host CRC branch director shall closely monitor the situation and share timely and comprehensive information with the Cambodian Red Cross DMD.
2. When requested by the FDRT, the NDRT may be deployed to assist in the initial assessment;
3. In their capacity as auxiliary to the local authority, the host CRC branch shall closely liaise with PCDM. In case of major disasters and confirmed need for a large scale disaster response which is not within the capacity of the host province and its response mechanism, the host PCDM may call for national assistance;
4. On behalf of the host province, the national assistance shall be requested by the Branch Director in the affected province with the collaboration of the PCDM;
5. The request for national assistance shall be formalized by a National Emergency Appeal (see Chapter 5) launched by the Cambodian Red Cross based on the declaration of the NCDM. Thereafter, the CRC provincial branch shall be fully supported by the CRC-NHQ in the implementation of the operation; and
6. The CRC branch leadership shall call for the FDRT and then, the FDRT must maintain regular contacts and coordination with the NCDM and CRC-NHQ disaster response tools such as NDRT.

### **4.2 Supporting province (sending)**

1. All CRC branches shall initially have access to the information on the emergency situation through NCDM disaster information Center (NCDM-DIC) as well as through direct contacts with the CRC-DMD Response and Preparedness sub-department;
2. All CRC Branch Directors of the supporting province shall ensure that their FDRT trained personnel are alerted and readied for deployment;
3. CRC Branch FDRT leaders shall contact the NDRT Leader or CRC-DMD and submit their capacity statement; and
4. Supporting Branch FDRTs who are requested by the NDRT to deploy members shall follow the deployment procedures (see Chapter 3).

### **4.3 In-province Participating Organisations**

1. Participating Organisations operating within the province where an emergency has occurred may contribute/share their resources to help the host province;

2. These contributions shall be made in coordination with the FDRT or NDRT team leaders;
3. Organization support shall follow the relevant Cambodian Red Cross standards, policies and guidelines relating to disaster response; and
4. Organization engagement shall be stipulated under specific Terms of Reference.

#### **4.4 CRC Head quarter**

##### **4.4.1 CRC Secretariat**

1. Shall at all times maintain their disaster management function through preparedness and response;
2. In case a National coordinated response operation in support to the affected branch happens, the CRC Secretariat shall normally consider the NDRT team leader in the field and all other operational NDRT personnel and shall be directly responsible to him/her;
3. Specific ToR developed by the DMD shall be endorsed and stipulated the roles and responsibilities to the deployed NDRT;
4. The NDRT team leader in the field shall maintain regular contacts with and participate in any multi-agency coordination meetings normally organized in the country by the National system.
5. Assist in mobilizing and coordinating other department's resource

##### **4.4.2 Disaster Management Department**

1. Shall at all times maintain their disaster management function through preparedness and response;
2. Shall closely monitor the situation and share the information with the National Committee for Disaster Management (NCDM) as well as through Federation's DMIS;
3. Shall through the Response and Preparedness sub-department, coordinate and manage the DRT deployment to the field, alert the DRT roster members and determine the composition and deployment of the team in line with the established criteria (see Chapter 3);
4. Shall draw up appropriate ToR in agreement with host province for the deployment of DRT, in coordination with the NCDM.
5. Shall appoint the NDRT Team Leader who shall in turn be responsible and accountable for the initial National coordinated support to the branch in the affected province;
6. Shall maintain regular contacts with representatives of other humanitarian and UN agencies involved in emergency response and participate in any multilateral coordination meetings organized by the National system at national level.
7. Shall regularly update operation progress and impacts and report to CRC Secretariat.

##### **4.4.3 Technical departments (Logistics/Finance/Media Dept/others)**

###### **4.4.3.1 Logistics**

Within an operation, the logistics functions and activities are crucial in getting the right goods to the right place at the right time.

The NDRT logistics function shall follow the CRC logistic system and procedures.

###### **4.4.3.2 Finance**

NDRT financial system shall follow the CRC financial procedures for any emergency operation.



#### **4.4.3.3 Media**

The NDRT team Leader shall be responsible for dealing with the media in the affected province, through the coordination and collaboration with NCDM-DIC.

#### **4.5 Terms of Reference (ToR)**

The CRC-DMD Response and Preparedness sub-department supported by the CRC Secretariat shall compile the ToR, for the NDRT deployment. Specific terms of reference shall be prepared for every deployment.

The ToR shall be compiled on the basis of discussions with the CRC's inter-departments, Branches and with the NCDM.

The ToR shall be shared with all supporting provincial branches and PCDM, NCDM as well as all members of the deployed NDRT team.

The standard ToR shall contain the following information:

1. The names of the NDRT Team Leader and members;
2. The size and technical make up and responsibilities of the team;
3. The time and the meeting point for the team which is likely to be CRC branch office or Provincial meeting hall to ensure for team briefings prior to arrival in the disaster affected area;
4. The objectives of the deployment;
5. The duration of the mission;
6. Reporting lines;
7. Information management requirements; and
8. The security situation and applicable insurance policies.

For the standard ToR format, refer to Annex I.

### **5. APPEAL and OPERATIONAL REPORTING**

#### **5.1 Appeal**

1. A National Emergency Appeal (NEA) of the CRC is launched at the request of the province affected by and responding to a disaster where there are significant humanitarian needs for which national support is required;
2. The Appeal shall always consist of a narrative and corresponding budget and shall normally include the assessment information and Plan of Action gathered by the CRC.

#### **5.2 Reporting**

1. Operational reporting shall be carried out in line with the standard CRC reporting guidelines defining the reporting timeframes and minimum reporting standards.
2. The CRC-DMD supported by the NDRT Team Leader shall be responsible and accountable for regular, timely and updated narrative and financial reports on the operation in coordination with the host branch; and
3. The reports shall be consolidated and validated by the CRC reporting sub-department and Financial department.

### **6. OPERATIONAL FINANCE AND ACCOUNTING**

1. The operational budget is a project level income and expenditure budget developed and shall comply to the CRC Financial procedures;
2. The CRC-DMD in coordination with the AFD shall make fund available to support deployment of the NDRT and Emergency response disbursement through the approval of the CRC Secretariat and Central Committee;

3. The cash advanced to the NDRT shall be recorded as a mission advance and the expenditure and remaining balance shall be reported to the CRC-AFD;
4. The NDRT Team Leader shall be personally liable to report on these funds.

## **7. PHASE OUT**

The withdrawal of the NDRT shall take place at the earliest relevant opportunity, i.e. when:

- The CRC branch is able to cope with the disaster; and
- Other disaster response mechanisms e.g FDRT have been put in place and NDRT can be withdrawn.

### **7.1 Handover**

The maximum duration of the DR mission in the operation shall be Two (2) weeks. A second team may follow if a regular field structure is still missing and the operational needs require it. This shall be agreed with the host CRC branch.

In case the handover is not to the second DR team, all the team equipment other than the individual gear may be handed over to the host CRC branch.

The individual gear shall be treated in accordance with the basic procedures stated above (see Chapter 3).

In case of FACT deployment, any FACT trained NDRT member already in the field may be requested to stay on and become a member of the FACT team.

With reference to the above, the NDRT team Leader shall hand over either to the host CRC branch or other disaster response mechanisms established in the field. The decision shall be made by the NDRT team leader in consultation with the CRC-DMD and/or the NCDM, FACT/DR Officer.

### **7.2 De-briefing**

The NDRT Team Leader may be asked by the CRC Secretariat to come for debriefing also to the Central Committee in the Head quarter.

As a part of debriefing, the NDRT Team Leader shall prepare a final mission report within a week after the hand-over and shall submit the report to the CRC-DMD, the CRC Secretariat for their information and further distribution as relevant.

It is the responsibility of the CRC-DMD to distribute the final mission report to the members of the team and other CRC branches in the country.

## 8. ANNEXES

### *Annex I Example Terms of Reference*

#### **Terms of Reference for the Deployment of NDRT (Province name)**

Terms of Reference for the deployment of National Disaster Response Team members to conduct relief operations in support to the (target name) for the (type of hazard) operations.

#### **Team Composition:**

The team will be composed of one DRT member from (source area). The DRT member has been selected based on availability, mission requirements, diversity, technical competencies, and skills.

There are a total of one DRT member that will be deployed to support the (host CRC branch) in oversight and management of the Red Cross response.

#### **Responsibilities of the NDRT Member:**

- Attend a mission briefing at the CRC-NHQ prior to commencing the mission.
- Support the management of the operation centre manned by branch staff and volunteers.
- Support the analysis of daily assessment information and planning of suitable response.
- Participate in daily briefings to receive update from the inter-agency coordination meetings.
- Manage the compilation of daily information for reporting to the inter-agency coordination meeting.
- Support the CRC in reporting.
- Debrief to the CRC at the end of the mission.
- Submit a narrative report of the mission to CRC-NHQ and NCDM.

#### **Rendezvous and Point :**

The NDRT member will travel directly to (specific location). A mission briefing will be held at (place, date and time)

#### **Objectives of the deployment:**

Within the deployment period of 7 days (extendable to 15 days), the NDRT member is expected to:

- Provide management support to the response operation.
- Provide technical assistance and compliment the available human resources in the delivery of Red Cross services.
- Submit a report at the end of the mission.

#### **Duration of the mission**

The mission will start on (date) with a possible extension until (date).

#### **Reporting lines:**

While in the field, the DRT member will report directly to the CRC's DMD response and Preparedness and liaise with PCDM for issues related to the operations.

After the mission, the DRT members should submit the end of mission report to the CRC-DMD and copy to CRC Secretariat.

**Travel and DSA**

The CRC will provide for the cost of travel and DSA from place of origin and/or NHQ to place of deployment. The DRT member will receive the DSA scheme of 23 USD per day.

**Security:**

The DRT member will be under the security management of the CRC whilst based in the field. He/She shall not travel nor visit any area in (affected province) without prior security clearance and approval from the team leader(s) while on official mission.

**Equipments:**

The CRC-NHQ will provide the DRT member with a standard emergency gears whilst on mission. All items provided shall be returned to the CRC.

**Insurance:**

The DRT member will be insured by (Insurance firm) – the official insurance provider of the CRC. However, please note that (insurance firm) provides only partial coverage, intended only as a supplement to staff insurance provided by the NHQ.

Phnom Penh, (dd.mm.yyyy)  
Authorized Manager of the CRC

**Annex II Standard DRT Equipment**

<b>EQUIPMENT</b>	<b>PER TEAM</b>	<b>PER TEAM MEMBER</b>
Digital Camera	X	
(name) IDD phone	X	
Laptop-Set up with gmail mail accounts	X	
Inkjet colour printer with spare cartridges	X	
Mosquito Net		X
Personal std. Aid Kit		X
CRC (logo) caps, T-shirts, stickers, Logistics documents (Goods receive notes, deliveries, requisitions, pin cards, etc)		X
Water Proof Jackets		X
Safari Jacket DRT Logo		X
Sleeping Bag		X
Torches/batteries		X
CRC Flags (6)	X	X
Administrative items (Flash stick, Post it)	X	
Cell Phones with personal Sim Cards		X
Set of external cables and connections	X	X
Dome tents, as required	X	
Cooking equipment as required	X	

## GLOSSARY OF TERMS AND ACRONYMS

CRC	Cambodian Red Cross
DMIS	Disaster Management Information System
ERU <sup>4</sup>	Emergency Response Unit
FACT <sup>5</sup>	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
PNS	Partner National Societies
NCDM	National Committee for Disaster Management
DRP	Disaster Response Preparedness
DRT	Disaster Response Team
NDRT	National Disaster Response Team
FDRT	Field Disaster Response Team
CRC-DMD	Cambodian Red Cross Disaster Management Department
ToR	Terms of Reference
UN	United Nations

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<sup>1</sup> Federation of the Future, Global Agenda goal.

<sup>2</sup> Summary Hyogo Framework for Action 2005-2015

<sup>3</sup> Daily Subsistence Allowances: a package of per diem and accommodation regulated by the CRC

<sup>4</sup> ERU : An Emergency Response Unit, established and mobilized by SEA Regional Disaster Management Committee( RDMC)

<sup>5</sup> FACT personnel: Field Assessment and Coordination team, a team established and mobilized by RDMC of the Federation