



VIET NAM RED CROSS



STANDARD OPERATING PROTOCOL NATIONAL DISASTER RESPONSE TEAM (NDRT) VIET NAM RED CROSS

Ha Noi, January 2012

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Introduction

The Vietnam Red Cross (VNRC) Society's Development Strategy outlines a vision for the Vietnam Red Cross that *"By the year of 2020, the Viet Nam Red Cross will become a strong national society and play a leading role in humanitarian activities in the country, by providing timely and effective preparedness and response to challenges and situations in humanitarian activities"*. This strategy has also set out an objective to develop the Vietnam Red Cross into a more professional society that can play a key role in humanitarian activities, through active and timely responses to disasters, while continuing to support the International Red Cross and Red Crescent Movement.

Under the financial and technical support from the International Federation of Red Cross and Red Crescent Societies (IFRC) and Partner National Societies (PNSs), the Vietnam Red Cross has set up a National Disaster Response Team (NDRT). The NDRT consists of trained and well-equipped professionals. Their role is to provide technical support to other local Red Cross chapters in disaster-affected provinces within defined time limits. Their motto is "Concisely, Quickly, Professionally and Effectively".

This document has been developed by the Viet Nam Red Cross in collaboration with the International Federation of Red Cross and Red Crescent Societies (IFRC) and the Spanish Red Cross within the framework of a project titled **"Strengthen the capacities of Vietnam Red Cross in Emergency Response and Disaster Prevention"**. This project is funded by the Spanish Agency for International Cooperation and Development (AECID).

This document has been tested and finalized with the technical support of the international consultants Mr Manish Gangal and Mr Henk Tukker, the national consultant Mr Ngo Cong Chinh, colleagues from the International Federation of Red Cross and Red Crescent Societies (IFRC), the Spanish Red Cross and other Partner National Societies in Vietnam, technical departments from Vietnam Red Cross Head Quarter, and management and technical officers from 15 provincial RC chapters.

Vietnam Red Cross Head Quarters would like to express our sincere thanks for the valuable contributions of consultants, colleagues from the IFRC, the Spanish Red Cross and other PNSs in Vietnam, and Vietnam Red Cross staff.

Viet Nam Red Cross

Abbreviations

CCFSC	The Central Committee of Flood and Storm Control
CCFSC&SR	The Committee for Flood and Storm Control and Search and Rescue at provincial, district and commune levels
DM Dept.	Disaster Management Department
DMWG	Disaster Management Working Group
DP	Disaster Preparedness
DREF	IFRC Disaster Relief Emergency Fund
ERU	IFRC Emergency Response Unit
FACT	IFRC Field Assessment and Coordination Team
ICRC	International Committee of Red Cross
IFRC	International Federation of Red Cross and Red Crescent
NCSR	National Committee for Search and Rescue
NDRT	National Disaster Response Team
PC	People's Committee
PDRT	Provincial Disaster Response Team
PNS	Partner National Societies
RC	Red Cross
SOP	Standard Operating Protocol for Disaster Response
VNRC	Vietnam Red Cross Society
VNRC HQ	Vietnam Red Cross National Headquarter

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Part 1: GENERAL INTRODUCTION

1. Background and legal framework

During the past few years, natural disasters such as typhoons, floods, landslides, droughts, and epidemics have severely impacted on the lives of the Vietnamese people and caused an estimated annual loss of nearly 1.5% of GDP. Vietnam Red Cross, as an advisory and auxiliary organization to the Government in humanitarian work, has been actively promoting community-based disaster management and disaster response activities through close collaboration and coordination with relevant agencies

The Law on Vietnam Red Cross's activities (no. 11/2008/QH12) and the Statute of Vietnam Red Cross (Amendment in 2008) specify that the Vietnam Red Cross is responsible for evaluating damages and needs, and in organizing emergency relief and recovery activities in response to natural disasters. The decree 64/2009/ND-CP of the Government also specifies how the Vietnam Red Cross can mobilize national and international resources, as well as the effective utilization of these resources in carrying out relief activities.

To set up the necessary legal framework for the implementation of relief activities the Vietnam Red Cross has developed and issued guidelines for beneficiary selection, the distribution of aid, and the management of warehousing facilities.

2. Rationale for the establishment of the National Disaster Response Team

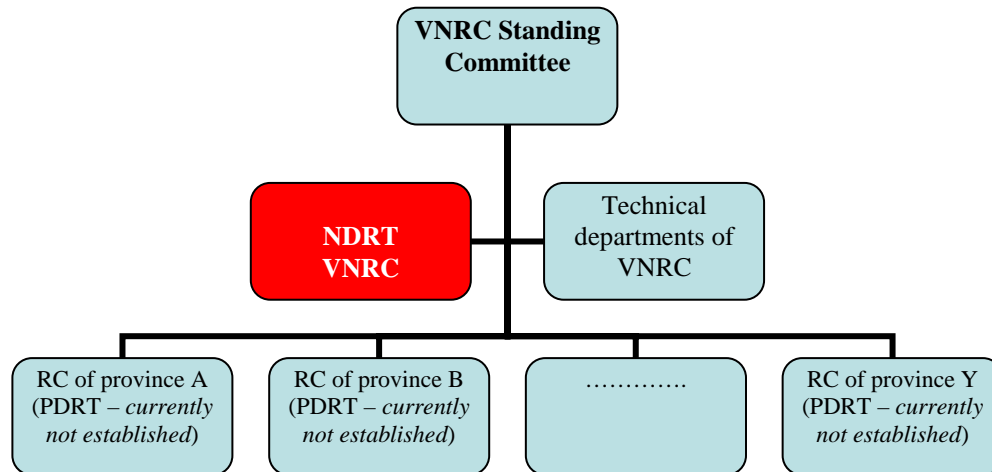
According to the development strategy of the Vietnam Red Cross to 2020, the “*Vietnam Red Cross will become a strong national organization, playing a core role in humanitarian activities in the country, providing timely and effective preparedness and responses to challenges and situations in humanitarian activities*”. This strategy also aims to develop the Vietnam Red Cross into a more professional organization, which can play a key role in humanitarian activities, with an active and timely response to natural disasters, while continuing to make greater contributions to the International Red Cross and Red Crescent Movement. Establishment of the Disaster Response Team is one of the solutions formulated to achieve this objective.

Establishment of the National Disaster Response Team (NDRT) will enable better utilization of IFRC/PNSs international disaster response mechanisms in line with the Law on Red Cross activities and relevant legal documents. In particular, establishment of the NDRT will allow for the collection and

efficient sharing of information and graphic documentation from disaster affected areas in order to produce quality damage and needs assessments. The NDRT will be set up at a central level as well as at disaster-prone provinces. Initially, the NDRT will be established at a central level with staff from both the Vietnam Red Cross HQ and provincial chapters.

3. Organizational structure

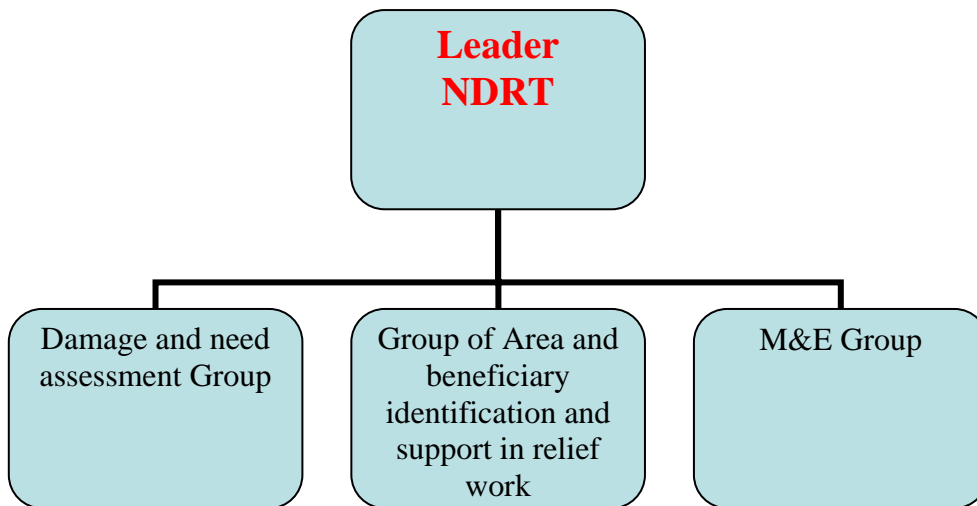
The National Disaster Response Team (NDRT) was established by the Vietnam Red Cross under the direction of the VNRC Standing Committee and in cooperation with other technical departments. The function of the NDRT is to provide advice to the VNRC Standing Committee about disaster response and to provide technical assistance to disaster affected provincial chapters as per the following organizational structure:



The NDRT consists of staff from national and provincial levels.

- 14 staff are from the Viet Nam Red Cross. Most are from the Disaster Management Department and the Health Department.
- 18 staff, consisting of two from each of the nine most vulnerable provinces, including one leader of the provincial RC and one DM staff member.

The Disaster Management Department is responsible for managing the organization and activities of the NDRT according to the common regulations of the Vietnam Red Cross.



4. Main responsibilities of the NDRT

- Assessment of damages and needs.
- Areas of intervention, identification of beneficiaries, and support in relief distribution.
- Monitoring and evaluation of implemented activities.

In addition, the NDRT will be responsible for providing technical assistance to provincial chapters in planning and implementing relief activities as well as evaluating results at the end of each disaster response period. The NDRT has an advisory function to update the Standard Operating Procedures (SOP) of the Viet Nam Red Cross.

If requested by IFRC/PNSs and upon the approval and agreement from the VNRC Central Standing Committee, the NDRT will be able to participate in relief activities in other countries in the region and in any part of the world.

5. Specific responsibilities of the NDRT and relevant agencies

5.1 Responsibilities of the VNRC Standing Committee and technical departments:

- a) To decide on the establishment of the NDRT, regulating its functions and responsibilities, structure, operation and activities, as well as its relationships with other partners both in and outside of the VNRC. To provide information to members on policies of the VNRC and the International Red Cross and Red Crescent Movement.

- b) To deploy the NDRT as required, and to assign tasks to the Team Leader and Field (Sub) Team Leaders.
- c) To collect information from different sources (from RC at different levels, the Central Committee for Flood and Storm Control - CCFSC, mass organizations, and other partners). To develop DR plans and to deliver tasks to the NDRT.
- d) To share information, reports, and photos with partners: DMWG (including organizations working on Disaster Management such as CARE, Save the Children, Oxfam), IFRC and PNSs.
- e) To ensure that all NDRT members have been medically checked with appropriate vaccinations and a pre-mission health briefing.
- f) To verify and keep personal profiles of all NDRT members.
- g) To make agreements with provincial chapters to ensure that NDRT members are ready for deployment within the agreed timeframe.

5.2 Responsibilities of NDRT Team Leader and Standing Deputy Team Leader:

- a) To prepare and brief specific Terms of Reference for every member.
- b) To maintain regular communication with members of the Team and be ready for deployment as requested by the VNRC HQ.
- c) To collect information from different sources and provide information to members of the NDRT. Information may include the scale and spread of a disaster, a scope of needs, and the assignment of tasks.
- d) Share information, reports and photos when assigned with partners, DMWG, IFRC, PNSs and other related agencies.
- e) To provide assistance to provincial chapters in goods and cash relief distribution.
- f) To coordinate with DMWG the setting up of a Joint Assessment Team. Active involvement in the assessment of damages and needs in the field.
- g) To make a Plan of Action with the information provided by provincial chapters, team members or other partners.
- h) To carry out the activities outlined in the Plan of Action and to write the required reports.
- i) To share results, final reports, and lessons learned with other members of the team.

5.3 Responsibilities of NDRT members:

- a) Strictly comply with the order of deployment from VNRC HQ and task assignment from the Team Leader. Be willing to undertake a mission with 24 hours notice for maximum period of 4 weeks.
- b) To maintain regular and professional communication with the Team Leader or the leader of the DM Department.
- c) To inform the NDRT Team Leader of any changes in personal information.
- d) When being deployed in the field:
 - To cooperate with members of Provincial Disaster Response Team (PDRT), CCFSC, People's Committees at all levels, relevant departments and agencies, under the request of the Provincial Chapter or the NDRT Team Leader. The PDRTs have not yet been established.
 - To share reports and photos about the field situation with the NDRT and Provincial Chapter.
 - To provide recommendations on locations, beneficiaries and community needs with the Provincial Chapter and the VNRC HQ after damage and needs assessment has been undertaken. To provide assistance in preparing lists of beneficiaries, and organizing meetings to nominate beneficiaries in accordance with the beneficiary selection criteria of the VNRC.
 - To participate in review meetings and assessments of DMWG.
 - To discuss with the Provincial Chapter and People's Committees at all levels the status of relief goods such as food, non-food items and cash grants, as well as intervention strategies for the recovery period. Provide support in making a Plan of Action to distribute relief goods and cash or the carrying out of other recovery interventions.
 - To share lessons learned. To hand over tasks and information to PDRT members before completion of their mission in the field.

5.4 Responsibilities of Provincial Chapters:

- a) To kick-start the relief response with available resources in coordination with the CCFSC and the People's committees at various levels. To conduct damage and needs assessment, mapping, and beneficiary identification. To prepare and carry out a relief distribution plan.

- b) To share information, data and photos on disaster damage and needs assessment, as well as available resources, with the NDRT in agreed formats and within deadlines.
- c) To assist incoming NDRT members when necessary.
- d) To assign staff or volunteers to participate in the NDRT's activities as needed.
- e) To facilitate deployment of trained NDRT members to other provinces when being requested by the VNRC HQ.

6. Coordination mechanism

The NDRT may be deployed in more than one province. In each province, there will be a Field Team Leader responsible for all field activities and the work of all Team Members.

The Field Team Leader has responsibility for regularly reporting to NDRT Team Leader about the field situation at least twice daily (morning and evening). The Field Team Leader will share information with the Chapter Leader (who has responsibility for disaster preparedness) or the officer assigned for assessment and relief work by the Provincial Chapter.

The NDRT Team Leader should at all time keep the VNRC HQ (Disaster Management Department) and the Provincial chapter leader informed on their operation in the affected areas. The Team Leader needs to propose solutions for implementing relief work in compliance with procedures and to coordinate with local authorities to select locations and beneficiaries. Beneficiary lists need to be approved by People's Committees at various levels.

The DM Department will coordinate the operation of the NDRT as well as the PDRT teams, and will manage all NDRT members.

7. Deployment procedure

- a) During a disaster the NDRT Team Leader will based in the disaster affected areas to organize the deployment of sub-teams in the affected areas in coordination with the PDRT. The sub teams will conduct damage and needs assessment, emergency relief distribution, and other coordinated activities. Once the immediate relief is over, recovery related assessment is to be carried out using methods and formats of information collection developed by the VNRC.
- b) If necessary, the NDRT Team Leader will request deployment of the PDRT from unaffected and less affected provinces to the more severally impacted provinces.

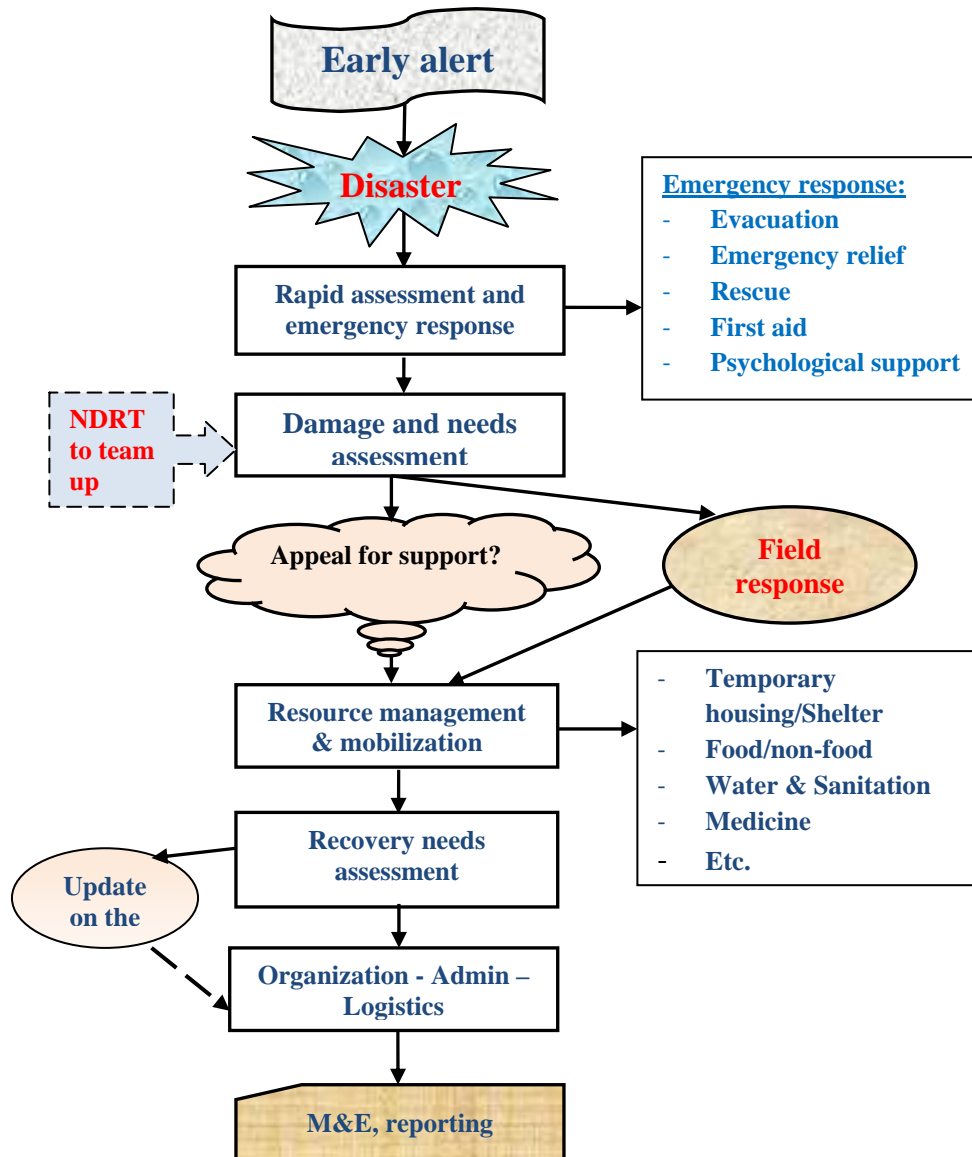
8. Selection criteria for members of the NDRT

- a) Be a staff of the VNRC with expertise and experience in disaster preparedness and response.
- b) Aged between 25-55 years, and preferably be 27 – 50 years of age. To be in a good condition of health.
- c) To be able to work effectively under high stress levels. To be flexible and adaptable to different situations.
- d) To be available for deployment with 24 hours notice and be able to commit to missions of up to four weeks in length.
- e) To be willing to undertake leadership roles and work under the direct supervision of the Team Leader.
- f) To have proven team skills. To have analytical skills and the ability to identify and solve problems. Good communication skills in order to maintain good relations with partners and other stakeholders.
- g) To have good planning skills to provide assistance to local chapters in organizing DR activities in emergencies.
- h) To be willing to undertake common training and participate in annual refresher courses.
- i) To be open to new ideas and the ability to take initiative.
- j) To respect and follow the spirit of the Red Cross Charter and the International Red Cross and Red Crescent Movement.

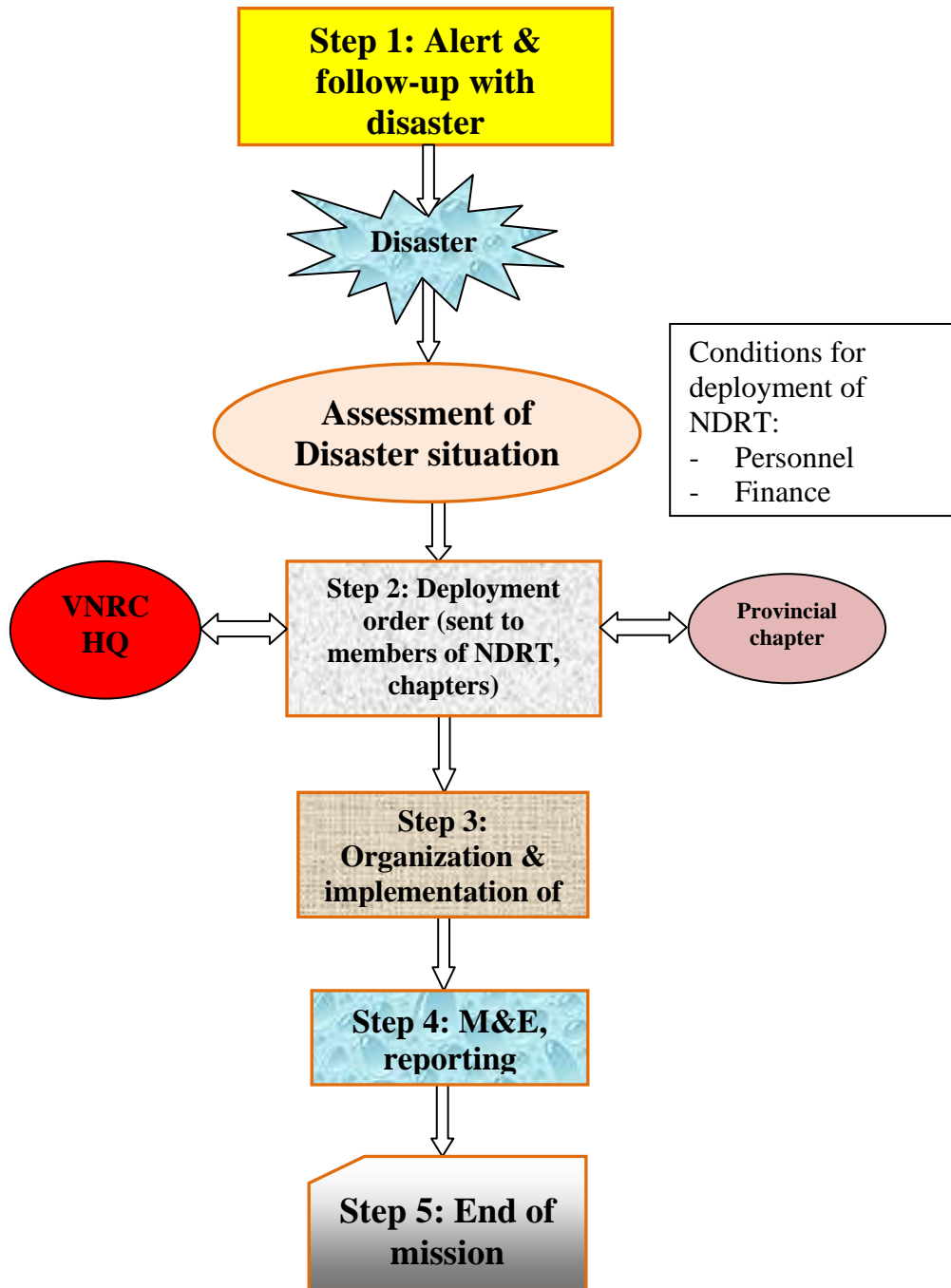
PART 2: OPERATIONAL STRUCTURE OF THE NDRT

1. Operational structure

Following the Standard Operational Procedures, the VNRC Standing Committee can deploy (team up) the NDRT when damage from a disaster is beyond the control of the Provincial Chapter (*see below structure*).



The process for operation of the NDRT is as follows:



<ul style="list-style-type: none"> ✓ Collaborate with relief units of Provincial chapter to identify affected locations. Collect information from the CCFSC, mass media and other partners. ✓ Organize emergency relief distribution. ✓ Provide training and support in beneficiary selection. Monitor the process of beneficiary selection. ✓ Participate in receiving and distributing aid. ✓ Write reports about the receipt and distribution of aid. Share reports and photos with the VNRC and the Provincial Chapter. 		
<ul style="list-style-type: none"> - Participate in DMWG meetings and commit to the participation of NDRT members as part of DMWG Assessment teams. 	Leader or representative of NDRT	At request.
<ul style="list-style-type: none"> - Finalize the list of beneficiaries. 	Leader of NDRT/Staff in charge of DM at Provincial Chapter	After selection is completed.
<ul style="list-style-type: none"> - Needs assessment: Participate independently and jointly with DMWG to identify people in need of further assistance. 	Members of NDRT	At request.
<p><i>Note: Needs assessment follows the guidelines and requirements of the VNRC.</i></p>		
<ul style="list-style-type: none"> - Develop a Plan of Action based on available resources and people's needs. 	Leader of NDRT	After assessment is completed.

Step 4: Monitoring, evaluation and reporting		
<ul style="list-style-type: none"> - Maintain regular contacts with and among members. - Report the results of the mission to the Provincial Chapter, the DM Department, and the VNRC. 	<p>Members Leader of NDRT</p>	<p>Regularly during the duration of the operation.</p>
Step 5: End of deployment		
<ul style="list-style-type: none"> - Write a report on the outcome of the operation with recommendations to the VNRC. - Organize an experience-sharing session between members of the NDRT and the Provincial Chapter. - Based on lessons learned and recommendations, assist the DM Department to change SOPs, formats and training content, 	<p>Leader and members of NDRT</p>	<p>At the completion of relief activities.</p>

2. Participation in relief activities internationally

- To be carried out according to the Regulation on International Cooperation issued by the VNRC, relevant regulations of IFRC, international and Government laws.

PART 3: NECESSARY CONDITIONS FOR A SUCCESSFUL NDRT OPERATION

1. Equipment

The NDRT member will be equipped with essential equipment to perform their assigned tasks. The Disaster Management Department will hand over equipment under approval of the VNRC Standing Committee. Each deployed NDRT member will sign out an inventory list. NDRT equipment from HQ must be returned after the mission for regular checks, maintenance, and upgrades. Issuance, maintenance, repairs and stock management of all equipment should be in accordance with the VNRC and the Government's policies on assets management.

Once issued with the equipment, the provincial team members from the nine provinces can use the equipment in their daily work and will be responsible for the maintenance of their equipment so that it remains operational.

2. Security and safety

The NDRT members shall comply with the VNRC security regulations in case they are deployed in country. They will follow specific regulations on security and safety established by the VNRC, the relevant National Society and/or the IFRC if deployed outside of Vietnam.

In case of a disaster occurring in a conflict area, the VNRC HQ upon consultation with the Vietnamese authorities, the IFRC and the ICRC Representative, will decide on any potential deployment.

3. Management of NDRT performance

3.1 Training and post-training commitment

Training needs to be organized for members of the NDRT to include topics such as damage and needs assessment, information collection, analysis, and reporting. Refresher training for NDRT members will be organized on an annual basis. New members of the VNRC and the most vulnerable provinces will be prioritized for training.

Trained NDRT members will be utilized to deliver training to a new NDRT member or the PDRT. The PDRT team may collaborate with the NDRT team to organize a training program for provincial staff and volunteers. They can

identify capable staff and volunteers for further training to become members of the local DRT in the future.

After successfully completing the NDRT training course, the trainees shall commit their availability for deployment. Provincial Chapters shall likewise agree and commit to allow their NDRT trained staff to engage in possible deployments in any part of the country if requested.

3.2 Database for human resource management

The database will have information related to:

- a) Name, age, sex, blood type, address, languages spoken.
- b) Contact information: Mobile and landline phone numbers, and current address.
- c) Specific knowledge and skills (such as evaluation, reporting, finance, administration).
- d) Reflections and recommendations on previous missions.
- e) Competency in computers and IT equipment.
- f) Approximate body size (Small, Medium, Large, Extra Large etc.).
- g) Availability and duration of deployment based on family responsibilities.

3.3 Reward and Disciplinary procedures

NDRT members will be considered for commendations and rewards when they have significant achievements, in accordance with the commendation regulation of the VNRC or upon request for commendations and rewards from the Government.

In case any NDRT member violates the VNRC Charter, these guidelines or the IFRC code of conduct for disaster relief, they will be disciplined. Disciplinary measures include reprimands, warnings, suspension from duties, or exclusion from the team. They will depend on the scale of the violation.

3.4 Per diem allowance. Travel, accommodation, and insurance expenses

To ensure a timely response, the NDRT is authorized to request an advance based on an approved activity and budgetary plan.

Insurance, travel expenses, and per diem for NDRT members are based on regulations of the Vietnamese Government and the VNRC. Regular incentives,

monthly salaries, and related expenses (excluding expenses covered by VNRC HQ for NDRT members) should be maintained by the provincial chapters when the NDRT members deployed in other provinces.

In case of deployment requested by IFRC/ICRC/PNSs for an out-of-country mission, all costs (including risk insurance) will be covered by the requesting agency in accordance with IFRC guidelines (including risk insurance) or by the regulated cost norms for staff deployed in overseas missions.

If any member falls sick, loses assets, dies or is injured during their deployment, articles in the Government Decree No. 3 of January 7th 2011 will be applied.

4. End of mission

4.1 Phase- out

- ✓ The withdrawal of the NDRT shall take place when the Provincial Chapter is able to cope with the disaster and other disaster response mechanisms have been put into place.
- ✓ An email, fax and SMS will be sent by the leader of the Disaster Management Department to announce the phase out of deployment for individuals, sub-teams or the entire NDRT deployment. This communication will also include guidance on their debriefing procedures and the sharing of lessons learned.

The maximum deployment duration for NDRT is 4 weeks. In case a longer deployment is required, the VNRC HQ will discuss and come to an agreement with the NDRT team member(s) and their line manager.

4.2 Debriefing

The NDRT Team Leader/ Field Team Leader has the responsibility of sharing and debriefing the performance of the NDRT members at the field level to the leaders of the provincial RC chapters and the VNRC HQ.

A mission report with recommendations on relief (type of relief items, quantity etc.) should be submitted to the VNRC HQ (through the Disaster Management Department) within one to three days from the phase-out of the mission in the field. The Disaster Management Department can share information from the report with the relevant departments at the VNRC HQ and with other relevant partners.

4.3 Operation review

Based on feedback from the local RC chapter, the performance assessment of the NDRT team, and recommendations from the NDRT Team Leader or Field Team Leaders, the VNRC HQ (Disaster Management Department) will make an appraisal to confirm:

- a. Suitability for future deployments and structure of the NDRT.
- b. Technical and functional aspects required for future deployments.
- c. Recommendations for further training of NDRT members.
- d. Sharing of information on disaster alerts for deployment of NDRT to DMWG.
- e. Preparation of financial and administrative procedures for the NDRT deployment.
- f. Improving management of coordination in the field, including liaison with provincial chapters, and improving the criteria and procedures of beneficiary selection.
- g. Availability and readiness of relief goods and other forms of relief.
- h. Reporting requirements in appropriate formats.
- i. Well-defined framework for communication: who is the focal person and what information needs to be shared.

Annexes

Annex-1

NDRT Gear Specifications

1. Laptop Computer – ACER 4820TG Series

With Windows OS (Windows 7 Home Premium or better)

2. Open Office 3.2.1 or later
[http://download.services.openoffice.org/files/stable/3.2.1/OOo_3.2.1_Win_x86_install-wJRE_en-US.exe]
3. Internet Browser and Gmail account configured onto laptop (Use Outlook Express)
[<http://www.google.com/support/chrome/inproduct/bin/answer.py?hl=en&answer=95346>]
4. Adobe or Foxit PDF Reader [http://get.adobe.com/reader/]
[<http://www.foxitsoftware.com/downloads/>]
5. Winzip/ 7-Zip/ PeaZip or IZArc 4.1.2 [http://www.izarc.org/download.html]
6. Anti-virus (Avast, AVG or Avira Personal) [http://www.avast.com/free-antivirus-download]
7. Irfan View 4.27 or similar image viewing & resizing tool
[http://www.irfanview.com/main_download_engl.htm]
8. Cable to connect to digital camera / charge digital camera (Usually comes with Digital Camera) **It may be a standard accessory,**

2. Accessories- Internet Connection Device / Cards

1. Cable to connect to phone line/ DSL/ LAN modem.
2. Prepaid internet connection device/ data card/ phone internet card.

3. USB Data Storage Drive - 2/4 GB Good / reliable brand with waterproof feature.

Has following templates or documents-references (Vietnamese and English):

1. Assessment formats (24 Hour and 3-7 Days).
2. Contact Lists - Local to Global, as required from VNRC Disaster Response System.
3. High-resolution political map with roads and routes of Vietnam.
4. VNRC Disaster Response Guidance documents (Vietnamese and English).
5. A Word Document page with (active) key links pasted (DMIS, IFRC, FedNet, OCHA Reliefweb and local meteorological and online media portals) for click and browse function.

4. Digital Camera with accessories

Canon A3100is/ SX120 or 130is or Nikon L22 (All run on AA sized batteries)

1. Digital Camera 5-14 mega pixels with Video recording. (Preferably a well-known brand such as Sony, Nikon or Canon with AA sized battery as Lithium Ion / Polymer batteries need to be charged and power may not be available. New cameras come with a USB charger so a laptop or a battery pack with USB output i.e. Duracell Powerhouse or Sanyo Eneloop may be used).
2. 2 memory cards, 4-8 Gb.
3. Battery/ power pack (Alkaline or NiMH rechargeable packs).
4. Cable to connect to PC.
5. Software to resize photos to send through (low bandwidth) internet, if not using Irfanview.

5. Mobile with GPS

(Such as Nokia E71/ E72/ S5800/ Garmin Nuvi G60 /Asus Betouch E110/HTC Touch2)

- Preferably with USB data and charging cables. Can be used as a (low bandwidth) modem.
Most US\$250-300 phones are equipped with these features.
Data cable may be an additional cost.

6. DMIS & Fednet Membership

Functional Accounts:

1. DMIS,
2. FedNet,
3. Gmail,
4. OCHA Relief Web
5. On local media websites
6. Weather sites - technical agencies monitoring and disseminating weather, and
7. Free Dropbox account with 2 GB of secure online storage.

Identification-visibility gear

(Per person/ 70% Average Sizes + 15% Over Sizes and 15% Smaller Sizes)

1. Printed Disaster Response and Relief Manual and financial guidelines.
2. Emergency Relief Item Specifications and packing details with approximate pricing.
3. Printed documents for handover.
4. Printed Forms and vouchers for cash payments.
5. List of key departments and contact details for each sector (People's Committees and sectoral departments).
6. Stationery - Notebooks, Pens, Markers, Stapler, Folders, Post-its, Calculator, VNRC - IFRC Stickers.
7. Printed (most current version) Map of country and relevant provinces.
8. Self Inking Assessment Forms (Standard DMWG forms + VNRC /IFRC 24 Hours + 2 Hour Forms).
9. Latest Contact List (Local to Global as suggested in VNRC Disaster Response Manual).

Printed VNRC Manual and forms

1. Safari (No sleeves) multi-pocket jacket with pockets for phone, stationery, map and other items. Preference for a jacket with a pocket in the back to keep maps and stationery - 1
2. T-Shirts with VNRC-IGRC Logos - 4
3. Caps with VNRC-IFRC logos - 2
4. Badge or identification Card/ I-Card or VNRC-IFRC Logo with neck strap.
5. Waterproof backpack 30 - 40 litres (Omnisex) NorthFace / Lowe, preferably a compartment for laptop (with logo) - 1
6. Raincoat or large Plastic Poncho that can also cover the backpack.
7. Nylon Luggage cover bag (With Logo) - 1

Self-sustaining survival kits - FA

- 1 Impregnated Mosquito Net.
- 1 Mosquito repellent spray/ lotion.
- 1 Personal First Aid Kit (Including OTC drugs for common illnesses).

- 1 Sleeping Bag.
- 1 Wind-up Radio and VHF Walkie -Talkie Radio Set with extended range if no base station or repeater network is available.
- 1 Long life LED Flashlight.
- Dome tent, if required (with logo).
- Portable cooking stove with fuel cakes.
- Packed food that is ready to eat or can be boiled.
- 1 Insulated water bottle, with built in resin water filter or chlorine tablet sachets. Pure or water maker sachets.

Terms of Reference

Annex-2

Deployment of NDRT members to:

1. **Area of deployment:**
2. **Type of disaster (e.g. FLOOD, TYPHOON):**
3. **Name of operation:**

Terms of Reference for the deployment of National Disaster Response Team members to provide operational support toProvincial Chapter.

Name of Team/ Field/Sub-Team Leader:.....

- Name(s) of Team Member(s)
1.of Province/HQ.....
 2.of Province/HQ.....
 3.of Province/HQ.....

Reporting to (Name & Position):

.....in the Provincial Chapter.

Purpose of Mission:

1.
2.
3.
4.
5. Submit a report and a plan of action at the end of the mission.

Duration of the mission

The mission will begin on/...../201..... and end on/...../201.....

Reporting lines:

While in the field, the NDRT member will report to and liaise with chairman of the chapter/branch for issues related to the operations, and provide information to HQ.

After the mission, the NDRT members will submit an end of mission report to the DM Department at VNRC NHQ and a copy of that report should be also sent to the chairman of the Provincial Chapter.

Travel, accommodation, per diem allowance

The VNRC will pay for the cost of travel from the province of origin to the place of deployment, the cost of accommodation, and a per diem allowance. NDRT members on deployment will receive the standard VNRC MSA rate ofVND per day.

Security and Insurance:

NDRT members will be under the security management of the VNRC whilst based in the field. While on an official mission, the team shall not travel or visit any area in the province without prior security clearance from the Chairman of the Chapter.

Special Equipment (not included in the NDRT kit):

- 1.
- 2.
- 3.

The following equipment has been provided to the member of the NDRT for this mission.

- To be returned to HQ
- To be handed over to the Chapter for their use after the mission

Hanoi,/...../201.....
Vietnam Red Cross

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