

Contingency Plan for the Coordination of Shelter Cluster and Non-food Items (NFIs) for the hurricane season 2011

1. Introduction

When a disaster strikes, one of the major humanitarian needs is the provision of emergency shelter in safe locations for the population affected in order to prevent exposure to other threats.

Shelter Cluster and NFIs is defined, as the provision of basic and immediate shelter needs necessary to ensure the survival of disaster affected persons, including rapid response solutions such as tents, other temporary emergency shelter solutions and shelter related non-food items (Memorandum of Understanding between IFRC and UN OCHA).

Shelter Cluster and NFIs in Haiti is part of the Early Preparedness and Response (EP&R) working group that is a coordination space of the humanitarian system where the cluster system, Red Cross and Red Crescent Movement, MINUSTAH and other organizations are involved, in order to propose common actions points to support the Government of Haiti on the Emergency preparedness activities.

As part of the coordination strategy for the contingency plan Shelter Cluster and NFIs collaborates closely with OCHA, Red Cross and Red Crescent Movement-Haitian Red Cross, IDM - Camp Management and Camp Coordination Cluster, Logistic Cluster and other key actors.

Shelter Cluster and NFIs will be part of the Emergency Joint Operations Centre (EJOINT) that is designed to assist the humanitarian actors in Haiti in meeting the needs for early and qualified information sharing, coordination and relief during an emergency at national level. The EJOINT is convened under the authority of the Humanitarian Coordinator (HC), at the occurrence or early warning of an emergency, to provide capacity to support cross-sectoral emergency assessment, relief coordination and response, information management

2. Lessons learned from past experiences

Following the experience of the 2010 hurricane season, Shelter Cluster and NFIs main objective is to improve the coordination among the partners and key actors involved in an emergency response.

A Technical Working Group on contingency plan has been constituted with the aim to identify central actions to undertake in order to guarantee an effective emergency response. Three following actions have been recognized as Shelter Cluster and NFIs priority:

- Contingency stock
- NFI transport and distribution
- Rapid Needs assessment

3. General and Specific Objectives

The Contingency Plan is applied in case of natural disasters with small/medium/severe damage in the existing IDPs camps and new displacements where is required an emergency shelter response.

The Government of Haiti (GoH) is directly in charge of the implementation of the national emergency response in the country; the humanitarian community interventions have to ensure direct liaison and support to the national governmental strategies.

The general objective of the Contingency Plan is to meet needs for basic emergency shelter and NFIs for the population rendered homeless by natural disasters.

The specific objectives of the Contingency Plan are:

1. To support the GoH, the Haitian Red Cross and the shelter cluster members to undertake preparedness activities to meet emergency shelter and NFIs needs caused by natural disasters;
2. To promote cooperation and co-ordination amongst relevant organizations, as well as inter-cluster coordination in order to meet the needs of emergency shelter and NFIs during emergencies;

3. To provide emergency shelter and NFIs for the people affected by natural disasters.

4. Responsibilities

The National Risk and Disaster Management System (SNGRD_Système National de Gestion des Risques et des Désastres) of the GoH, is primarily responsible for disaster response.

The territorial committees represent the extension of SNGRD at decentralized level.

The Civil Protection Department (DPC) is responsible of the execution of the disaster response.

The Gaci (Support Group for International Cooperation) is an instance of SNGRD, who join the actors of the international community involved in the activities of risk and/or disaster management. The Gaci is mandated to coordinate the interventions of the international community in the phases of preparedness and disaster response.

In general, due to the high risk and vulnerabilities of Haiti, a small or medium weather event will probably implicate the mobilization of the humanitarian community to support the GoH.

In the aftermath of the 12 January 2010 earthquake, IFRC convened the Shelter Cluster and NFIs till November 2010, when UN-Habitat took the lead, as the shelter focal point for recovery under the UNDP lead recovery network.

Up to May 2011, there are 65 Shelter cluster members, of these 13 are involved in preparedness activities for the Hurricane Season 2011.

5. Levels of emergency

The three levels of emergency for disaster/crisis identified by the EJOINT are:

Small Scale: represent an emergency to be handled locally (as localized storm/flooding) since the intervention capacity and the resources available at Department level would be sufficient to meet the level of assistance required.

Medium Scale: where the emergency is beyond the assistance and resources available at local level and requires the involvement of national resources from the Government of Haiti. The EJOINT will be activated for this type of emergency.

Large Scale: where the level of assistance required surpasses the response capacity of the Government of Haiti with national level resources and requires a significant intervention by external international aid agencies and other stakeholders. The EJOINT would be activated for these types of emergencies.

6. Shelter Cluster key actors in case of an emergency

In case of small and medium scale emergency UN-Habitat is the leader of the Shelter Cluster NFIs, in case of a severe scale emergency IFRC will convene the Shelter Cluster while UN-habitat will continue the shelter coordination issues related to the 2010 earthquake.

Independently of the level of the emergency, the key-actors, that will be involve in the Shelter Cluster response are:

- Haitian Red Cross/Red Cross and Red Crescent Movement, the national lead organization for the distribution of NFIs including emergency shelters.
- DPC, the Government's line agency for emergency (under the Minister of Interior and territorial committees).
- Members of the Shelter Cluster and NFIs, such as NGOs, donors and other organizations.
- UNOCHA, the UN office for the coordination of humanitarian affairs and the other cluster leads.

7. Types of Emergency Shelters and NFIs:

The standard E-shelter and non-food items to be distributed in case of emergency, are:

Emergency Shelter

1. Tent: [Click here to see specifications](#);

2. Tarpaulins: [Click here to see specifications \(2 tarps per family\)](#);
3. Shelter Kit: [Click here to see specifications \(IFRC model\)](#)

NFI

1. Kitchen Set: [Click here to see specifications \(Kit for 5 people\)](#)
2. Rope;
3. Mosquito nets;
4. Blankets;
5. Mattress;
6. Jerry cans;
7. Family Kit: [Click here to see specifications \(IFRC model\)](#)
8. Community Kit: [Click here to see specifications \(IFRC model\)](#)
9. Hygiene Kit: [Click here to see specifications \(IFRC model\)](#) Note: The WASH cluster will be responsible for the data collection process of this item. (Shelter cluster will share the collected information with the IM focal point of the WASH cluster)

8. Procedures

In case of small-scale natural disaster, UN-Habitat with the current Shelter Cluster NFIs capacity will support any coordination activities. (With UN Habitat leading the cluster, it is appropriate that the existing mechanism lead by UN Habitat is used to coordinate a small sudden onset natural disaster¹)

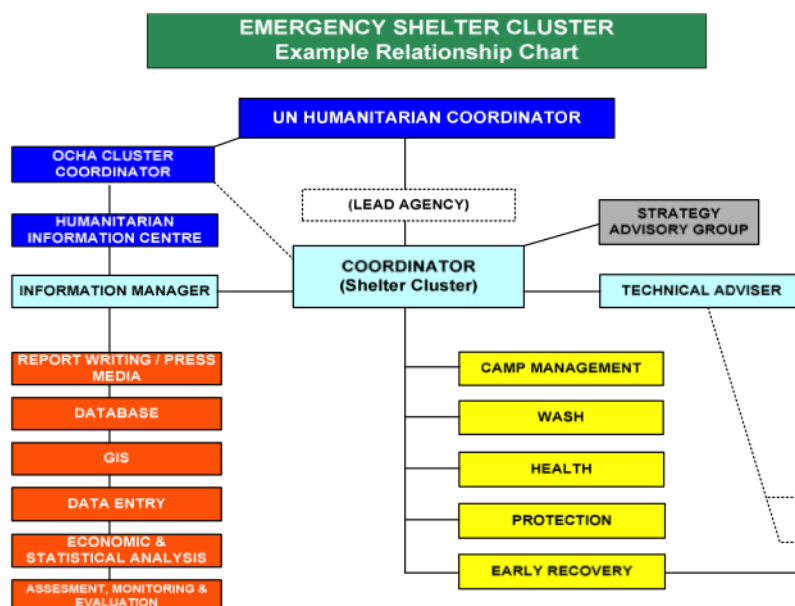
In case of medium scale natural disaster, IFRC will lead the coordination of the emergency response with UN Habitat continuing to coordinate the post-earthquake recovery. IFRC would exit at the end of the emergency/transitional phase, with UN Habitat retaining leadership for continuing shelter recovery².

For a severe natural disaster, the coordination of the emergency response is undertaken by IFRC, thus allowing UN Habitat to continue to coordinate the ongoing post-earthquake shelter recovery activities. In case of medium or severe scale disaster, upon request of the Humanitarian Coordinator, IFRC is taking up the emergency shelter cluster lead in cooperation with the Haitian Red Cross Society and the DPC as the Government's line agency. If it is the case, IFRC will launch a new appeal for a new emergency response in 2011 while UN-Habitat will continue the coordination of shelter cluster issues related to the January 12, 2010 Earthquake.

In case of small-scale natural disaster, the Shelter Cluster NFIs coordination team should be composed of at least: 1 cluster coordinator, 1 information manager, 2 sub hubs coordinators and 3 local support staff for the Information Management Unit.

¹ IFRC. Head, Shelter & Settlements Department May 2011.

² Recommendation: of IFRC Shelter & Settlements Department May 2011.



In case of emergency, Shelter Cluster NFIs call for ad-hoc cluster meeting at the MINUSTAH Log Base at Port au Prince. Information of the emergency preparedness and response will be shared with Shelter Cluster partners by email and through the Shelter Cluster NFIs Website: www.sheltercluster2010.org.

9. Activities

1. Activities to be undertaken **before** the emergency:

No.	Activities	By whom	When
1.	Lessons Learned of the 2010 hurricane season	Shelter Cluster / OCHA	End of Hurricane season 2010 (done)
2.	Data collection process of contingency stock in country and pipeline.	Shelter Cluster	February and March 2011 (done)
3.	Contingency Planning Technical Working Groups # 1	Shelter Cluster and key actors	March 2011 (done)
4.	Identification of actors involved in emergency shelter and NFI distribution along with assessment of their capacities	Shelter Cluster	March and April 2011 (done)
5.	Mapping of NFI stock at the national level	Shelter Cluster	April 2011 (done)
6.	Contingency Planning Technical Working Group # 2	Shelter Cluster	April 2011 (done)
7.	Design and sharing of the emergency shelter's reinforcement and replacement strategy. 20% of the e-shelters in IDP camps and outside of camps should be replaced and reinforced, base on the level of vulnerability and the lack of options of the families to	Shelter Cluster	April 2011 (done)

	leave the camps[3].		
8.	Designing and diffusion of an Information tool kit for contingency planning	Shelter Cluster/ OCHA	May 2011 (done)
9.	Design of the Shelter Cluster Contingency Plan	Shelter Cluster	May 2011 (in process)
9.	Identification of actors involved in the Rapid need assessment process. (Emergency focal points by agency)	Shelter Cluster	May 2011 (in process)
10.	Training of the rapid needs assessment teams	OCHA	June 2011
11.	Training of staff that could participate in relief distribution (to support those agencies that have stock but do not have distribution capacity)	Shelter Cluster /IFRC/IDM	June 2011

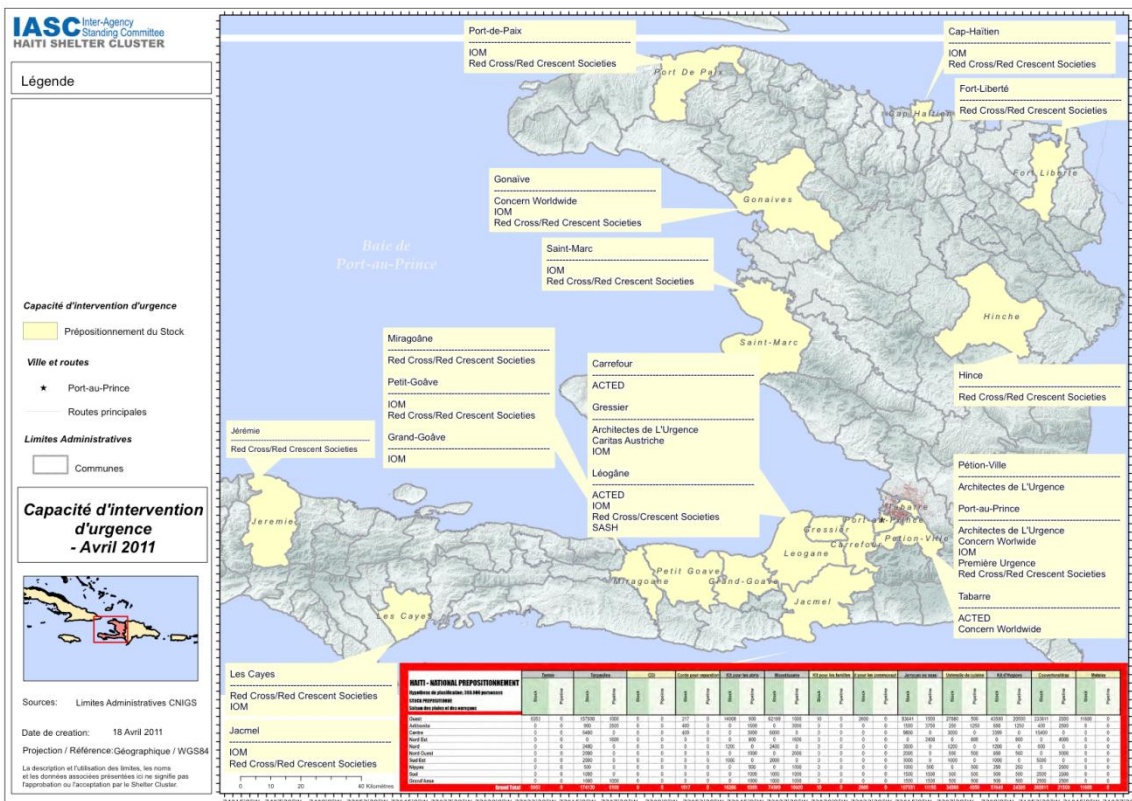
2. Activities to be undertaken **during** the emergency:

No.	Activities	By whom	When
1.	Coordinate the international response in case national capacities are overwhelmed during natural disasters	Shelter Cluster	First months (to be defined)
2.	Provide needs assessments and gap analysis	Shelter Cluster	Throughout
3.	Share data and determine locations for emergency shelters	Shelter Cluster / DPC / IDM / IFRC	Within 1st week
4.	Provide emergency shelters and NFIs	Shelter Cluster partners	Within first 2-6 weeks
5.	Mobilize technical and material support for self-help reconstruction activities	Shelter Cluster partners/IFRC/UNDP	Within 1-3 Months
6.	Monitor the emergency shelter response and distribution of NFI's	Shelter Cluster	Throughout
7.	Identify core issues for advocacy and advocate for them	Shelter Cluster	Throughout
8.	Facilitate the mobilization of funds for the operation	Shelter Cluster-OCHA	Throughout

3. Activities to be undertaken **after** the emergency:

No.	Activities	By whom	When
1.	In case of medium and severe scale disaster, IFRC should coordinate with UN-HABITAT to facilitate the process of handover for the recovery phase.	Shelter Cluster	First months (to be defined)

10. Emergency Response Map



11. Information tool kit

The following links are part of the **Contingency Information Tool Kit**, aiming at providing to Shelter partners information and practical tools and to be prepared for the next hurricane season. Information will be update on a regular base, in order to assure an effective Emergency Response Operation.

1. Contingency Stock:

- 127.000 families could be assisted with the Emergency shelter stock in country/pipeline.
- Emergency response map is available in the shelter cluster website. [click here](#)
- End of June** is the deadline for updating stock information. [click here](#) for the contingency stock form.
- In order to ensure the stock reported as prepositioned for the contingency, please fill the certification letter. [click here](#)
- Information has been shared with DPC, HC and ICC.

2. Transports and Distribution Capacity:

Distribution capacity is one of the main gaps within Shelter partners. Some organizations have the capacity to transport NFI, but not to distribute to the final beneficiary.

For agencies that count with stock, but do not have transport and distribution capacity, take into consideration the following options:

- Logistic Cluster: Transport support – Follow the SOPs [Click here](#) for more information
- IDM: Transport support. An agreement should be signed in advance. Please contact: Samuel Falsis sfalsis@iom.int.
- IFRC: Transport and Distribution support. An agreement should be signed in advance. Please contact: Mamadoudian Bah mamadoudian.bah@ifrc.org and Rosemary Parnell rosemary.parnell@ifrc.org

3. Rapid Needs Assessments

- Assessment forms:

- DPC form: In the process to be improve by OCHA and Cluster system in agreement with DPC. (To be share as soon as is available)
- Camps: IFRC/IDM forms to be used in camps. IFRC: [Click here French version](#) / [English version](#). IDM (XXX)
- Assessment process:
 - IFRC: will be in charge to assess the IDP camps that they are managing. [Click here](#) for the contact list in case your organization is interested to carry out any intervention in those camps.
 - IDM/CCCM: will carry out and coordinate assessments in IDP camps with the CMO and CMA agencies. Due to the new dynamic and the reduction of CMA agencies, shelter/NFI agencies that would like to contribute in the assessment process and support IDM in a coordinated way should get in contact in advance with the DRR unit of CCCM and CMO. [Click here](#) for the contact list.
 - OCHA: Multi-Sector Rapid Needs Assessment teams will be deployed to the field; these teams will be conformed by the humanitarian community present in the different communes. If your organization is interested to participate in the assessment teams please send an email to: shelterhaiti2010@gmail.com. Those teams will be trained by OCHA.
- 4. Coordination with the Government and the Cluster System
 - Shelter/NFI cluster is part of the Contingency working group lead by OCHA.
 - An SOP for the Emergency Joint Operation Centre – EJOINT has been developed by the cluster system, following the guidelines of the DPC (Département de la Protection Civile). Please [click here](#)
- 5. Security Issues: In case any shelter cluster partners require the support of MINUSTAH to provide any security assistance please get in contact with:
 - Police Operations Centre: 3702-6852
 - JOIC Monitoring and Reporting: 3702-6855
 - UN Security: 3702-6944
- 6. More relevant information
 - Shelter/NFI Cluster presentation: Contingency Plan [click here](#)
 - TWIG contingency plan minutes. [Click here](#)
 - UNICEF Rapid Response Mechanism: [Click here](#) for all the information
 - Protection Cluster recommendations. [Click here](#).