

CAMBODIAN HUMANITARIAN FORUM (CHF)



CONTINGENCY PLAN

June 2015

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ABBREVIATIONS

| | |
|----------|--|
| ADPC | Asian Disaster Preparedness Center |
| CCA | Climate Change Adaption |
| CCDM | Commune Committee for Disaster Management |
| CHF | Cambodian Humanitarian Forum |
| CHF. PC | CHF Province Coordinator |
| CHF. ZC | CHF Zone Coordinator |
| CRC | Cambodian Red Cross |
| DCDM | District Committee for Disaster Management |
| DM | Disaster Management |
| DRM | Disaster Risk Management |
| DRR | Disaster Risk Reduction |
| EAT | Emergency Assessment Team |
| EOC | Emergency Operations Center |
| EPRP | Emergency Preparedness and Response Plans |
| FAO (UN) | Food and Agriculture Office (United Nations) |
| HRF | Humanitarian Response Forum |
| INGO | International Non-Governmental Organizations |
| IOs | International Organizations |
| JAG | Joint Action Group |
| LNGO | Local Non-Governmental Organizations |
| MAFF | Ministry of Agriculture Forestry and Fisheries |
| MRC | Mekong River Commission |
| MoEYS | Ministry of Education, Youth and Sports |
| MoH | Ministry of Health |
| MoP | Ministry of Planning |
| MoWRAM | Ministry of Water Resources and Meteorology |
| NAP | National Action Plan |
| NECC | National Emergency Coordination Center |
| NCDM | National Committee for Disaster Management |
| OFDA | The office of US Foreign Disaster Assistance |
| PADEK | Partnership for Development in Kampuchea |
| PCDM | Provincial Committee for Disaster Management |
| RC | Resident Coordinator |
| RCY | Red Cross Youth |
| RCV | Red Cross Volunteers |
| RRT | Rapid Response Teams |
| RUPP | Royal University of Phnom Penh |
| SNAP | Strategic National Action Plan |
| SOPs | Standard Operating Procedures |
| SORF | Support Organization for Rural Farmers |
| 3W | Who is doing What and Where |
| UN | United Nations [and its agencies] |
| UNDMT | United Nations Disaster Management Team |
| UNDP | United Nations Development Program |
| UNICEF | United Nations Children's Fund |
| USAID | The United States Agency for international Development |
| VDMG | Village Disaster Management Group |
| WASH | Water, Sanitation and Hygiene [UNICEF] |
| WFP | World Food Program |
| WHO | World Health Organization |

1. INTRODUCTION

In order to address institutional, knowledge and capacity gaps that existed in the Kingdom of Cambodia relating to humanitarian response procedures and practices, the Cambodian Humanitarian Forum (CHF) was established in 2012 as a network of local humanitarian NGOs. The creation of the CHF was funded by USAID/OFDA and was assisted and coordinated by the Asian Disaster Preparedness Centre (ADPC) and their in-country partners, Partnership for Development in Kampuchea (PADEK), the National Committee for Disaster Management (NCDM) and the Royal University of Phnom Penh (RUPP).

The CHF network is designed to give a strong institutional platform for local NGOs to enable them to better participate and engage in the humanitarian architecture and response mechanisms operating in the country. The network is facilitated and managed by local NGOs supported and guided by the Asian Disaster Preparedness Centre, the NCDM and USAID.

The CHF is expected to tap into global, regional, and national level humanitarian response networks in order to gather up-to-date, quality resources that can reinforce the humanitarian reform process within various stakeholder organizations. The CHF will create an enabling environment among field practitioners and policy-makers alike to have access to the great amount of information, knowledge and lessons learned for humanitarian response actors that became available in the aftermath of several previous disasters as well as providing increased access to local knowledge and resources. The CHF will also act as an advocacy body within the Cambodia DRR community in reinforcing the humanitarian reform process, while taking into account the demand for increased awareness and insight amongst all the local stakeholders involved in the dynamic field of provision of humanitarian response services.

The establishment of the CHF network aims at strengthening the capacity of the civil society in Cambodia to effectively respond to disasters by addressing key issues such as humanitarian coordination, preparedness for response and information management among CHF members. It also aims to stimulate their engagement as humanitarian response practitioners in the common humanitarian assistance framework, by sharing knowledge and resources among each other to help in better planning and increasing the effectiveness and efficiency of humanitarian response activities in the country.

The improvements in humanitarian response will provide a better result in saving the lives of people at the time of crisis, prevent unnecessary duplication of effort and facilitate early recovery from disasters. The activity is designed to bring Cambodian Humanitarian Agencies into a common forum and bridge the knowledge and information gap among international and local humanitarian actors with regard to the progress and direction of humanitarian actions.

This CHF Contingency Plan is aimed at CHF participant organizations and has been developed by them with input and assistance from the NCDM, CRC, PCDMs, HRF, RUPP and ADPC.

1.1 Aim of this Contingency Plan

The aim of this contingency plan is to place the Cambodian Humanitarian Forum within the overall response framework which operates in the Kingdom of Cambodia; to clarify the roles and responsibilities of the various parts of the CHF network and to specifically outline those roles during the before during and after phases of emergencies.

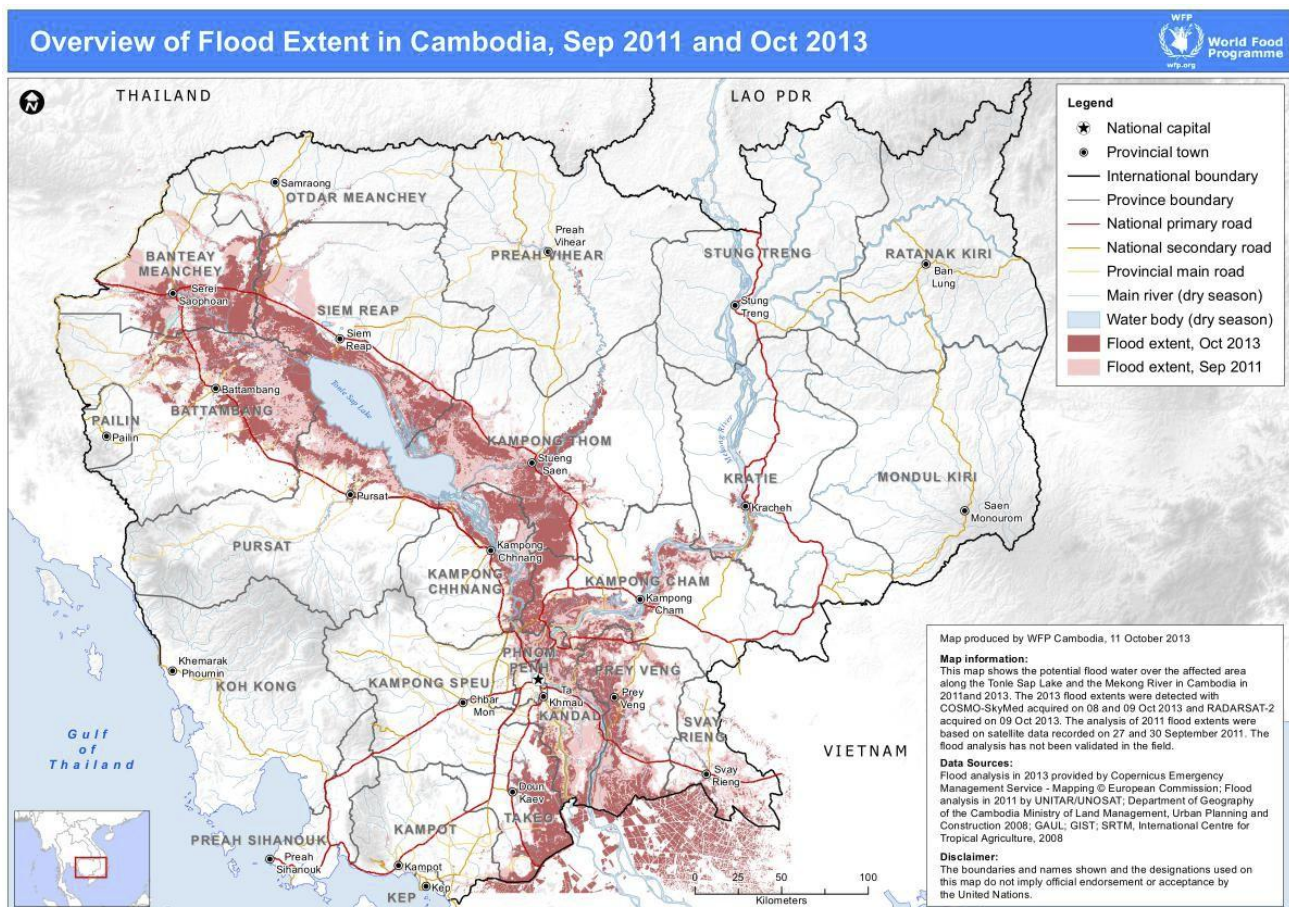
The plan outlines a number of capabilities [see paragraph 6.6] that the CHF network can provide. However, although these capabilities can be deployed for a number of hazards [drought and epidemic], this contingency plan is mainly focused on flood response.

2. CONTEXT ANALYSIS AND RISK PROFILE

2.1 Context Analysis

Due to its significant exposure to natural hazards and the limited adaptive and coping capacities of its population and of its national and local structures to prevent and mitigate the effects of disasters, Cambodia is considered one of the most hazard-prone countries in South-East Asia.

The major risks faced are in order of prevalence: floods, droughts, typhoons and storms, forest fires and landslides. With approximately 70% of the population living agrarian existences, and a significant part of the population living in flood prone areas, natural disasters can have devastating consequences on the lives and livelihoods of the majority of Cambodians.



Floods - either slow onset floods or flash floods are the most damaging type of disaster, as compared to other hazards, they affect the largest number of people, the most extensive area and they have the most significant economic impact in terms of damage and loss. According to official data from the National Committee for Disaster Management (NCDM) in 2011, extensive floods in 18 out of 24 provinces caused 247 casualties and affected more than 350,000 households of over 1.64 million people. In 2012, flash floods and slow onset flooding affected parts of Banteay Meanchey Province, including over 11,700 households. In 2013, floods affected 20 out of 24 provinces in the country, and more than 377,354 families.

Of the total affected population, 31,314 families were evacuated to elevated ground or safe areas. One hundred and sixty-eight flood-related deaths were recorded by NCDM.

The South West Monsoon which is responsible for three-quarters of the countries' annual rainfall begins around mid-May and lasts until the end of October. This also corresponds with the Himalayan snow melting which contributes to a significant share of the Mekong River flow as does the inflow from the two major left bank rivers from Veintiane to Nakhon Panhom and from Pakse to Stung Treng. As a result floods along the Mekong River, the Tonle Sap Lake and the various tributaries occur annually during the wet seasons

The Mekong Rivers influence on the Tonle Sap Lake follows a unique pattern. For part of the year, the lake flows into the Mekong River, but during the wet season the Mekong pushes water back into the lake. Water spreads into the wetlands between the Mekong and the Tonle Sap and builds up in the lake itself, which will see its area multiplied six times and its depth increasing from one meter to between six and nine meters. This seasonal increase of water creates wetland habitats and draws nutrients from land into the river to feed a diverse fish population, which is one of the main natural resources for the population. Although the floods can damage crops, they also lay down nutrient-rich soil that naturally fertilizes fields, and maintains surface water supply. The Mekong River Commission (MRC) estimates that while the annual flood causes 60-70 million US\$ in damage, it brings 8-10 billion US\$ into the economies of SE Asia. Nevertheless excessive flooding often results in many deaths, destruction of infrastructure, and loss of livelihood.

Drought: The other main natural hazard that can cause a major disaster in Cambodia is drought. Delays or an early ending of the monsoon rains and/or erratic rainfall (volume and period) contribute to severe agricultural drought that can affect large geographical areas and severely impact a great number of people. While droughts may be localized, it is often the compounding effect of consecutive occurrences year after year, or floods following droughts in particularly vulnerable areas, which becomes unsustainable for the families and forces them into a downward spiral of indebtedness. Pests have also been frequently associated with droughts, with significant impact on cultivations and the issue of food security.

Tropical storms and typhoons: Although storm hazards are less likely to impact Cambodia due to the protection provided by the surrounding mountain ranges tropical storms and typhoons in the Pacific Ocean can still affect the country and can make a significant contribution to rainfall during the later parts of the wet season (August to early October). Typhoon Ketsana was the first tropical storm to directly impact the country in October 2009 affecting 180,000 people (directly or indirectly) in 14 of the 24 Cambodian provinces and resulting in the deaths of 43 people. In 2011, the

combination of a series of tropical storms and heavy monsoon rains led to the worst flood season on the lower Mekong River since 2000, affecting 18 of 24 Cambodian provinces. It is now recognized that tropical cyclones have the potential to be a severe threat to Cambodia combining flooding and destruction of lives, property and infrastructure.

Despite recent socio-economic progress, Cambodia remains one of the poorest countries in Southeast Asia. With 19.8% of Cambodians living below the national poverty line, Cambodia is still classified as a least developed, low-income country, although it is expected to move soon to a “middle-income country” status. Thirty years of conflict ending in the late 1990s, high population growth, low agricultural productivity and poor access to health and education services are contributing factors to continued poverty for a significant part of the population. This underlying poverty increases the vulnerability of communities to the effects of disasters.

2.2 Risk Profile

Although a great number of provinces are subjected to the effects of flood, drought or storm, the impact of these hazards on an affected area will depend on a variety of factors such as:

- a) The density of the population;
- b) The level of poverty in a particular area;
- c) The level of degradation of the particular environment;
- d) The level of preparedness of the population and of government agencies operating in the area;
- e) The percentage of the population that is dependent on the livelihoods particularly prone to the effects of natural disasters.

In order to identify the disaster risks most relevant for Cambodia, a risk profile is contained below. The National Committee for Disaster Management (NCDM) defines disasters as:

"Those events or dangers that respond to one or more of the following criteria: That cause casualty (of lives) and injures 5% of the total population within any vicinity of administration. That affects more than 30% of the total population within any vicinity of administration. That causes damage to properties, houses, structures and public service distribution system that cannot be repaired within one week. That hinders power supply service, communications, safe water supply, food that cannot be repaired within one week"

The major hazards faced in Cambodia are:

| HAZARDS |
|---------------------|
| SLOW-ONSET FLOODING |
| FLASH FLOODING |
| DROUGHT |
| TYPHOON/STORM |
| PANDEMICS/EPIDEMICS |

The MoH has developed a comprehensive plan to address the risk of an Influenza Pandemic including a Rapid Containment Strategy, a Response Strategy and a Communication Strategy.

The table below extracted from the HRF Contingency Plan issued in February 2014 shows the risk matrix, the various risks and their estimated likelihood, impact, and scale. The matrix reinforces the general view that risk in Cambodia is created in order of the impact and likelihood by slow-onset flooding, flash flooding, drought and typhoon/storms.

Risk matrix

| | | | | | | |
|---|---------------|------------------|---|-----------------------------|----------------------------------|----------------|
| Impact | 5. Critical | | | | | |
| | 4. Severe | | Typhoon, storm (localised); Pandemic (extensive) | Flash floods (extensive) | | |
| | 3. Moderate | | | Drought (localised) | Slow onset floods (extensive) | |
| | 2. Minor | | | Epidemics (localised) | | |
| | 1. Negligible | | | | | |
| | | 1. Very Unlikely | 2. Unlikely | 3. Moderately Likely | 4. Likely | 5. Very likely |
| Likelihood | | | | | | |
| Likelihood : | | | Impact : | | | |
| 1=Very unlikely (estimated 0-20% chance of the event happening) | | | 1 = Negligible (0-5% families affected), | | | |
| 2 = Unlikely (21-40%), | | | 2 = Minor (5-10% families affected), | | | |
| 3 = Moderately likely (41-60%), | | | 3 = Moderate (10-20% families affected), | | | |
| 4 = Likely (61-80%), | | | 4 = Severe (20-30% families affected), | | | |
| 5 = Very likely (81-100%) | | | 5 = Critical (over 30% families affected) | | | |

From HRF Contingency Plan

3 CAMBODIAN DRM FRAMEWORKS

The main government structure in Cambodia with regards to Disaster Risk Reduction (DRR) and Disaster Response is the National Committee for Disaster Management (NCDM) which is headed by the Prime Minister and consists of 22 members from various government ministries, as well as representatives of the Royal Cambodian Armed Forces, Cambodian Red Cross and the Civil Aviation Authority.

The NCDM was established by a sub-decree in 1995 to facilitate the coordination of the multi-ministry response to emergency and disaster events. After experiencing devastating floods in 2000 and 2003, a Royal Decree was issued to strengthen the NCDM by clearly defining its mandate, structure and composition. By the Royal Decree, the NCDM must meet at least twice a year in order to “monitor, assess, collect, analyze and manage data on the dangers arising from disasters and compile reports on disaster situations; to recommend to the Royal Government the setting up guidelines, policies and other measures for disaster management”. **In addition to its regular meetings, NCDM should gather in case of emergency in order to provide coordination to the relief actors. To do so, the NCDM shall meet at the National Emergency Coordination Centre (NECC) at the NCDM secretariat.**

The NCDM secretariat manages the day-to-day operations of the NCDM which is divided into five departments:

- a) The Department of Emergency Response and Rehabilitation;
- b) The Department of Preparedness and Training;
- c) The Department of Information and Relations;
- d) The Department of Search and Rescue; and
- e) The Department of Administration and Finance.

Each department is further divided in several bureaus. The NCDM also hosts the National Emergency Coordination Centre (NECC) which is activated in case of a major emergency situation. The NCDM secretariat is de facto the focus for disaster management in the country. One of the main tools of the NCDM secretariat to ensure the coordination of disaster management follows the Strategic National Action Plan (SNAP) for DRR developed in 2008 which was revised in 2013 and later called the National Action Plan (NAP) for DRR 2014-2018.

At sub-national level, the Provincial Committee for Disaster Management (PCDM), the District Committee for Disaster Management (DCDM) and Commune Committee for Disaster Management (CCDM) were progressively created to address pre and post disaster needs at a decentralized level. Those structures are generally headed by the provincial governor, the district governor and the chief of the commune, and consist of representatives from line ministries at decentralized level. The lowest level of coordination is not formalized at this stage but can be designated as the Village Disaster Management Group (VDMG) and stand for any structure set up at the village level (such as Village DM committees or Village DM teams) or for any local association involved in DRR and/or disaster response.

The main ministries involved in DRR and members of the NCDM are the Ministry of Planning (MoP) which was involved in the preparation of the SNAP 2008-2013; the

Ministry of Health (MoH) which has already established Rapid Response Teams (RRT) in each province and is planning to create an Emergency Operation Center (EOC) at the ministry; the Ministry of Water Resources and Meteorology (MoWRAM) which is mandated to provide hydro meteorological early warning and is involved in flood and drought management; the Ministry of Education, Youth and Sports (MoEYS) which has been involved in several initiatives for the integration of DRR into the school curriculum; the Ministry of Agriculture, Forestry and Fisheries (MAFF) which is currently preparing a Priority Framework for Action in Climate Change Adaption (CCA) and DRR, with support from the UN FAO.

The Cambodian Red Cross (CRC) is also member of the NCDM and is officially recognized by the Royal Government of Cambodia as an auxiliary to the public authorities in humanitarian services. The CRC has a comprehensive network of 24 branches covering all provinces in the Kingdom, with a network of more than 5,700 Red Cross Volunteers (RCV) and 5,300 Red Cross Youth (RCY) all working to deliver services and implement programs to meet the needs of those most vulnerable. The CRC is the de facto relief and response mechanism in the country as most government assistance is channeled through the CRC rather than directly to national or sub-national DM committees.

The NCDM issued Guidelines on National Contingency Plan for Disaster Response in January 2012 and this is currently being reviewed and updated.

3.1 United Nations Agencies

The United Nations Resident Coordinator (RC) system encompasses all organizations of the United Nations system dealing with operational activities for development, regardless of their formal presence in the country. The RC system aims to bring together the different UN agencies to improve the efficiency and effectiveness of operational activities at country level.

Resident Coordinators, who are funded and managed by the UNDP, lead UN country teams in more than 130 countries and are the designated representatives of the Secretary-General for development operations. Working closely with national governments, RCs and their country teams advocate the interests and mandate of the UN system while drawing on the support and guidance of the entire UN organization.

The UN Disaster Management Team (UNDMT) acts as a coordination body for UN agencies closely involved in supporting the Royal Government of Cambodia in dealing with disaster situations. It is composed of the UNDP, UNICEF, WHO, FAO, WFP and is co-chaired by WFP and the Resident Coordinators (RC) office. Following the 2011 floods the UNDMT established the Cambodian Humanitarian Response Forum (HRF) to improve the coordination and communication on emergency preparedness, humanitarian and early recovery response in Cambodia between the United Nations (UN), NGOs and International Organizations (IOs). The HRF is meant to assist the NCDM in responding to humanitarian crises in the country and is composed of six sectors for better preparedness and response among the concerned actors. These are:

- a) WASH [Water, Sanitation and Hygiene],
- b) Health,
- c) Food security and Nutrition,
- d) Protection,
- e) Education, and
- f) Shelter.

Several international NGOs and other international organizations are also involved in disaster response. Many are members of the Humanitarian Response Forum (HRF) which aims to ensure sound coordination and communication on emergency preparedness and humanitarian response in Cambodia.

The ongoing efforts to improve overall preparedness and response in the Kingdom and the creation of the HRF to coordinate the response operations of the United Nations (UN), International Non-Governmental Organizations (INGOs), and International Organizations (IOs) identified a weakness in the overall system where Local Non-Governmental Organizations (LNGOs) were not included in the network. These LNGOs operate throughout the country and have resources and knowledge that are beneficial to the response network/effort. As a result of this identified weakness in the overall response network, the Cambodian Humanitarian Forum (CHF) was created.

The involvement of the private sector in disaster management and response in Cambodia remains a challenge which should be addressed in the future.

At the time of drafting this contingency plan, the National framework for disaster preparedness and response and national legislation on the topic are in the final stages of review and revision.

4 THE HUMANITARIAN RESPONSE FORUM (HRF)

The Humanitarian Response Forum (HRF) was established in 2011 in response to the demand for increased coordination between development partners to address the demands of humanitarian disasters, primarily floods and drought. **The objective of the HRF is to ensure sound coordination and communication on emergency**

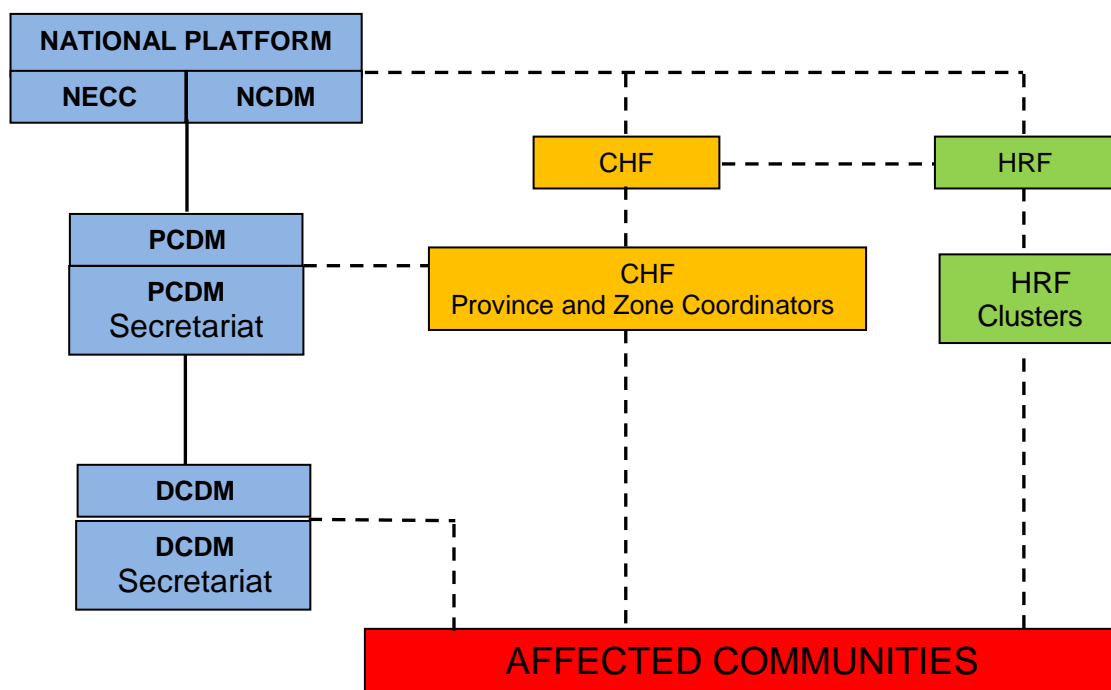
preparedness, and humanitarian response in Cambodia between the UN, INGOs, and IOs. The HRF works in close collaboration with the Government, most notably the NCDM, to facilitate a coordinated and effective approach in support of people affected by humanitarian crises.

Following the flood responses in 2011 and 2013, humanitarian organizations conducted after action reviews/lessons learned workshops in which one of the key priorities identified was the need for stronger and more comprehensive preparedness, particularly at sector level. The development and regular update of an HRF Contingency Plan (HRF CP) contributes to a more comprehensive preparedness among UN, INGOs and IOs engaged in humanitarian action in Cambodia.

The structure of the HRF Contingency Plan is similar to the National Contingency Plan (NCP), organized into a common part applicable to all sectors and subsequently into six sectors, namely food security and nutrition (FSN); water, sanitation and hygiene (WASH); shelter; health, education and protection. The HRF Contingency Plan is aimed at HRF participant organizations and it has been developed by them in partnership with representatives from NCDM and the CRC, It is aimed at complementing the NCP and sector plans, and at strengthening HRF participant organizations collective preparedness. It can be used as a resource by individual organizations for the development of their own preparedness and response plans.

The HRF Contingency Plan was adopted in February 2014. The HRF works in close collaboration with the Royal Government of Cambodia and the NCDM and can call upon the members of the Cambodian Humanitarian Forum (CHF) for local assistance.

CAMBODIAN EMERGENCY RESPONSE NETWORK



5. THE CAMBODIAN HUMANITARIAN FORUM (CHF)

The HRF was created in response to the need for better coordination of the various

international stakeholders during humanitarian disasters when dealing, primarily with floods and drought. However it was quickly identified that local NGOs working throughout the Kingdom with local knowledge and resources had been and would continue to be extremely useful during emergencies. As a result the **Cambodian Humanitarian Forum (CHF)** was created in 2012 in order to better organize the utilization of local stakeholders.

The CHF is a network of local Non-Governmental Organizations (LNGOs) that operate throughout the Kingdom. They have widely dispersed local resources, knowledge and contacts that are extremely useful during disasters and emergencies. The Vision of the network is to maintain and promote human dignity at country level with the prevention and alleviation of suffering. Its Mission is to improve humanitarian actions for saving lives in communities during emergencies through capacity building, training, accountability, coordination and cooperation, and by adopting quality humanitarian standards. The Goal of the CHF network is to improve the humanitarian response to disasters in Cambodia by strengthening the leadership capacity of LNGOs in order to better engage in the humanitarian framework by providing knowledge, resources, training, and mentoring

5.1 The Objective of the CHF is to:

- *Provide a platform and network for information and resource sharing and for dialogue to meet the need of the vulnerable*
- *To promote mutual understanding between humanitarian and development organizations through advocacy for better humanitarian efforts*
- *To build and develop capacity for disaster emergency preparedness and response and a greater accountability for all humanitarian actions*
- *To provide joint response and work as one platform for all humanitarian activities at communities*

At the end of January 2015, the CHF network comprised 106 local NGOs in 20 of the 26 Cambodian provinces. For more effective management of the CHF network, eight zones have been set up with one zone responsible for two or three provinces.

The list of CHF members is shown at Annexure A, with an up to date list available on the CHF Website.

The aim of this contingency plan is to place the CHF in the overall response framework operating in the Kingdom of Cambodia and to clarify and outline the roles and responsibilities of the various components of the CHF network during the pre, during and post phases of emergencies and disasters.

The CHF Network consists of the following components:

| | |
|----------------------------|---------------------------|
| The CHF Steering Committee | CHF Zone Coordinators |
| The CHF Secretariat | CHF Province Coordinators |
| The CHF Website | CHF Members |

6. ROLES AND RESPONSIBILITIES OF THE CHF NETWORK

The roles and responsibilities of the various parts of the network are contained below.

ToRs for the CHF secretariat, the CHF zone coordinators and the CHF Province coordinators can be found in Annexures B, C and D.

6.1 The CHF Steering Committee

The main objective of the CHF steering committee is to provide regular support to the CHF secretariat in leading the CHF network in close coordination with the ADPC. The CHF steering committee has five members that are elected for periods of two years.

As of June 2014, the members of the steering committee are representatives of the following organizations:

- Partnership for Development in Kampuchea (PADEK)
- Tek Dey Sovan Phum (TDSP)
- Cambodian Community Development (CCD)
- Support Organisation for Rural Farmers (SORF)
- National Prosperity Association (NAPA)

The main roles and responsibilities of the steering committee are to:

- Provide comments and strategic advice around the CHF Network activities, such as training module development or for project proposal development in disaster preparedness;
- Lead and chair the annual CHF meeting including preparing meeting agenda and preparing meeting minutes;
- Participate in appropriate meetings with government agencies and other stakeholders on behalf of the CHF network;
- Communicate with International agencies for the benefit of CHF members;
- Advocate for the benefit of poor people in discussions with the Government of Cambodia;
- Share any important information with the CHF secretariat; and
- Work in close cooperation with the CHF secretariat in planning, decision making and capacity building initiatives for CHF members.

During emergencies, the CHF steering committee should also:

- Provide coordination support to the CHF network during disaster response by interacting with any key national or international stakeholders as required by the CHF secretariat;
- Provide support to the CHF secretariat in proposal development as well as in fund raising for the CHF emergency response and recovery interventions.

6.2 The CHF Secretariat

The secretariat of the CHF network is currently being housed by the Partnership for Development in Kampuchea (PADEK). In coordinating the network the CHF secretariat currently relies on eight Zone coordinators and a total of 20 Province coordinators.

The main objective of the CHF secretariat is to enhance the capacities of CHF members by the sharing of information, training and appropriate mentoring in order to eventually strengthen their engagement within the national humanitarian framework, in

particular for responding to major national emergencies.

To reinforce the capacities of CHF members in humanitarian assistance, the secretariat is expected to:

- Provide technical guidance to CHF zone and province coordinators in conducting hazard identification, mitigation, preparedness, as well as in emergency response and recovery;
- provide coordination support to the CHF members by participating in key national (and when possible regional) meetings, and by keeping the CHF members informed of the discussions held around DRM at national level;
- Promote stronger synergies between humanitarian and development stakeholders in Cambodia by advocating for the needed improvements in the national (and regional) DRM framework(s);
- Identify funding opportunities, collaborations and possible emerging needs in disaster management that could be of interest for CHF members.

As part of its mission, the CHF secretariat should specifically:

- Communicate regularly with the CHF steering committee to validate key strategic decisions and actions that will benefit the CHF network;
- Participate in NCDM and HRF coordination meetings, and in any other strategic meetings related to DRM in Cambodia (for example the JAG meetings, sectoral meetings etc.);
- Establish a real-time monitoring mechanism to detect emerging crisis in Cambodia and mobilize the CHF members in time;
- Sign appropriate agreements with the MoWRAM and the NCDM for dissemination of early warning messages and develop Standard Operating Procedures (SOPs) for disseminating early warning messages within the CHF Network;
- Set up a robust and rapid information-sharing mechanism between the CHF secretariat and CHF members (including the use of CHF website), with the involvement of the zone and province coordinators;
- Establish a database of available expertise among the CHF members that could be used in case of an emergency situation in any of the CHF zones (for Multi sector needs assessments or as part of a Surge Technical Assistance Team);
- Establish an Emergency Assessment Team (EAT), with 30-40 persons to be trained on the assessment tools; and develop clear SOPs for the deployment of a CHF assessment team;
- Prepare a detailed CHF contingency plan that clarifies what CHF members should do before, during and after a disaster, taking into consideration the three possible scenarios (see below);
- Plan and deliver additional training for CHF members, based on identified needs or specific requests from CHF the membership

During emergencies, the CHF secretariat should also:

- Advise CHF members of any adverse weather warnings issued by MoWRAM, NCDM or MRC and obtain local weather information from CHF members;
- Monitor and Support CHF operations during scenarios 1 and 2 below and take the lead coordination role during scenario 3 events;

- Liaise closely with NCDM and HRF during emergencies and keep CHF members informed;
- Where necessary, arrange for surge assistance from other CHF resources for affected provinces or zones.

Possible Disaster Scenarios

Three possible disaster scenarios are envisaged by the CHF network when planning for any response. These scenarios will develop in scope and complexity from a small number of affected provinces to a much wider disaster covering multiple zones. The scenarios are:

Scenario 1: Where one or two provinces within a zone are affected by a disaster; the CHF Province Coordinator (CHF.PC) will handle the coordination of the response, monitored by the CHF Zone Coordinator (CHF.ZC). If necessary, additional assistance from CHF members in other provinces can be provided.

Scenario 2: Where all the provinces within a zone are affected by a disaster; the responsibility for the coordination is transferred to the CHF.ZC, monitored by the CHF Secretariat. If necessary, surge assistance from CHF members in other zones can be provided.

Scenario 3: Where several zones are affected by a disaster; the CHF secretariat will take the lead in coordinating the overall CHF response. In order to improve the assistance provided to CHF members in such a scenario, the secretariat should consider mobilizing additional resources (staff, equipment, funding), in close coordination with the CHF steering committee and the ADPC.

The response capabilities of the CHF membership is listed at paragraph 6.6. However these capabilities are limited by the resources available to the network and by the varying circumstances of the individual member organizations [some having more resources than others]. These resource implications will seriously affect the levels of deployment and assistance that can be provided during an emergency.

This contingency plan shows the response capabilities and the roles and responsibilities of CHF members when responding to all hazards. It does however focus on their response to the main hazards of flood and storm.

6.3 CHF Zone Coordinators

With the creation of eight zones covering 20 of the 26 Cambodian provinces (see map below), the CHF zone coordinators play a key role in supervising their provincial coordinators and in providing a link between the CHF secretariat at national level and the province coordinators at provincial level.



CHF Zones

The main objectives of the eight CHF zone coordinators are to:

- Ensure that the DRR and disaster response interventions of CHF members in their respective zones are coordinated and that sharing of experience is effective between them;
- Assist the CHF province coordinators in their zone, in particular in identifying hazards, for preparedness, as well as in emergency response and recovery (for scenario 1);
- If all the provinces in the zone are affected (scenario 2), take responsibility for coordinating the emergency response of the CHF members' in their zone, including needs assessment and resource mobilization;
- Compile and centralize all information related to DRM in their zone and share with the CHF province coordinators in the zone and with the CHF secretariat.

More specifically the CHF zone coordinator should:

- Regularly Update the emergency contact directory at zone level;
- Review provincial CHF Emergency Preparedness and Response plans (EPRP) in their zone;
- Organize an annual meeting with the CHF province managers for mapping (i.e. who is doing what and where (3W) and invite the concerned PCDM in the zone);

CHF Contingency Plan

- Communicate regularly with the province coordinators in their zone on what support is needed (training, funding, equipment, human resources) and inform the CHF secretariat;
- Share all important information coming either from the CHF secretariat or from the other CHF zone coordinators with their province coordinators.

6.4 CHF Province Coordinators

There are 20 CHF province coordinators. Their main objective is to:

- Coordinate DRM activities with stakeholders in the province such as provincial authorities (PCDM, relevant line departments) and CHF member organizations in particular for identifying hazards, for mitigation and, preparedness, emergency response and recovery (**scenario 1**);
- Coordinate the preparation of a provincial CHF Emergency Preparedness and Response plan (EPRP) and update regularly;
- Compile and centralize all information related to DRM in their province and share with their zone coordinator;
- Maintain an emergency contact list for all stakeholders in their province.

More specifically the CHF province coordinator should:

- Work closely with government partners (PCDM), CHF members and any other stakeholders involved in disaster management within their province;
- Participate in PCDM coordination meetings on behalf of the CHF network;
- Communicate regularly with the CHF members in the province in order to evaluate the assistance needed (funding, equipment, human resources), in particular during an emergency situation, and refer those needs to the CHF zone coordinator;
- Provide regular reports (preparedness, assessment report, response situation reports, other) to the CHF zone coordinator;
- Share with the CHF members all important information relating to disaster management coming from either from the CHF zone coordinator or from any other source in the province.

Being at the forefront of CHF coordination, the CHF province coordinator should ensure that the CHF members in the province are prepared and know what to do in case of a major emergency. In particular, the provincial EPRP should be disseminated to all CHF members and the CHF provincial response plan (when available) should be tested through regular simulation exercises.

6.5 CHF Members

CHF members are responsible to their province and zone coordinators. They should:

- Ensure that they understand their role in the province during emergencies and disasters;
- Ensure that they are aware of the identity of their CHF province coordinator and make contact if necessary;
- Ensure that they are up-to date with warning and advisory notices posted on the CHF website;

- Discuss with their province coordinator their needs and requirements during an event;
- Pass relevant information on weather conditions, the consequences of emergencies or disasters and identified needs of the population to their province coordinator for onward transmission to the CHF Secretariat and other relevant stakeholders.

CHF Members Checklist

CHF members should follow the checklist below which contains minimum preparedness actions, to ensure that their organization is prepared for any response and that they know what will be expected of them.

| CHF Member Preparedness Action | YES | NO |
|---|-----|----|
| Review the CHF Contingency Plan | | |
| Review the Provincial ERP (if existing) | | |
| Participate in a provincial simulation exercise (CHF or PCDM) | | |
| Update your contact details with the CHF Provincial Coordinator | | |
| Collect baseline information in the areas or regular intervention | | |
| Determine a clear strategy and objectives for your organization if called upon to respond. | | |
| Establish an action plan to reinforce the capacity of the organization in DRR and Disaster Response | | |
| Regularly inform the CHF Province coordinator of your organizations needs and or progress in DRM | | |

6.6 Summary of CHF Capabilities

Members of the CHF network work throughout Cambodia have widely dispersed interests and local resources and have knowledge and contacts that are extremely useful during emergencies and disasters. They are able to assist the Government and International stakeholders in helping the people of Cambodia during emergencies and disasters.

CHF members have a number of capabilities. They are able to:

- Assist local authorities during search and rescue operations in the aftermath of a disaster;
- Assist in any evacuations called for and organized by the local authorities;
- Assist in the running of evacuation centers and camps;
- Assist in the distribution of supplies of food water shelter and other relief items;
- Assist in the running of field medical facilities;
- Conduct initial rapid damage assessments within their areas and
- Assist in the conduct and operation of joint assessment teams.

However these capabilities are limited by the resources available to the network and by the varying circumstances of the individual members [some having more resources than others]. These resource implications will seriously affect the levels of deployment and assistance that can be provided during an emergency.

This section will be amended as further capabilities are identified or can be reduced if

circumstances show that some capabilities are no longer viable.

6.7 Activation of the CHF Network Response

Emergency deployment of the CHF network will be activated by the CHF Secretariat with advice from the CHF Steering committee normally as a result of information received from NCDM or in some circumstances from PCDMs.

Depending on the situation [scenario 1 scenario 2 or scenario 3] The CHF Secretariat will decide on which network resources will be deployed and where.

Deployment will be advised to the respective zone and province coordinators and alerted using the CHF webpage

6.8 CHF Emergency Coordination Center

Depending on the circumstances, the CHF secretariat will give consideration to opening a CHF Emergency Coordination Center to assist in the monitoring and supervision of any CHF activation.

During the widespread operations envisaged during a scenario3 response however, a CHF ECC will be opened using surge resources from the CHF network to assist the CHF secretariat in effectively managing the operation.

6.9 Communication

CHF WEBSITE
at
www.chfcambodia.net

Communication from the Royal Government of Cambodia through the NCDM, and requests for assistance and action from HRF and other stakeholders should normally be passed to the CHF Secretariat verbally [telephone] or by email. Weather information from NCDM, MoRAM and MRC can be received directly or monitored on their respective websites.

Having received such information, the CHF secretariat will take the necessary action; inform relevant CHF zone and province coordinators by telephone/email, then place relevant information on the CHF website.

In their turn, the zone and province coordinators will pass the information down to CHF members in their areas.

Information from CHF members will normally be passed to their province coordinators who in turn will pass it to the zone coordinator and by them back to the CHF secretariat.

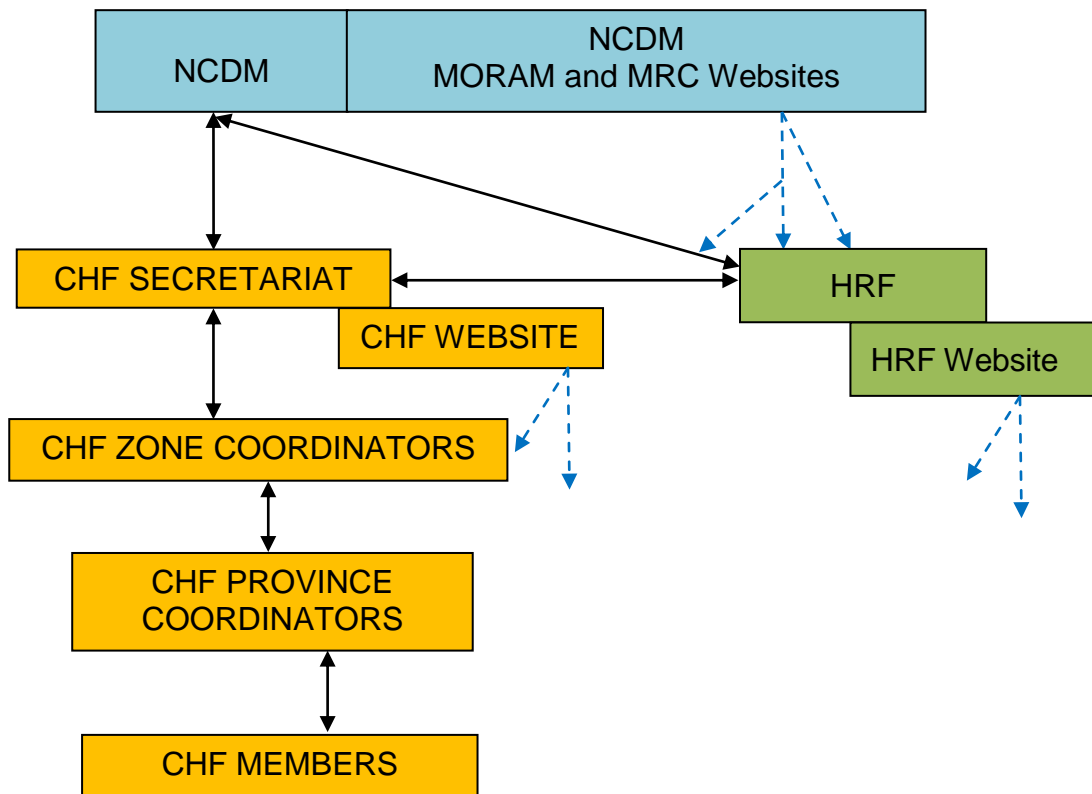
Where necessary however in urgent circumstances information can be passed directly to the secretariat by any party.

During emergencies or operations, all parties must ensure that they continually

monitor the various communication channels [Radio, TV, and Internet] to ensure that they are fully aware of an ongoing developing situation.

The diagram below shows the normal communication pathways.

COMMUNICATION PATHWAYS



| | |
|-------------------------------------|------------|
| Key | |
| Two way communications | ↔ |
| Information available from websites | - - - - -> |

7. Standing Operational Procedures [SOPs] for the CHF network before, during and after Events

The responsibilities of the CHF Network before during and after disaster events are as follows:

7.1 BEFORE AN EVENT

Being Prepared

Before the annual wet season commences in May each year, the CHF Secretariat through the CHF Zone Coordinators and the CHF Province Coordinators will ensure that all CHF members are fully prepared for the approaching wet season by:

Before Disaster (Early Warning) the CHF Secretariat shall:

CHF Contingency Plan

- Ensure that all zone and province coordinators are prepared for the start of the annual flood season;
- Disseminate NCDM and MoWRAM early warning messages to CHF zone and province coordinators on time, with appropriate recommendations;
- Review warning messages and situation reports sent by either zone or province coordinators then consult NCDM on the situation for clarification.

Before Disaster (Early Warning) the CHF Zone Coordinator shall:

- Disseminate early warnings to all stakeholder on time;
- Receive warning from CHF secretariat and disseminate to province coordinator(s) and CHF members;
- Receive warning from CHF province coordinator then send to CHF secretariat;
- Receive warnings from different sources and cross check with PCDMs, and CHF secretariat and if confirmed send to province coordinators.

Before Disaster (Early Warning) the CHF Province Coordinator shall:

Before the commencement of the annual wet season or before the CHF organization is activated and deployed for operations, the province coordinator will ensure that all CHF members are fully prepared for the approaching operations by:

- Ensuring that all CHF members are aware of the CHF contingency plan and of any changes made to it and reminding members of their respective roles and duties and that they are equipped and prepared to carry them out;
- Ensuring that all warnings received from the CHF Secretariat or the CHF website are disseminated to all members in the province;
- Calling appropriate meetings to ensure that all CHF members are ready for upcoming emergencies/disasters;
- Ensuring that they have communicated with the PCDM and other stakeholders in their provinces to ensure that there is effective communication prior to the emergency season/event;
- Ensuring that their provincial emergency telephone and contact lists are up to date;
- Ensuring that all network stakeholders are aware that in the event of a disaster, who will be doing what and where;

7.2 DURING AN EVENT

Responding Effectively

During Disaster/Activation—CHF Secretariat:

The CHF Secretariat through its Zone Coordinators and Province Coordinators will ensure that all CHF operations are effective and fully supported, that requests for assistance from external stakeholders are auctioned, that resources needed by CHF members are provided and that information from disaster areas and locations is effectively handled, analyzed and passed to the appropriate authorities or stakeholders. They shall:

- Receive initial assessment reports from zone coordinator(s);

- Inform the zone coordinator(s) if there is any planned multi-sector rapid assessment in their zone(s);
- Coordinate surge technical assistance to help zone and province coordinators to develop initial assessment reports;
- If scenario 1 and 2: Receive and review reports of zone coordinator(s) as well as draft proposal(s) from the affected province(s) or zone(s) to share with HRF and possible donors;
- If scenario 3: Compile information gathered from the zone coordinators; prepare regular reports and proposals to share respectively with HRF and possible donors;
- Communicate regularly with the concerned zone and province coordinators to know about needed support (funding, equipment, human resources) and to provide information on the on-going national emergency response as well as possible funding opportunities.

During Disaster/Activation—Zone Coordinators shall:

- Receive initial assessment reports from province coordinator(s), review and compile and send to CHF secretariat;
- Inform the province coordinator(s) if there is any planned multi-sector rapid assessment in their provinces;
- Coordinate surge technical assistance to help province coordinator developing an initial assessment report from another province in the same zone (scenario 1) or if scenario 2, from another zone, in coordination with the CHF secretariat;
- If scenario 1: Receive and compile reports of province coordinator(s) and send to CHF secretariat; coordinate surge technical support based on the needs of the province coordinator(s); review draft proposals from affected provinces, consolidated and send to CHF Secretariat for action;
- If scenario 2: same as scenario 1, however reports and draft proposals are prepared under the coordination of the zone coordinator;
- Communicate regularly with the province coordinator(s) and the CHF secretariat on the needed support (funding, equipment, human resources).

During Disaster/Activation Province Coordinators:

The Province Coordinators will ensure that all CHF operations in the province are effective and fully supported, that requests for assistance from external stakeholders are promptly dealt with, that resources needed by CHF members are provided and that information from disaster areas and locations is effectively handled, analyzed and passed to the provincial authorities and CHF zone coordinators and secretariat.

The province coordinator shall:

- Ensure that that there is continuing good communication with the PCDM and other interested stakeholders in order to obtain timely and effective information;
- Ensure that upon receiving requests for assistance from PCDM or any other partner they are passed in a timely manner to the zone coordinator and CHF secretariat for action;
- Take control of provincial CHF operations and deployments;
- Arrange for initial assessment reports from their provincial CHF members, review, compile and send to their zone coordinator and to the CHF secretariat;

- Communicate regularly with their zone coordinator on any additional support needed (funding, equipment, human resources etc.)

7.3 AFTER AN EVENT

Lessons Learned

At the end of emergency/disaster operations or at the end of the annual wet season, the CHF Secretariat must ensure that a mechanism exists to capture what went well, what needs to be improved and what needs to be done before the next cycle begins.

Information gleaned should then be included in an annual updating of this contingency plan. The CHF CP is a living document and must be regularly updated and expanded to keep it fresh.

After Disaster/Activation the CHF Secretariat shall:

- Compile and archive lessons learnt from the zone(s) and province(s) after the disaster response and recovery is completed where necessary share with HRF and donors;
- File/update all information on risk of disasters in the affected zone(s);
- Review joint proposal for DRR in the zone(s); and assist the mapping of who is doing what and where (3W) in each CHF zones;
- Review the provincial CHF contingency plans and needs, and compile.

After Disaster/Activation Zone Coordinators shall:

- Compile lessons learned from their provinces after the disaster response and recovery is completed and send to CHF secretariat;
- File/ update all information on risk of disasters in the zone;
- Review provinces' preparedness action plan for each province (including training) then send to CHF secretariat;
- Review joint proposals for DRR in the province(s) and send to CHF secretariat;
- Update emergency contacts directory at zone level;
- Review provincial CHF contingency plan (equipment, relief supply, etc.) and send to CHF secretariat.

After Disaster/Activation Province Coordinators shall:

- Compile lessons learned from the provinces after the disaster response and recovery is completed and send to CHF secretariat;
- File/ update all information on risk of disasters in the zone;
- Identify the gaps in CHF response and develop an action plan for the preparedness of CHF members in the province (including training needs);
- Review the provinces preparedness action plan (including training) then send to their zone coordinator;
- Review joint proposal for DRR in the province (s) and send to CHF secretariat;
- Update the provinces emergency contacts directory;

8. Standing Operational Procedures [SOPs] for CHF Assessment Operations

Needs Assessment
 A systematic process to determine the needs of
 populations affected by a disaster

Overview

Assessments are an essential component of any effective response to disasters. They include the collecting and processing of data from various sources using different techniques in order to produce reliable information that can enable decision makers to make effective decisions during the response to a disaster.

The purpose of an assessment is to:

- Provide an estimate of the scale and severity of any crisis;
- Assess how the crisis is evolving and whether there is risk of a worsening situation;
- Identify the affected population(s) for any emergency response;
- Identify the type of needs (by sector), scale and urgency/priority of needs of the affected population; and to
- Consider appropriate means of assistance and/or delivery.

To achieve the above, an assessment will need to answer questions such as:

- What kind of disaster has occurred and where?
- What is the current and likely future impact on the local population?
- Who has been affected and how? (Identifying the most vulnerable, the reasons for their vulnerability, and whether previous vulnerabilities existed and exacerbated the current situation)
- What assistance strategy would be appropriate? What types of intervention and what targeting/selection criteria should be used?
- For what period should assistance be provided? How should it be phased out?
- What seasonal/security and other practical factors/risks/constraints need to be considered, and what contingencies need to be planned for?

Step by step approach to conducting an assessment.

The six key steps in the assessment Process that should be undertaken for any type of assessment are:

- **Step 1: Preparedness for Assessments** - initially agreeing the design of the tools, the processes to be used, and identifying the assessment focal points. Then practicing with them before any disaster.
- **Step 2: Designing an Assessment** - agreeing how to structure, organize and carry out the actual assessment exercise.
- **Step 3: Implementing an Assessment** - Becoming familiar with the key steps necessary while conducting an assessment in the field.
- **Step 4: Assessment Analysis and Outputs** - key steps in analyzing and presenting findings in a user-friendly way.

- **Step 5: Sharing Assessment Findings** - ensuring findings are widely shared to facilitate coordinated decision-making.
- **Step 6: Decision-Making** - using key findings to inform overall response programming decision making.

8.1 The CHF Emergency Assessment Team

At the end of 2014, the CHF created The CHF Emergency Assessment Team (CHF.EAT) consisting of 32 members who have been specially trained in conducting assessments. The team members are spread throughout the various zones and can be deployed to lead, direct and assist localized CHF assessments carried out in their particular areas. In addition to this, the team can be brought together to form a core specialist team available to assist other stakeholders in carrying out larger multi agency assessments.

8.2 Types of Assessments

Assessments can be categorized according to the level of coordination between the various organizations.

Single-agency or separate assessments can be considered by the CHF organization in the first 72 hours after the occurrence of a rapid onset disaster. This is particularly relevant in the case of a localized disaster (Scenario 1 one or two provinces severely affected) and can also be done by several CHF members in a single province.

Where a large-scale disaster covers a wider area (i.e. scenario 3 covering several zones) a **Joint Needs Assessment** may be carried out. This will be planned and carried out jointly by a number of humanitarian organizations covering one or more of the sectors below. The assessment should use a standardized assessment tool which can be shared with the broader humanitarian community in order to identify the needs of affected communities.

Joint assessments will usually be instigated by the NCDM and/or HRF and usually follow the standard sectors used by international agencies. These are:

| |
|---|
| HRF SECTORS WASH—Health-- Food security and Nutrition—Protection—Education--Shelter |
|---|

An initial discussion between the NCDM, HRF and CHF members should focus on what is known about the disaster and its scale, and therefore what type of assessment(s) is/are required:

- An **initial assessment** should be undertaken by local authorities and agencies located in the affected areas within the first 72 hours of a disaster, using assessment-trained staff. This can be supported with desk-based fact-finding from centrally-based authorities and agencies, particularly relating to baseline information.
- A **common / joint multi-agency assessment** planned and carried out in partnership between a number of humanitarian actors as well as local and national authorities, covering one or more sectors, using a standardized assessment tool should be undertaken within the first **one to two weeks (ideally sooner)** and with

results shared with the broader humanitarian community to identify the needs of affected populations. This is particularly relevant in the context of a sizeable disaster that covers a wide area, and as local assessment capacity is being built up.

- A **harmonized assessment** with multiple agencies collecting, processing and analyzing data separately, using a standardized assessment tool or comparable tools, including the use of Common Operational Datasets, key indicators and geographical synchronization, that allows shared analysis.
- **Single-agency or separate assessment(s)**, where one or more humanitarian actors undertakes their own assessment due to the localized scale of the disaster and their existing presence and knowledge of the area.

Depending on the scale of a disaster, initial assessments will likely be done by local authorities and actors and while that capacity is being built up, can be complemented by joint rapid multi-sector assessments that can be followed by in-depth sector and single agency assessments.

| INDICATED TIME SCALE FOR LAUNCHING ASSESSMENTS | |
|--|---|
| Initial Assessment | Within the first 72 hours of a disaster |
| Joint Multi-Agency Assessment | Within the first one-two weeks (ideally sooner) |
| Others | As Required |

Where a joint assessment is sector specific, the assessment will be headed by the HRF lead agency for that sector. The CHF Emergency Assessment Team will be able to assist in the conduct of joint multi-sector needs assessments during major disaster events.

8.3 Activation of a CHF Assessment

| Type of Assessment | Activated By: |
|--------------------------------|--|
| Localized CHF Assessment | On request from NCDM or PCDM Or On the decision of CHF Secretariat |
| Multi Agency Sector Assessment | On the request of NCDM and/or HRF |

A localized CHF assessment will be activated upon request from NCDM or PCDM or on the instructions of the CHF Secretariat. The assessment process will be lead and directed by members of the CHF EAT in the area supported and assisted by other CHF members.

A Multi Agency Assessment (normally sector specific) will be activated upon request from NCDM and/or HRF. The assessment process will be lead by the HRF sector coordinator for the particular sector and will be assisted by members of the CHF EAT specifically brought together for the purpose.

8.4 Reporting

Localized CHF Assessments will be reported to the CHF Zone coordinators and the CHF Secretariat at the end of each assessment day and upon completion.

Multi Agency Sector Assessments will be reported to the lead assessment agency as per their requirements but will be copied to CHF Secretariat at the end of each assessment day.

9. TRAINING AND PREPAREDNESS

9.1 Preparedness

Before the beginning of the annual flood and storm season, the CHF Secretariat will ensure that the CHF Network, the zone and province coordinators are prepared and ready to undertake the roles which are expected of them in the event of a disaster.

The zone and province coordinators will then coordinate their various areas and prepare CHF members for the types of capabilities that they may be required to perform, mentioned below.

As mentioned in Chapter 6 above, CHF members may be required to perform the following roles:

- Assist local authorities during search and rescue operations in the aftermath of a disaster;
- Assist in any evacuations called for and organized by the local authorities;
- Assist in the running of evacuation centers and camps;
- Assist in the distribution of supplies of food water shelter and other relief items;
- Assist in the running of field medical facilities;
- Conduct initial rapid damage assessments within their areas and
- Assist in the conduct and operation of joint assessment teams.

However as also mentioned, these capabilities are limited by the resources available to the network and by the varying circumstances of the individual members [some having more resources than others]. These resource implications will affect the levels of deployment and assistance that can be provided during an emergency.

9.2 Training

The CHF Secretariat with assistance from the ADPC will ensure that an adequate training program is designed and implemented so that CHF members are fully prepared to perform the duties agreed to and assigned to them by the CHF Standing Committee and the CHF Secretariat.

Training should include specialist courses in:

- a) Strengthening capacity of Cambodian organizations in Disaster Preparedness and Response
- b) Management and supervisory training/seminars for zone and province coordinators;
- c) Conducting Assessments; and
- d) Evacuation Management

When the organization is ready and funds are available, simulation exercises should be held at province, zone and national levels to test the various procedures and to give participants experience in running and participating in major events.

9.3 Lessons Learned

At the end of each flood/storm season the CHF Secretariat will ensure that gatherings are held at province, zone and national levels to discuss the event of the previous operations and to capture lessons learned and things needed. What went well and what didn't?

Such discussions will focus on:

- a) Operational Response
- b) Resource Availability
- c) Logistics
- d) Communications and
- e) Funding issues

The results obtained from such sessions will then be incorporated back into a revision program of this plan.

9.4 Review and Revision of this Contingency Plan

This contingency plan should be reviewed and revised each year before the beginning of the annual flood/storm season. Any lessons learned during operations or from the gatherings mentioned above should be incorporated into this annual revision.

ANNEXURE A

At the end of June 2015, the CHF network comprised 120 local NGOs in 21 of the 25 Cambodian provinces. For more effective management of the CHF network, eight zones have been set up with one zone responsible for two or three provinces.

The latest list of CHF Members can be downloaded from the CHF website at www.chfcambodia.net/

| No | Location (s) of LNGOs | Name of LNGOs | NGOs Abbreviation | Name | Phone number | E-mail |
|--|-----------------------|--|-------------------|---------------------------|-----------------------------|---|
| ZONE I: Phnom Penh, Kandal & Kampong Speu | | | | | | |
| 1 | Phnom Penh | Royal University of Phnom Penh | RUPP | Prof. Yin Soriya | 012 867 117 | yinsoriya@yahoo.com |
| 2 | Phnom Penh | Partnership for Development in Kampuchea | PADEK | Mr. KEP Kannaro | 023 216 224 | padekdirector@padek.org |
| 3 | Phnom Penh | Agronomes et Veterinaires sans frontieres | AVSF | Mr. MEANG Savoeurn | 023 215 037 | savoeurnlay@yahoo.com |
| 4 | Phnom Penh | Evangelical Fellowship of Cambodia | EFC | Mr. Ma Ravuth | 012 515 323 | ravuthma@gmail.com |
| 5 | Phnom Penh | NGOs Disability and Development Partnership | NDDP | Mr. Chhim Kim Hean | 012 703 710 | info@nddp.org.kh |
| 6 | Phnom Penh | Society for Community Development in Cambodia | SOFDEC | Mr. Khun Leang Hak | 092 612 699 012 718 371 | sofdec@camintel.com |
| 7 | Phnom Penh | Mennonite Central Committee | MCC | Mr. Aim Mok | 012 876264 | mok@seasia.mcc.org |
| 8 | Phnom Penh | Cambodian Children's Fund | CCF | Mr. Ngoy Hen | 010 222 246 | ngoyhen@cambodianchildrensfund.org |
| 9 | Phnom Penh | Cooperation Committee for Cambodia | CCC | Mr. Soeung Saroeun | 023 214 152 | saroeun.soeung@ccc-cambodia.org |
| 10 | Phnom Penh | Prajnha Consulting Group | Prajnha | Mr. HEP Sokhannaro | 092 790 555 | sokhannaro@gmail.com |
| 11 | Phnom Penh | Women Organization for Modern Economy and Nursing | WOMEN | Mr. Peagn Virak | 012 949 982 | women@womenscambodia.org |
| 12 | Phnom Penh | Cambodia Women's Development Agency | CWDA | Ms. Hun Phanna | 012 995 199 | phannahun@gmail.com |
| 13 | Phnom Penh | Community Development Organization | CODO | Mr. Nheb Boral | 012 255 440 | codopm@yahoo.com |
| 14 | Phnom Penh | Phum Baitong (Green Village) | PB | Ms. Em Sokchea | 012 658 707 097 703 6902 | phumbaitong@gmail.com sokchea.em@gmail.com |
| 15 | Phnom Penh | STAR Kampuchea | SK | Ms. Chet Charya | 012 802 460 023 211 612 | charyachet@gmail.com |
| 16 | Phnom Penh | Khmer Youth Education Fund | KYEF | Mr. Ha ChenDa | 092 174 776 | kyefdirector@gmail.com |
| 17 | Phnom Penh | Development and Partnership in Action | DPA | Mr. Mam Sambath | 023 216 369 012 779 734 | dpa.reception@dpacam.org |
| 18 | Phnom Penh | Life With Dignity | LWD | Mr. Kann Virak | 023 881 100 012 712 323 | virak@lwd.org.kh info@lwd.org.kh |
| 19 | Phnom Penh | SRER KHMER | SK | Mr. Chhun Sophorn | 012 426 031 023 210 217 | sophorn.chhun011@gmail.com |
| 20 | Phnom Penh | Sovann Phoum Organization | SP | Mr. Kak Munint | 017 900 567 | ed@sovannphoum.org.kh |
| 21 | Phnom Penh | Reproductive Child Health Alliance | RACHA | Ms. Taing Rosemary (Lyly) | 089 959 707 023 213 724 | rosemarytaing@gmail.com |
| 22 | Phnom Penh | Mobile Counseling and Training Program | MCT-Cambodia | Mr. Bun Lemhuor | 012 290 129 010 290 129 | lemhuor.bun@gmail.com |
| 23 | Kampong Speu | National Prosperity Association | NAPA | Ms. Ang Chamroeun | 016 838 387 092 613 587 | napa9396@yahoo.com |
| 24 | Kandal | Khmer Farmer Association | KFA | Mr. Sok Chamrouen | 012 894 783 | kfa_kd@yahoo.com |
| ZONE II: Prey Veng & Svay Rieng | | | | | | |
| 25 | Prey Veng | Cooperation For Alleviation of Poverty | COFAP | Mr. Yim Buntheng | 043 699 9953 | y_bunthengcofap@yahoo.com |
| 26 | Prey Veng | Society for Action and Chang for Rural Education and Development | SACRED | Mr. Leng Bunhong | 012 920 189 | sacreded@gmail.com |
| | Prey Veng | Partnership for Development in Kampuchea | PADEK | Mr. Em Sokha | 012 498 853 | sokhaem@yahoo.com |

Cambodian Humanitarian Forum

| | | | | | | |
|---|-----------------|--|--------|---------------------|----------------------------|---|
| 27 | Prey Veng | New Indicative for Livelihoods and Health | NILH | Mr. KUCH BUNREY | 012521077 / 015953815 | nilhbunrey@yahoo.com |
| 28 | Prey Veng | Ponleu Ney Kdey Sangkhum | PNKS | Mr. Chan Tino | 012 204569 | chan.tinopv@gmail.com |
| 29 | Svay Rieng | ChildFund Cambodia | CF | Mr. Lay Vibol | 044 715 234/ 715 235 | layvibol@childfund.org.kh |
| 30 | Svay Rieng | Ruarl Aid Organization | RAO | Ms. Prum Bopha | 081 805 912/ 092 805 912 | prumbopha@gmail.com |
| 31 | Svay Rieng | ADIFE | ADIEF | Mr. Suon Saray | 016 705 464 | suon_saray1@yahoo.com |
| 32 | Svay Rieng | SANGHA DHAMA FOR DEVELOPMENT ASSOCIATION | SDDA | Mr. Thon Chamrong | 016 769 029 097 558 5011 | sddainfo@gmail.com |
| 33 | Svay Rieng | Farmer Development Association | FDA | Mr. Saom Sareon | 088 566 4003 095 651 920 | NA |
| 34 | Svay Rieng | Family Economic Development Association | FEDA | Mr. Ken Yam | 016 358 505 | soengsoknov@yahoo.com |
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CHF Contingency Plan

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Cambodian Humanitarian Forum

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ANNEXURE B

ToR for CHF SECRETARIAT

Goal

To improve the humanitarian response to disasters in Cambodia by enhancing the capacities of CHF members to better engage in the humanitarian framework through improved access to information, delivery of technical training, and appropriate mentoring and support.

During emergency activation of the CHF Network the CHF secretariat will also be responsible for the overall monitoring and support of operations and during Scenario 3 operations (where several zones are affected), will take the lead in coordinating the overall CHF response.

Objectives of the CHF Secretariat

The CHF secretariat should provide a platform for mutual understanding and a network for information and resource sharing as well as for dialogue by:

- Promoting mutual understanding between humanitarian and development organizations through advocacy for more effective humanitarian effort;
- Building and developing greater capacity for disaster preparedness and response and ensures better accountability for all humanitarian action;
- Reinforcing the coordination of all humanitarian activities at community level;
- Guiding the DRM activities of the CHF members and in particular assisting the CHF zone and province coordinators in conducting hazard identification, mitigation, preparedness, emergency response and recovery work;
- Establishing a database of available expertise among the CHF members that can be used in emergency situations in any of the CHF zones (for **Multi sector needs assessment** or as part of a **Surge Technical Assistance Team**);
- Providing coordination support to the CHF members by participating in HRF and NCDM meetings, and by keeping the CHF zone and province coordinators informed of the discussions held around DRM at national level;
- Advocating at national and regional level for any strategic improvements needed in the DRM framework.

Role and Responsibility:

- In collaboration with the CHF steering committee and ADPC, determine the actions and technical inputs required to improve the operational structure of the CHF network (such as the training curriculum and agenda);
- Provide technical guidance to CHF zone and province coordinators in conducting hazard identification, mitigation, preparedness, as well as in emergency response and recovery;
- Provide support to the CHF members by participating in key national (and when possible regional) meetings, and keep the CHF members informed of the discussions held around DRM at national level;
- Assist the CHF steering committee to organize the CHF annual meeting/workshop;
- Assist the CHF steering committee in advocating the interest of the CHF to international organization and donors;

- Regularly communicate with the CHF zone and province coordinators; disseminate early warning messages, when necessary;
- **If scenario 1 occurs** (One or two provinces in one zone are severely affected), liaise with the concerned CHF zone coordinator to get regular information on the situation and of any required surge technical assistance;
- **If scenario 2 occurs** (all the provinces in one zone are affected), assist the emergency response intervention of the CHF zone coordinator, in particular for the mobilization of any needed additional resource (equipment, technical assistance, funding);
- **If scenario 3 occurs** (several zones are affected), mobilize additional resources for the functioning of the secretariat (additional staff, equipment, funding) in order to effectively assist the zone coordinators in their respective emergency response and **take the lead in coordinating the overall CHF response**.
- Coordinate joint needs assessment with the HRF and the NCDM;
- Review and archive the reports provided by CHF zone coordinators (assessment report, situation reports, etc.).

Before Disaster (Early Warning):

- Ensure that all zone and province coordinators are prepared for the start of the annual flood season;
- Disseminate NCDM and MoWRAM early warning messages to CHF zone and province coordinators on time, with appropriate recommendations;
- Review warning messages and situation reports sent by either zone or province coordinators then consult NCDM on the situation for clarification.

During Disaster:

- Receive initial assessment reports from zone coordinator(s);
- Inform the zone coordinator(s) if there is any planned multi-sector rapid assessment in their zone(s);
- Coordinate surge technical assistance to help zone and province coordinators to develop initial assessment reports;
- If scenario 1 and 2: Receive and review reports of zone coordinator(s) as well as draft proposal(s) from the affected province(s) or zone(s) to share with HRF and possible donors;
- If scenario 3: Compile information gathered from the zone coordinators; prepare regular reports and proposals to share respectively with HRF and possible donors;
- Communicate regularly with the concerned zone and province coordinators to know about needed support (funding, equipment, human resources) and to provide information on the on-going national emergency response as well as possible funding opportunities.

After Disaster:

- Compile and archive lessons learnt from the zone(s) and province(s) after the disaster response and recovery is completed; and share with HRF and donors;
- File/update all information on risk of disasters in the affected zone(s);
- Review joint proposal for DRR in the zone(s); and assist the mapping of who is doing what and where (3W) in each CHF zones;
- Review the provincial CHF contingency plans and needs, and compile.

ANNEXURE C

ToR of CHF ZONE COORDINATOR

Objectives

Being at the forefront of CHF coordination with responsibility for a number of provinces, the CHF zone coordinator should ensure that the CHF members in their zones are prepared and know what to do in case of a major emergency. They should ensure that they provide all assistance necessary to their province coordinators to enable them to operate and manage their provinces effectively. In particular they should:

- Coordinate DRM activities with CHF province coordinators, in particular for identifying hazards, for mitigation, preparedness, emergency response & recovery;
- Review provincial CHF emergency preparedness and response plans (EPRP) in their zone;
- Facilitate the Provinces' DRR and disaster response interventions in close collaboration with the CHF secretariat.

Role and Responsibility

The zone coordinators should:

- Communicate regularly with the CHF secretariat and their CHF province coordinators in the zone;
- **During scenario 1 operations** (One or two provinces in one zone are severely affected), assist the concerned province coordinator(s) in responding to the emergency situation with any surge technical assistance needed, review of the reports, and with the sharing of regular information with the CHF secretariat;
- **During scenario 2 operations** (all the provinces in one zone are affected), coordinate the emergency response intervention of the CHF members in the provinces within the zone, including emergency assessment and resource mobilization;
- Receive reports from provincial coordinators (assessment report, situation reports, etc.) review and compile and pass to the CHF secretariat;
- Represent the CHF steering committee within the zone.

Specific Role and responsibilities

Before Disaster (Early Warning):

- Disseminate early warnings to all stakeholder on time;
- Receive warning from CHF secretariat and disseminate to province coordinator(s) and CHF members;
- Receive warning from CHF province coordinator then send to CHF secretariat;
- Receive warnings from different sources and cross check with PCDMs, and CHF secretariat; If confirmed send to province coordinators.

During Disaster (Including Need Assessment):

- Receive initial assessment reports from province coordinator(s), review and compile and send to CHF secretariat;
- Inform the province coordinator(s) if there is any planned multi-sector rapid assessment in their provinces;
- Coordinate surge technical assistance to help province coordinator developing an initial assessment report from another province in the same zone (scenario 1) or if scenario 2, from another zone, in coordination with the CHF secretariat;
- If scenario 1: Receive and compile reports of province coordinator(s) and send to CHF secretariat; coordinate surge technical support based on the needs of the province coordinator(s); review draft proposals from affected provinces, consolidated and send to CHF Secretariat for action;
- If scenario 2: same as scenario 1, however reports and draft proposals are prepared under the coordination of the zone coordinator;
- Communicate regularly with the province coordinator(s) and the CHF secretariat on the needed support (funding, equipment, human resources).

After Disaster (Including Capitalization and Preparedness):

- Compile lessons learned from their provinces after the disaster response and recovery is completed and send to CHF secretariat;
- File/ update all information on risk of disasters in the zone;
- Review provinces' preparedness action plan for each province (including training) then send to CHF secretariat;
- Review joint proposals for DRR in the province(s) and send to CHF secretariat;
- Update emergency contacts directory at zone level;
- Review provincial CHF contingency plan (equipment, relief supply, etc.) and send to CHF secretariat.

ANNEXURE D

ToR for CHF PROVINCE COORDINATOR

OBJECTIVES

Being at the forefront of CHF coordination, the CHF province coordinator should ensure that the CHF members in the province are prepared and know what to do in case of a major emergency. In particular they should:

- Coordinate DRM activities with stakeholders in the province such as provincial authorities (PCDM, relevant provincial departments) and NGOs, in identifying hazards, for mitigation, preparedness, emergency response and recovery;
- Coordinate the preparation of a provincial CHF Emergency Preparedness and Response Plan (EPRP) and update regularly;
- Ensure that the CHF members' DRR and disaster response activities in the province are aligned with national strategies and programs.

Role and Responsibilities

The provincial coordinator should:

- Communicate regularly with the CHF's zone coordinator and the CHF members in the province;
- Provide regular reports (preparedness, assessment report, response situation reports and others) to their CHF zone coordinator;
- Assist with the coordination of the CHF members in the province involved in disaster response and preparedness;
- Work closely with government partners (PCDM), CHF members and any other stakeholders involved in disaster management within the province;
- Facilitate joint preparedness and response activities between the CHF members in their province.

Specific Roles and Responsibilities

Before Disaster (Early Warning-for Flood and Storm)

Before the commencement of the annual wet season or before the CHF organization is activated and deployed for operations, the province coordinator will ensure that all CHF members are fully prepared for the approaching operations by:

- Ensuring that all CHF members are aware of the CHF contingency plan and of any changes made to it and reminding members of their respective roles and duties and that they are equipped and prepared to carry them out;
- Ensuring that all warnings received from the CHF Secretariat or the CHF website are disseminated to all members in the province;
- Calling appropriate meetings to ensure that all CHF members are ready for upcoming emergencies/disasters;
- Ensuring that they have communicated with the PCDM and other stakeholders in their provinces to ensure that there is effective communication prior to the emergency season/event;

- Ensuring that their provincial emergency telephone and contact lists are up to date;
- Ensuring that all network stakeholders are aware that in the event of a disaster, who will be doing what and where;

During Disaster/Activation (Including Needs Assessments):

The Province Coordinators will ensure that all CHF operations in the province are effective and fully supported, that requests for assistance from external stakeholders are promptly dealt with, that resources needed by CHF members are provided and that information from disaster areas and locations is effectively handled, analyzed and passed to the provincial authorities and CHF zone coordinators and secretariat.

The province coordinator shall:

- Ensure that there is continuing good communication with the PCDM and other interested stakeholders in order to obtain timely and effective information;
- Ensure that upon receiving requests for assistance from PCDM or any other partner they are passed in a timely manner to the zone coordinator and CHF secretariat for action;
- Take control of provincial CHF operations and deployments;
- Arrange for initial assessment reports from their provincial CHF members, review, compile and send to their zone coordinator and to the CHF secretariat;
- Communicate regularly with their zone coordinator on any additional support needed (funding, equipment, human resources etc.)

After Disaster (Including Capitalization and Preparedness):

- Compile lessons learned from the provinces after the disaster response and recovery is completed and send to CHF secretariat;
- File/ update all information on risk of disasters in the zone;
- Identify the gaps in CHF response and develop an action plan for the preparedness of CHF members in the province (including training needs);
- Review the provinces preparedness action plan (including training) then send to their zone coordinator;
- Review joint proposal for DRR in the province(s) and send to CHF secretariat;
- Update the provinces emergency contacts directory;

Annexure E

The CHF Assessment Tools are available in Khmer and English and can be downloaded from the CHF Website at www.chfcambodia.net/

Form 1: Key Informant Tool (KI)

Form 2: Focus Group Discussion (FGD)

ANNEXURE F

The CHF Assessment Team

List and Location of members

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CHF Contingency Plan

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