

Fiji

EMERGENCY PREPAREDNESS OPERATIONAL LOGISTICS CONTINGENCY PLAN

PART 3 –SCENARIOS IDENTIFICATION & LOGISTICS RESPONSE PLANS

GLOBAL LOGISTICS CLUSTER – WFP

FEBRUARY – APRIL 2012

A. Summary

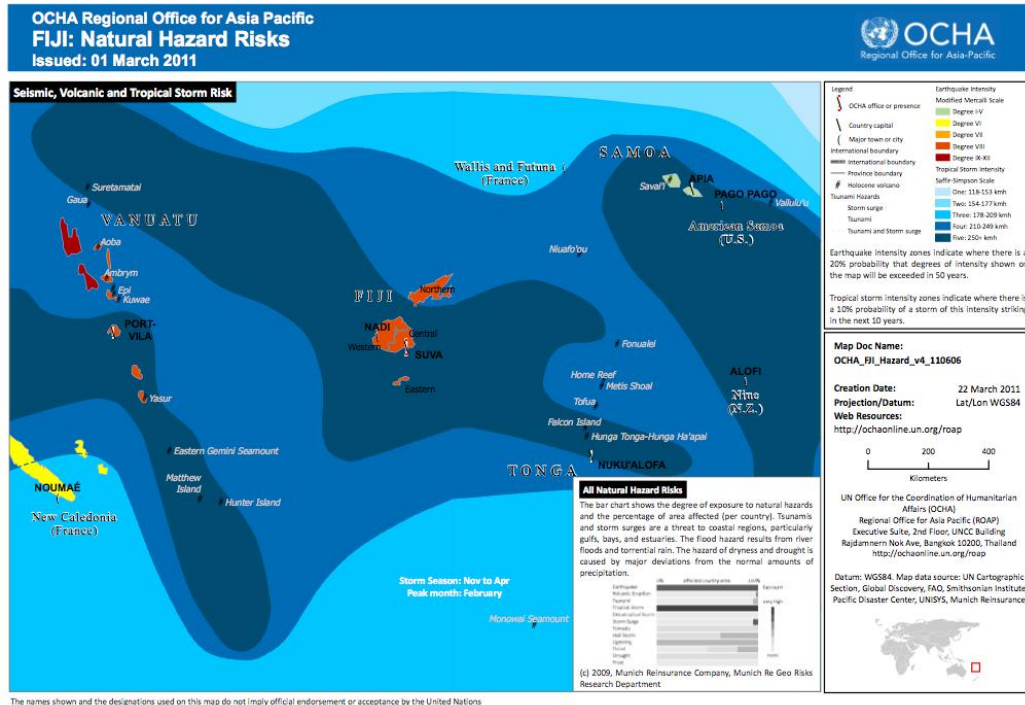
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B. Emergency Scenarios Identification

Overview

- The range of possible disasters that may impact Fiji is large, too large to set up specific response mechanisms and operational logistics procedures for each one.
- As the size of the potential impact, the locations and the type of response may be quite similar between certain types of hazards, we have tried to group several hazard into one global scenario.



List of Scenarios

The following scenarios are identified as possible emergencies in Fiji as a whole and will be detailed in the operational plans:

Medium impact scenarios:

- Scenario 1. - Floods

Large impact scenarios:

- Scenario 2. – Cyclone
- Scenario 3. – Earthquakes
- Scenario 4. – Tsunami

Severe impact scenario:

- Scenario 5. – Major Drought -

Risk Understanding

	Frequency	Yearly	Every 3 to 5 years	Every 5 to 10 years	Above 15 years
Impact					
Medium		Scenario 1. - Floods			
Large			Scenario 2. – Cyclones	Scenario 3. – Earthquakes	Scenario 4. – Tsunamis
Severe					Scenario 5. – Major Drought

C. Populations

INFORMATION ON THE CENTRAL/EASTERN DIVISION

General

Viti Levu has the largest land area of 10, 388 square kilometers comprising 57 percent of the land area.

The 2007 census report estimated Fiji's population at 905,949. There is a high degree of variability in the distribution of Fiji's population among the provinces. Viti Levu contains 76 percent of Fiji's population, while Vanua Levu is home to another 18 percent. The remaining 6 percent is distributed roughly among the 95 small islands.

The populations in the Central and Eastern divisions were estimated to be at 342,530 and 39,074 respectively (2007 census). The following table shows the population of the various provinces in the Central and Eastern Divisions.

Central Division Statistics

PROVINCE	Tikina	Population
Tailevu	Bau	55 887
	Nakelo	26 866
	Sawakasa	9 430
	Verata	6 010
	Wainibuka	9 824
Naitasiri		3 757
	Lomaivuna	160 112
	Matailobau	4 754
	Waimaro	3 960
Rewa		3 766
	Wainimala	3 717
	Beqa	101 210
	Noco	1 200
Namosi		3 106
	Rewa	7 016
	Suva	89 888
	Namosi	6 901
Serua		892
	Veivatuloa	3 630
	Wainikoroiluva	2 379
Serua		18 420
	Nuku	3 679
	Serua	14 741

Eastern Division Statistics

PROVINCE	Tikina	Population
Lau	Cicia	1 045
	Kabara	885
	Lakeba	1 692
	Lomaloma	956
	Matuku	669
	Moala	1 319
	Moce	477
	Mualevu	933
	Nayau	338
	Oneata	157
	Ono	738
	Totoya	714
	Vulaga	396
	Other islands	297
Lomaiviti	Batiki	256
	Gau	2 602
	Koro	3 545
	Nairai	602
	Ovalau	9 092
	Other islands	318
Kadavu	Nabukelevu	2 502
	Naceva	1 709
	Nakasaleka	1 930
	Tavuki	3 907
Rotuma	Itumuta	187
	Itutia	737
	Juju	263
	Malhaha	251
	Noatau	277
	Oinafa	224
	Pejpei	156

INFORMATION ON THE NORTHERN DIVISION

General

Vanua Levu has a land area of 5, 532 square kilometres and is the second largest island, comprising 30 percent of the land area.

The 2007 census report estimated Fiji's population at 905,949. There is a high degree of variability in the distribution of Fiji's population among the provinces. Viti Levu contains 76 percent of Fiji's population, while Vanua Levu is home to another 18 percent. The remaining 6 percent is distributed roughly the ninety-five small islands.

The population in the Northern division was estimated to be at 139, 516(2007 census). From this estimation, there are about 109, 465 living in the rural areas and 30 051 living in the urban areas. The population of Labasa was estimated to be at 54, 070 and Savusavu was estimated to be at 11, 842.

The following table shows the population of the three provinces in Vanua Levu.

Northern Division Statistics

PROVINCE	Tikina	Population
Bua	Bua	13 779
	Vuya	4 521
	Wainunu	4 521
		3 723
Cakaudrove	Cakaudrove	49 678
	Nasavusavu	13 222
	Rabi	11 842
	Saqani	2 721
	Tunuloa	2 585
	Vaturova	3 396
	Wailevu	4 569
	Wainikeli	6 303
Macuata		5 049
	Cikobia	71 106
	Dogotuki	103
	Labasa	2 079
	Macuata	54 070
	Sasa	9 313
		5 541

INFORMATION ON THE WESTERN DIVISION

General

Viti Levu has the largest land area of 10, 388 square kilometers comprising 57 percent of the land area.

The 2007 census report estimated Fiji's population at 905,949. There is a high degree of variability in the distribution of Fiji's population among the provinces. Viti Levu contains 76 percent of Fiji's population, while Vanua Levu is home to another 18 percent. The remaining 6 percent is distributed roughly the ninety-five small islands.

The population in the Western division were estimated to be at 319 054 (2007 census). The following table shows the population of the various provinces in the Division.

Western Division Statistics

PROVINCE	Tikina	Population
Ba	Ba	212 197
	Magodro	41 062
	Nadi	5 183
	Naviti	52 768
	Nawaka	2 735
	Tavua	12 105
	Vuda	23 464
	Yasawa	90 941
Nadroga/ Navosa	Baravi	2 608
	Cuvu	57 972
	Malolo	8 515
	Malomalo	7 303
	Nasigatoka	2 722
	Navosa	15 836
	Ruwailevu	12 907
	Vatulele	5 121
Ra	Nakorotubu	4 645
	Nalawa	4 923
	Rakiraki	30 216
	Saivou	4 234
		4 158

D. Logistics Coordination Group (LCG) and Sub-groups – Terms of Reference & Standard Operations Procedures

a. Logistics Coordination

There are several logistics units in Fiji's Disaster management framework.

- One staff in NDMO is in charge of Logistics aspects (warehouses)
- A Logistics cell is activated during emergency responses and is part of the NEOC.
- Logistics and Operations cells are also activated at divisional and district level during emergency operations
- Often, the National Disaster Controller will ask RFMF to second Logistics Officers from RFMF's Engineers or Logistics units to NEOC and DivEOC to reinforce the logistics operations

Nevertheless, up until now, none of those logistics actors were involved in any preparedness activities.

As this was considered as one of the major weaknesses in Fiji's DM framework, a permanent Logistics Coordination Group has been established in 2012.

b. The Logistics Coordination Group (LCG)

The LCG is a newly established¹ coordination working group, in charge of the coordination and supervision of logistics activities linked to Emergency Preparedness and Disaster Management in Fiji.

This LCG is chaired by the Permanent Secretary of Provincial Development Ministry, who is also the National Disaster Controller during Emergency Operations.

The LCG is composed of:

- Fiji's logistics related governmental agencies:
 - o Fiji Ports Corporation
 - o ATS
 - o FEA
 - o TFL
 - o LTA
 - o MSAF
 - o FIRCA
 - o Etc.
- Fiji's Emergency Agencies
 - o RFMF
 - o Fiji Police
 - o Prisons Departments
 - o NFA
 - o Etc.
- NGOs
 - o PCIDRR

¹ Inception in April 2012

- FCOSS
- Adra
- The Rotary
- Etc.
- The Red Cross Movement
- United Nations Agencies
 - UNOCHA
 - UNICEF
 - WHO
 - UNFPA
 - Etc
- Private sector companies
 - DHL
 - FMF
 - Transport Companies
 - Freight Forwarders

In order to maintain the efficiency of the coordination and of the preparedness activities, an Executive Cell was appointed to manage and coordinate the activities of the LCG. Members of this Executive Cell are:

- One representative from the NDMO – The head of the Planning and Emergency Operations Unit
- One representative from the NGOs - the coordinator of PCIDRR, emergency specialist in Fiji
- One representative from the Red Cross – the Logistics Coordinator of FRCS
- One representative from the Private Sector – the DG of DHL
- One representative from the military – The head of the Logistics Cell in the RFMF
- One representative from the UN – from OCHA

Among its areas of competencies, let's mention:

- Logistics Preparedness plan
 - Logistics SoPs, including:
 - Global Logistics Concept of Operations for PNG,
 - Standardized documents
 - Procurement policy
 - 3Ws
 - CivMil coordination
 - Roles & Responsibilities of actors involved in Logistics
 - Update of the LCA
 - Design of operational contingency plans at divisional level
 - Capacity building and training plan for the key logistics actors
 - Facilitations measures aiming at improving the logistics preparedness, emergency customs clearance, stand-by agreements
 - Logistics Gaps assessment and measures to address those gaps.
- Database outlining locations in which NGOs, Red Cross and other International partners have pre-positioned relief supplies.
- Implement any other logistics and emergency preparedness activity identified by the LCG participants, approved and included in the work plan.

c. Logistics Coordination Group (LCG) – Terms of Reference & Standard Operations Procedures

Terms of Reference

Objectives:

- To ensure that logistical responses to disaster events are coordinated in a timely and effective manner and to facilitate the movement of relief commodities during emergencies.
- To address logistics gaps, bottlenecks and duplication in logistics operations and ensures that they are appropriately addressed

Responsible to:

The Logistics Coordination Group is responsible to the National Disaster Controller. As an operational component of the response it sits alongside the NEOC.

Scope:

The Logistics Coordination Group is operational in nature. It involves both preparedness for and response to disaster events through the engagement of humanitarian organizations, governmental agencies and other stakeholders to address logistics needs and identify and address logistical bottlenecks.

Members:

Chair

- Permanent Secretary for the Divisional Development and National Disaster Management Ministry

LCG Coordination

- An Executive Cell is established to coordinate the activities / responsibilities of the LCG.
- The members of the Executive Cell are:
 - [Joji Satakala](#) - representative from the NDMO – head of the Planning and Emergency Operations Unit
 - [Anthony Blake](#) - representative from the NGOs - Coordinator of PCI-DRR
 - [Keith Andrews](#) - representative from the Red Cross – Logistics Coordinator for FRCS
 - [Nick Taylor](#) - representative from the Private Sector – DG of DHL
 - [Major Loanakadavu](#) - representative from the RFMF – head of the Logistics Cell in the RFMF
 - [Peter Muller](#) - representative from the UN – Head of OCHA office in Suva

LCG Members

The plenary group is composed – on a voluntary basis - of:

- Representatives from governmental agencies (including the Government owned commercial companies, such as AFL, FPCL, etc.), involved in Logistics operations²
- Representatives from UN agencies, National Red Cross Society and NGOs
- Representatives from donors and regional coordination agencies
- Representatives from private companies involved in related Logistics chain Operations, food production / distribution, telecommunications ...

Notes

- Membership criteria: LCG is open to all organisations with capacity to implement / support logistics operations to respond to humanitarian emergencies in Fiji. The main criterion is operational relevance.
- In addition to their own organization, members may represent one or more organisations that are not members of the LCG at their request.
- When appropriate, other institutions and agencies may be invited to participate in LCG meetings.

Principles:

The Logistics Coordination Group is based upon the principles of partnerships, preparedness, accountability and leadership.

Functions of the Logistics Coordination Group:

Preparedness and Coordination

- Formalize existing logistics coordination mechanisms among local and national agencies, humanitarian actors, and private companies.
- Ensure adequate logistics preparedness through inter-agency contingency planning and the development and maintenance of common logistic and operational plans.
- Strengthen partnerships between national agencies, national and international NGO's, the Red Cross Movement, UN agencies, donors and other stakeholders.
- The LCG defines its priorities, work plan, and specific terms of reference.
- The LCG negotiates facilitation measures (i.e. customs procedures) with local authorities and/or government counterparts on behalf of the LCG if requested.

Information Management

- Provide a platform to (i) exchange information, (ii) to be better able to make decisions to improve coordination and (iii) identify and clear logistical bottlenecks.
- Collect, analyze and disseminate logistics information within its members, and across the wider humanitarian community.

Dispatching, transport and commodities tracking

- Coordinate the allocation and operations of transport assets during an emergency and link members with service providers.
- Coordinate and track the movement of relief items.

Capacity Building

- Gather and share logistics capacity building information amongst the humanitarian community.

² It is required that each governmental agency involved in Logistics related Operations during emergency phases, appoint one of its representative – at decision-making level – to be the focal person for the LCG. This person should also be the one deployed in the NEOC during Emergency Operations phases

- Promote / support training to strengthen the operational capacities of its members and other identified agencies at national / divisional / district levels.
- Provide operational advice, best practices and troubleshooting assistance to NEOC Participants

Means

- Endeavour that necessary means are made available for preparedness and emergency response activities.

Specific Duties of the Executive Cell:

Preparedness

- Lead the identification/assessment and prioritization of key logistics bottlenecks and gaps impeding delivery of essential assistance
- Ensure adequate logistics preparedness through an Inter-Agency contingency planning process

Liaison & Coordination

- Coordinate, monitor and evaluate the implementation of approved projects, including the Emergency Logistics Preparedness Plan
- The Executive Cell will manage the relationship with any logistics service providers on behalf of the LCG.
- Organizing and chairing LCG meetings in order to better coordinate the identification of problems and solutions adequate to ensure delivery of humanitarian assistance
- Represent the LCG at Inter-Cluster and other related coordination meetings
- Liaise on a regular basis with all the in country stakeholders
- Negotiate facilitation measures with local authorities and/or governments counterparts on behalf of the LCG when required

Operations

- Design Concept of Operation (CONOPS) and Standard Operating Procedures (SOPs)
- Recommend to partners standard operation procedures, alternative logistics solutions and a cost/benefit analysis for each solution
- Liaise with operating organisations to avoid congestion on logistics infrastructure and assets (supplying corridors, transport, local suppliers, etc) and to ensure proper coordination of the aid flow
- Where necessary, identify and mobilize resources (i.e. financial, HR, assets) to be provided under the coordination of Logistics Coordination Group participating organizations)

Information Management

- Compile and disseminate logistics information

Standard Operating Procedures

Activation:

The LCG is active during both “normal times” and “emergency phases”.

- During the “normal times”, the LCG implement preparedness and capacity building activities.
- During “emergency phases”, the LCG switches to an operational body, coordinating emergency logistics operations as defined in the Logistics Contingency plans and related SOPs.
 - The activation of the emergency phase is decided by the National Disaster Controller.
 - On a daily basis, members of the Executive Cell manage / coordinate the Emergency Logistics Operations and are seconded to the NEOC / DivEOC operations.

Operations:

Meeting Place: NDMO Office

Frequency: During emergencies daily, to be adjusted according to situation

Support – provides and receives support from the NEOC. Support can also be requested from the humanitarian community to assist in the running of the Logistics Coordination Group.

Ad-hoc cells: During emergencies, and upon identified needs, the LCG may establish technical cells, aiming at managing specific components of the Logistics operations. Those cells are:

- Customs Clearance Facilitation Cell (CCFC)
- Dispatching and Cargo Tracking Cell (DCTC)
- Transport Cell (TC)
- Information Management Cell (IMC)

The ToRs of those cells are detailed here under.

Stand Down:

Declared: During meeting of LCG

Non-declared: On advice of National Disaster Controller.

Upon specific request, support may continue through the recovery phase of a disaster.

Essential Equipment:

- HF / VHF radios
- Vehicles
- Mobile phones
- Sat Phones

Information Access/Management

Required:

- Maps of all of the Fiji Islands including current logistical infrastructure.
- Templates for information management- situation reports, minutes of meetings, etc.
- Templates and systems for cargo tracking
- Current contact details of all LCG members

Responsible to produce:

- Sitreps for logistical information
- Meeting minutes
- Other relevant information for dissemination to humanitarian community.

Resources/responsibility within Logistics Coordination Group

FIRCA – Procurement Department

- Ensure the tax exemption of relief goods in an expedient and efficient manner,
- Ensure relief goods are cleared quickly and assist if bottlenecks are identified in this process
- Release necessary funds for use in the relief operation, in a timely manner

NDMO

- Provide staff to support LCG operations, responsible for the overall running of the operational response -
- Provide a location for LCG meetings

- Information management

Telecommunications

- Provide up to date frequencies for radios.
- Provide communication assets such as phones and radios
- Provide technical support
- Assist with training

Fiji Airports –

- Facilitate the receipt and dispatch of relief goods through the airport

Fiji Ports –

- Establish standby agreements for use in emergencies,
- Provide an inventory of operational marine vessels in the Fiji Islands that could be used to transport assessment teams and relief items,
- Provide staff to assist in the running of logistics hubs and warehouses and facilitate the receipt and dispatch of relief goods through the ports.

Land department –

- Provide maps with current infrastructure information
- Provide staff to staff the NEOC mapping desk

Police –

- Provide assets for assessment and delivery of relief items

NGO's and INGO's –

- Provide up to date contingency and transport assets information,
- Assist in the maintenance of the logistics capacity assessment
- Provide staff to assist in the NEOC
- Provide staff to assist in running logistics hubs
- Feed logistical information to the LCG for dissemination to other clusters or agencies
- Identify bottlenecks in the logistics operations and ensure this information is shared with the LCG for dissemination.
- where possible make transport assets available for use by all relief providers

Private Sector -

- Provide a link between the commercial sector and the LCG
- Help facilitate the procurement of relief items, transport assets and other items needed for the relief effort in an affordable and efficient manner.

Donors –

- Ensure systems are in place for emergency operations to access funds in a timely manner
- Be available to assist in filling logistics gaps through the provision of funds or coordination mechanisms.

UN –

- To provide assistance, if requested by the National Disaster Controller.

Customs Clearance Facilitation Cell (CCFC) – Terms of Reference

Introduction:

- During emergencies, if the size of the events requires international assistance, a Customs Clearance coordination cell, composed by representative from Fiji Procurement Office and FIRCA, may be set up.
- In addition, a volunteer support from one of the major Freight Forwarding / Shipping / CC brokers companies should be a significant added value.

Responsibilities:

Assessment

- Assess all entry points
- Meet with the Central Customs authorities to review existing customs regulations
-

Information Management

- Ensure INGOs and UN agencies' good understanding of local Customs policies and their application.
- Document the “application of customs procedures”.
- Keep the humanitarian agencies informed on standard customs procedures

Operations

- If required, negotiate facilitation measures with national and local authorities, including registration process for NGOs / International agencies.
 - Advise the LCG on main customs issues affecting operations.
 - Facilitate / support / ensure Customs Clearance procedures for registered humanitarian agencies
 - Maintain a paper trail for future reference
-

Dispatching and Cargo Tracking Cell (DCTC) – Terms of Reference

Introduction:

- During Emergency Response operations, Fiji authorities will set up dispatching centers; all the commodities transiting through the dispatching center before being sent to distribution areas.
- During emergencies, the dispatching centers should be operated by / with the support of private companies bringing their professional experience for dispatching operations and commodities tracking. This recommendation will require that prior stand-by agreement – even basic – is signed between NDMO and the pre-identified private companies.
- As all operations in remote locations / outer islands will require repackaging and transshipment operations, this need to be considered when designing the initial Concept of Operations (an additional hangar, linked to the dispatching centre, need to be specifically designated to this purpose).
- During emergencies, the Customs Clearance coordination cell, composed by representatives from FIRCA, Fiji Procurement Office and CC companies should be operating from the dispatching center

Reporting line:

- The Dispatching & Cargo Tracking Cell reports to the Logistics Coordination Group

Responsibilities:

- Develop mechanisms for capturing data for commodity tracking purpose.
 - Distribute reporting formats as required.
 - Compile Agencies' relief commodities information and summarise in pre-determined formats for publication in Sitreps.
 - Conduct commodity tracking data filtering in accordance with agreed parameters for 'pending', 'in-stock', and, 'distributed (Delivered)'.
 - Enforce the tracking of a) filtering, b) entering, c) cross-checking process (third party check) (signatures at each stage).
 - Work with the Data entry clerk (If deployed) to resolve discrepant data prior to inputting to the system.
 - Coordinate reporting procedures and distribute reporting formats as required
 - Register all data for statistical evidence, including details of all commodities handled and transported under the Logistics co-ordination by establishing a commodity tracking system.
 - Commodities should be classified by type of food and by type of non-food item.
 - Transport mode should be classified by type (air, rail, road, water) and by name of operator.
 - Liaise with the Transport Service provider (and other actors) for the purpose of filtering / cross-checking data and ensure that cargo documentation is received and updated
-

Transport Cell (TC) – Terms of Reference

Reporting line:

- The Transport Cell reports to the Logistics Coordination Group & the NEOC

Responsibilities:

The Transport & Shipping Cell is responsible for the following duties:

Land Transport

- Define specific transport strategy and procedures and ensure effective integration of transport in Logistics operations.
- Advise on transport management structures and staffing to ensure that they are adequate to meet the requirements of the logistics strategy.
- Organise, lead and participate in transport committees meetings, including at divisional and district levels.
- Manage transport operations including all transport assets in order to ensure timely and cost-effective delivery of cargoes.
- Identify, mobilise resources, implement and report on special transport operations.
- Ensure that accurate and complete accounting, reporting and internal control systems are functioning and that all relevant records are maintained.
- Ensure effective commodity management and quality control.
- Coordinate transport operations with the Dispatching and Cargo Tracking Cell.
- Supervise staff as required.

Shipping & Air transport

- Liaise with appropriate resources in order to determine the most efficient mode of calling forward commodities, taking into consideration type of commodity, quantity, port / airport conditions, weather conditions, freight market condition, etc.
- Negotiate and conclude ocean / air transportation arrangements with shipping / air lines, including the chartering of vessels, on either a short or long-term basis or conclude ad-hoc individual rate agreements.
- Manage the operational aspects of all chartered vessels carrying organisation commodities, including loading and discharging operations and the contracting of stevedoring services.
- Appoint, instruct and supervise a network of Freight Forwarding Agents and provide advice to the appointed agents as required.
- Supervise the performance of organisation appointed shipping and forwarding agents, stevedores and other contractors.
- Prepare and implement policy guidelines and operational directives and procedures in respect of transport activity.
- Liaise closely with agents and suppliers to ensure that cargo readiness matches vessels arrival.
- Prepare and maintain statistical reports on shipping and chartering information.

Information Management Cell (IMC) – Terms of Reference

Introduction:

- During Emergencies, Information Management is of the upmost importance for Emergency Logistics Operations.
- Information Management will need to provide updated information about Logistics Operations to the National Disaster Controller and to the NEOC on a daily basis.

Reporting line:

- The Information Management Cell reports to the Logistics Coordination Group, the National Disaster Controller and to the NEOC

Responsibilities:

- The IMC will act as the focal point for collecting, analyzing and disseminating logistics information.
- The IMC will work closely with the Logistics Coordination Group (LCG).
- Gather information on the overall logistics situation, including comprehensive data on logistics procedures and bottlenecks from the various LCG participants and national authorities.
- Produce LCG reports in specific formats as required within the operations. Key products include: Sitreps, snapshots, flash news, briefings, road matrix, and area overview.
- Liaise with LCG participants, and national counterparts to gather information for the production of daily Sitreps and weekly bulletins, ensuring that challenges and concerns relating to the logistics operations are represented.
- Consolidate and share key logistics information and procedures, such as Concept of Operations and Standard Operating Procedures (SOPs) ensuring they are regularly revised/updated if required.
- Inform relevant stakeholders on commodity tracking reporting procedures.
- Prepare talking points and agenda for LCG meetings, compile minutes / action points and ensure timely sharing of meetings minutes with all participants.
- Prepare operational overview, briefings and snapshots on the logistics operation for donors, UN Country Team, Office of the Humanitarian Coordinator and other stakeholders as requested.
- Attend relevant meetings; represent the LCG when requested.
- Establish, moderate and maintain LCG mailing list.
- Standardize and execute quality control of logistics assessments and activity reports.
- Distribute reporting formats as required, and compile logistics plans/forecasts of other organisations.
- Establish and maintain internal information sharing mechanisms, documentation formats, assessment formats, central file store, according to GLCSC guidelines and standardization.
- Recognize and assess the sensitivity of information obtained; Respect the confidential nature of sources of information where relevant.

E. Scenarios Details & Operational Response Plans

a. Logistics Contingency Plan 1 - Floods

1. Background information

During raining season, torrential rains could result in widespread and sudden flooding, affecting up to 200.000 people according to previous similar disasters' figures. As a consequence, the Government of Fiji (GoF) could declare a state of - national or divisional - emergency and activate national or divisional responses to the effects of the floods in the affected regions.

The National Disaster Management Office (NDMO), leading governmental agency for the management of relief response, coordinates the National Emergency Operations Center (NEOC) at national level, while the Divisional Commissioners chair the concerned DivEOCs.

In order to support the NDMO for Logistics related operations, a Logistics Coordination Group (LCG) was established.

History:

Floods in 2003, 2004, 2007, 2009 and 2012 caused extensive damage to roads and bridges and other logistics infrastructures.

For several weeks after the events over 10,000 people were still requiring food rations as much of the subsistence agricultural crops were severely damaged or destroyed

Present Context:

- Floods are recurrent in Fiji, happening nearly on a yearly basis.
- Governmental responses (at all levels, National, Divisional, Provincial/District) are often efficient and rapid
 - Initial responses mechanisms at local level are in place
 - Life saving and displacement to Evacuation Centers
 - Medical care
 - Etc.
- Flooding due to heavy rains is most likely between December and April.

Potential Impact:

- **Non-Medical**
 - Destruction of/ damages to:
 - Houses and shelter
 - Property and livestock
 - Water sanitation facilities
 - Infrastructure, communication
 - Lack of access to:
 - Potable safe water
 - Food
 - Shelter
 - Health care facilities
- **Medical**
 - Displacement, overcrowded living conditions and insufficient water sanitation facilities lead to outbreak of communicable diseases.
 - Leptospirosis

- Others
 - Other health conditions depending on the scenario:
 - Dengue
- **Humanitarian**
 - Displacement

2. FLOODS EMERGENCY PROCEDURES AND RESPONSE ARRANGEMENTS

Emergency/disaster management involves the implementation of actions immediately prior to, during, and immediately after an emergency/disaster in order to ensure that the effects are minimized and that those affected are promptly attended.

The responsibility for all emergency management arrangements at a national level lies with the Central Control Group of the National Disaster Risk Management Council (NDRMC)³. In relation to a specific hazard, one Lead Agency is responsible for emergency response to the extent that it can manage the emergency/ disaster. In the case of a flood, the National Disaster Management Office is the Lead Agency at National Level.

Operational Command and Coordination

When disaster operations are initiated, the National Disaster Controller (Permanent Secretary, Ministry of Provincial Development) will be in overall command. He will exercise this command in close cooperation with the Central Control Group, as stated in the National Disaster management Plan (1995) and the Draft NDRMA.

The Minister responsible for National Disaster Management will be fully informed by the National Disaster Controller and will provide policy guidance to the disaster operation.

At Division, Province and District level, the Divisional Commissioner, Provincial Administrator and the District Officer are in control of the disaster operation respectively.

Operational Roles of Key Agencies

There are different response activities in relation to the issuance of early warnings. The typical responses are:

- Dissemination of warnings
- Evacuation of affected people
- Security for people and property

As soon as a warning is issued for a flood, the responsible agencies should coordinate relevant response activities in relation to the evacuation of affected people and providing security for people and property.

Every agency/organization shall include flooding response arrangements and procedures in accordance with their agency/organization support/contingency plan.

These arrangements and procedures are to be based on this plan. All major facilities/utilities located within the flood zone should prepare flood emergency response plans and forward the same to their respective heads.

Operational Activities at National Level

The major and primary operational action carried out from national level is to exercise overall command and coordination especially to provide maximum operational support to those who may require it such as:

³ The NDRMC is the overarching policy advisory body to Government on all matters related to Disaster Risk Reduction and Disaster Management (See also NDRMA 2006, page 17). This is currently termed the NDMC.

- Lead Agencies for their respective emergencies or disasters (In case of Floods, NDMO is the lead agency)
- Divisional/Provincial/District DISMAC

The following actions may typically be required at national level (following a Declared State of Disaster):

- Allocation of personnel and equipment
- Organization of aerial and ground surveys
- Arrangements for specialist support
- Coordination of international emergency assistance

Operational Activities at Divisional/Provincial/District Level

At Divisional, Provincial, District, Village and Settlement Level much of the emergency operation is implemented by their respective Lead Agency. The likely requirements during the emergency operation for the stricken area are:

- Survey and Assessment
- Search and Rescue
- Treatment and Care of Casualties
- Clearance and Access
- Communications
- Evacuation
- Shelter
- Food
- Water and Power Supplies
- Health and Sanitation
- Security
- Other Requirements

The implementation of these activities will be coordinated by the Emergency Operations Center (EOC). The EOC will be set up in accordance with EOC Activation SOP's and staffed by personnel from identified agencies within the SOP,

3. Scenario details:

Summary

Casualties:	Fatalities and injuries very low, except for flash floods;
Infrastructure Damage	Hundred buildings and infrastructure (roads, bridges) damaged
Evacuations/Displaced Persons:	up to 20.000 people - 4.000 HH
Economic Impact	Significant at divisional level Main crop harvest will be damaged; Roads, bridges, and other infrastructure in the flooded areas may be partially damaged; Emergency humanitarian assistance for shelter, water, food, healthcare and sanitation will be required;
Potential for Multiple Events	Yes, seasonal
Recovery Timeline	Months

Scenario Overview:

General Description –

The country encompasses diverse physiological features to include Mountains areas in the central parts of Viti Levu and Vanua Levu Islands, coastal plains and many low lying Islands, very vulnerable to sea rises.

Precipitation and climatic conditions vary seasonally and geographically within these regions, giving rise to varying opportunities for development as well as hazard occurrence.

River plains may be prone to flooding causing significant socio-economic losses, whose scale seems to increase over the recent years as a consequence of regional climatic changes. Emerging weather patterns, however, prompt increased flash flooding in several regions and a surge in sea based cyclones.

Relative unpreparedness for these hazards may cause significant losses, as the trend is to an augmentation of the occurrences. For example, insufficient drainage systems, canals, etc. in the Western Division (Lautoka, Nadi) lead to recurrent floods, while other areas, like Suva, benefitting from a good network, are less vulnerable.

Access is also a critical issue in Fiji. For example, even if the main logistic infrastructures (airports, ports) remain open and operational during floods, the accesses to those facilities are flooded. A program to raise to main access roads is therefore recommended.

Flash floods–

Flash floods could also cause extensive damage and widespread homelessness in Fiji.

Flash floods occur predominantly in hills regions and also in adjoining plains. Such floods are on the rise over the last couple of years because of changing weather patterns. Being a sudden onset hazard, flash floods pose a grave threat to lives besides accentuating socio-economic poverty.

The flooding is triggered by heavy rains, for example accompanying Tropical Cyclones or storms. The death toll could be high. Flooding could be really extensive.

- Flooding will contaminate village water supplies and destroy crops.
- Health experts warn of potential outbreaks of diseases including dysentery, diarrhea, leptospirosis and dengue due to the lack of clean drinking water, poor sanitation and plagues of mosquitoes.
- The flash floods can destroy bridges and roads. Thousands of people can be reached only by helicopter or boats.
- Distributions of relief aid include food, tarpaulins, cooking and hygiene kits, water purification tablets and generators.

Summary of Hazard Risk Analysis

Hazard	Shortfall in Preparedness	Probability of Occurrence	Risk Factor
Riverine Floods	<ul style="list-style-type: none"> • Mitigation / prevention works • Physical vulnerability • Availability of essential relief items 	<ul style="list-style-type: none"> • Likely to occur in raining seasons • Heavy precipitation can add to humanitarian impact 	Medium to High
Flash Floods	<ul style="list-style-type: none"> • Poor mitigation works (inadequate land use) • Physical vulnerability • No early warning possible 	<ul style="list-style-type: none"> • High possibility of occurrence in the semi-mountainous and mountainous regions 	Very high
Floods related to Sea based storms	<ul style="list-style-type: none"> • Cyclone impact mitigation works 	<ul style="list-style-type: none"> • Relatively high possibility of occurrence 	Very high
Urban Flooding	<ul style="list-style-type: none"> • Inappropriate urban planning • Weak infrastructural capacity to absorb excessive rain water 	<ul style="list-style-type: none"> • Western Division towns • Northern Division capital 	Very high

Key implications

Triggers

- Dissemination of relevant flood alerts issued by GoF services (Weather dep't)
- NDMO issues low pressure warnings, alert and updates
- Divisional / local authorities determine that the disaster is beyond their capacity to manage and that it requires a higher level of response.
- NDMO may also determine that disaster requires national intervention.

Resources for Flood Response

To summarize, in case of floods scenario, local authorities may need support in:

- Shelter
- Emergency health
- Potable water
- Regeneration of livelihoods

Pre-Raining Season Preparedness & Coordination

Ideally at the divisional level:-

- Pre Raining Season NDMO/DPOs to organize meetings to review preparations for floods with reference to shortfalls
- Coordination meeting with local RFMF, NFA and Police authorities
- Coordination to envisage pre-positioned stock for floods
- Flood coordination with divisional departments and agencies of flood prone provinces / districts
- Updating of divisional flood preparedness and response plans
- Preposition of key flood response equipment to response agencies, boats, etc in coordination with RFMF, NFA and Police.
- Visit by Director NDMO and other key stakeholders to vulnerable sites

Preparedness Measures during Raining Season

- Need based meetings
- Monitor dissemination of early warning to vulnerable districts.

4. Operational Summary

Description	
Vulnerable areas / periodicity	<ul style="list-style-type: none"> • Mostly coastal areas in Fiji. • Most frequent rains are reported between November and April. • Input required from NDMO on vulnerability mapping: <ul style="list-style-type: none"> ○ Regarding Riverine floods ○ Regarding Sea rises related floods ○ Regarding Flash floods
Early Warning and Triggers	<ul style="list-style-type: none"> • Dissemination of relevant alert issued by GoF services (MET, etc.) <ul style="list-style-type: none"> ○ MET/NDMO issue warnings, alert and updates ○ Divisional / local authorities require a national support. ○ PSPD / NDMO may also determine that disaster requires national intervention.
Consequences	<ul style="list-style-type: none"> • Floods will not critically affect the logistics operations for long periods: most affected areas will continue to be accessible after a few days maximum. • A very large percentage of the total populations live close to the coast and/or on sea level. • Except regarding flash floods, floods usually lead a low level of injuries / fatalities. <p>Outbreak of communicable diseases:</p> <ul style="list-style-type: none"> • Water-borne diseases: <ul style="list-style-type: none"> ○ Diarrheal diseases,

	<ul style="list-style-type: none">○ Etc.• Air-borne diseases:<ul style="list-style-type: none">○ Respiratory infections <p>Damages will be noticed in:</p> <ul style="list-style-type: none">• Houses• Sanitation facilities• Infrastructures, means of communication, transportation <p>Lack of access to:</p> <ul style="list-style-type: none">• Shelter• Safe water• Sanitation facilities (latrines)	
Global strategy of intervention	Support the governmental services in their response and support coordination of activities with other stakeholders/actors	
	Facilitate access to: <ul style="list-style-type: none">• Shelter• Safe water• Sanitation facilities• Food• Non food items (soap, blankets, jelly cans, plastic sheeting, pots/ dishes, fire wood, etc)• Health facilities, targeted services and appropriate supply <p>Prevent outbreak of communicable diseases:</p> <ul style="list-style-type: none">• Leptospirosis, typhoid ...• Water-borne diseases: Diarrheal diseases• Air-borne diseases: Respiratory infections	
Other concerned Actors	<ul style="list-style-type: none">• National Governmental agencies:• Divisional Governmental agencies• United Nations• International NGOs,• Local NGOs, CBOs, FBOs• Donors• Private Sector	
Scope	<ul style="list-style-type: none">• Prepare for an initial intervention of 1 month (>25.000 people = 5.000 HH).	
Preparedness		
HR	<ul style="list-style-type: none">• Prepare for an initial intervention of 1 month (>25.000 people = 5.000 HH).	
Stocks	Technical stocks	<ul style="list-style-type: none">• HH kits• Hygiene kits• Cooking kits• Sanitation facilities• Medical supplies
	Equipment stock	<ul style="list-style-type: none">• Power kits• Communication kits
	Local procurement sources	<ul style="list-style-type: none">• Priority to local procurement in small quantities to the national or local agencies.
Coordination	<ul style="list-style-type: none">• Coordination meetings with NDMO, OCHA, MoH, Divisional Health Authorities, Divisional EOC, other stakeholders/ actors.• Report on situation, plans, monitoring and surveillance.	

5. Concept of Operations

The Concept of Operations detailed here under is managed by the Logistics Coordination Group (LCG) in place in Fiji.

The objectives and activities of the Logistics Coordination Group in Fiji are the following:

The foremost objective of the LCG in Fiji is to support the NEOC and DivEOCs in coordinating and operating logistics efforts, and by association the delivery of various humanitarian assistance programmes.

Logistics Planning Assumptions & Identified Gaps

Given the potential extent of the damages inflicted by the floods, and given the lessons learnt from the previous emergency responses, there is a clear requirement to ensure coordination between the various levels in intervention (governmental authorities, private sector, international & domestic humanitarian actors) assisting the affected communities in order to maximize the sharing of scarce logistics resources.

- In case of localized floods, the Divisional governments and national organisations should have sufficient capacity to handle the logistics part of their response programmes. They will nevertheless need support from the National level regarding transport and supplies.
- Divisional, district and smaller administrative centres may not be accessible during a certain period. Access to affected areas will be the main challenge for logistics operations.
- The overall management of the logistics information such as NFIs availability, prices, storage & transport availability and capacities, pipeline information and capacities will play a key role in ensuring efficiency and effectiveness of the overall humanitarian response operations.
- Worth noting that humanitarian organisations will require RFMF and other governmental operational agencies' support for logistics operations. Private companies' assets may also be required for temporary (and paid) use.

Concept of Operations – Low level scenario

Coordination

- The initial Concept of Operations is designed for a first 2 weeks response (with prolongation up to 3 months).
- Based on the request of the NDMO / National Controller, the LCG will take part to the NEOC and DivEOCs. The LCG could also appoint one dedicated Logistics Coordinator at divisional level to focus specifically on the facilitation of logistics operations, coordination and information management (IM).
- During the first days, daily meetings will be conducted (at national and divisional levels) to offer a forum for information sharing and decision-making related to logistics operations. Periodicity will then be reviewed based on the situation.

Information Management

- Based on the situation reports, organisations inputs and field assessments, the Logistics Coordinator will solicit data from local and divisional levels (assets availability, prices, bottlenecks, storage, transport capacities, etc.), compile it and offer updated information along with the relevant recommendations and technical advices.
- Consolidated IM products - including maps - will be disseminated on a regular basis to ensure that all involved organisations have access and knowledge of the wider situation affecting the logistics, to aid planning and decision-making in their respective organisations and clusters.

Liaison

- The Coordinator will also act as a liaison with the relevant Governmental line ministries/departments, UN agencies and OCHA to facilitate importation of the humanitarian goods, if needed.

Concept of Operations – High level scenario

Should the size of the humanitarian crisis exceed the capacities detailed in the low level concept of operation, a higher level of operational support may be launched. This should be based upon clear indication from the field Coordinator and upon request from the NDMO/National Controller.

In that second option:

- The Concept of Operations should be extended to 1 month of activities (with prolongation up to 3 months).
- The LCG could mobilize various logistics assets, including air and sea transportation capacities, power and communication equipment.

In that second option, if the needs are identified, specific Logistics Services could be provided, such as:

a. Customs Clearance facilitation: If import of relief items is needed, for the initial phase of the operation, the LCG could establish a Customs Clearance facilitation Cell (CCFC), composed by one representative from Fiji Procurement Office + one from FIRCA. In addition, a volunteer support from one of the major Freight Forwarding / Shipping / CC brokers companies should be a significant added value. This Cell should provide a link between organizations importing relief items into Fiji and the governmental authorities for customs clearance.

During emergencies, the Customs Clearance coordination cell should be operating from the main entry point (Nadi Airport?) and liaise with the Logistics Coordinator.

b. Dispatching and Cargo Tracking Cell (DCTC): During Emergency Response operations, Fiji authorities will set up dispatching centers; all the commodities transiting through the dispatching centers before being sent to distribution areas.

- a. During emergencies, the dispatching centers should be operated by the LCG with the support of private companies bringing their professional experience for dispatching operations and commodities tracking.
- b. As all operations in remote locations / outer islands will require repackaging and transshipment operations, this need to be considered when designing the initial Concept of Operations (an additional hangar, linked to the dispatching centre, may be specifically designated to this purpose).

c. Access to Ad-Hoc storage services: There are clear storage / commodities management issues at all main entry points (Suva port, Nadi airport, Lautoka port and Nausori airport).

- a. As emergency operations are likely to happen during the wet seasons, open storage is not an option
- b. The commodities should - as much as possible – be directly routed to the dispatching centers.
- c. For larger scale scenarios, among the options to consider:
 - Fiji government / RFMF to procure MSUs that can be set up quickly everywhere in the country. Sites should be pre-identified for this purpose
 - Humanitarian community, through the PHT, to get the funding for the procurement of “Logistics Kits for entry points”. Those kits include a MSU, one prefab for office, power generation and lightning equipment. This option should get the prior approval of UN HoO.
 - Stand-by agreements with private transport companies, for the temporary use of part of their storage capacities during emergency operations. This option being only for a very short time, before finding a longer term solution.
 - ! Repackaging and transshipment need to be considered when designing the storage / dispatching center.
- d. Storage and dispatching at intermediate hubs (for large scale scenario) / final destination points (outer islands entry points) are also an issue.
 - Among options to consider:
 - Each district to identify temporary storage facilities (governmental buildings, private companies ...) or to select – floods safe - areas for the setting up of tents, for disposal of containers or for temporary “trucking storage”.
 - RFMF/other governmental agencies to provide containers for temporary storage
 - For large scale scenarios on outer islands, MSUs will probably be the only option. UN agencies / donors to assess this option.

The LCG coordinates the process to request logistics support regarding storage.

- d. Access to Ad-Hoc transport services: Regarding the transport, the pipeline will be coordinated by the LCG
 - a. LCG will be using the transport capacities deployed by the Fijian Government (private or governmental ones, incl. RFMF, NFA or Police) and/or by the NGOs and Red Cross.
- e. Information Management: During emergencies, The LCG organizes logistics coordination meetings, acting as an interlocutor between participating organizations and the NDMO to monitor and resolve gaps in the delivery of assistance. It also provides cargo tracking based on CMRs received and executed, on demand GIS-Mapping and regular information products such as situation reports and bulletins.

Assumptions and constraints:

- a. The LCG aims to supplement and support the overall logistics capacity in order to help the government and organizations to focus their energy on other parts of the supply chain, in particular deliveries. This being said, all the previous experiences, as well as all the recent assessments done in the country, indicate that logistics is – and remains – a potential bottleneck and that logistics gaps may compromise the efficiency and hence the quality of the humanitarian responses. In that optic, to avoid as much as possible the delays/problems in the operations, and to address the identified logistics gaps, a preparedness plan has been designed.
- b. The planned duration of the operational intervention is from 2 weeks (small scale scenario) or 1 month (larger scale scenario) up to 3 months. [This may be revised based on operational exigencies].

6. Suggested SOPs

Activation:

The LCG is active during both “normal times” and “emergency phases”.

- During the “normal times”, the LCG implement preparedness and capacity building activities.
- During “emergency phases”, the LCG switches to an operational body, coordinating emergency logistics operations as an active component of the NEOC and, upon identified need, of the concerned DivEOCs.
 - The activation of the emergency phase is decided by the National Disaster Controller.
 - On a daily basis, members of the LCG manage / coordinate the Emergency Logistics Operations and are seconded to the NEOC / DivEOC operations.
 - Upon identified needs, the LCG may decide to setup specific sub-groups for (i) customs procedures, (ii) dispatching and cargo tracking, (iii) transport and shipping; and (iv) information management.

Operations:

Meeting Place: NDMO Office / NEOC and Divisional Offices / DivEOCs

Meeting Frequency: During emergencies daily, to be adjusted according to situation

Support – provides and receives support from the NEOC / DivEOCs. Support can also be requested from the humanitarian community to assist in the running of the Logistics Coordination Group.

Activities:

Liaison

- Participate actively in both the National and Divisional EOCs
- Participate as coordination body to the head of clusters meetings organized by OCHA
- Develop and maintain relevant contacts/networks in the humanitarian, private and governmental structures;
- Intervene, as necessary and as required, on behalf of the humanitarian community to expedite processes and resolve problems related to Logistics with the Government and among the humanitarian actors;

Information Management

- Consolidated IM products - including maps - will be disseminated on a regular basis to ensure that all involved organisations have access and knowledge of the wider situation affecting the logistics, to aid planning and decision-making in their respective organisations and clusters.
- During emergencies, the LCG organizes logistics coordination meetings, acting as an interlocutor between participating organizations and the NDMO to monitor and resolve gaps in the delivery of assistance. It also provides cargo tracking support based on CMRs received and executed, on demand GIS-Mapping and regular information products such as situation reports and bulletins.

Customs Clearance facilitation

- If import of relief items is needed, the LCG could establish a “Customs Clearance Facilitation Cell” (CCFC). This Cell should provide a link between organizations importing relief items into Fiji and the governmental authorities for customs clearance support facility.

Dispatching and Cargo Tracking

- During emergencies, the dispatching centers will be operated by the LCG with the support of private companies bringing their professional experience for dispatching operations and commodities tracking.

Access to Ad-Hoc storage services:

- The LCG coordinates logistics support regarding storage.
- The commodities should - as much as possible – be directly routed to the final delivery points.
- Upon identified needs, for larger scale scenarios:
 - MSUs set up in pre-identified sites
 - Agreements with private transport companies, for the temporary use of part of their storage capacities during emergency operations.
 - Repackaging and transshipment need to be considered when designing the storage / dispatching centers.
- Storage and dispatching at intermediate hubs:
 - Each district to identify temporary storage facilities (governmental buildings, private companies ...)
 - or to select – floods safe - areas for the setting up of tents.
 - RFMF/other governmental agencies to provide smaller tents for temporary storage

Access to Ad-Hoc transport services:

- Regarding the transport, the pipeline will be coordinated by the LCG
 - a. LCG will be using the transport capacities deployed by the Fijian Government (private or governmental ones, incl. RFMF, NFA or Police) and/or by the NGOs and Red Cross.

Stand Down:

Declared: During meeting of LCG

Non-declared: On advice of National Disaster Controller.

Upon specific request, support may continue through the recovery phase of a disaster.

Essential Equipment:

- HF / VHF radios
- Vehicles
- Mobile phones
- Sat Phones

Information Access/Management

Required:

- Maps of all of the Fiji Islands including current logistical infrastructure.
- Templates for information management- situation reports, minutes of meetings, etc.
- Templates and systems for cargo tracking
- Current contact details of all LCG members

Responsible to produce:

- Sitreps for logistical information
- Meeting minutes
- Other relevant information for dissemination to humanitarian community.

Resources/ Support to the Logistics Coordination Group

FIRCA – Procurement Department

- Ensure the tax exemption of relief goods in an expedient and efficient manner,
- Ensure relief goods are cleared quickly and assist if bottlenecks are identified in this process
- Release necessary funds for use in the relief operation, in a timely manner

NDMO/NEOC

- Provide staff to support LCG operations, responsible for the overall running of the operational response -
- Provide a location for LCG meetings
- Information management

Telecommunications

- Provide up to date frequencies for radios.
- Provide communication assets such as phones and radios
- Provide technical support

Fiji Airports –

- Facilitate the receipt and dispatch of relief goods through the airport

Fiji Ports –

- Establish standby agreements for use in emergencies,
- Provide an inventory of operational marine vessels in the Fiji Islands that could be used to transport assessment teams and relief items,
- Provide staff to assist in the running of operations and facilitate the receipt and dispatch of relief goods through the ports.

Land department –

- Provide maps with current infrastructure information
- Provide staff to the NEOC mapping desk

RFMF - Police –

- Provide assets and manpower for assessment and delivery of relief items

NGO's and INGO's –

- Provide up to date contingency and transport assets information,
- Assist in the maintenance of the logistics capacity assessment
- Provide staff to assist in the NEOC
- Provide staff to assist in running logistics hubs
- Feed logistical information to the LCG for dissemination to other clusters or agencies
- Identify bottlenecks in the logistics operations and ensure this information is shared with the LCG for dissemination.
- Where possible make transport assets available for use by all relief providers

Private Sector -

- Provide operational support to dispatching and cargo tracking activities
- Provide a link between the commercial sector and the LCG
- Help facilitate the procurement of relief items, transport assets and other items needed for the relief effort in an affordable and efficient manner.

Donors –

- Ensure systems are in place for logistics operations to access funds in a timely manner
- Be available to assist in filling logistics gaps through the provision of funds or coordination mechanisms.

UN agencies –

- To provide assistance, if requested by the National Disaster Controller.

7. Logistics Response Work Plan

Logistics Response Checklist

Logistics Questions to be considered by the Logistics Coordination Group to set up the Emergency Response:

- Will there be a need for the deployment of emergency kits and other emergency logistics support equipment, such as mobile storage units?
- Will the disaster response require import operations?
- How will the disaster impact on local partners, contractors and suppliers?
- What are the local storage locations and their capacities? Are they located in a secure area protected from the effects of the anticipated disaster (e.g. floods)?
- What are the delivery routes from entry points to the affected areas and how easily accessible are they?
- Is there enough in-country transport capacity to serve primary, secondary and tertiary needs? If not, how could it be increased?
- What could be the alternative transport modes to reach the affected populations? What would be the schedule for opening new routes? What actions would be required from the government, UN and others?
- How much food items and NFIs are currently available in stocks? How much emergency relief items are en route and how long will it take to arrive?

Logistics Response Work Plan

LOGISTICS PREPAREDNESS PLAN								
No.	Response activities	Status			Due date/ Timeframe	Lead	Resources needed	Comments
		Done	Deadline	To be done				
First 24 hours								
1	– Inform the Logistics Coordination Group members of the activation of NEOC / Div EOCs							
2	– Determine type and quantity of assets available in the affected area and around (for assessment purposes) and share							
3	– Collect and centralize information from the field and from partners: accesses, damages to infrastructures, field activities & capacities, availability of transport assets and storage facilities							
4	– If needed, deploy a logistics assessment team to the affected area together with Programme							
5	– Call for a logistics coordination meeting to: <ul style="list-style-type: none">– Review the logistics requirements– Assess the need for LCG to extend logistics support services to partner agencies– Ensure that logistics efforts are coordinated + circulate the minutes							
6	– Provide a first Sitrep to Logistics Coordination members and to other clusters							
7	– Create / update an operational contacts list							

First 72 hours								
8	– As soon as possible, design and share a Logistics Concept of Operations, including services available (entry points, logistics hubs, dispatching, storage, transport) and how to access them							
9	– Receive plans from other clusters and from Divisional authorities (procurement, distributions)							
10	– Organize a main logistics hub (dispatching center) linked to the DivEOC – reception of relief items, dispatching, transport to intermediate hubs or to districts for distribution							
11	– Organize / ensure the setting up of a cargo tracking system							
12	– Identify / secure temporary storage location. If needed bring & setup Mobile Storage Units							
13	– Discuss government plans for Customs Clearance process. If needed, provide facilitation to Logistics Coordination members and to other clusters							
14	– Discuss government plans for transport operations and procedures to access these services. If needed, provide facilitation to Logistics Coordination members and to other clusters for separate operations							
All along Emergency Operations								
15	– Provide regular Sitreps to Logistics Coordination members and to other clusters							
16	– Update and share logistics operational reports: pipeline, storage, transport ...							
17	– Ensure that clearance, storage, dispatching and transport services are accessible to all partners. If needed, coordinate allocation of ad-hoc transport assets for specific needs							
18	– Ensure that operations at the main ports of entry are running							

	smoothly and that no congestion is faced or planned							
19	– Ensure that temporary storage operations at the main ports of entry are running smoothly and that no delays are faced or planned							
20	– Provide liaison between agencies: governmental, UN, NGOs, private companies, to ensure a coordinated logistics response							
21	– Ensure logistical support to other clusters, if needed							
22	– Attend other clusters meetings (at least the operational ones)							
23	– Identify / anticipate gaps and bottlenecks in logistics operations and provide alternative solutions to address them							

8. Preparedness (Minimum Preparedness Measures)

The emergency logistics preparedness measures are detailed separately (Cf. “Emergency Logistics Preparedness Plan”). Nevertheless, as floods are recurrent in Fiji, a Logistics preparedness meeting should be held at National and Divisional levels, each year, and prior to the wet/cyclones season.

As floods are mainly supposed to occur in Fiji’s 2 main Islands, Viti Levu and Vanua Levu, it is recommended to compile, district / district, all the necessary logistics related information: infrastructures (roads and bridges data, ports, ...), services(transport capacities available locally, heavy equipment, communications equipment, ...), etc.

b. Logistics Contingency Plan 2 - Cyclones

1. Background information

The climate is tropical with a typical weather pattern of a wet season and a dry season. Fiji is subject to cyclones which is seasonal between November and April.

During the rainy season, flooding and landslides can occur, especially as a consequence of cyclonic or low pressure events.

Tropical cyclones, with the accompanying strong winds, flood and storm surge, are the most frequent hazards to threaten Fiji and also have the most damaging impact on our country. Fiji is situated south of the equator and lies in one of the tropical cyclone-prone areas of the South Pacific. Five to six severe cyclones would usually affect the country in a decade. Heavy torrential rain that will occur a few days before the onslaught of the wind can cause widespread flooding.

Fiji has been affected by major tropical cyclones in the past, with recent most severe ones being Cyclone Kina in 1993 and Tropical Cyclone Ami at the beginning of 2003.

Several scenarios could be developed describing the extent of casualties and damage to properties, following a major cyclone in Fiji. These would differ as well, depending on the magnitude of the cyclone.

Listed below are indications of some of the effects which could be expected:

- There would be many casualties from secondary disaster like floods and landslides. The number would depend on the time of day, and the location of the landslide and flooding as most development is happening in landslide and flooding prone areas.
- Services (power, water, and telecommunications) would be severely disrupted.
- Roads, air and sea transport would be severely damaged and disrupted.
- Community infrastructure would be severely damaged, disrupting the normal industrial, commercial, government and service industries. The return to normal community activity would be a long and difficult process.
- The country's financial system could become subject to extreme pressure
- The sugar cane and tourist industry would suffer
- Emotional stress would be long lasting and widely spread throughout the community.

Planning must be continuously exercised to minimize the effects on the population, and to assist a quick recovery from such an event.

History:

Disaster	Date	No Killed
Storm	17-Jan-1985	28
Storm	10-Mar-1997	25
Storm	2-Jan-1993	21
Storm	14-Jan-2003	17
Storm	8-Apr-2004	16
Storm	19-Jan-1999	12
Storm	1-Mar-1983	9

Disaster	Date	Total Affected
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Disaster	Date	Total Affected
Storm	1-Mar-1983	200,014
Storm	2-Jan-1993	160,003
Storm	17-Jan-1985	100,000
Storm	14-Mar-2010	39,101
Storm	14-Jan-2003	30,000
Storm	17-Mar-1985	20,000
Storm	25-Mar-1983	11,132

Disaster	Date	Damage (K US\$)
Storm	2-Jan-1993	100,000
Storm	17-Jan-1985	73,000
Storm	1-Mar-1983	50,000
Storm	14-Mar-2010	39,427
Storm	14-Jan-2003	30,000
Storm	10-Mar-1997	27,000
Storm	Jan-1987	25,000

Present Overview:

SOPs, radio frequencies and contact list of the Nadi Tropical Cyclone Warning Centre (Nadi TCWC) are given in Annex 1
“2011/2012 TROPICAL CYCLONE SEASON - SUMMARY OF ALERTS AND WARNINGS PROCEDURES FOR FIJI”

ACTIVATION OF NADI TCWC

The Nadi Tropical Cyclone Warning Centre (Nadi TCWC) will be activated whenever there is a tropical cyclone threat to Fiji, It will start issuing Special Weather Bulletins containing TROPICAL CYCLONE ALERTS or TROPICAL CYCLONE WARNINGS, as appropriate.

The Nadi TCWC is operated within the Weather Forecasting Division of the Fiji Meteorological Service (FMS) and can be accessed 24 hours a day as follows:

- Telephone: **6724888** (*Switchboard*) or
6736005, 6736006, 6736007 (*Direct*)
(Calls must be kept short).
- Facsimile: **6720190** / 6720636 / 6720645
- Weather Fax: **6721227** (Polling fax)
- FMS Web Site: **[.met.gov.fj](http://met.gov.fj) or [.met.gov.fj/fijimet/slowlinks](http://met.gov.fj/fijimet/slowlinks)** (for those with slow internet access)

ACTIVITIES OF NADI TCWC

A SWB containing a TROPICAL CYCLONE WARNING will give GALE, STORM or HURRICANE Warning for specified areas according to the maximum average wind force expected. It will be issued when there is an expected occurrence of gales or

stronger winds within 24 hours over the areas so warned. Apart from average wind speeds, expected winds in momentary gusts will also be given.

Type of Warning	Average Winds* Expected	Beaufort Force	Typical Effects
GALE WARNING	<ul style="list-style-type: none"> – 63 – 87 km/hr – (34 – 47 knots) 	8, 9	<ul style="list-style-type: none"> – Very rough to high seas. – Normally minor damage on land, mainly to branches and loose materials. – Occasional heavy rain and flooding.
STORM WARNING	<ul style="list-style-type: none"> – 88 – 117 km/hr – (48 – 63 knots) 	10, 11	<ul style="list-style-type: none"> – High to very high seas. – Damage to trees, crops, overhead wires, temporary shelters and weaker structures. – Often accompanied by heavy rain and flooding.
HURRICANE WARNING	<ul style="list-style-type: none"> – Over 117 km/hr – (Over 63 knots) 	12	<ul style="list-style-type: none"> – Phenomenal seas, heavy surf and abnormally high storm tides. – Severe damage to trees, crops, overhead wires, and many buildings. – Accompanied by torrential rain and flooding
* Winds averaged over a 10-minute period. Momentary gusts will be much higher.			

Forecast:

- Cyclones season usually runs from November to April (even if some cyclones have been referenced in May).
- Annual forecasts for cyclones are provided, prior to the Cyclone season, by the RSMC Nadi – TCC.
- 2011 – 2012 Forecasts are provided in Annex 2 “**2011/12 Tropical Cyclone Season Outlook in the Regional Specialised Meteorological Centre Nadi – Tropical Cyclone Centre (RSMC Nadi – TCC) Area of Responsibility (AOR)**”

Impact:

- **Non-Medical**
 - Destruction of:
 - Houses and shelter
 - Property and livestock
 - Water sanitation facilities
 - Infrastructures, communication
 - Lack of access to:
 - Portable safe water
 - Food
 - Shelter
 - Destroyed or overwhelmed health facilities.
- **Medical**
 - Injuries and deaths
 - Displacement, overcrowded living conditions and insufficient water sanitation facilities lead to outbreak of communicable diseases.
 - Other health conditions depending on the scenario:
 - Mental health trauma
 - Injuries
- **Humanitarian**
 - Displacement

2. CYCLONE EMERGENCY PROCEDURES AND RESPONSE ARRANGEMENTS

AIM OF THE PLAN

This plan outlines the actions necessary at divisional level to minimize the effects of a major cyclone in the Fiji Islands.

AUTHORITY

This plan is produced under the authority of the National Disaster Management Council and the National Disaster Management Office.

RELATIONSHIP WITH OTHER PLANS

This plan should be read in conjunction with the National Disaster Management Plan and should be used by all agencies, NGO's at Divisional and District levels as guide to develop their cyclone plan.

DECLARATION OF AN EMERGENCY

A state of emergency can only be declared by a council of ministers which should include, the Minister for Regional Development in his capacity as the Chairman of the NDMC, the Minister for Finance, Minister for Home Affairs. This decision will be facilitated and made after a rapid initial damage assessment mechanism is completed.

CONTROL AND COORDINATION

The response operation for a cyclone threat will be activated and coordinated by the National Disaster Controller (NDC) assisted by the National Disaster Management Committee (NDMC) and operated by the National Disaster Coordinator (NDCoo) assisted by the National Disaster Management Office (NDMO)

CYCLONE WARNINGS

The Nadi Tropical Cyclone Warning Centre (TCWC) will issue special weather bulletins from the initial alert to threat. Furthermore, the release of Alert or Warning messages should be accompanied with simple verbal/text explanation for people to understand the terminology and can easily interpret the meaning

- **WARNINGS**
 - Issued every three hours
 - Issued when there is an imminent threat of a tropical cyclone

The strengths are detailed in the following descriptions:

- **Gale Force Winds** - are issued every six hours when the wind speeds expected to reach gale force intensity (34 - 43 knots) within the next 24 hours.
- **Storm Force Winds** - issued every three hours when average wind speeds are expected to reach storm force intensity (43 - 63 knots) within the next 24 hours.
- **Hurricane Force Winds**- issued every three hours or hourly when available on radar, when wind speeds are expected to exceed 63 knots within the next 12 hours.

- **CYCLONE ALERT**

To be issued every six hours, therefore it will be important that the clocks at all the concerning agencies like the Nadi Tropical Cyclone Warning Center, Radio Stations and DivEOCs are synchronized, particularly when issuing the warnings to the public.

- **STAGE ONE – READINESS - WHITE (Linked to Gale Force Winds)**

Stage 1 is activated when the general public and specific communities at risk will be informed of the disaster threat and the counter measures to be taken.

- A tropical cyclone alert is issued by the Tropical Cyclone Warning Centre in Nadi. Stage 1 will then be activated if cyclone warning is given for the particular Division.
- The relevant authorities (Public Works Department or Meteorological Services) warn of a significant threat of the occurrence of floods in specified parts of the Division.
- In the Opinion of the Divisional Commissioner, there is a possible threat of Cyclone or a natural disaster.

- **STAGE TWO – STANDBY - YELLOW (Linked to Cyclone Warning)**

Stage 2 will then be activated at the Divisional and District level for which flood warnings are issued.

- A gale, storm, or hurricane warning is issued for one or more parts of the country.
- The relevant authorities (Public Works Department or Meteorological Services) warn of a significant threat of the occurrence of floods in specified parts of Fiji.
- In the Opinion of the Divisional Commissioner there is a possible threat of Cyclone or a natural disaster.

- **STAGE THREE – ACTION – RED (Linked Cyclone Warning - Hurricane Force Winds)**

Stage 3 will be activated when a natural disaster has occurred in Fiji or parts of Fiji. It will normally become operational when the immediate danger has passed.

- Highest state of readiness
- Cyclone impact with risk of destructive wind is imminent

- **STAGE FOUR - STEP DOWN, GREEN**

Stage 4 will be activated when, according to the National Controller, the emergency operation, with its associated activities and responsibilities can be terminated and when relief and rehabilitation activities can be implemented under normal government rules. This will be no longer than two weeks after the start of stage 3, except with specific approval from cabinet.

ACTIVATION OF EMERGENCY OPERATION CENTRES (EOC)

The EOC will be staffed according to the following schedules

RESPONSE MEASURES

- **STAGE ONE (WHITE) - READINESS**

When Stage ONE (WHITE) is activated, the following actions will be taken

- Office hours may be extended at the discretion of the Controller.
- Place whole of Fiji on Divisional emergency status, if warranted, and instruct the Div Controller to activate the national disaster plan upon consultation with the National.
- Monitor all activities and be consulted on all matters relating to policy.
- Assume responsibility for the activation of the Disaster Plan.

DIVISIONAL LEVEL

- DIVISIONAL COMMISSIONER
 - Notify:
 - PS-Regional Development
 - NDMO
 - Divisional Disaster Management Committee
 - District Officer
 - Div Heads Min. of Communications and Works
 - Div Head Telecom, Fiji
 - Div Head Fiji Electricity Authority
 - Divisional Medical Officer
 - Divisional Education Officer
 - Hospital Superintended
 - Divisional Police Commander
 - Nadi/ Nausori/ Labasa Airport Manager
 - Branch President, Fiji Red Cross Society
 - Divisional Planning Officer
 - Assemble the DivDC at the DivEOC and convene to review preparedness arrangements and prepare for coordinated response.
 - Notify District Officer and advise to convene District Disaster Management Council to review preparedness arrangements and prepare for coordinated response.

DISTRICT LEVEL

- Notify District Officer and advise to convene District Disaster Management Council to review preparedness arrangements and prepare for coordinated response. (*refer to District SOP - Cyclone and District Disaster Plan*)

DEPARTMENTS, AGENCIES AND NGOS

- Each of the agencies will take necessary precautions in line with their agency disaster plan.
- Attend NDMC / DivDMC meeting
- Brief key staff (including those within the divisions/districts and outer islands).
- Implement action listed under stage one of the response preparedness plans.
- Commence closer monitoring of the cyclone.

– STAGE TWO (YELLOW) - STANDBY

When Stage Two (YELLOW) is activated, the following actions will be taken

- Second Level of preparedness and Final preparations should be completed.

DIVISIONAL EMERGENCY OPERATION CENTRE

- Will be operational on a 24 hour basis to coordinate information and provide operational support.
- Commissioners Office Staff will be supported by the establishment of units under the direction of team leaders.

MEDIA BROADCAST

- Population at risk will continue to be informed of the threat through the relevant channels, Fiji Broadcasting Commission and FM 96

THE DIVISIONAL CONTROLLER - COMMISSIONER

- Activate Divisional Cyclone plans
- Activate DivEOC
- Initiate evacuation procedures as required
- Ensure the safety of the Civil Servants at work place and their homes
- Will determine the exact timing for the commencement of the respective DivEOC units
- Extended manning will be introduced on a gradual basis during this stage.
- Schools will close
- Safety Shelters will open

EOC COORDINATOR - DIVISIONAL PLANNING OFFICER

- Ensure the following are at the DivEOC:
 - Radio operators
 - Radio station staff with emergency broadcast capability from the DivEOC staff.
 - Liaison Officers
 - DivEOC Staff
- Brief the DivEOC staff
- Convene meetings and brief DivEOC staff
- Provide accommodation for DivEOC staff
- Ensure emergency power supply is operational
- Act as advisor to the National Disaster Controller on all matters concerning logistics, coordination of response and supply of services to affected areas
- Brief NEOC on situation
- Receive confirmation from Telecom external links are functional.
- Departments and Organisations will brief all key staff.
- Implementation action under stage two of response and preparedness plans.

DivDMC MEMBERS

- Report to the DivEOC
- Meet and formulate a plan for dealing with the cyclone

DISTRICT COMMITTEES

- Activate District EOCs and cyclone response plans

DISTRICT LEVEL

- Will be operational on a 24 hour basis to coordinate information and provide operational support.
(refer to District SOP - Cyclone and District Disaster Plan)

AGENCIES

- All agencies will inform their staff, put people on standby and take necessary precautions in line with their disaster plan.

– STAGE THREE (RED) - ACTIONS

When Stage Three (RED) is activated, the following actions will be taken

- Highest State of readiness
- All departments, business offices and stores will close.

DIVISIONAL EMERGENCY OPERATION CENTRE (DivEOC)

- Full manning of the EOC will take effect from the announcement of stage three.

OPERATIONS AND LOGISTIC UNIT

- Check emergency shelters and shelter personnel
- Ensure the emergency relief distribution service is operative
- Place all parallel communications services under the control of the DivEOC
- Send SITREPs to NEOC and participating states through the DivEOC
- Activate mutual aid agreements through the NEOC
- Place radio operators at the DivEOC on 24-hour roster
- Ensure fully manned emergency communications systems
- Provide evacuation facilities for families of DivEOC staff if necessary
- Check with radio station on the equipping and activate press area at the DivEOC
- Check security deployment by Police Force to all key areas
- Ensure that admin/secretarial support are prepared for DivEOC
- Ensure that all ministerial communications systems are fully activated
- Ensure that all District EOCs are activated and that communications exist with the DivEOC
- Get information on location and magnitude of the Cyclone from the Nadi Meteorological unit through the NEOC
- Activate Damage Assessment SOP and prepare ground/Air Reconnaissance initial damage assessment teams to areas of greatest damage as soon as the cyclone pass through
- Notify NEOC and NDC.

INFORMATION/ MEDIA UNIT

- COMMUNITY MEDIA WARNING
 - Whilst Divisional Commissioner will have responsibility for activating resources under their control through the three stages of activation, the placement of community alerts will be managed from the NEOC to ensure that information is broadcast in a manner which creates minimal confusion given that is highly likely that divisions may be on different levels of preparedness.
 - Disseminate situation report to or brief NDC and NEOC and District Office
 - Upon issue of Red Alert from National Disaster Controller, issue alert to District Office and relevant agencies.
 - Establish communications with emergency response agencies and District Chairman

– SPECIAL NOTE

- Cyclones are unpredictable in nature, and therefore it is very easy to be caught out of speed of movement increases in track alters without warning. Be prepared to initiate action during one stage which may be listed under another.
- Be guided by local weather conditions - they may differ from official or current weather messages.
- Information broadcasts are conducted by the NDC, and are designed to provide the community with more detailed information that may be contained in weather warnings. They are used to walk the community through the preparedness stage, and are useful in reducing overreaction and rumor (coconut wireless).

AGENCIES - GOVERNMENT DEPARTMENTS AND NGOS

Implement action in accordance with stage three response and preparedness plans.
Standby to respond in accordance with the directions from the Controller and DivEOC

FIJI MILITARY FORCE

- Assist with personnel and evacuation as requested by the DivEOC

NATIONAL FIRE AUTHORITY

- Activate search and rescue procedures as necessary
- Provide ground reconnaissance intelligence to the DivEOC in the main towns in the particular division.

DIVISIONAL MEDICAL OFFICER/ DIV HOSPITAL SUPERINTEND

- Activate hospital cyclone plans
- Activate all medical services including first aid stations
- Activate and assign all medical and first aid staff and ensure adequate medical supplies are available
- Prepare Districts' Medical Teams to deploy hospital emergency staff to district casualty stations soon after the cyclone pass through and upon advise from DivEOC
- Provide medical staff at district casualty stations
- Initiate procedures for the quick burial of the dead

PUBLIC WORKS

- Provide transport and machineries to clear roadblocks and for ground reconnaissance intelligence to the DivEOC

DIVISIONAL ENGINEER

- Brief the Divisional Controller on the condition of Evacuation buildings and recommend a suitable alternate building from which to evacuate affected population.

AIRPORT MANAGER

- Provide Clear Runway for emergency landing.

MARINE DEPARTMENT

- Provide boats for marine reconnaissance

DEPARTMENTAL HEADS

- Activate all Departmental cyclone plans

GOVERNMENT DISASTER LIAISON OFFICERS (DLOs)

- Establish ministerial operations centres.

WITHIN 48 HOURS AFTER CYCLONE

– DIVISIONAL CONTROLLER

- Be consulted on all matters relating to the activation of any or all evacuation systems developed for Divisional and Districts by the DivEOC.
- Establish contact with overseas donor representatives.
- Locate and brief all operations staff.
- Implement Departmental plans.
- Inform respective agencies of the current situation.
- Locate all heads of divisions.
- Install communications and emergency power supplies.
- Contact DivEOC director and provide updates.
- Assess needs.
- Brief department personnel on the situation

- Implement deployment plan of services and supplies through the use of a priority checklist.
- **DISTRICT COMMITTEES**
 - Activate and prepare emergency shelters as required and advise the DivEOC
 - Ensure that all emergency shelters are opened, staffed and equipped with supplies
- **DAMAGE SURVEY TEAM**
 - Provide initial damage assessment and needs to the DivEOC
- **FIJI RED CROSS SOCIETY**
 - Deploy relief, volunteer and welfare workers to evacuation centres.
- **PUBLIC WORKS DEPARTMENT**
 - Convene and deploy land transport as required by the DivEOC
 - Activate transportation, road clearance and logistics plan through the DivEOC
 - Re-check arrangements and MOU's with private contractors
 - Deploy resources:
 - Heavy-duty equipment
 - Communications equipment
 - Manpower
 - Refuel vehicles
 - Provide fuel for generators at the DivEOC
- **AIRPORT MANAGER**
 - Brief airlines authorities on the situation at the airports
- **WATER AUTHORITY**
 - Activate cyclone water supply plans
 - Fill water trucks
 - Fuel all vehicles
- **NATIONAL FIRE AUTHORITY**
 - Deploy resources:
 - Firefighting equipment for secondary disaster in major towns
 - Communications equipment
 - Manpower
- **FIJI ELECTRICITY AUTHORITY**
 - Activate Cyclone Restoration plans
 - Deploy resources where needed
- **POLICE**
 - Initiate evacuation procedures through the DivEOC
 - Deploy security personnel to stricken and evacuated areas and homes of key response personnel as requested through the DivEOC
 - Provide ground reconnaissance intelligence to the DivEOC
 - Assign personnel to:
 - Protect property
 - Prevent vandalism
 - Control traffic
 - Maintain security at:
 - Hospitals
 - Shelters
 - Air and seaports
 - Relevant Government offices
 - Homes of relief workers
- **INFORMATION OFFICE (IO)**

- Issue precautionary hints together with packaged information of the activities of responding agencies and disseminate situation reports locally through the DivEOC
- Advise public of safety of key Government officials through the DivEOC
- Advise public to listen to all reports through the DivEOC
- Issue precautionary hints together with packaged information of the activities of responding agencies and disseminate situation reports locally and overseas through the DivEOC
- Issue updates and public information via news releases

AS SOON AS POSSIBLE

- **DIVISIONAL DISASTER CONTROLLER**
 - Establish contact with National Controller for onward transmission to International agencies regarding the responsibility for the coordination of supplies to the Division
 - Coordinate the relocation of Government offices to temporary pre-determined alternate sites through the NEOC if need arises or DivEOC damaged
 - Maintain communications within and outside the affected Division and with other assisting organisations through the DivEOC
 - Make available all relevant information on the disaster to NEOC and Districts through the DivEOC
 - Coordinate evacuations from stricken or threatened areas to emergency shelters through the DivEOC
- **INFORMATION OFFICER (IO)**
 - Build and maintain a picture of the cyclone, its effects and relief measures being undertaken through the DivEOC
 - Establish a public information service to Division and the outside world, making certain that all information released is factual and accurate.
 - Constantly advise public through the DivEOC:
 - To conserve food and water
 - To stay living at their homes if safe to do so
 - To take particular care with hygiene and sanitation practices
 - Of measures being taken with respect to provision of food and water and restoration of public utilities
- **PS - MINISTRY OF FINANCE**
 - Activate emergency finance procedures
 - Assess local relief supplies
 - Establish lines of credit with merchants enabling easy access to relief supplies during the disaster
- **DIVISIONAL PLANNING OFFICER (DPO)**
 - Coordinate requests for and offers of overseas aid and assistance through the DivEOC
 - Coordinate local and International reconnaissance and damage assessment teams (Insurance Companies, Military, UN Organisations, etc.) through the DivEOC
- **HEAD - SOCIAL WELFARE**
 - Coordinate distribution of relief supplies through the DivEOC
- **DIVISIONAL CUSTOMS**
 - Facilitate speedy customs, immigration and health clearance for international assistance and resources arriving in the Country through the NEOC for DivEOC.
- **FIJI VISITORS BUREAU**
 - See to the welfare of Tourists and advise the DivEOC
- **CHIEF FIRE OFFICER**
 - Coordinate local and International search and rescue teams and operations through the DivEOC
- **DISTRICT COMMITTEES**
 - Coordinate the establishment, staffing and management of emergency shelters for the general population

- **PUBLIC WORKS DEPARTMENT**
 - Provide transportation for relief supplies and personnel
 - Provide temporary or permanent accommodation required by relief workers
 - Coordinate transportation and supply through the DivEOC
- **RED CROSS**
 - Channel International medical assistance through the DivEOC
 - Assist the DivEOC in coordinating relief assistance and supplies
 - Assist with food and water distribution and with relief activities
 - Provide relief supplies to shelter victims
 - Assist with needs assessment
 - Assist with the tracing of missing persons.
- **DIVISION MEDICAL OFFICER**
 - Certify international requests and receipts of medical supplies
 - Deploy field hospitals as necessary after initial assessment
- **DISTRICT CHAIRMAN**
 - Coordinate the reception and care of evacuees sent into the district
 - Provide information to the DivEOC on damage and needs

WITHIN TWO WEEKS

- **DIVISIONAL CONTROLLER**
 - Assemble Government for emergency session as necessary.
 - Oversee that all essential services is back to normal or otherwise advise NEOC and DivDMC and District DMC.

WITHIN ONE TO THREE MONTHS

- **DIVISIONAL COMMISSIONER**
 - Convene Executive Council for emergency sessions as necessary.
 - Appoint a recovery coordinator.
 - Stand down the response phase.
 - Deactivate the DivEOC and return to normal operations.
- **DivDMC**
 - Deactivate the Agency operation and return to normal operations at own departments.
- **DISTRICT OFFICER**
 - Convene Executive Council for emergency sessions as necessary.
 - Appoint a recovery coordinator.
 - Stand down the response phase.
 - Deactivate the DivEOC and return to normal operations.
- **DAMAGE AND RELIEF COORDINATOR**
 - Coordinate requests for and offers of overseas aid and assistance through the NEOC
 - Provide relief supplies to all as needed
 - Coordinate distribution of recovery support and supplies through the Government Supplies
 - Coordinate with NEOC speedy customs, immigration and health clearance for international assistance and resources arriving in the country through appropriate agencies
 - Coordinate the closing down of emergency shelters and the return of evacuees to their homes
 - Coordinate the relocation of Government offices to original or alternate sites
 - Coordinate transportation and supply
 - Coordinate the responses from all local and international agencies to see to the hasty restoration of normal services and functions of the public and private sectors
 - Verify and certify all disaster relief invoices for payment
 - Coordinate the restoration of essential services and public utilities

- Ascertain the early requirements for Government assistance in re-establishing the community
- Establish and operate a National Enquiry Centre
- Coordinate any task required to maintain Government functions
- **INFORMATION OFFICER**
 - Continue to build and maintain a picture of the cyclone, its effects and recovery measures being undertaken .
- **MINISTRY OF AGRICULTURE AND FISHERIES**
 - Monitor and document relief stock levels
 - Promote the resumption of normal trade
- **DISTRICT OFFICE**
 - Ensure establishment of central storage area at air and sea ports to receive supplies
- **GOVERNMENT SUPPLIES**
 - Distribute supplies to district distribution storage
- **FIJI MILITARY FORCE**
 - Document relief items
 - Record receipts of relief items
- **TELECOM FIJI**
 - Restore telecommunications
- **PWD**
 - Restore roads, bridges and buildings
- **FIJI ELECTRICITY AUTHORITY**
 - Restore electricity
- **WATER AUTHORITY**
 - Restore water supplies
- **HEALTH DEPARTMENT**
 - Certify food and water supplies
 - Distribute and deploy medical supplies and personnel as required
 - Ensure Public Health is maintained
- **MINISTRY OF AGRICULTURE, TRADE AND THE ENVIRONMENT**
 - Restore agricultural sector

3. Scenario details:

Summary

Casualties:	Due to an efficient Early Warning system and Evacuation procedures in place, fatalities and injuries are usually very low, < 30 deaths; injured people <1,000
Infrastructure Damage	Buildings destroyed, large debris
Affected/Displaced Persons:	< 200.000 people - < 40.000 HH; thousands of homes seriously damaged; tens of thousands in Evacuation Centers
Economic Impact	Up to 10% of Fiji's GDP
Potential for Multiple Events	Yes, seasonal

Scenario Overview:

General Description –

Cyclones are intense tropical weather systems consisting of dangerous winds and torrential rains. Cyclones often spawn tornadoes and can produce a storm surge of ocean water that can be up to 24 feet at its peak and 50 to 100 miles wide. The most destructive companion of Cyclones is the storm surge.

A typical Cyclone is 400 miles in diameter and has an average forward speed of 15 miles per hour (mph) in a range of 0 to 60 mph. The average life span of a Cyclone is 9 days in a range of less than 1 day to more than 12 days. Cyclones' highest wind speeds are 20 to 30 miles from the center. Cyclone force winds cover almost 100 miles, and gale-force winds of 40 mph or more may cover 400 miles in diameter. A fully developed Cyclone may tower 10 miles into the atmosphere.

A Cyclone is categorized by its sustained wind intensity on a Saffir-Simpson Cyclone Scale that is used to estimate the potential for property damage and flooding. "Major" Cyclones are placed in Categories 3, 4, or 5 with sustained wind intensities between 111 mph to greater than 155 mph. The most dangerous potential storm would be a slow-moving category 5 Cyclone, making landfall in a highly populated area, and during high tide.

In Fiji, Category 5 Cyclones are rare but not impossible, while category 4 cyclones have been experienced in the past. For detailed information, refer to chapter 2 – Background information.

Sustained winds at 125 mph with a storm surge greater than 20 feet above normal can be expected. As the storm moves closer to land, massive evacuations are required. Certain low-lying escape routes are inundated by water anywhere from 5 hours before the eye of the Cyclone reaches land.

Timelines/Event Dynamics –

A tropical storm that develops in the Southern Pacific can easily be upgraded to a Cyclone after 4 or 5 days in the open waters.

After 4 days, the Cyclone could steady at dangerous Category level on the Saffir-Simpson Cyclone Scale. Models indicate that the most dangerous cyclones follow a track that goes in the direction of Australia. Nevertheless, destructive cyclones hit Fiji every 3 to 4 years (see Chapter 2)

The rain associated with the storm can cause rivers to overflow their banks, and several rivers systems may be experiencing record flood levels.

Secondary Hazards/ Events –

In addition to the massive destruction caused by the Cyclone itself, there are also inland areas that may have sustained severe damage from tornadoes generated by the storm. Storm surges and heavy rains could cause catastrophic flooding to low lying areas. Rainfall from the Cyclone, in combination with earlier storms, could cause significant flooding in multiple districts along the coasts. Flooded and damaged petrochemical facilities, chemical plants, treatment plants, but also damaged HH sanitation facilities may threaten the health of citizens, create a hazardous operating environment, and require cleanup and remediation.

Key Implications:

The Cyclones could result in more than 30 fatalities (if the evacuations processes are fully implemented) and 1,000 people with sustained injuries requiring professional treatment. Residents in low-lying areas may be ordered to evacuate 24 hours prior to projected landfall to inland areas.

Major portions of the concerned areas may become flooded several hours before the landfall or arrival to the closest proximity of lands. Structures in the low-lying areas may be inundated when storm surges reach their peak. Many older facilities could suffer structural collapse due to the swift influx of water and degradation of the supporting structural base.

Newer facilities and structures may survive the influx of water, but sustain heavy damage to contents on the lower levels. It is known that several touristic infrastructures are located in dangerous areas that may suffer significant damages / destructions during severe cyclonic events.

Trees within the storm's path are damaged or destroyed, generating massive amounts of debris and blocking accesses. Debris is also generated from structures destroyed or damaged by the Cyclones. Many structures will need to be demolished.

Service disruptions could be numerous. Shelters throughout the region will be filled to capacity.

Thousands of trapped people may require search and rescue. Until debris is cleared, rescue operations will be difficult because much of the area may only be reachable by helicopters and small boats.

Wind and downed trees may damage nearly all of the electric lines. Most communications and water distribution systems within the impacted area will not function due to damages and lack of power.

Thousands will be homeless, and all areas will be in serious need of drinking water. Food will be in short supply.

Military facilities may be damaged, and assistance needed to reconstitute the facilities.

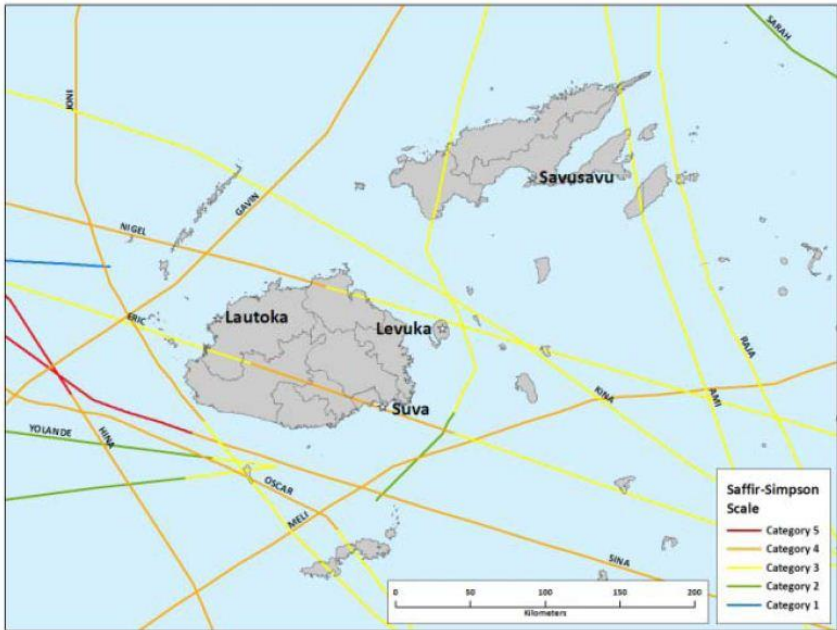
The storm surge may breach and overtop dams and cyclone protection works.

All transportation routes will be damaged to some degree and port facilities will also be adversely affected. Many hospitals will have severe damage and those that are open may be overwhelmed. Schools that are not severely damaged will be used as shelters for the disaster victims.

Mission Areas Activated:

- **Prevention/Deterrence/Protection** – As the storm approaches, national and divisional authorities are given increasingly accurate forecasts and assessments of possible impacts. Forecasters have difficulty predicting the intensity of the storm prior to landfall. National and divisional authorities have time to execute evacuation plans.
- **Emergency Assessment/Diagnosis** – Disaster assessments and aerial reconnaissance are necessary. Assessment is required for infrastructure, rapid needs, search and rescue, health and medical, and navigation. Assessment and modeling help determine the extent of the damages.
- **Emergency Management/Response** – Response actions include search and rescue operations, medical system support, debris clearance and management, temporary emergency power, transportation infrastructure support, infrastructure restoration, and temporary shelters.
- **Victim Care** – The massive number of injured and displaced persons require the activation of emergency teams for the delivery of mass care and health and medical services. Evacuation Centers must be open. Care must include shelter assistance; emergency food, water and sanitary facilities provision.
- **Public Protection** – Measures need to be taken to control vectors that may thrive in the areas after a catastrophic Cyclone (leptospirosis, dengue, typhoid are regularly met in Fiji). Support will be required to maintain law and order.

4. Operational Summary

Description	
Vulnerable areas / periodicity	 <ul style="list-style-type: none"> • The whole country is concerned • Cyclone season usually runs from November to April, even if cyclonic events have already been met in May.
Early Warning and Triggers	<ul style="list-style-type: none"> • See Chapter 4: “CYCLONE EMERGENCY PROCEDURES AND RESPONSE ARRANGEMENTS” • Dissemination of relevant alerts issued by GoF services (Weather, etc.) • NDMO issues warning, alert and updates • Divisional Commissioners, National Disaster Controller and NDMO determine that disaster requires national intervention.
Consequences	<p>Injuries and deaths:</p> <ul style="list-style-type: none"> • A very large percentage of the total populations live close to the coast and/or on sea level. • Cyclones usually don't have a high mortality rate in Fiji due to efficient sheltering and preparedness measures. <p>Outbreak of communicable diseases:</p> <ul style="list-style-type: none"> • Water-borne diseases: <ul style="list-style-type: none"> ○ Diarrheal diseases ○ Etc. • Air-borne diseases: <ul style="list-style-type: none"> ○ Respiratory infections <p>Other health conditions:</p> <ul style="list-style-type: none"> • Trauma • Wounds, fractures <p>Destruction of:</p> <ul style="list-style-type: none"> • Houses and shelters • Property and livestock • Water & sanitation facilities • Infrastructures, communication infrastructures, transportation means <p>Lack of access to:</p> <ul style="list-style-type: none"> • Shelter

	<ul style="list-style-type: none">• Safe water• Sanitation facilities (latrines)• Food• Non food items (soap, blankets, jerry cans, plastic sheeting, pots/ dishes, fire wood, etc)• Health facilities	
Global Strategy of intervention	Support the governmental services in their response and support coordination of activities with other stakeholders/actors Facilitate access to: <ul style="list-style-type: none">• Shelter• Safe water• Sanitation facilities (latrines)• Food• Non food items (soap, blankets, jelly cans, plastic sheeting, pots/ dishes, fire wood, etc)• Health facilities, targeted services and appropriate supply Prevent outbreak of communicable diseases: <ul style="list-style-type: none">• Leptospirosis, typhoid ...• Water-borne diseases: Diarrheal diseases• Air-borne diseases: Respiratory infections Monitor and address other health conditions as: <ul style="list-style-type: none">• Mental health trauma	
Other concerned Actors	<ul style="list-style-type: none">• National Governmental agencies:• Divisional Governmental agencies• United Nations• International NGOs,• Local NGOs, CBOs, FBOs• Private Sector• Donors• Others	
Scope	<ul style="list-style-type: none">• Prepare for an intervention of 3 months (>150.000 people = 30.000 HH).	
Preparedness		
HR	<ul style="list-style-type: none">• Prepare for an intervention of 3 months (>150.000 people = 30.000 HH).	
Stocks	Technical stocks	<ul style="list-style-type: none">• Shelters kits• Tools kits• HH kits• Hygiene kits• Cooking kits• Sanitation facilities• Medical supplies
	Equipment stock	<ul style="list-style-type: none">• Power kits• Communication kits
	Local procurement sources	<ul style="list-style-type: none">• Priority to local procurement in small quantities to the national or local agencies.
Finance		
Coordination	<ul style="list-style-type: none">• Coordination meetings with NDMO, OCHA, MoH, Divisional Health Authorities, Divisional EOC, other stakeholders/ actors.• Report on situation, plans, monitoring and surveillance.	

5. Concept of Operations

The Concept of Operations detailed here under is managed by the Logistics Coordination Group (LCG) in place in Fiji.

The objectives and activities of the Logistics Coordination Group in Fiji are the following:

The foremost objective of the LCG in Fiji is to support the NEOC and DivEOCs in coordinating and operating logistics efforts, and by association the delivery of various humanitarian assistance programmes.

Logistics Planning Assumptions & Identified Gaps

Given the potential extent of the damages inflicted by a major cyclone, and given the lessons learnt from the previous emergency responses, there is a clear requirement to ensure coordination between the various levels in intervention (governmental authorities, private sector, international & domestic humanitarian actors) assisting the affected communities in order to maximize the sharing of scarce logistics resources.

Based on the request of the National Controller, the LCG will take part to the NEOC and DivEOCs; and mobilize various logistics assets, including air and sea transportation capacities, power and communication equipment, which will be made available to both government and humanitarian organizations through the LCG.

- Considering the number of affected population in this scenario, during the first 3 months the humanitarian emergency response will require importing a significant quantity of relief items from abroad.
- Gaps in storage capacities are obvious at all entry points and will require the set up of MSUs in pre-identified areas.
- Concretely, air transport for the very initial stage to reach the cut off areas, surface transport and storage capacity will pose the main challenges to the Government and humanitarian organisations.
- Humanitarian organisations will require guidance and support with importation and customs clearance for the relief items, majority of which will have to be sourced from outside Fiji. Similarly, logistics coordination and information management will play a key role in ensuring efficiency and effectiveness of the overall humanitarian response.

Coordination

- The initial Concept of Operations is designed for a first response plan up to 3 months.
- During the first days, daily meetings will be conducted (at national and divisional levels) to offer a forum for information sharing and decision-making related to logistics operations. Periodicity will then be reviewed based on the situation.

Regarding the response to a major cyclone, Logistics coordination objectives will be met through the execution of the following activities:

f. Customs Clearance facilitation: As import of relief items is needed, for the initial phase of the operation, the LCG establish a Customs Clearance Facilitation Cell (CCFC), composed by one representative from Fiji Procurement Office + one from FIRCA. In addition, a volunteer support from one of the major Freight Forwarding / Shipping / CC brokers companies should be a significant added value. This Cell should provide a link between organizations importing relief items into Fiji and the governmental authorities for customs clearance.

During emergencies, the Customs Clearance coordination cell should be operating from the main entry point (Nadi Airport?) and liaise with the Logistics Coordinator.

g. Dispatching and Cargo Tracking Cell (DCTC): During Emergency Response operations, Fiji authorities will set up dispatching centers, most probably at all entry points and at identified intermediate locations, depending on the areas affected by the cyclone; all the commodities transiting through the dispatching centers before being sent to distribution areas.

- a. During emergencies, the dispatching centers should be operated by the LCG with the support of private companies bringing their professional experience for dispatching operations and commodities tracking.

- b. As all operations in remote locations / outer islands will require repackaging and transshipment operations, this need to be considered when designing the initial Concept of Operations (an additional hangar, linked to the dispatching centre, need to be specifically designated to this purpose).
- h. Transport Cell (TC): As, during Emergency Response operations, Fiji authorities will set up dispatching centers; it is recommended that the LCG set up transport cells in NEOC and DivEOC to coordinate / manage transport operations from the dispatching centers to the distribution areas.
- a. The Transport & Shipping Cell is responsible for the following duties:
 - Land Transport
 - Manage transport operations including all transport assets – pre-identified by governmental mapping - in order to ensure timely and cost-effective delivery of cargoes.
 - Identify, mobilize resources, implement and report on special transport operations.
 - Coordinate transport operations with the Dispatching and Cargo Tracking Cell.
 - Shipping & Air transport
 - Manage the operational aspects of all chartered vessels carrying organisation commodities, including loading and discharging operations and the contracting of stevedoring services.
 - Appoint, instruct and supervise a network of Freight Forwarding Agents and provide advice to the appointed agents as required.
 - Liaise closely with agents and suppliers to ensure that cargo readiness matches vessels arrival.
- i. Access to Ad-Hoc storage services: There are clear storage / commodities management issues at all main entry points (Suva port, Nadi airport, Lautoka port and Nausori airport).
- a. As emergency operations are likely to happen during the wet seasons, open storage is not an option
 - b. As relief operations to a major cyclone will be of a large scale, direct routing of commodities to the final delivery points is not an option either.
 - c. As dispatching centers will operate from all the main entry points / logistics hubs around the operations areas, it is recommended setting up temporary MSUs close to the dispatching centers.
 - d. For larger scale scenarios, among the options to consider:
 - Fiji government / RFMF to procure MSUs that can be set up quickly everywhere in the country. Sites should be pre-identified for this purpose
 - Humanitarian community, through the PHT, to get the funding for the procurement of “Logistics Kits for entry points”. Those kits include a MSU, one prefab for office, power generation and lightning equipment. This option should get the prior approval of UN HoO.
 - Stand-by agreements with private transport companies, for the temporary use of part of their storage capacities during emergency operations. This option being only for a very short time, before finding a longer term solution.
 - ! Repackaging and transshipment need to be considered when designing the storage / dispatching center.
 - e. Storage and dispatching at intermediate hubs (for large scale scenario) / final destination points (outer islands entry points) are also an issue.
 - Among options to consider:
 - Each district to identify temporary storage facilities (governmental buildings, private companies ...) or to select – floods safe - areas for the setting up of tents.
 - RFMF/other governmental agencies to provide smaller tents for temporary storage
 - For large scale scenarios on outer islands, MSUs will probably be the only option. UN agencies / donors to assess this option.

The LCG coordinates the process to request logistics support regarding storage.

- j. Information Management: During emergencies, The LCG organizes logistics coordination meetings, acting as an interlocutor between participating organizations and the NDMO to monitor and resolve gaps in the delivery of assistance. It also provides cargo tracking based on CMRs received and executed, on demand GIS-Mapping and regular information products such as situation reports and bulletins.

Assumptions and constraints:

- The LCG aims to supplement and support the overall logistics capacity in order to help the government and organizations to focus their energy on other parts of the supply chain, in particular deliveries. This being said, all the previous experiences, as well as all the recent assessments done in the country, indicate that logistics is – and remains – a major humanitarian bottleneck and that logistics gaps may compromise the efficiency and hence the quality of the humanitarian responses. In that optic, to avoid as much as possible the delays/problems in the operations, and to address the identified logistics gaps, a preparedness plan has been designed.
- As planning assumptions, we may consider that the FRANZ alliance governments will support upstream operations, up to the entry points / logistics hubs (at least for the initial part of the operations).
- The planned duration of the operational LCG intervention is up-to three months. [This may be revised based on operational exigencies].

Suggested SOPs

Activation:

The LCG is active during both “normal times” and “emergency phases”.

- During the “normal times”, the LCG implement preparedness and capacity building activities.
- During “emergency phases”, the LCG switches to an operational body, coordinating emergency logistics operations as an active component of the NEOC and, upon identified need, of the concerned DivEOCs.
 - The activation of the emergency phase is decided by the National Disaster Controller.
 - On a daily basis, members of the LCG manage / coordinate the Emergency Logistics Operations and are seconded to the NEOC / DivEOC operations.
 - Upon identified needs, the LCG may decide to setup specific sub-groups for (i) customs procedures, (ii) dispatching and cargo tracking, (iii) transport and shipping; and (iv) information management.

Operations:

Meeting Place: NDMO Office / NEOC and Divisional Offices / DivEOCs

Meeting Frequency: During emergencies daily, to be adjusted according to situation

Support – provides and receives support to / from the NEOC / DivEOCs. Support can also be requested from the humanitarian community to assist in the running of the Logistics Coordination Group.

Activities:

Management and Organisation

- Activate Damage Assessment SOPs and prepare ground/Air Reconnaissance initial damage assessment teams to areas of greatest damage as soon as the cyclone passes through
- Activate stand-by agreements through the NEOC

Liaison

- Participate actively in both the National and Divisional EOCs
- Participate as coordination body to the head of clusters meetings organized by OCHA
- Develop and maintain relevant contacts/networks in the humanitarian, private and governmental structures;
- Intervene, as necessary and as required, on behalf of the humanitarian community to expedite processes and resolve problems with the Government and among the humanitarian actors;

Information Management

- Consolidated IM products - including maps - will be disseminated on a regular basis to ensure that all involved organisations have access and knowledge of the wider situation affecting the logistics, to aid planning and decision-making in their respective organisations and clusters.

- During emergencies, the LCG organizes logistics coordination meetings, acting as an interlocutor between participating organizations and the NDMO to monitor and resolve gaps in the delivery of assistance. It also provides cargo tracking support based on CMRs received and executed, on demand GIS-Mapping and regular information products such as situation reports and bulletins.

Customs Clearance Facilitation

- If import of relief items is needed, the LCG could establish a Customs Clearance facilitation Cell (CCFC). This Cell should provide a link between organizations importing relief items into Fiji and the governmental authorities for customs clearance support facility.

Dispatching and Cargo Tracking

- During emergencies, the dispatching centers will be operated by the LCG with the support of private companies bringing their professional experience for dispatching operations and commodities tracking.

Transport

- It is recommended that the LCG set up transport cells in NEOC and DivEOC to coordinate / manage transport operations from the dispatching centers to the distribution areas.

Access to Ad-Hoc storage services:

- The LCG coordinates logistics support regarding storage.
- Upon identified needs, for larger scale scenarios:
 - MSUs set up in pre-identified sites
 - Agreements with private transport companies, for the temporary use of part of their storage capacities during emergency operations.
 - Repackaging and transshipment need to be considered when designing the storage / dispatching centers.
- Storage and dispatching at intermediate hubs:
 - Each district to identify temporary storage facilities (governmental buildings, private companies ...) or to select – floods safe - areas for the setting up of tents.
 - RFMF/other governmental agencies to provide smaller tents for temporary storage

Stand Down:

Declared: During meeting of LCG

Non-declared: On advice of National Disaster Controller.

Upon specific request, support may continue through the recovery phase of a disaster.

Essential Equipment:

- HF / VHF radios
- Vehicles
- Mobile phones
- Sat Phones

Information Access/Management

Required:

- Maps of all of the Fiji Islands including current logistical infrastructure.
- Templates for information management- situation reports, minutes of meetings, etc.
- Templates and systems for cargo tracking
- Current contact details of all LCG members

Responsible to produce:

- Sitreps for logistical information
- Meeting minutes
- Other relevant information for dissemination to humanitarian community.

Resources/ Support to the Logistics Coordination Group**FIRCA – Procurement Department**

- Ensure the tax exemption of relief goods in an expedient and efficient manner,
- Ensure relief goods are cleared quickly and assist if bottlenecks are identified in this process
- Release necessary funds for use in the relief operation, in a timely manner

NDMO

- Provide staff to support LCG operations, responsible for the overall running of the operational response -
- Provide a location for LCG meetings
- Information management

Telecommunications

- Provide up to date frequencies for radios.
- Provide communication assets such as phones and radios
- Provide technical support

Fiji Airports –

- Facilitate the receipt and dispatch of relief goods through the airport

Fiji Ports –

- Establish standby agreements for use in emergencies,
- Provide an inventory of operational marine vessels in the Fiji Islands that could be used to transport assessment teams and relief items,
- Provide staff to assist in the running of operations and facilitate the receipt and dispatch of relief goods through the ports.

Land department –

- Provide maps with current infrastructure information
- Provide staff to staff the NEOC mapping desk

RFMF - Police –

- Provide assets and manpower for assessment and delivery of relief items

NGO's and INGO's –

- Provide up to date contingency and transport assets information,
- Assist in the maintenance of the logistics capacity assessment
- Provide staff to assist in the NEOC
- Provide staff to assist in running logistics hubs
- Feed logistical information to the LCG for dissemination to other clusters or agencies
- Identify bottlenecks in the logistics operations and ensure this information is shared with the LCG for dissemination.

- where possible make transport assets available for use by all relief providers

Private Sector -

- Provide operational support to dispatching and cargo tracking activities
- Provide a link between the commercial sector and the LCG
- Help facilitate the procurement of relief items, transport assets and other items needed for the relief effort in an affordable and efficient manner.

Donors –

- Ensure systems are in place for emergency operations to access funds in a timely manner
- Be available to assist in filling logistics gaps through the provision of funds or coordination mechanisms.

UN agencies –

- To provide assistance, if requested by the National Disaster Controller.

6. Logistics Response Work Plan

Logistics Response Checklist

Logistics Questions to be considered by the Logistics Coordination Group to set up the Emergency Response:

- Will there be a need for the deployment of emergency kits and other emergency logistics support equipment, such as mobile storage units?
- Will the disaster response require import operations?
- How will the disaster impact on local partners, contractors and suppliers?
- What are the local storage locations and their capacities? Are they located in a secure area protected from the effects of the anticipated disaster (e.g. floods)?
- What are the delivery routes from entry points to the affected areas and how easily accessible are they?
- Is there enough in-country transport capacity to serve primary, secondary and tertiary needs? If not, how could it be increased?
- What could be the alternative transport modes to reach the affected populations? What would be the schedule for opening new routes? What actions would be required from the government, UN and others?
- How much food items and NFIs are currently available in stocks? How much emergency relief items are en route and how long will it take to arrive?

Logistics Response Work Plan

LOGISTICS PREPAREDNESS PLAN								
No.	Response activities	Status			Due date/ Timeframe	Lead	Resources needed	Comments
		Done	Deadline	To be done				
First 24 hours								
1	– Inform the Logistics Coordination Group members of the activation of NEOC / DivEOCs							
2	– Determine type and quantity of assets available in the affected area and around (for assessment purposes) and share							
3	– Collect and centralize information from the field and from partners: accesses, damages to infrastructures, field activities & capacities, availability of transport assets and storage facilities							
4	– If needed, deploy a logistics assessment team to the affected area together with Programme							
5	– Call for a logistics coordination meeting to: – Review the logistics requirements – Assess the need for LCG to extend logistics support services to partner agencies – Ensure that logistics efforts are coordinated + circulate the minutes							
6	– Provide a first Sitrep to Logistics Coordination members and to other clusters							
7	– Create / update an operational contacts list							

First 72 hours								
8	<ul style="list-style-type: none"> As soon as possible, design and share a Logistics Concept of Operations, including services available (entry points, logistics hubs, dispatching, storage, transport) and how to access them 							
9	<ul style="list-style-type: none"> Receive plans from other clusters and from Divisional authorities (procurement, distributions) 							
10	<ul style="list-style-type: none"> Establish the Customs Clearance Facilitation Cell (CCFC) Discuss government plans for Customs Clearance process. If needed, provide facilitation to Logistics Coordination members and to other clusters 							
11	<ul style="list-style-type: none"> Set up the Dispatching and Cargo Tracking Cell (DCTC) Organize a main logistics hub (dispatching center) near the main entry points and linked to the DivEOC – reception of relief items, dispatching, transport to intermediate hubs or to districts for distribution Organize / ensure the setting up of a cargo tracking system 							
12	<ul style="list-style-type: none"> Identify / secure temporary storage location in intermediate hubs. If needed bring & setup Mobile Storage Units 							
13	<ul style="list-style-type: none"> Set up transport cells in NEOC and DivEOC to coordinate / manage transport operations from the dispatching centers to the distribution areas Discuss government plans for transport operations and procedures to access these services. If needed, provide facilitation to Logistics Coordination members and to other clusters for separate operations 							
14	<ul style="list-style-type: none"> If needed, discuss government plans for transport operations to outer islands. If needed, include air and sea inter-islands transport operations in the ToRs of the Transport Cell. If needed, provide facilitation to Logistics Coordination members and to other clusters for separate operations 							
All along Emergency Operations								
15	<ul style="list-style-type: none"> Provide regular Sitreps to Logistics Coordination members and to 							

	other clusters							
16	– Update and share logistics operational reports: pipeline, storage, transport ...							
17	– Ensure that clearance, storage, dispatching and transport services are accessible to all partners. If needed, coordinate allocation of ad-hoc transport assets for specific needs							
18	– Ensure that operations at the main ports of entry are running smoothly and that no congestion is faced or planned							
19	– Ensure that temporary storage operations at the main ports of entry are running smoothly and that no delays are faced or planned							
20	– Provide liaison between agencies: governmental, UN, NGOs, private companies, to ensure a coordinated logistics response							
21	– Ensure logistical support to other clusters, if needed							
22	– Attend other clusters meetings (at least the operational ones)							
23	– Identify / anticipate gaps and bottlenecks in logistics operations and provide alternative solutions to address them							

7. Preparedness (Minimum Preparedness Measures)

The emergency logistics preparedness measures are detailed separately (Cf. “Emergency Logistics Preparedness Plan”). Nevertheless, as cyclones are recurrent in Fiji, a Logistics preparedness meeting should be held at National and Divisional levels, each year, and prior to the wet/cyclones season.

As cyclones hazards concern the whole country, it is recommended to compile, for all Fijian Districts, provinces, and divisions, all the necessary logistics related information: infrastructures (roads and bridges data, ports, ...), services(transport capacities available locally, heavy equipment, communications equipment, ...), etc.