

**Functional Series 200  
Programming Policy**

**INTERIM UPDATE 04-01**

**SUBJECT:** Issuance of Fiscal Year (FY) 2004 Policy Cable and Supplemental Cable containing guidance on disaster planning and response

**NEW MATERIAL:** Attached is the FY 2004 Guidance Cable: Disaster Planning and Response and its Supplemental Cable. These cables were issued as Department of State worldwide cables: State 283715 (October 3, 2003) and State 019667 (January 29, 2004). These FY 2004 cables supersede FY 2003 Disaster Planning and Response Cables.

The cable provides general guidance to all posts concerning support from USAID's Office of U.S. Foreign Disaster Assistance within the Bureau for Democracy, Conflict, and Humanitarian Assistance (USAID/OFDA) before, during, and after the occurrence of natural and man-made disasters in FY 2004. The information contained in the supplemental cable expands on the guidance in the primary cable by providing more detailed guidance to Mission Disaster Relief Officers (MDROs). Both cables should be used in conjunction with ADS 251: International Disaster Assistance.

**SUPERSEDES:** USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response - FY 2003 (Includes Supplemental Guidance)

**EFFECTIVE DATES: 10/01/2003 and 01/29/2004**

POLICY

USAID/General Notice  
DCHA/OFDA  
02/17/2004

**SUBJECT:** Issuance of Fiscal Year (FY) 2004 Policy Cable and Supplemental Cable containing guidance on disaster planning and response

Attached is the FY 2004 Guidance Cable: Disaster Planning and Response and its Supplemental Cable. These cables were issued as Department of State worldwide cables: State 283715 (October 3, 2003) and State 019667 (January 29, 2004). These FY 2004 cables supersede FY 2003 Disaster Planning and Response Cables.

The cable provides general guidance to all posts concerning support from USAID's Office of U.S. Foreign Disaster Assistance within the Bureau for Democracy, Conflict, and Humanitarian Assistance (USAID/OFDA) before, during, and after the occurrence of natural and man-made disasters in FY 2004. The information contained in the supplemental cable expands on the guidance in the primary cable by providing more detailed guidance to Mission Disaster Relief Officers (MDROs). Both cables should be used in conjunction with ADS 251: International Disaster Assistance.

Point of Contact: Any questions concerning this Notice may be directed to Tamra Halmrast-Sanchez, DCHA/OFDA, (202) 712-0213.

Notice 0244

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Mandatory Reference: 251  
File Name: 251maa\_021704\_CD35  
Last Revised: October 2003

SUBJECT: USAID/DCHA OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE (OFDA)  
GUIDANCE FOR DISASTER PLANNING AND RESPONSE - FY 2004

UNCLASSIFIED

STATE 283715 032146Z  
ORIGIN AID-00

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ACTION OFFICE(S): !DCHAOFDA  
INFO OFFICE(S): AAID ANEESA ANESPOTS BKRAHAM BMCCONNELL  
CLAURENT CLYDAY DCHA1 DCHAAA DCHADG  
DCHAFFP DCHAOTI1 DCHAPPMAMS DCHAPVC  
DWELLER EGATAG EGATWID GC1 GCAN GCDCHA  
GGRIGSBY GHPOP HROD IGHLC JBRAUSE JHASSE  
JWESSEL JWINN KALMQUIST KSTURR LAWILLIAMS  
LBARBER LBARBOUR LFREDMAN LLANDIS MMERTENS  
MNIMS OPE OPFS PEBALAKRISHNAN PFESSENDEN  
ROWILLIAMS SCHAPMAN SGEORGE STEDESCHI  
TRASH  
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INFO LOG-00 NP-00 AF-00 AGRE-00 AIT-03 AMAD-00 AOP-00  
AEX-00 AS-00 A-00 ACQ-00 CA-01 CIAE-00 COME-00  
CCOE-00 ANHR-00 WHA-00 MEDE-00 EAP-00 EB-00 EUR-00  
UTED-00 FDRE-01 VC-00 FSI-00 OBO-00 TEDE-00 INR-00  
IO-00 VCE-00 MMP-00 MOFM-00 AC-00 NEA-00 NSAE-00  
OIG-00 PER-00 PM-00 ACE-00 SCT-00 SSO-00 SS-00  
TEST-00 TRSE-00 SA-00 FMP-00 SDBU-00 PMB-00 PRM-00  
ALM-00 SAS-00 PMA-00 /005R

283715  
SOURCE: KODAKA.003160  
DRAFTED BY: USAID/DCHA/OFDA:JPONTE:JAP:C:GUIDE04 -- 10/3/2003  
APPROVED BY: USAID/DCHA/OFDA/D:BMCCONNELL USAID/DCHA/OFDA/DD:THSANCHEZ  
USAID/DCHA/OFDA/DRM:JBORNS USAID/GC/DCHA:GWINTER USAID/DCHA/PPM:SPARKS  
USAID/DCHA/AA:WGARVELINK (INFO) USAID/DCHA/OTI:GGOTTLIEB (INFO)  
USAID/DCHA/FFP:DWELLER (INFO) S/S-O:MJEKPUK HR/CMA/SEP:APONCE  
-----AD489A 032148Z /38

P 032135Z OCT 03  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS PRIORITY  
CIS COLLECTIVE PRIORITY  
SPECIAL EMBASSY PROGRAM PRIORITY  
USCENTCOM MACDILL AFB FL PRIORITY  
SECDEF WASHDC PRIORITY 0000  
USCINCSO MIAMI FL PRIORITY

USCINCPAC HONOLULU HI PRIORITY  
HQ USNORTHCOM PETERSON AFB CO PRIORITY  
HQ USEUCOM VAIHINGEN GE PRIORITY  
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STATE 283715 032146Z

UNCLAS STATE 283715

AIDAC PASS TO USAID/DIRECTORS/REPS, AMEMBASSY DCMS, AND

E.O. 12958: N/A

TAGS:

SUBJECT: USAID/DCHA OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE (OFDA)  
GUIDANCE FOR DISASTER PLANNING AND RESPONSE - FY 2004

MISSION DISASTER RELIEF OFFICERS, STATE PASS TO PRM,  
OFFICE OF THE SECRETARY OF DEFENSE, JAKARTA PASS TO DILI

REF:

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SUMMARY  
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1. SUMMARY: THIS CABLE PROVIDES GENERAL GUIDANCE TO ALL POSTS CONCERNING SUPPORT FROM USAID'S OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE WITHIN THE BUREAU FOR DEMOCRACY, CONFLICT, AND HUMANITARIAN ASSISTANCE (USAID/OFDA) BEFORE, DURING AND AFTER THE OCCURRENCE OF NATURAL AND MAN-MADE DISASTERS IN FISCAL YEAR (FY) 2004. THIS CABLE WILL BE SUPPLEMENTED BY MORE DETAILED GUIDANCE TO BE PROVIDED TO MISSION DISASTER RELIEF OFFICERS (MDROS). THIS CABLE HAS ALSO BEEN CLEARED BY THE STATE DEPARTMENT'S M/P (SEP). END SUMMARY.

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USAID/OFDA'S MISSION  
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2. USAID'S OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE (USAID/OFDA) IS RESPONSIBLE FOR PROVIDING INTERNATIONAL DISASTER ASSISTANCE AND COORDINATING THE U.S. GOVERNMENT (USG) RESPONSE TO DECLARED DISASTERS IN FOREIGN COUNTRIES. USAID/OFDA'S MISSION IS TO MINIMIZE AND WHERE POSSIBLE, PREVENT LOSS OF LIFE, HUMAN SUFFERING, AND DAMAGE TO ECONOMIC ASSETS IN DISASTER-AFFECTED COUNTRIES.

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DESIGNATION AND ROLE OF AN MDRO  
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3. THE MDRO: THE MISSION DISASTER RELIEF OFFICER (MDRO) IS THE DESIGNATED OFFICIAL IN EACH U.S. EMBASSY OR USAID MISSION RESPONSIBLE FOR COORDINATING THE POST'S DISASTER RESPONSE EFFORTS. THE MDRO IS RESPONSIBLE FOR PREPARING AND MAINTAINING THE MISSION DISASTER RELIEF PLAN (MDRP) AND ENSURES THAT MISSION PERSONNEL ARE FAMILIAR WITH ITS CONTENTS; LIAISING WITH GOVERNMENT DISASTER AUTHORITIES ON AN

ONGOING BASIS TO ENSURE FAMILIARITY WITH DISASTER RISKS AND ORGANIZATIONAL RESPONSE CAPACITIES/ARRANGEMENTS; SERVING AS THE CHIEF OPERATING OFFICER FOR THE POST'S EMERGENCY ACTION COMMITTEE (EAC) DURING ALL PHASES OF A DISASTER; AND ACTING AS THE POST'S COORDINATOR OF USG DISASTER RELIEF OPERATIONS IN-COUNTRY. ONCE A DISASTER OCCURS, OR IS LIKELY TO OCCUR, THE MDRO SHOULD CONTACT ONE OF USAID/OFDA'S REGIONAL OFFICES IN THE FIELD (SEE PARAS 7-10) TO PROVIDE ADVANCE WARNING AND TO SEEK ADDITIONAL GUIDANCE.

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DISASTER DECLARATION CRITERIA  
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4. CRITERIA FOR DECLARING A DISASTER: USAID/OFDA CAN ONLY PROVIDE ASSISTANCE BASED ON A FULLY JUSTIFIED DISASTER DECLARATION CABLE FROM THE U.S. AMBASSADOR AND/OR CHIEF OF MISSION (COM). (FOR COUNTRIES WITHOUT AN OFFICIAL U.S. DIPLOMATIC PRESENCE, THE ASSISTANT SECRETARY OF STATE FOR THE APPROPRIATE REGION MAY DECLARE A DISASTER VIA A MEMORANDUM FROM THE STATE DEPARTMENT TO USAID/DCHA/OFDA.) TO DECLARE A DISASTER AND REQUEST ASSISTANCE FROM USAID/OFDA, IT MUST BE DEMONSTRATED THAT THREE CRITERIA HAVE BEEN SATISFIED: 1) THE DISASTER IS BEYOND THE ABILITY OF THE HOST GOVERNMENT TO RESPOND; 2) THE HOST GOVERNMENT HAS SPECIFICALLY REQUESTED OR INDICATED THAT IT WILL ACCEPT USG ASSISTANCE; AND 3) A DISASTER RESPONSE IS IN THE INTEREST OF THE USG. OF PARTICULAR IMPORTANCE IS A FACTUAL DESCRIPTION OF THE MAGNITUDE OF THE DISASTER AND WHY IT IS BEYOND THE ABILITY OF THE HOST GOVERNMENT TO RESPOND. THIS REQUIRES INFORMATION REGARDING THE RESPONSE CAPACITY OF THE HOST GOVERNMENT; THE ESTIMATED TOTAL NUMBER OF PEOPLE AFFECTED, INCLUDING KILLED, INJURED, AND/OR DISPLACED/HOMELESS; GEOGRAPHIC LOCATION AND/OR SCOPE OF THE DISASTER; DAMAGE TO INFRASTRUCTURE, CROPS, AND LIVESTOCK; OTHER DONOR EFFORTS/CONTRIBUTIONS; AND NEEDS ASSESSMENT INFORMATION THAT IS AVAILABLE. THE DISASTER DECLARATION CABLE SHOULD BE PREPARED IN CONSULTATION WITH USAID/OFDA'S REGIONAL OFFICE. A PROMPT RESPONSE WILL BE FACILITATED BY A DISASTER DECLARATION CABLE THAT CLEARLY DESCRIBES THE SCOPE AND SCALE OF THE DISASTER AS WELL AS SATISFYING THE ESTABLISHED CRITERIA.

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REQUESTING DISASTER ASSISTANCE FROM USAID/OFDA  
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5. DISASTER ASSISTANCE REQUEST: IN THE DISASTER DECLARATION CABLE, THE U.S. AMBASSADOR OR COM CAN REQUEST UP TO USD 50,000 FOR IMMEDIATE DISASTER RELIEF FROM USAID/OFDA. THE CABLE MUST PROVIDE A CLEAR DESCRIPTION OF HOW THESE FUNDS WILL BE USED AND THROUGH WHAT ORGANIZATION THE FUNDS WILL BE CHANNELED. USAID/OFDA'S REGIONAL OFFICE WILL COORDINATE WITH THE MDRO TO DETERMINE THE APPROPRIATE RESPONSE. USAID/OFDA FUNDS ARE TO BE USED FOR IMMEDIATE DISASTER RELIEF OR REHABILITATION, NOT FOR LONG-TERM RECONSTRUCTION.

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DISASTER RESPONSE OPTIONS FROM USAID/OFDA  
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6. USAID/OFDA RESPONSE OPTIONS: IN ADDITION TO RELEASING UP TO USD 50,000 OF DISASTER ASSISTANCE FUNDS, USAID/OFDA HAS SEVERAL DIFFERENT OPTIONS FOR PROVIDING DISASTER ASSISTANCE INCLUDING: DEPLOYMENT OF A

USAID/OFDA REGIONAL ADVISOR, AN ASSESSMENT TEAM OR A DISASTER ASSISTANCE RESPONSE TEAM (DART); PROVISION OF RELIEF COMMODITIES FROM USAID/OFDA STOCKPILES; AND DISASTER FUNDING OF NGO OR UNITED NATIONS PROPOSALS BY PROVIDING A FUND CITE TO POST OR PROVIDING THE FUNDS DIRECTLY TO THE ORGANIZATION FROM USAID/OFDA/WASHINGTON. USAID/OFDA CAN SUPPORT A WIDE RANGE OF HUMANITARIAN ACTIVITIES, INCLUDING TECHNICAL ASSISTANCE. USAID/OFDA MAY UTILIZE A COMBINATION OF THESE OPTIONS, OR IT MAY DETERMINE THAT USAID/OFDA'S ASSISTANCE IS NOT APPROPRIATE OR NEEDED.

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USAID/OFDA REGIONAL CONTACTS  
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7. LATIN AMERICA AND THE CARIBBEAN: MR. TIM CALLAGHAN IS USAID/OFDA'S SENIOR REGIONAL ADVISOR FOR LATIN AMERICA AND THE CARIBBEAN (LAC), LOCATED IN SAN JOSE, COSTA RICA. MR. CALLAGHAN AND HIS REGIONAL ADVISORS CAN BE REACHED AT 506-296-3554 OR AT 506-231-6805.

8. ASIA AND THE PACIFIC: MR. TOM DOLAN IS USAID/OFDA'S ASIA AND THE PACIFIC SENIOR REGIONAL ADVISOR LOCATED IN BANGKOK, THAILAND. MR. DOLAN AND HIS REGIONAL ADVISORS CAN BE REACHED AT 66-2-205-5368. WILLIAM BERGER, ALSO AN ASIA REGIONAL ADVISOR, IS LOCATED IN KATHMANDU, NEPAL AND CAN BE CONTACTED AT 977-1-427-0144.

9. AFRICA: USAID/OFDA HAS TWO REGIONAL OFFICES IN AFRICA AND IS IN THE PROCESS OF ESTABLISHING A THIRD REGIONAL OFFICE IN WEST AFRICA. (A) MR. PETER RILEY IS USAID/OFDA'S PRINCIPAL REGIONAL ADVISOR FOR EAST AND CENTRAL AFRICA AND IS BASED IN NAIROBI, KENYA. MR. RILEY AND HIS REGIONAL ADVISORS CAN BE REACHED AT 254-20-863400. (B) MR. HARLAN HALE IS USAID/OFDA'S PRINCIPAL REGIONAL ADVISOR FOR SOUTHERN AFRICA AND IS BASED IN PRETORIA, SOUTH AFRICA. MR. HALE AND HIS REGIONAL ADVISORS CAN BE REACHED AT 27-12-452-2000. (C) UNTIL FURTHER NOTICE, ALL ISSUES CONCERNING DIASTER ASSISTANCE FOR WEST AFRICA SHOULD BE DIRECTED TO SUREKA KHANDAGLE IN USAID/OFDA/WASHINGTON, AT 202-712-4225.

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USAID/OFDA WASHINGTON CONTACTS  
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10. USAID/OFDA/WASHINGTON: ALL REQUESTS FOR FUNDS, SITUATION REPORTS, AND OTHER INFORMATION, AS WELL AS REQUESTS BY THOSE POSTS NOT COVERED BY ONE OF THE REGIONAL OFFICES SHOULD BE DIRECTED TO THE USAID/OFDA RESPONSE TEAM LEADER, MICHAEL MARX, OR THE APPROPRIATE USAID/OFDA WASHINGTON-BASED REGIONAL COORDINATOR. MR. MARX CAN BE REACHED AT 202-712-0853. MISSIONS/EMBASSIES ALSO MAY CALL USAID/OFDA AT 202-712-0400 DURING DAYTIME HOURS (0800-1700 HOURS LOCAL TIME) IN WASHINGTON, D.C. AFTER BUSINESS HOURS, EVENINGS, WEEKENDS, AND HOLIDAYS, THE USAID/OFDA DUTY OFFICER CAN BE CONTACTED BY CALLING THE STATE DEPARTMENT'S OPERATIONS CENTER AT 202-647-1512. USAID/OFDA'S FAX NUMBERS ARE: 202-216-3706/3707.

11. DUSHANBE, KABUL, KHARTOUM, AND BUJUMBURA MINIMIZE CONSIDERED. POWELL

UNCLASSIFIED

STATE 283715 032146Z

Mandatory Reference: 251  
File Name: 251mab\_021704\_CD35  
Last Revised: January 2004

SUBJECT: USAID/DCHA OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE'S  
SUPPLEMENTAL GUIDANCE FOR DISASTER PLANNING AND RESPONSE - FY 2004

UNCLASSIFIED

PAGE 01 STATE 019667 292017Z  
ORIGIN AID-00

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ACTION OFFICE(S): DCHAOFDA  
INFO OFFICE(S): AAID AFRAA AFRAM AFRGHAI AFRSA AFRWA  
AJOSHI ANEAA ANEAMS1 ANEESA ANESPOTS  
ASIMMONS-BENTON BBRUTON BBURNETT BKRAHAM  
BLANE BLEAVITT CABROWN CEHMANN CHEANDERSON  
CLAURENT CLEVINE CMUTAMBA CWTAGELMAN  
DABUSTAMANTE DCHA1 DCHAAA DCHADG DCHAFFP  
DCHAOTI1 DCHAPPMAMS DCHAPVC DHAJJAR  
DKERNER DRILEY DSKORIC DWELLER EEDGST  
EEEE EEPO EGATAG EGATESP EGATPAICO EGATPDAM  
EGATWID EKVITASHVILI EPICARD FSHANKS  
GC1 GCAF GCAN GCDCHA GCEE GCLA GGRIGSBY  
GHPOP GLYON-POWERS HCABLE HPROCTOR  
IGHLC IMACNAIRN JBRAUSE JESCALONA JHASSE  
JLEE JMARION JVORGETTS JWINN KALMQUIST  
KBROWN KODONNELL KPLIKAITIS KWEED LACAA  
LACCAR LACCEN LACDHR LAWILLIAMS LBARBOUR  
LCOUGHLIN LFREDMAN LLANDIS LPETERSEN  
LWHITLEY MAVANDERGRIFF MAWILLIAMS  
MCAUDLE MCOPSON MEWARD MJENNINGS MMERTENS  
MNIMS MPI MYARRINGTON NCOX OPE OPOD OPSP  
PEBALAKRISHNAN PMOHAN RBERGER RBEST  
RDRAPCHO RNIEC ROWILLIAMS RWAGNER SANAELE  
SBRADLEY SCHAPMAN SECPSP SPARKS TALEXANDER  
THOMPSON TOKEEFE TRASH TSHORTLEY WWHELAN

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INFO	LOG-00	NP-00	AF-00	AGRE-00	AIT-03	AOP-00	AEX-00
	AS-00	A-00	ACQ-00	CA-00	CIAE-00	COME-00	CCOE-00
	DODE-00	ANHR-00	WHA-00	MEDE-00	EAP-00	EB-00	EUR-00
	UTED-00	FDRE-00	VC-00	FSI-00	OBO-00	TEDE-00	INR-00
	IO-00	VCE-00	MMP-00	MOFM-00	AC-00	NEA-00	NSAE-00
	OIG-00	PER-00	PM-00	ACE-00	SCT-00	SSO-00	SS-00
	TEST-00	TRSE-00	SA-00	FMP-00	R-00	SDBU-00	PMB-00

PRM-00 G-00 ALM-00 SAS-00 PMA-00 (AID-00)  
/003R

P 292014Z JAN 04  
FM SECSTATE WASHDC  
TO ALL DIPLOMATIC AND CONSULAR POSTS PRIORITY  
CIS COLLECTIVE PRIORITY  
SPECIAL EMBASSY PROGRAM  
AMEMBASSY KABUL  
AMEMBASSY DUSHANBE  
AMEMBASSY KHARTOUM  
AMEMBASSY BUJUMBURA

UNCLASSIFIED

UNCLASSIFIED

UNCLAS STATE 019667

AIDAC - PASS TO USAID/DIRECTORS/REPS, AMEMBASSY DCMS, AND MISSION  
DISASTER RELIEF OFFICERS, NSC FOR JDWORKEN, GENEVA FOR NKYLOH,  
AND ROME FOR FODAG

E.O. 12958: N/A

TAGS:

SUBJECT: USAID/DCHA OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE'S  
SUPPLEMENTAL GUIDANCE FOR DISASTER PLANNING AND RESPONSE - FY 2004

REF: (A) STATE 283715 (OCTOBER 3, 2003); B) ADS 251

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SUMMARY

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1. SUMMARY: THIS CABLE PROVIDES SUPPLEMENTAL INFORMATION AND  
GUIDANCE FROM USAID'S OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE  
(USAID/OFDA) WITHIN THE BUREAU FOR DEMOCRACY, CONFLICT, AND  
HUMANITARIAN ASSISTANCE (DCHA) TO POSTS AND SPECIFICALLY MISSION  
DISASTER RELIEF OFFICERS (MDROS). USAID/OFDA'S MISSION, CAPABILITIES,  
AND SUPPORT CAPACITIES IN COORDINATING AND MANAGING USG ASSISTANCE IN  
RESPONSE TO NATURAL AND MAN-MADE DISASTERS ABROAD ARE OUTLINED.  
PROCEDURES HIGHLIGHT THE NEED FOR CONTINUOUS USAID/OFDA AND USAID  
MISSION COLLABORATION IN THE PLANNING PROCESS FOR DISASTERS AND THE  
REQUIREMENT FOR REGULAR AND SUSTAINED COMMUNICATION BETWEEN MDROS AND  
USAID/OFDA REGIONAL ADVISORS AND COORDINATORS TO ENSURE THAT USG  
EMERGENCY ASSISTANCE WILL BE TIMELY, APPROPRIATE, AND EFFECTIVE. THE  
SUPPLEMENTAL INFORMATION PROVIDED IN THIS CABLE EXPANDS ON THE FY 2004  
USAID/OFDA GUIDANCE PREVIOUSLY PROVIDED IN REFTEL A AND SHOULD BE USED  
IN CONJUNCTION WITH AUTOMATED DIRECTIVES SYSTEM (ADS) 251 ON  
INTERNATIONAL DISASTER ASSISTANCE IN REF B. POSTS ARE ENCOURAGED TO  
CONTACT USAID/OFDA REGIONAL ADVISORS AND COORDINATORS FOR ADDITIONAL  
INFORMATION, GUIDANCE, AND CLARIFICATIONS. THIS CABLE HAS ALSO BEEN  
CLEARED BY STATE/HR/RMA/CSEP. END SUMMARY.

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USAID/OFDA'S MISSION  
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2. USAID'S OFFICE OF U.S. FOREIGN DISASTER ASSISTANCE (USAID/OFDA) IS RESPONSIBLE FOR PROVIDING INTERNATIONAL DISASTER ASSISTANCE AND COORDINATING THE U.S. GOVERNMENT (USG) RESPONSE TO DECLARED DISASTERS IN FOREIGN COUNTRIES. IN ADDITION TO SAVING LIVES, ALLEVIATING HUMAN SUFFERING AND REDUCING THE ECONOMIC IMPACT OF DISASTERS, USAID/OFDA SEEKS TO ADDRESS THE UNDERLYING HAZARDS AND VULNERABILITIES THAT CREATE DISASTER RISKS AND EXACERBATE IMPACTS THROUGH SUPPORT FOR PROGRAMS IN DISASTER MITIGATION, PREPAREDNESS, AND TRAINING. (NOTE: USAID/OFDA'S RESPONSIBILITY AND AUTHORITY IS SPECIFIED IN THE FOREIGN ASSISTANCE ACT OF 1961, AS AMENDED, SECTIONS 491-493. END NOTE.)

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DESIGNATION AND ROLE OF AN MDRO  
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3. THE MISSION DISASTER RELIEF OFFICER (MDRO) IS THE FOCAL POINT AT POST FOR DISASTER RELATED ACTIVITIES AND INFORMATION AND AS SUCH SHOULD BE A REGULAR MEMBER OF THE POST'S EMERGENCY ACTION COMMITTEE (EAC). THE MDRO IS RESPONSIBLE FOR PREPARING AND MAINTAINING THE MISSION DISASTER RELIEF PLAN (MDRP) AND ENSURING THAT POST PERSONNEL ARE FAMILIAR WITH ITS CONTENTS; LIAISING WITH HOST NATION GOVERNMENT DISASTER AUTHORITIES ON AN ONGOING BASIS TO ENSURE FAMILIARITY WITH DISASTER RISKS AND HOST NATION ORGANIZATIONAL RESPONSE CAPACITIES/ARRANGEMENTS; SERVING AS THE CHIEF OPERATING OFFICER FOR THE POST'S EAC DURING ALL PHASES OF A DISASTER; AND ACTING AS THE POST'S COORDINATOR OF USG DISASTER RELIEF OPERATIONS IN-COUNTRY. POSTS SHOULD ENSURE THAT INFORMATION REGARDING MDROS AND ALTERNATE DESIGNATIONS ARE CURRENT AND UPDATED AS REQUIRED BY CABLE TO USAID/OFDA/WASHINGTON AND APPROPRIATE USAID/OFDA REGIONAL OFFICES INCLUDING TITLES, CONTACT NUMBERS (WORK, HOME, AND FAX), AND TOUR END DATES. THIS MDRO AND ALTERNATE INFORMATION IS CRITICAL FOR MAINTAINING EFFECTIVE CONTACT WHEN A DISASTER SITUATION OCCURS.

4. AS PART OF DISASTER PLANNING, THE MDRO SHOULD BE FAMILIAR WITH HOST COUNTRY RESOURCES AND DISASTER RESPONSE CAPACITIES INCLUDING: 1) GOVERNMENT ORGANIZATIONS AND KEY MINISTRIES AND OFFICIALS RESPONSIBLE FOR DISASTER RESPONSE MANAGEMENT; 2) NON-GOVERNMENTAL ORGANIZATIONS (NGOS), U.N. AGENCIES, AND INTERNATIONAL ORGANIZATIONS (IO) WORKING IN THE HOST COUNTRY; 3) SOURCES FOR AVAILABLE SERVICES AND SUPPLIES FOR LOCAL PROCUREMENT OF EMERGENCY RELIEF COMMODITIES, SERVICES, AND TRANSPORT; 4) INTERNATIONAL DONOR AND EMBASSY REPRESENTATIVES AS WELL AS LIKELY MECHANISMS FOR COORDINATION; 5) COUNTRY TEAM TECHNICAL EXPERTISE; AND 6) RESOURCES AND INTERAGENCY LIAISON PROCEDURES, INCLUDING DEPARTMENT OF DEFENSE (DOD) REPRESENTATIVES. IN ADDITION, THE MDRO SHOULD HAVE CLEAR AUTHORIZATION FOR EXPLICIT LINES OF AUTHORITY AND RESPONSIBILITY FOR MISSION MONITORING, COORDINATING, AND REPORTING ON POTENTIAL AND ACTUAL DISASTER SITUATIONS AS WELL AS MANAGING THE USG RESPONSE.

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DEVELOPING A MISSION DISASTER RELIEF PLAN  
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5. THE MISSION DISASTER RELIEF PLAN (MDRP) IS A FIRST STEP IN ACHIEVING A POST'S STATE OF DISASTER PREPAREDNESS AND AS A REFERENCE IN TIMES OF POTENTIAL DISASTER EMERGENCIES. THE MDRP DELINEATES ROLES AND RESPONSIBILITIES FOR POST PERSONNEL AND THE MDRO, CLARIFIES AUTHORITY AND LINES OF COMMUNICATION, ASSESSES HOST NATION

VULNERABILITY TO DISASTERS, AND SETS FORTH GUIDELINES FOR THE CONDUCT OF EMERGENCY AND DISASTER OPERATIONS, INCLUDING THE PROVISION OF USG RELIEF ASSISTANCE. THE DISASTER-PRONE STATUS OF A COUNTRY WILL DETERMINE THE AMOUNT OF DETAIL REQUIRED IN DEVELOPING AN MDRP. (THE MDRP SHOULD BE FILED AS SECTION 700 OF THE EMBASSY'S EMERGENCY ACTION PLAN TO ASSURE READY ACCESS AND REGULAR REVIEW AND ACCURACY.) A SUGGESTED FORMAT FOR THE MDRP CAN BE PROVIDED BY USAID/OFDA UPON REQUEST. USAID/OFDA IS PREPARED TO PROVIDE TECHNICAL ASSISTANCE OR STAFF TO DEVELOP AN INITIAL MDRP OR TO ASSIST IN THE UPDATING OF THE PLAN.

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WHEN A DISASTER OCCURS  
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6. FIRST STEPS: THERE ARE SEVERAL ACTIONS THAT THE MDRO SHOULD UNDERTAKE WHEN A SIGNIFICANT DISASTER EVENT OCCURS. FIRST, THE MDRO NEEDS TO VERIFY THE SCOPE AND MAGNITUDE OF THE OCCURRENCE AND THE HUMANITARIAN CONSEQUENCES THROUGH ESTABLISHED INFORMATION CONTACTS AND NETWORKS INCLUDING HOST GOVERNMENT OFFICIALS, NGOS, U.N. AND IO REPRESENTATIVES, RED CROSS AND RED CRESCENT SOCIETIES, OTHER EMBASSIES, AND DONORS PRIOR TO NOTIFYING THE U.S. AMBASSADOR AND/OR USAID MISSION DIRECTOR. THE MDRO'S INITIAL POINT OF CONTACT SHOULD BE USAID/OFDA'S REGIONAL ADVISORS IN THE AFFECTED REGION TO ENSURE EFFECTIVE COMMUNICATIONS FLOW AND LIAISON. IF IT APPEARS LIKELY THAT USG ASSISTANCE IS NECESSARY AND APPROPRIATE, THE MDRO SHOULD THEN DRAFT A DISASTER ALERT CABLE TO USAID/OFDA/WASHINGTON, IF TIME PERMITS, PROVIDING BACKGROUND AND CURRENT SITUATION INFORMATION ABOUT THE DISASTER EVENT. THIS CABLE SHOULD BE SENT EVEN IF POST HAS NO IMMEDIATE PLANS FOR REQUESTING DISASTER ASSISTANCE FROM USAID/OFDA (SEE PARA 7). THERE IS NO REQUIREMENT TO SEND AN ALERT CABLE FOR USAID/OFDA TO PROVIDE HUMANITARIAN ASSISTANCE. THE TEXT SHOULD INCLUDE AND DISCUSS POST'S ANTICIPATED COURSE OF ACTION. THE ADDRESSEE ON THE CAPTION LINE OF ALL FIELD CABLES NEEDS TO BE DCHA/OFDA FOR INTERNAL USAID ROUTING PURPOSES AND INFORMATION PROVIDED IN DISASTER ALERT CABLES SHOULD BE UNCLASSIFIED.

7. ISSUING A DISASTER DECLARATION CABLE: TO REQUEST ASSISTANCE FROM USAID/OFDA, THE U.S. AMBASSADOR OR ACTING CHIEF OF MISSION (COM) DETERMINES IF THE DISASTER HAS SATISFIED THE FOLLOWING CRITERIA: 1) THE DISASTER IS BEYOND THE ABILITY OF THE HOST GOVERNMENT TO RESPOND; 2) THE HOST COUNTRY HAS SPECIFICALLY REQUESTED OR INDICATED IT WILL ACCEPT USG ASSISTANCE; AND 3) A DISASTER RESPONSE IS IN THE INTEREST OF THE USG. THIS DETERMINATION SHOULD BE MADE IN CONSULTATION WITH USAID/OFDA REGIONAL ADVISORS. FOR COUNTRIES WITHOUT AN OFFICIAL U.S. DIPLOMATIC PRESENCE, THE ASSISTANT SECRETARY OF STATE FOR THE APPROPRIATE REGION MAY DECLARE A DISASTER VIA A MEMORANDUM FROM THE STATE DEPARTMENT TO USAID/OFDA/WASHINGTON. IN THE EVENT THAT POST CANNOT PROVIDE THIS INFORMATION IMMEDIATELY, THE DISASTER DECLARATION CABLE ALONE MAY BE USED IN LIEU OF THE DISASTER ALERT CABLE.

8. INFORMATION TO INCLUDE IN THE DISASTER DECLARATION CABLE: THE CABLE FROM POST REQUESTING USAID/OFDA'S ASSISTANCE NEEDS TO DESCRIBE THE DISASTER EVENT AND SPECIFICALLY PROVIDE: 1) THE EXTENT TO WHICH THE HOST COUNTRY NEEDS ASSISTANCE TO RESPOND ADEQUATELY TO THE DISASTER; 2) WHETHER THE HOST GOVERNMENT HAS REQUESTED OR WILL ACCEPT USG ASSISTANCE; AND 3) THE INTENDED USE OF REQUESTED RESOURCES

INCLUDING ORGANIZATIONS AND FUNDING PURPOSES. OTHER RELEVANT INFORMATION REQUESTED INCLUDES: ESTIMATED NUMBERS OF PEOPLE KILLED, INJURED, AFFECTED, AND DISPLACED/HOMELESS; IMMEDIATE HUMANITARIAN NEEDS; DISASTER BACKGROUND INFORMATION SUCH AS GEOGRAPHIC LOCATION, DAMAGE TO INFRASTRUCTURE, CROPS, AND LIVESTOCK; OTHER DONOR EFFORTS/CONTRIBUTIONS; AND NEEDS ASSESSMENT INFORMATION THAT IS AVAILABLE.

9. OTHER SIGNIFICANT ACTIONS BY MDRO: IN ADDITION TO THE ABOVE ACTIONS, THE MDRO SHOULD ALSO START A LOG OF SIGNIFICANT EVENTS AND CABLE REGULAR, NUMBERED SITUATION REPORTS TO USAID/OFDA THAT UPDATE AND EXPAND ON THE INITIAL DISASTER DECLARATION CABLE. THE MDRO SHOULD MAINTAIN REGULAR CONTACT WITH RELEVANT ORGANIZATIONS, INCLUDING HOST GOVERNMENT OFFICIALS; USAID/OFDA REGIONAL ADVISORS; DEPARTMENT OF DEFENSE OFFICIALS; NGOS; IOS; U.N. AGENCIES; OTHER DONORS; ASSEMBLE THE EAC, IF NECESSARY; GATHER PRELIMINARY ASSESSMENTS OF FUNDING, COMMODITY, AND OTHER OPERATIONAL REQUIREMENTS, INCLUDING LOGISTICS AND TRANSPORT; AND IDENTIFY POTENTIAL RELIEF CHANNELS.

10. DISASTER ASSISTANCE REQUEST: THE U.S. AMBASSADOR OR ACTING COM CAN REQUEST UP TO USD 50,000 FOR IMMEDIATE DISASTER RELIEF FROM USAID/OFDA. THE DISASTER DECLARATION CABLE MUST PROVIDE A CLEAR DESCRIPTION AS TO WHO THE RECIPIENTS OF THE DISCRETIONARY FUNDS WILL BE AND HOW THESE FUNDS WILL BE USED. USAID/OFDA'S REGIONAL AND/OR WASHINGTON OFFICE WILL COORDINATE WITH THE MDRO TO ASSIST IN THE DETERMINATION OF APPROPRIATE RESPONSES. USAID/OFDA FUNDS ARE TO BE USED FOR IMMEDIATE DISASTER RELIEF OR REHABILITATION, NOT FOR LONG-TERM RECONSTRUCTION. RELIEF ASSISTANCE IS PROVIDED TO SAVE LIVES AND REDUCE HUMAN SUFFERING AND SHOULD BE DESIGNATED FOR EXISTING HUMANITARIAN RELIEF ORGANIZATIONS RATHER THAN FOR HOST NATION GOVERNMENT MINISTRIES. DISASTER REHABILITATION IS INTERMEDIATE-TERM ACTIVITIES TO ASSIST DISASTER STRICKEN POPULATIONS IN THEIR EFFORTS TO RETURN TO SELF-SUFFICIENCY. USAID/OFDA WILL CONSIDER THE RELIEF PHASE COMPLETED WITHIN 60 DAYS AFTER THE ONSET OF A SUDDEN DISASTER EVENT, UNLESS THE POST REQUESTS AND USAID/OFDA APPROVES A CONTINUATION OF THE INITIAL RESPONSE PERIOD. HOWEVER, USAID/OFDA ASSISTANCE MAY BE PROVIDED FOR AS LONG AS THE DISASTER REQUIRES EMERGENCY HUMANITARIAN ASSISTANCE. RELIEF ASSISTANCE FOR ONGOING DISASTERS SUCH AS DROUGHT AND CIVIL STRIFE REQUIRE A REDECLARATION CABLE AT THE BEGINNING OF EACH NEW USG FISCAL YEAR (OCTOBER 1). POST NEEDS TO CONSIDER WHETHER A RENEWAL OF A DISASTER DECLARATION IN A NEW FISCAL YEAR IS REQUIRED.

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HOW USAID/OFDA MAY ASSIST THE MDRO  
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11. CAPABILITIES: IN ADDITION TO RELEASING UP TO USD 50,000 OF DISASTER ASSISTANCE FUNDS, USAID/OFDA HAS SEVERAL OTHER CAPACITIES FOR PROVIDING DISASTER ASSISTANCE, INCLUDING: DEPLOYMENT OF USAID/OFDA REGIONAL ADVISORS, AN ASSESSMENT TEAM OR A DISASTER ASSISTANCE RESPONSE TEAM (DART); PROVISION OF RELIEF COMMODITIES FROM USAID/OFDA STOCKPILES; AND ADDITIONAL DISASTER FUNDING OF NGO, IO, AND U.N. EMERGENCY ASSISTANCE PROPOSALS OR APPEALS. BASED ON THE MAGNITUDE OF THE DISASTER AND THE HOST COUNTRY'S OWN RESPONSE CAPACITIES, ADDITIONAL RESOURCES MAY INCLUDE DEPLOYING:

A. REGIONAL ADVISORS: IN ADDITION TO THE PRE-DISASTER GUIDANCE THAT USAID/OFDA REGIONAL ADVISORS CAN PROVIDE, THEY ALSO ASSIST IN DONOR

COORDINATION AND LIAISON, ASSESSMENTS, MONITORING AND REPORTING, LOGISTICS FOR RELIEF COMMODITIES, COMMUNICATIONS WITH USAID/OFDA/WASHINGTON, AND OTHER ASPECTS OF POST'S RELIEF EFFORT. (NOTE: A DISASTER DECLARATION IS NOT REQUIRED FOR THE DEPLOYMENT OF REGIONAL ADVISORS. END NOTE.)

B. ASSESSMENT TEAMS: THE ASSESSMENT TEAM PROVIDES USAID/OFDA/WASHINGTON AND POST WITH INFORMATION AND RECOMMENDATIONS TO MAKE TIMELY DECISIONS REGARDING THE USG DISASTER RESPONSE. USAID/OFDA'S ASSESSMENT TEAMS ARE TYPICALLY COMPRISED OF SECTOR SPECIALISTS (E.G., EXPERTS IN HEALTH, NUTRITION, AGRICULTURE, WATER AND SANITATION, SHELTER, GEOHAZARDS, LOGISTICS, AND DISASTER MANAGEMENT), AS WELL AS SUPERVISORY STAFF FAMILIAR WITH USAID/OFDA POLICIES AND PROCEDURES. (NOTE: A DISASTER DECLARATION IS NOT REQUIRED FOR USAID/OFDA TO DEPLOY AN ASSESSMENT TEAM. END NOTE.)

C. DISASTER ASSISTANCE RESPONSE TEAM (DART): USAID/OFDA'S DIRECTOR, WITH THE CONCURRENCE OF THE U.S. AMBASSADOR OR ACTING COM IN THE AFFECTED COUNTRY, MAY DEPLOY A DART, BASED ON THE MAGNITUDE AND SEVERITY OF THE DISASTER. A DART IS A TEAM OF DISASTER SPECIALISTS WHO DEPLOY TO ASSIST A POST OR POSTS IN MANAGING THE USG RESPONSE TO A DISASTER. A DART WILL EXPEDITE USAID/OFDA'S RESPONSE, GATHER INFORMATION AND REPORT ON THE DISASTER SITUATION, ASSESS THE EFFECTIVENESS OF THE OVERALL HUMANITARIAN RESPONSE (INCLUDING USG-FUNDED RELIEF ACTIVITIES), IDENTIFY UNMET HUMANITARIAN NEEDS, ADVISE THE MISSION ON DISASTER ISSUES, AND MANAGE USG FIELD RELIEF ACTIVITIES. THE DART STRUCTURE PROVIDES MANAGEMENT, PLANNING, LOGISTICS, OPERATIONS, AND ADMINISTRATIVE CAPACITIES, AND IN CERTAIN CIRCUMSTANCES, CONTRACTING CAPACITY. IN ADDITION, THE DART PROVIDES INFORMATION AND PROGRAMMING SUPPORT BY REPORTING ON HUMANITARIAN CONDITIONS, LIAISING WITH THE RELIEF COMMUNITY, REVIEWING PROPOSALS, AND RECOMMENDING FUNDING. USAID/OFDA MAY REQUEST POST'S ASSISTANCE, WHEN NECESSARY, IN ARRANGING FOR THE IMPORTATION AND LICENSING OF COMMUNICATIONS AND COMPUTER EQUIPMENT USED BY THE DART (E.G. GLOBAL POSITIONING SYSTEMS, HAND- HELD RADIOS, SATELLITE PHONES, HIGH FREQUENCY RADIOS, LAPTOP COMPUTERS, AND/OR DIGITAL CAMERAS). RADIO FREQUENCIES FOR THE U.S. EMBASSY, NGOS, U.N. AGENCIES, AND LOCAL GOVERNMENT OFFICES MAY ALSO BE REQUESTED BY DART PERSONNEL. A DART MIGHT ALSO REQUEST ADMINISTRATIVE AND CONSULAR SUPPORT FROM POST.

D. USAID/OFDA RELIEF COMMODITIES: USAID/OFDA MAY PROVIDE DISASTER RELIEF COMMODITIES (E.G., BLANKETS, PLASTIC SHEETING, WATER CONTAINERS, OR OTHER ESSENTIAL RELIEF COMMODITIES) FROM USAID/OFDA'S VARIOUS WORLDWIDE STOCKPILES WHEN APPROPRIATE. A DETAILED LISTING OF STOCKPILED COMMODITIES CAN BE OBTAINED FROM USAID/OFDA AND SHOULD BE KEPT AS PART OF THE MDRP. USAID/OFDA CAN CONTRACT TRANSPORTATION SERVICES VIA SEALIFT OR LAND TRANSPORT; USAID/OFDA MAY ALSO FUND AIR TRANSPORT OF EMERGENCY COMMODITIES WHEN URGENT DELIVERY REQUIREMENTS DICTATE. COMMODITY SHIPMENT REQUESTS MUST IDENTIFY, BY NAME, THE RESPONSIBLE CONSIGNEE AND IN-COUNTRY POINT OF CONTACT, INCLUDING TELEPHONE AND FAX NUMBERS. POST SHOULD ALSO AFFIRM THAT ARRANGEMENTS FOR THE DISTRIBUTION OF COMMODITIES HAVE BEEN SECURED. REQUESTS FOR USAID/OFDA ASSISTANCE SHOULD INDICATE ANY LIMITATIONS ON THE SIZE AND CAPACITY OF THE RECEIVING AIRPORT, SEAPORT, AND/OR WAREHOUSE, INCLUDING THE AVAILABILITY OF DISCHARGE LABOR AND FACILITIES. REQUESTS ALSO SHOULD INDICATE WHETHER DOD AND UNIFORMED SERVICE PERSONNEL ARE AUTHORIZED TO TRAVEL IN-COUNTRY AS USAID/OFDA MAY USE DOD TO ASSIST WITH THE TRANSPORT OF EMERGENCY RELIEF COMMODITIES.

E. NGO/IO/U.N. FUNDING: USAID/OFDA PROVIDES FUNDING TO NGO AND INTERNATIONAL ORGANIZATIONS TO IMPLEMENT EMERGENCY PROGRAM ASSISTANCE FOR DISASTER RESPONSE ACTIVITIES. NGOS WORKING DIRECTLY WITH THE DISASTER VICTIMS ARE USAID/OFDA'S PREFERRED FUNDING RECIPIENTS. NGOS DO NOT HAVE TO BE U.S.-BASED, NOR DO THEY HAVE TO BE REGISTERED WITH USAID. USAID/OFDA SOLICITS POST'S KNOWLEDGE AND EXPERIENCE WITH THE NGO COMMUNITY BEFORE REACHING A FUNDING DECISION. THE LOCAL RED CROSS/RED CRESCENT SOCIETIES CAN BE SUPPORTED WITH USAID/OFDA FUNDS THROUGH GRANTS TO THE AMERICAN RED CROSS, THE INTERNATIONAL COMMITTEE OF THE RED CROSS AND RED CRESCENT SOCIETY (ICRC), AND/OR THE INTERNATIONAL FEDERATION OF RED CROSS AND RED CRESCENT SOCIETIES (IFRC) IN GENEVA, SWITZERLAND.

POSTS ARE ENCOURAGED TO REVIEW NGO PROPOSALS AND IO OR U.N. APPEALS AND PROVIDE RECOMMENDATIONS. SPECIFICALLY, POSTS SHOULD REVIEW NGO PROPOSALS TO ENSURE THAT THEY ARE PREPARED ACCORDING TO USAID/OFDA'S GRANT PROPOSALS AND REPORTING GUIDELINES (AVAILABLE AT [WWW.USAID.GOV/HUM\\_RESPONSE/OFDA/FILES/PVOGUIDE.PDF](http://WWW.USAID.GOV/HUM_RESPONSE/OFDA/FILES/PVOGUIDE.PDF)), AND INCLUDE ALL REQUESTED INFORMATION. IF A USAID/OFDA REGIONAL ADVISOR OR OTHER USAID/OFDA FIELD REPRESENTATIVE IS WORKING WITH POST ON THE DISASTER RESPONSE, THE REGIONAL ADVISOR'S PRIOR CLEARANCE OR COMMENTS NORMALLY SHOULD BE OBTAINED. THE MISSION- ENDORSED PROPOSAL IS REVIEWED BY USAID/OFDA/WASHINGTON AND SHARED WITH THE APPROPRIATE USAID GEOGRAPHIC BUREAU, AS NECESSARY, BEFORE THE FUNDING ACTIVITY IS APPROVED.

IN REVIEWING GRANT PROPOSALS, POSTS SHOULD BE MINDFUL OF USAID ACQUISITION AND ASSISTANCE POLICY DIRECTIVE (AAPD) 02-04, WHICH REFERS TO U.S. EXECUTIVE ORDERS AND LAWS THAT PROHIBIT TRANSACTIONS WITH ORGANIZATIONS ASSOCIATED WITH TERRORISM AND WHICH REQUIRES INCLUSION OF CERTAIN SPECIFIED LANGUAGE IN ALL USAID CONTRACTS AND ASSISTANCE INSTRUMENTS. IN ADDITION, POSTS SHOULD BE MINDFUL OF AAPD 02-19, WHICH REQUIRES ALL NGO RECIPIENTS OF USAID ASSISTANCE TO CERTIFY THAT THEY DO NOT PROVIDE MATERIAL SUPPORT AND RESOURCES FOR TERRORIST ACTS. IT IS THE LEGAL RESPONSIBILITY OF THE RECIPIENT TO ENSURE COMPLIANCE WITH THESE EXECUTIVE ORDERS AND LAWS.

IN EXECUTING A GRANT TO AN NGO, USAID/OFDA CAN PROVIDE A MISSION FUND CITE IF THE MISSION HAS LOCAL CONTRACTING OR GRANT AUTHORITY, OR USAID/WASHINGTON CAN CONTRACT DIRECTLY WITH THE NGO'S HEADQUARTERS. (NOTE: WHEN PROVIDING FUNDS TO A NON-USAID POST, THE COMMITMENT IS RECORDED AT USAID/WASHINGTON AND THE POST IS REQUIRED TO FORWARD THE OBLIGATING DOCUMENT TO USAID/OFDA. THE FAILURE TO PROVIDE THE OBLIGATING DOCUMENT MAY RESULT IN THE DE-OBLIGATION OF THE FUNDS. END NOTE.) USAID/OFDA WILL MONITOR AND EVALUATE THE PERFORMANCE OF USAID/OFDA-FUNDED RELIEF EFFORTS IN ACCORDANCE WITH USAID/OFDA'S GUIDELINES.

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USAID/OFDA SECTOR-SPECIFIC ASSISTANCE  
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12. SECTOR-SPECIFIC ASSISTANCE: USAID/OFDA MAY PROVIDE ASSISTANCE, IN ADDITION TO PERFORMING OR SUPPORTING ASSESSMENTS, INCLUDING BUT NOT LIMITED TO THE FOLLOWING SECTORS:

A. SHELTER: USAID/OFDA CAN PROVIDE EMERGENCY SHELTER SUPPLIES OR SUPPORT THE LOCAL PURCHASE OF SHELTER MATERIALS, IF NEEDED. WHEN AND

WHERE POSSIBLE, USAID/OFDA PROMOTES THE USE OF LOCAL MATERIALS AND LABOR, WHICH OFTEN RESULTS IN LOCALLY-ACCEPTABLE EMERGENCY SHELTER SOLUTIONS AND CONSIDERABLE -- AND CRITICALLY NEEDED -- EMPLOYMENT GENERATION, AS WELL AS OPPORTUNITIES FOR MITIGATING THE EFFECTS OF NATURAL HAZARDS SUCH AS EARTHQUAKES OR FLOODS. THESE SOLUTIONS MIGHT INCLUDE SUPPORT OF HOST/GUEST FAMILY ARRANGEMENTS, PROVISION OF MATERIALS TO SUPPORT MINIMAL REPAIRS TO A PORTION OF DAMAGED/DESTROYED HOUSING, OR SUPPORT OF TRANSITIONAL SOLUTIONS THAT CAN "JUMP-START" THE PROCESS OF INCREMENTAL SHELTER PROVISION. BECAUSE USAID/OFDA DOES NOT ENCOURAGE THE ESTABLISHMENT OF TENT CAMPS FOR VARIOUS PUBLIC HEALTH, ENVIRONMENTAL, SOCIAL, AND ECONOMIC REASONS, TENTS WILL BE PROVIDED ONLY IN RARE CIRCUMSTANCES.

B. WATER: USAID/OFDA MAY FUND NGO ACTIVITIES SUCH AS WELL REHABILITATION, POTABLE WATER PRODUCTION, LOCAL DISTRIBUTION TO CRITICAL AREAS, AND SUPPORT TO COMMUNITY OPERATION AND MAINTENANCE ORGANIZATIONS. USAID/OFDA CAN ALSO PROVIDE TEN-LITER COLLAPSIBLE WATER CONTAINERS, WATER BLADDERS, AND A LIMITED NUMBER OF PORTABLE WATER PURIFICATION UNITS.

C. SANITATION: USAID/OFDA RECOGNIZES THE IMPORTANCE OF THE PROVISION OF SANITATION FACILITIES AND THE PROMOTION OF SOUND HYGIENE PRACTICES IN CONJUNCTION WITH WATER SUPPLY INTERVENTIONS. USAID/OFDA MAY FUND NGO ACTIVITIES SUCH AS LATRINE CONSTRUCTION, SOLID WASTE MANAGEMENT, AND HYGIENE TRAINING MAY BE FUNDED BY USAID/OFDA.

D. HEALTH: USAID/OFDA PROVIDES FUNDING FOR BASIC HEALTH SUPPORT PROGRAMS, AS WELL AS MEDICAL SUPPLIES AND ESSENTIAL MEDICATIONS FROM USAID-APPROVED SOURCES FOR EMERGENCY HEALTH PROGRAMS. USAID/OFDA WILL SUPPORT PUBLIC HEALTH INTERVENTIONS, EMERGENCY IMMUNIZATION PROGRAMS, AND CLINICAL PUBLIC HEALTH SERVICES FOR SPECIFICALLY TARGETED GROUPS FOLLOWING DISASTERS. USAID/OFDA WILL NOT FUND THE PHYSICAL RECONSTRUCTION OF HOSPITALS.

E. FOOD: THE USG'S FOOD PROGRAMS ARE ADMINISTERED BY USAID'S OFFICE OF FOOD FOR PEACE (USAID/FFP) AND THE U.S. DEPARTMENT OF AGRICULTURE'S FOREIGN AGRICULTURAL SERVICE (USDA/FAS). INFORMATION ABOUT THESE PROGRAMS IS AVAILABLE AT [WWW.USAIID.GOV/HUM\\_RESPONSE/FFP](http://WWW.USAIID.GOV/HUM_RESPONSE/FFP) AND [WWW.FAS.USDA.GOV](http://WWW.FAS.USDA.GOV) WEBSITES. USAID/OFDA DOES NOT PROVIDE DIRECT EMERGENCY FOOD AID. HOWEVER, IN SITUATIONS WHERE THERE IS NO USAID/FFP FOOD AID IN THE PIPELINE AND THE SITUATION IS DIRE, USAID/OFDA MAY PROVIDE FUNDS TO POSTS TO PURCHASE EMERGENCY FOOD SUPPLIES LOCALLY AND/OR FUND EMERGENCY NGO INTERNAL PURCHASE PROGRAMS FOR A LIMITED DURATION UNTIL OTHER SOURCES ARE IDENTIFIED. USAID/OFDA MAY ALSO PURCHASE BLENDED FOODS FOR SUPPLEMENTARY OR THERAPEUTIC FEEDING PROGRAMS.

F. AGRICULTURE AND LIVESTOCK: USAID/OFDA CAN SUPPORT THE DISTRIBUTION OF SEEDS AND TOOLS TO SUBSISTENCE FARMERS THROUGH A VARIETY OF MECHANISMS, DEPENDING ON THE TYPE OF DISASTER. SEED PROGRAMS SHOULD BE TAILORED TO THE SITUATION. FOR EXAMPLE, SEED FAIR AND VOUCHER PROGRAMS MAY BE MOST APPROPRIATE WHEN MARKET ACCESS IS AN ISSUE, WHILE LACK OF AVAILABLE SEED MAY BE DEALT WITH THROUGH PROGRAMS THAT DIRECTLY DISTRIBUTE PROCURED SEED TO FARMERS. USAID/OFDA MAY ALSO CONSIDER FUNDING EMERGENCY DESTOCKING OR FEEDING OF LIVESTOCK IN PROLONGED DROUGHT SITUATIONS, BUT WILL NOT/NOT FUND ANIMAL RESTOCKING AS AN EMERGENCY RESPONSE.

G. OTHER: USAID/OFDA CAN SUPPORT A WIDE RANGE OF HUMANITARIAN ACTIVITIES INCLUDING TECHNICAL ASSISTANCE SUPPORT FOR DONOR COORDINATION UNITS, SEARCH AND RESCUE EFFORTS, AND NGO FOOD MONITORING AND SURVEILLANCE. USAID/OFDA ENCOURAGES MISSIONS TO PROMOTE DONOR COORDINATION AND HOST GOVERNMENT COORDINATION GROUPS, WHERE NONE EXIST. USAID/OFDA WILL CO-FINANCE EMERGENCY PROGRAMS WITH OTHER DONORS WHEN NEEDED. USAID/OFDA ALSO MAINTAINS A MILITARY LIAISON UNIT (MLU) TO FACILITATE CIVILIAN-MILITARY ACTIVITIES THROUGH COLLABORATIVE PLANNING, OPERATIONS, AND TRAINING. THE MLU MAY BE CALLED UPON FOR LIAISING WITH MILITARY ORGANIZATIONS.

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ACCOUNTABILITY  
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13. DISASTER ASSISTANCE IS SUBJECT TO THE SAME AUDIT OVERSIGHT AS OTHER FORMS OF AID. GRANT RECIPIENTS AND CONTRACTORS ARE ACCOUNTABLE FOR FUNDS, SUPPLIES, MATERIALS, AND EQUIPMENT IN ACCORDANCE WITH THE TERMS OF THEIR GRANTS AND CONTRACTS. INTERNATIONAL DISASTER ASSISTANCE LEGISLATION CONTAINS A NOTWITHSTANDING CLAUSE ENABLING GOODS AND SERVICES TO BE PROCURED OUTSIDE THE STANDARD USG AND USAID PROCEDURES DURING EMERGENCIES. POSTS SHOULD, NEVERTHELESS, VERIFY THAT CONTRACTORS AND GRANTEEES ARE RESPONSIBLE AND THAT GOODS AND SERVICES ARE REASONABLY PRICED. USAID MISSIONS IN RECIPIENT COUNTRIES ARE RESPONSIBLE FOR MONITORING GRANTEE AND CONTRACTOR PROGRAMS, INCLUDING DISASTER FUNDS DISBURSEMENT AND ACCOUNTING. ANY QUESTIONS REGARDING THE NOTWITHSTANDING CLAUSE CAN BE DIRECTED TO THE USAID/GENERAL COUNSEL/DCHA, THE REGIONAL LEGAL ADVISOR, OR THE USAID/OFDA PROGRAM SUPPORT (PS) DIVISION.

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AFTER THE DISASTER RESPONSE  
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14. USAID/OFDA REQUESTS FROM THE MDRO A FINAL REPORTING CABLE SUMMARIZING THE DISASTER EVENT, PEOPLE AND SECTORS AFFECTED, AND ASSISTANCE PROVIDED. THE MDRO SHOULD ALSO ORGANIZE AN AFTER ACTION REVIEW WITH POST AND OTHER USG OFFICIALS UPON COMPLETION OF THE RELIEF EFFORT. USAID OFFICIALS MAY BE ASKED TO PARTICIPATE IN A USAID/OFDA AFTER ACTION REVIEW.

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USAID/OFDA REGIONAL OFFICES  
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15. USAID/OFDA REGIONAL ADVISORS: USAID/OFDA MAINTAINS REGIONAL OFFICES IN SEVERAL LOCATIONS WORLDWIDE TO ASSIST IN RESPONDING TO DISASTERS AND TO DEVELOP RISK MANAGEMENT STRATEGIES. USAID/OFDA/WASHINGTON STRONGLY ADVISES POSTS TO MAINTAIN REGULAR COMMUNICATION WITH THEIR USAID/OFDA REGIONAL ADVISORS, AND REGIONAL ADVISORS SHOULD BE KEPT INFORMED OF MDRO ACTIVITIES AND ARE AVAILABLE TO VISIT POSTS AND PERFORM EMERGENCY DISASTER ASSESSMENTS UPON REQUEST. USAID/OFDA REGIONAL ADVISORS SHOULD BE THE FIRST POINT OF CONTACT IF A USAID/OFDA REGIONAL OFFICE EXISTS IN YOUR REGION. THE FOLLOWING SIX PARAGRAPHS IDENTIFY THE LOCATION AND CONTACT INFORMATION FOR THE VARIOUS USAID/OFDA REGIONAL OFFICES AND SUB-OFFICES.

A. EAST AND CENTRAL AFRICA: MS. KIM SMITH IS USAID/OFDA'S ACTING PRINCIPAL REGIONAL ADVISOR FOR EAST AND CENTRAL AFRICA IN NAIROBI, KENYA. OTHER REGIONAL ADVISORS ARE MS. MIA BEERS AND MR. JACK MYER. USAID/OFDA'S EAST AND CENTRAL AFRICA REGIONAL OFFICE CAN BE REACHED AT 254-2-862-920.

B. SOUTHERN AFRICA: MR. HARLAN HALE IS USAID/OFDA'S PRINCIPAL REGIONAL ADVISOR FOR SOUTHERN AFRICA IN PRETORIA, SOUTH AFRICA. MR. DAVID CHIKODZORE IS THE REGIONAL TECHNICAL ADVISOR FOR SOUTHERN AFRICA. USAID/OFDA'S SOUTHERN AFRICA OFFICE CAN BE REACHED AT 27-12-452-2000 EXT. 262.

C. WEST AFRICA: MS. REGINA DAVIS IS USAID/OFDA'S PRINCIPAL REGIONAL ADVISOR FOR WEST AFRICA IN DAKAR, SENEGAL. USAID/OFDA'S WEST AFRICA OFFICE CAN BE REACHED AT 221-869-6164.

D. ASIA AND THE PACIFIC: MR. TOM DOLAN IS USAID/OFDA'S ASIA AND PACIFIC SENIOR REGIONAL ADVISOR IN BANGKOK, THAILAND AND MS. MARIZA ROGERS SERVES AS A REGIONAL ADVISOR. THEY CAN BE REACHED AT 66-2-205-5368. AN ADDITIONAL ASIA REGIONAL ADVISOR, MR. WILLIAM BERGER, IS BASED IN KATHMANDU, NEPAL, AND CAN BE REACHED AT 977-1-427-0144.

E. LATIN AMERICA AND THE CARIBBEAN: MR. TIM CALLAGHAN IS USAID/OFDA'S ACTING SENIOR REGIONAL ADVISOR FOR LATIN AMERICA AND THE CARIBBEAN (LAC) IN SAN JOSE, COSTA RICA. OTHER LAC REGIONAL ADVISORS ARE MR. RENE CARRILLO, MR. ALEJANDRO JAMES, AND MR. PHIL GELMAN. THEY ARE AVAILABLE AT TELEPHONE NUMBER 506-296-3554 OR AT 506-231-6805. AN ADDITIONAL LAC REGIONAL ADVISOR, MS. JULIE LEONARD, IS BASED IN BRIDGETOWN, BARBADOS AND CAN BE REACHED AT 246-228-8584.

F. EUROPE, MIDDLE EAST, AND CENTRAL ASIA: MR. ROB ANDREW IS THE REGIONAL ADVISOR FOR EUROPE, MIDDLE EAST, AND CENTRAL ASIA BASED IN WASHINGTON, D.C. MR. ANDREW CAN BE REACHED AT 202-712-4419.

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USAID/OFDA WASHINGTON CONTACTS  
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16. ALL REQUESTS FOR FUNDS, SITUATION REPORTS, AND OTHER INFORMATION SHOULD BE DIRECTED TO THE USAID/OFDA/WASHINGTON STAFF: EAST AND CENTRAL AFRICA (ACTING) MR. TIM MCRAE: 202-712-1126); SOUTHERN, WEST, AND NORTH AFRICA (MS. SUREKA KHANDAGLE: 202-712- 4225); ASIA AND THE PACIFIC/LATIN AMERICA AND THE CARIBBEAN (MR. ROB THAYER: 202-712-1257); AND EUROPE, MIDDLE EAST, AND CENTRAL ASIA (MR. GEORGE HAVENS: 202-712-4181). IF THE REGIONAL COORDINATOR IS NOT AVAILABLE, AN ALTERNATIVE CONTACT IS MR. MICHAEL MARX, USAID/OFDA'S DISASTER RESPONSE TEAM LEADER. MR. MARX CAN BE CONTACTED AT 202-712-0853. CONTACT INFORMATION IS REGULARLY UPDATED ON USAID/OFDA'S WEBSITE USAID.GOV/HUM\_RESPONSE/OFDA/DRMPHONE.HTML. THE FUNCTIONAL COORDINATOR FOR NGOS, IOS, AND DONORS IS MS. ANITA MENGHETTI (202-712-4946). THE NAME AND CONTACT INFORMATION OF THE APPROPRIATE REGIONAL COORDINATOR OR OTHER DESIGNATED TEAM MEMBER WILL BE INCLUDED IN USAID/OFDA'S CABLE RESPONSE TO THE DISASTER DECLARATION. MISSIONS/EMBASSIES ALSO MAY CALL USAID/OFDA AT 202- 712-0400 DURING DAYTIME HOURS (0800-1700 HOURS LOCAL TIME) IN WASHINGTON, D.C. AFTER BUSINESS HOURS, EVENINGS, WEEKENDS, AND HOLIDAYS, THE USAID/OFDA DUTY OFFICER CAN BE CONTACTED

BY CALLING THE STATE DEPARTMENT'S OPERATIONS CENTER AT 202-647-1512.  
USAID/OFDA'S FAX NUMBERS ARE: 202-216-3706/3707.

17. BUJUMBURA, DUSHANBE, KABUL, AND KHARTOUM MINIMIZE CONSIDERED.  
POWELL

UNCLASSIFIED

<b>File name</b>	<b>Notice</b>	<b>Effective Date</b>	<b>Editorial Revision Date</b>	<b>ADS CD No.</b>	<b>Remarks</b>
iu2_0401_022004_cd35	02/17/2004 Cables released 10/03/2003 and 01/29/2004	10/03/2003 and 01/29/2004	N/A	ADS CD 35	New – replaces Series 200 IU 03-02

Iu2\_0401\_022204\_w022404\_cd35