USAID/DCHA Office of U.S. Foreign Disaster Assistance (OFDA) Guidance for Disaster Planning and Response – FY 2011

A Mandatory Reference for ADS Chapter 251

USAID/DCHA Office of U.S. Foreign Disaster Assistance (OFDA) Guidance for Disaster Planning and Response - FY 2011

UNCLASSIFIED

Action Office:	ECON, ALDACS, AID, POL, KUSLO, CONS, PAS

MRN:	11 STATE 4720
Date/DTG:	Jan 15, 2011 / 150531Z JAN 11
From:	SECSTATE WASHDC
Action:	PORT AU PRINCE, AMEMBASSY *PRIORITY*; CDR USAFRICOM STUTTGART GE *PRIORITY*; CDR USSOUTHCOM MIAMI FL *PRIORITY*; CDR USSTRATCOM OFFUTT AFB NE *PRIORITY*; DEPT OF HHS WASHINGTON DC *PRIORITY*; DIA WASHINGTON DC *PRIORITY*; HQ USCENTCOME MACDILL AFB FL *PRIORITY*; HQ USEUCOM VAIHINGEN GE *PRIORITY*; HQ USJFCOM NORFOLK VA *PRIORITY*; HQ USPACOM HONOLULU HI *PRIORITY*; HQ USSOCOM MACDILL AFB FL *PRIORITY*; HQ USSOUTHCOM J2 MIAMI FL *PRIORITY*; HQ USTRANSCOM SCOTT AFB IL *PRIORITY*; JOINT STAFF WASHINGTON DC//J3/J4/J5// *PRIORITY*; NATIONAL SECURITY COUNCIL WASHINGTON DC *PRIORITY*; OSD WASHINGTON DC *PRIORITY*; WASHINGTON DC, SECDEF *PRIORITY*; US NORTHCOM *PRIORITY*; ALL DIPLOMATIC AND CONSULAR POSTS COLLECTIVE *PRIORITY*
E.O.:	13526
TAGS:	EAID, SOCI, PREF, PHUM
Reference:	State 090265 (August 26, 2010) State 014874 (February 18, 2010)
Pass Line:	PASS TO USAID/DIRECTORS/REPS AMEMBASSY DCMS, PASS TO MISSION DISASTER RELIEF OFFICERS, GENEVA FOR NKYLOH, ROME FOR USAID/OHA HSPANOS, USUN FOR DMERCADO, BRUSSELS FOR PBROWN, NSS FOR CBROUGHTON
Subject:	USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response - FY 2011

UNCLAS STATE 004720

PASS TO USAID/DIRECTORS/REPS

AMEMBASSY DCMS, PASS TO MISSION DISASTER RELIEF OFFICERS, GENEVA FOR NKYLOH, ROME FOR USAID/OHA HSPANOS, USUN FOR DMERCADO, BRUSSELS FOR PBROWN, NSS FOR CBROUGHTON

E.O. 13526: N/A
TAGS: EAID, SOCI, PREF, PHUM
SUBJECT: USAID/DCHA Office of U.S. Foreign Disaster Assistance's Guidance for Disaster Planning and Response - FY 2011

REF: (A) State 090265 (August 26, 2010) (B) State 014874 (February 18, 2010)

1. This is an action cable. Please see paragraph 6.

2. Summary: This cable provides guidance to all posts concerning support from USAID/DCHA's Office of U.S. Foreign Disaster Assistance (USAID/OFDA) before, during, and after the occurrence of natural disasters and complex emergencies abroad in Fiscal Year (FY) 2011. USAID/OFDA's mission and capabilities for coordinating and managing U.S. Government (USG) assistance in response to disasters and crises are also outlined. Procedures highlight the need for continuous USAID/OFDA, USAID mission, and U.S. Embassy collaboration in the planning process for disasters as well as regular and sustained communication between Mission Disaster Relief Officers (MDROs) and USAID/OFDA Regional Advisors and Regional Coordinators to ensure timely, appropriate, and effective USG emergency and humanitarian assistance. Relief assistance for ongoing disasters requires a re-declaration cable at the beginning of each USG fiscal year (October 1). The guidance provided in this cable should be used in conjunction with USAID's Automated Directives System (ADS) 251 on international disaster assistance and the Foreign Affairs Manual (2 FAM 061.1-066.8, including section 2 FAM 066.3(d)) on assistance to internally displaced persons. Posts are encouraged to contact USAID/OFDA regional advisors in the field and Regional Coordinators in Washington, DC, for additional information, guidance, and clarifications. This cable has also been cleared by State F and State M/PRI. End summary.

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3. The following is a table of contents of the paragraphs included in this cable:

20. Donations guidance
21. USAID/OFDA regional offices
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USAID/OFDA's Mission
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4. USAID/OFDA, within the Bureau for Democracy, Conflict, and Humanitarian Assistance (DCHA), is responsible for providing international disaster and humanitarian assistance and coordinating the USG response to declared disasters in foreign countries. USAID/OFDA's mandate is to save lives, alleviate human suffering, and reduce the economic impact of disasters. Through support for programs in disaster mitigation, preparedness, and training, USAID/OFDA also seeks to address the underlying hazards and vulnerabilities that create disaster risks and exacerbate impacts. USAID/OFDA carries out its mandate in coordination with the affected country, other USG agencies and offices, donor governments, international organizations (IOs) including U.N. agencies, and non-governmental organizations (NGOs). (Note: USAID/OFDA's responsibility and authority are specified in the Foreign Assistance Act of 1961, as amended, sections 491-493 and from delegated Presidential Authority. End note.)

Designation and Role of an MDRO
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5. USAID/ODFA works closely with USAID Missions and Embassies around the world for preparedness, planning and disaster and humanitarian assistance. The Mission Disaster Relief Officer (MDRO) is appointed by the Chief of Mission (CoM) and is the focal point at post for disaster-related information, planning, and activities affecting the host country. Designation of an MDRO is a requirement per 12 Foreign Affairs Handbook 1 H-244.10. In posts that have a USAID Mission, the CoM often delegates the responsibility for selecting the MDRO and the alternate MDRO to the USAID Mission Director. The MDRO should be a regular member of the post's Emergency Action Committee (EAC) and is responsible for preparing and maintaining Annex J of the Emergency Action Plan (EAP), entitled Assistance to Host Country in a Major Accident or Disaster. The MDRO serves as the incident commander for Annex J and ensures that post personnel are familiar with its contents. This section of the EAP is also referred to as the Mission Disaster Relief Plan. The template for Annex J can be downloaded from the State Department intranet at http://arpsdir.a.state.gov/fam/12fah01/12fah010000anJ.html.   If the MDRO is not routinely included in EAC meetings, USAID/OFDA encourages the MDRO to brief the EAC at least once a year on the status of Annex J of the EAP.   The EAC needs to know who the MDRO is and that the MDRO is the focal point for disaster preparedness and response issues related to the host population. The MDRO should be familiar with host government disaster authorities and capabilities and other potential humanitarian partners and continually liaise with the USAID/OFDA Principal Regional Advisor and staff at post from the Department of Defense (DoD) and the State Department's Bureau of Population, Refugees, and Migration (State/PRM). An alternate MDRO assists and replaces the MDRO during periods of absence. USAID/OFDA recommends that the alternate MDRO be a Senior Foreign Service

National to provide consistency and continuity.

6. ACTION: It is essential that USAID/OFDA have the most current contact information on file for MDROs and alternates to facilitate a rapid USG response to a declared disaster. Posts should provide updated contact information for MDROs and alternates, including names, titles, tour end dates, contact numbers (office phone, home phone, cellular phone, and fax), and e-mail addresses to the USAID/OFDA Mission Disaster Preparedness Coordinator at missiondisasterpreparedness@usaid.gov. If your post has already provided updated contact information in response to Reftel A, and none of the contact information has changed, please disregard this request.

When a Disaster Occurs
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7. Initial steps: The MDRO should undertake several actions when a disaster occurs. The MDRO needs to verify the scope and magnitude of the event and the humanitarian consequences through established information contacts and networks, including host government officials, non-governmental organizations (NGOs), international organization (IO) representatives (including U.N. agencies), other embassies, and donors. The MDRO should then immediately notify the CoM and provide an overview of the situation. In some cases, depending on the nature of the disaster, the post's EAC will be convened. The MDRO's initial point of contact for response options should be USAID/OFDA's Principal Regional Advisor in the affected region to ensure effective communication flow and coordination (contact information in paragraph 19). If a disaster declaration is warranted, the MDRO will draft the disaster declaration cable (see paragraph 9), for approval by the CoM.

8. Issuing a disaster alert cable: If it appears likely that USG assistance may be necessary and appropriate, the MDRO should draft a disaster alert cable to USAID/OFDA providing background and current situation information regarding the disaster and post's anticipated course of action. This cable should be sent even if post has no immediate plans to request disaster assistance from USAID/OFDA. The addressee on the caption line of all field cables must be "DCHA/OFDA" for internal USAID routing purposes, and information provided in disaster alert cables should be unclassified.

9. Issuing a disaster declaration cable: While a disaster alert cable is not required (though strongly encouraged), a disaster declaration cable is necessary for USAID/OFDA to provide humanitarian assistance. In the event of a rapid-onset disaster that does not allow sufficient time for both a disaster alert and disaster declaration cable, only a disaster declaration cable is needed; however, this should be coordinated in advance with USAID/OFDA. To request assistance from USAID/OFDA in the disaster declaration cable, the CoM must determine that the disaster satisfies the following criteria: 1) the disaster is of such magnitude that it is beyond the host country's ability to respond adequately; 2) the host country has requested or will accept USG assistance; and 3) it is in the interest of the USG to provide assistance. This determination should be made in consultation with USAID/OFDA Principal 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 the Director of

USAID/OFDA. Important: when issuing the disaster declaration cable, posts should also email and/or fax a copy of the cable to USAID/OFDA in Washington to ensure that the cable is received quickly.

10. Information to include in the disaster declaration cable: The cable from post requesting USAID/OFDA's assistance needs to describe the disaster and provide the following information: 1) confirmation that the disaster satisfies the three declaration criteria (see paragraph 9); 2) the extent to which the host country needs assistance to respond adequately to the disaster; and 3) the intended use of requested resources, including recommended organization(s) through which funds will be channeled. Other requested information includes estimated numbers of people killed, injured, affected, and displaced/homeless; immediate humanitarian needs; disaster background information such as geographic location and damage to infrastructure, crops, and livestock; other donor efforts/contributions; and additional information from available assessment reports as appropriate.

11. Disaster assistance request: The CoM can request up to USD 50,000 for immediate disaster relief from USAID/OFDA. Any assistance requested above this amount must be coordinated with, and approved by, USAID/OFDA in advance of transmitting the cable. These funds are to be used for immediate disaster relief or rehabilitation, not for long-term reconstruction or to purchase food. Post should award funds within 24 hours, but not later than 72 hours, after receipt of the USAID/OFDA response cable. Humanitarian and relief assistance should generally be designated for existing implementing organizations rather than for host nation institutions. Relief assistance may be provided for as long as a humanitarian emergency exists, within the fiscal year, and as verified by USAID/OFDA Principal Regional Advisor. For ongoing disasters, additional funds may be provided the following fiscal year if the disaster is re-declared.

12. Coordination with consular section: Although the MDRO is only responsible for disaster-related issues affecting the host population, the MDRO should notify the chief of the consular section as soon as possible after a disaster occurs. The consular section is responsible for ascertaining the welfare of American citizens who may be affected by the disaster and for warning Americans not to travel to the disaster zone. When known, the MDRO should share information with the consular section about any American casualties resulting from the disaster and should advise Americans encountered in the disaster area to contact the consular section. The consular section frequently receives "welfare and whereabouts" queries from concerned family members in the initial stages of a crisis or after a disaster has occurred.

13. Other significant actions by the MDRO: In addition to the above actions, the MDRO should start a log of significant events and provide regular, numbered situation report cables to USAID/OFDA that update and expand on the initial disaster declaration cable. The MDRO should alert and/or maintain regular contact with relevant organizations, including host government officials, USAID/OFDA Principal Regional Advisors, DoD representatives, State Department staff, NGOs, IOs, including U.N. agencies, and other donors; brief the EAC as necessary; gather preliminary assessments of funding, commodity, and other operational requirements, including logistics and transport; and identify potential relief channels. The MDRO should also keep the embassy's public affairs officer advised of both the scope of the disaster and the details of the mission's response.

How USAID/OFDA Provides Assistance
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14. Capabilities: In addition to releasing up to USD 50,000 for immediate disaster relief, USAID/OFDA has several other response options, including the 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 and IO, including U.N. agencies, emergency assistance proposals or appeals. (Note: Except for deployment of Regional Advisors and assessment teams, all USAID/OFDA response options require issuance of a disaster declaration. End note.) The decision, made by the USAID/OFDA Director, to use these additional capacities is based on the magnitude of the disaster and the host country's own response capabilities. These response options are described below:

A. Principal Regional Advisors: Principal Regional Advisors are the first point of contact for the MDRO and often the first to arrive on the disaster scene. USAID/OFDA Regional Advisors conduct vulnerability and damage assessments, provide pre-disaster guidance, coordinate with other donors, work closely with U.N. agencies, Red Cross/Red Crescent societies, and NGOs, monitor and report on program, determine need for relief commodities, and coordinate with post on overall USG relief efforts. (Note: See paragraph 20 for Principal Regional Advisor contact information. End note.)

B. Assessment team: USAID/OFDA's assessment teams are typically composed of both regional and sector-specific specialists (such as experts in health, nutrition, agriculture, water and sanitation, shelter, geo-hazards, logistics, protection, and disaster management), as well as management staff familiar with USAID/OFDA policies, procedures, and general coordination and programmatic functions. The assessment team provides information and recommendations to make timely decisions regarding the USG disaster response.

C. Disaster Assistance Response Team (DART): If the size or complexity of the disaster merits, a DART may be deployed to a disaster-stricken country at the discretion of the USAID/OFDA Director, with the concurrence of the CoM. The DART assists post with the management of the USG response to the disaster. The DART Leader reports to the CoM, to ensure that USG disaster relief efforts are coordinated, and concurrently to the USAID/OFDA Response Director in Washington to ensure that USAID/OFDA's mandate and mission are carried out effectively. DART Team composition is determined by the USAID/OFDA Director. Specific information on the composition, capabilities, and support needs of the DART will be provided to post via cable upon team deployment.

D. USAID/OFDA relief commodities: USAID/OFDA may provide disaster relief commodities (such as blankets, plastic sheeting, and water containers) from USAID/OFDA's various worldwide stockpiles when appropriate. USAID/OFDA can contract transportation services via sealift or land transport. USAID/OFDA may also fund air transport of emergency commodities when urgent delivery is required. Commodity shipment requests must identify the responsible consignee and in-country point of contact, including name, 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 should also indicate whether uniformed service personnel and/or other DoD staff are authorized to travel in-country, as USAID/OFDA may use DoD in a supporting role to assist with the transport of emergency relief commodities when, for example, commercial alternatives are unavailable or when unique military capabilities can expedite relief efforts during urgent, life-saving situations. USAID/OFDA may request post's assistance, when necessary, in arranging for customs clearance for any commodities.

E. NGO and IO funding: USAID/OFDA can provide funding to NGOs and IOs, including U.N. agencies, to implement emergency programs. NGOs do not have to be U.S.-based, nor do they have to be registered as private voluntary organizations with USAID, to be eligible to receive International Disaster Assistance (IDA) funding. USAID/OFDA solicits post's expertise, via the MDRO, about capabilities within the NGO community when making funding decisions. USAID/OFDA may support local Red Cross/Red Crescent societies with direct grants or through the American Red Cross, the International Federation of Red Cross and Red Crescent Societies (IFRC), and/or, in consultation with State/PRM, the International Committee of the Red Cross (ICRC). Alternatively, USAID/OFDA may provide funds in a fund citation for missions to enter into a direct agreement with local Red Cross/Red Crescent societies. Please note that USAID has designated the IFRC as a Public International Organization (PIO) for grant-making purposes. Additional PIOs include U.N. agencies, the International Organization for Migration (IOM), and ICRC.

Accountability
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15. 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, cooperative agreements, and contracts. International disaster assistance legislation contains a "notwithstanding" clause enabling goods and services to be procured outside federal acquisition regulations during an emergency. As a matter of policy, the clear preference is for USAID to follow standard procurement procedures, to the maximum extent possible, for routine disaster procurement. It is acknowledged, however, that the interests of competition are secondary and must give way to the overriding objective of providing humanitarian assistance on a timely basis. Posts should, nevertheless, verify that contractors and grantees 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 assistant general counsel/DCHA or the regional legal advisor.

16. Section 2110 of the Emergency Supplemental Appropriations Act for Defense, the Global War on Terror, and Tsunami Relief, 2005, provides that none of the funds under the heading International Disaster Assistance (IDA) may be obligated to an organization that fails to adopt a code of conduct providing for the protection of beneficiaries of assistance under such heading

from sexual exploitation and abuse in humanitarian relief operations. This provision applies to funds obligated for FY 2005 and for subsequent fiscal years. To this end, the following language should be included in all IDA-funded awards: Code of conduct for the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations:

-- as a condition for this award, it is understood by USAID and affirmed by the recipient that the recipient has adopted a code of conduct for the protection of beneficiaries of assistance from sexual exploitation and abuse in humanitarian relief operations. Such code of conduct must be consistent with the United Nations Inter-Agency Standing Committee (IASC) task force on protection from sexual exploitation and abuse in humanitarian crises, which includes the following core principles:

-- sexual exploitation and abuse by humanitarian workers constitute acts of gross misconduct and are therefore grounds for termination of employment;

-- sexual activity with children (persons under the age of 18) is prohibited regardless of the age of majority or age of consent locally. Mistaken belief in the age of a child is not a defense;

-- exchange of money, employment, goods, or services for sex, including sexual favors or other forms of humiliating, degrading, or exploitative behavior is prohibited. This includes exchange of assistance that is due to beneficiaries;

-- sexual relationships between humanitarian workers and beneficiaries are strongly discouraged, since they are based on inherently unequal power dynamics. Such relationships undermine the credibility and integrity of humanitarian aid work;

-- where a humanitarian worker develops concerns or suspicions regarding sexual abuse or exploitation by a fellow worker, whether in the same humanitarian aid agency or not, s/he must report such concerns via established agency reporting mechanisms; and

-- humanitarian workers are obliged to create and maintain an environment which prevents sexual exploitation and abuse and promotes the implementation of their code of conduct. Managers at all levels have particular responsibilities to support and develop systems which maintain this environment.

USAID/OFDA Sector-Specific Assistance
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17. USAID/OFDA may provide assistance and perform or support assessments in, but not limited to, the sectors listed below. For additional sector information, please see the Additional Program Description Requirements for the appropriate sector in the Guidelines for Unsolicited Proposals and Reporting:
http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/resources/pdf/updated_guidelines_unsolicited_proposals_reporting.pdf. Please also see the latest sector updates:
http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/sectors/index.html.

A. Protection: USAID/OFDA incorporates protection into its response planning and programs, which means minimizing the risks and addressing the effects of harm, exploitation, and abuse for disaster-affected populations. At a minimum, USAID/OFDA seeks to ensure that assistance programs "do no harm." USAID/OFDA approaches protection through both mainstreaming protection into other relief activities and stand-alone protection activities.

B. Shelter: USAID/OFDA can provide emergency shelter supplies or support the local purchase of shelter materials, if needed. When and where possible (and subject to "Buy America" requirements), USAID/OFDA promotes the use of local materials and labor, which often results in locally acceptable emergency shelter solutions and needed employment generation. In addition, USAID/OFDA promotes shelter solutions that mitigate the effects of such natural hazards as earthquakes or floods. Because USAID/OFDA does not encourage the establishment of tent camps for public health, environmental, social, and economic reasons, tents will be provided only in rare circumstances, and primarily as part of non-camp shelter responses.

C. Water: USAID/OFDA recognizes the critical role water quality and quantity play in the health and survival of affected populations. USAID/OFDA may fund the provision of water through water source development, water treatment, water storage, or rehabilitation of existing facilities. USAID/OFDA can also provide 10-liter collapsible water containers. Hygiene education in relation to the reduction of disease transmission must accompany any water project.

D. Sanitation and hygiene: USAID/OFDA recognizes the importance of addressing sanitation and hygiene issues during an emergency. To that effect, USAID/OFDA may fund activities related to the appropriate disposal of excreta. Hygiene promotion in relation the reduction of disease transmission must accompany any sanitation project.

E. Health: USAID/OFDA generally provides funding for primary health programs that address treatment, as well as health promotion and disease prevention of acute disease conditions. Medical supplies and essential drugs needed to support the emergency health programs will be funded if they come from USAID-approved sources. USAID/OFDA also funds the rehabilitation of clinics damaged by emergencies but will generally not fund the reconstruction of hospitals.

F. Nutrition: USAID/OFDA funds emergency nutrition programs, including supplementary feeding programs, community-based therapeutic care, and inpatient stabilization centers to treat and prevent acute malnutrition. Furthermore, USAID/OFDA will support nutritional surveys and surveillance as well as training in the management of malnutrition.

G. 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 and the impact on the overall seed system. Seed programs should be tailored to the situation and reflect analysis of constraints due to access and/or availability. With sufficient justification, appropriate methods may include direct distribution, vouchers, or fairs. For more detail, please see http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/sectors/mods/docs/seed_guidance.pdf. USAID/OFDA may also consider funding emergency livestock programs such as destocking, animal health programs, or feeding of livestock in prolonged drought situations, but will not fund animal restocking as an acute emergency response. Please see the

following for further guidance:
http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/sectors/mods/docs/livestock_guidances_11-19-02.pdf.

H. Economic recovery: Disasters can severely disrupt economies and livelihoods. Economic recovery initiatives should be grounded in an understanding of the relevant market systems, make use of local skills and assets, and lay the foundation for sustainable economic development.

I. Vulnerable Populations: USAID/OFDA recognizes the importance of identifying and addressing the needs of vulnerable populations which include women, children, older people, disabled people, people living with HIV/AIDS, and displaced people. Depending on the particular context, a person's ethnic origin, religion, or other distinguishing characteristic may increase his/her vulnerability to potentially dangerous circumstances. When and where possible, USAID/OFDA strives to identify the nature and characteristics of the most vulnerable populations; determine their needs and capacities; limit the harmful mechanisms in which these groups are forced to engage; include populations most at risk in important decision-making processes, thus empowering these groups in support of their own protection; and help avoid programming and implementation aspects that may aggravate the situation on the ground, thus increasing the population's vulnerabilities and risks. These actions should, of course, be undertaken without discriminating against other populations also vulnerable to potentially dangerous circumstances.

J. Other: USAID/OFDA can support a wide range of humanitarian activities, including technical assistance support for donor coordination units; urban search and rescue efforts; projects that support livelihoods; and chemical, biological, radiological, nuclear, and explosive (CBRNE) assessment and response (depending on the scope of the disaster). 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.

Coordination with DoD During Disaster Response
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18. Requests for U.S. military assistance in a disaster are transmitted via an Executive Secretariat memorandum from State, indicating that civilian first-responder capacities are overwhelmed or that unique U.S. military capabilities are required. Requirements for DoD support should be validated by USAID/OFDA prior to making such a request. State and USAID may request support on a reimbursable or non-reimbursable basis. DoD is not a provider of first resort in disasters; however, U.S. military support may be requested when DoD's unique capabilities can expedite relief efforts during urgent, life-saving situations. Examples of DoD support could include providing transportation support in the form of planes or helicopters to move relief commodities and humanitarian personnel, or sending engineering or medical teams. In addition, a DoD Humanitarian Assistance Survey Team (HAST) could deploy to the affected region, with the concurrence of the CoM and at the direction of the Geographic Combatant Commander, to support requested, validated DoD activities. In response to the State

or USAID request for support, the Secretary of Defense generally provides specific funding and authorities to the relevant Combatant Command to execute the disaster response operation in support of USAID/OFDA.

19. All DoD disaster response activities, including small projects funded through Combatant Commands or U.S. military services, should be coordinated with USAID/OFDA, even in cases when State or USAID do not make specific requests for DoD support. In such cases, and per DoD's requirement, USAID/OFDA will either validate the need or decline the offer of support from a humanitarian perspective. Validation does NOT necessarily mean that USAID/OFDA will fund the support, but rather confirms the value of DoD's offer. This ensures that all USG disaster response activities are well coordinated and adhere to the best practices of providing disaster assistance. USAID/OFDA's Military Liaison Unit (MLU) provides regular engagement and coordination with DoD prior to, during, and after disasters. MLU Humanitarian Assistance Advisors are permanently based at the following DoD Combatant Commands: Africa Command (AFRICOM), European Command (EUCOM), Central Command (CENTCOM), Pacific Command (PACOM) and Southern Command (SOUTHCOM). Northern Command (NORTHCOM) is covered by the Humanitarian Assistance Advisor based at SOUTHCOM. The MLU facilitates the Joint Humanitarian Operations Course (JHOC), a two-day course for U.S. military audiences on working with USAID/OFDA during disaster responses. For more information about the MLU or the JHOC please contact the unit at MLU@usaid.gov.

Donations Guidance
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20. USAID has developed a donations message, based on years of experience by the international humanitarian community, to manage the public's response to overseas disasters. Members of the public often respond to disasters by spontaneously collecting commodities or offering untrained volunteer services, both of which can seriously hamper relief efforts. Past experience has also demonstrated that public statements from USG officials concerning humanitarian aid are often misinterpreted as general pleas for any type of assistance, including commodities and volunteers. The most effective way the American public can assist relief efforts is by making cash contributions to humanitarian organizations that are conducting relief operations. Reftel B provides additional information about the most effective and appropriate ways the public can support humanitarian activities. The U.S. Embassy or USAID mission can assist with these efforts by recommending the use of messages in Reftel B in any public statements. Information on identifying humanitarian organizations that are accepting cash donations is also available from the Center for International Disaster Information (CIDI) - http://www.cidi.org or 703-276-1914 - and is also available at http://www.interaction.org. USAID does not accept in-country donations.

USAID/OFDA Regional Offices
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21. USAID/OFDA Principal Regional Advisors: USAID/OFDA Principal Regional Advisors should be the first point of contact if a USAID/OFDA regional office exists in the region. The

following sub-paragraphs identify the location and contact information for the various USAID/OFDA regional offices and sub-offices.

A. East and Central Africa: Ms. Georgianna Platt is USAID/OFDA's Principal Regional Advisor for East and Central Africa based in Nairobi, Kenya. Ms. Sureka Khandagle, Mr. Nicholas Cox, Dave Coddington, and Mr. Rick Quinby are Regional Advisors for East and Central Africa. USAID/OFDA's East and Central Africa regional office can be reached at 254-20-856-2920. Ms. Kate Farnsworth is the OFDA Senior Humanitarian Advisor based in Addis Ababa, Ethiopia. Ms. Farnsworth can be reached at 251-115-510-088. Mr. Tahir Ali is the OFDA Senior Humanitarian Advisor based in Khartoum, Sudan. He can be reached at 249-1-870-2-2000.

B. Southern Africa: Mr. Harlan Hale is USAID/OFDA's Principal Regional Advisor for Southern Africa based in Pretoria, South Africa. USAID/OFDA's Southern Africa regional office can be reached at 27-12-452-2000. Ms. Janice Wessel is a Regional Advisor for Southern Africa, based in Harare, Zimbabwe. Ms. Wessel can be reached at 263-4-250-993, extension 227.

C. West and North Africa: Ms. Regina Davis is USAID/OFDA's Principal Regional Advisor for West Africa based in Dakar, Senegal. Mr. Victor Bushamuka is the Regional Advisor for West Africa. USAID/OFDA's West Africa regional office can be reached at 221-33-869-6100.

D. South Asia: Mr. William Berger is USAID/OFDA's Principal Regional Advisor for South Asia. Additional Regional Advisors for South Asia are Mr. Robert Friedman and Ms. Andrea Tracy. These staff are located in Bangkok, Thailand, and can be reached at 66-2-257-3271. Ms. Kathrin Lauer is the Senior Humanitarian Advisor in Islamabad, Pakistan. She can be reached at 92-51-208-2986.

E. East Asia and the Pacific: Mr. Alan Dwyer is USAID/OFDA's Principal Regional Advisor for East Asia and the Pacific. Additional Regional Advisors in East Asia and the Pacific are Mr. Courtney Brown, Mr. Brian Heidel, and Mr. Ben Hemingway. All four advisors are based in Bangkok, Thailand. Mr. Dwyer, Mr. Heidel, and Mr. Hemingway can be reached at 66-2-257-3271. Mr. Brown can be reached at 66-2-257-3213. Mr. Justin Sherman is an OFDA Regional Advisor located in Manila, Philippines. He can be reached at 63-2-552-9902. Mr. Bart Deemer is OFDA's Senior Humanitarian Advisor based in Majuro, Marshall Islands. Mr. Deemer's contact number is 692-247-4011 ext. 223.

F. Latin America and the Caribbean: Mr. Tim Callaghan is USAID/OFDA's Senior Regional Advisor for Latin America and the Caribbean (LAC) based in San Jose, Costa Rica. Other LAC Regional Advisors are Mr. Rene Carrillo, Mr. Phil Gelman, Mr. John Kimbrough, Ms. Julie Leonard, and Mr. Sidney Velado. USAID/OFDA's LAC regional office can be reached at 506-2296-3554 or at 506-2290-4133. The OFDA Program Office in Haiti can be contacted at 509-2229-8238.

G. Europe, the Middle East, and Central Asia: Mr. Jack Myer is the Principal Regional Advisor for Europe, Middle East, and Central Asia (EMCA) and is based in Budapest, Hungary. Mr. Myer can be reached at 36-1-475-4314. Ms. Marcella Michaud is a Regional Advisor for EMCA

based in Almaty, Kazakhstan. Ms. Michaud can be reached at 7727-250-7612, ext. 6421. Mr. Andrew Barash is the Senior Humanitarian Advisor based in Baghdad, Iraq, and can be reached at 202-216-6276 ext. 1408. Ms. Stephanie Sobol is the Senior Humanitarian Advisor based in Kabul, Afghanistan and can be contacted at 202-216-6288 ext. 4558.

USAID/OFDA Washington Contacts
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22. All requests for funds, situation reports, and other information should be directed to the following Regional Coordinators at USAID/OFDA/Washington: Ms. Kasey Channell: 202-712-4167 (East and Central Africa); Ms. Fiona Shanks: 202-712-4444 (Southern, West, and North Africa); Ms. Mary Beth Brennan: 202-712-0445 (East Asia and the Pacific and South Asia); Ms. Kathleen Martin: 202-712-1094 (Latin America and the Caribbean); and Ms. Lynn Vega: 202-712-5149 (Europe, Middle East, and Central Asia). If the Regional Coordinator is not available, an alternative contact is Ms. Anne Convery, USAID/OFDA's Disaster Response Team leader. Ms. Convery can be contacted at 202-712-4029. Contact information is regularly updated on USAID/OFDA's website, http://www.usaid.gov/our_work/humanitarian_assistance/disaster_assistance/directory/index.html. 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, DC. After business hours, evenings, weekends, and holidays, the USAID/OFDA duty officer may be contacted by phone at 301-675-5953 or by email at OFDAdutyofficer@usaid.gov. Alternatively, the USAID/OFDA duty officer may be reached by calling the State Department's operations center at 202-647-1512. USAID/OFDA's fax numbers are 202-216-3706 and 202-216-3707.

State Department Crisis Management Contacts
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23. Co-located in Operations, the State Department's Office of Crisis Management Support (State/CMS) is the Secretary of State's central mechanism for communication, coordination, and policy control. State/CMS maintains a SharePoint with valuable information, including emergency checklists for Chiefs of Mission, evacuation primers, response teams available to posts, and lessons learned from previous crises. CMS can be reached at 202-647-7640 or SES-O_CMS@state.gov. For consular-specific resources, please contact the Crisis Management Unit in the Bureau of Consular Affairs at CA-Crisis-Mgt@state.gov.

24. Minimize considered.
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