1. Introduction

Cox’s Bazar District has two cyclone seasons per year; April-May and October-November with monsoon season from June to September. During this time strong winds and severe rain can be expected. Shelters of Rohingya community are in high risk of damage caused by the weather events such as flooding, landslides and wind damage.

Guiding principles of shelter preparedness is making shelters as sturdy and resilient as possible with limited available resources. This can be achieved by incorporating DRR in regular shelter programming and ensuring the sturdiness of shelter through provision of additional materials and messaging. This however will only minimize the impact rather than eliminate it. Both tie down materials and strengthening of community structures will not render those structures safe in case of stronger winds and/or cyclone.

Preparedness:
- Regular shelter programming
  - transitional shelter assistance (TSA)
  - Mid-term shelter (MTS)
- Prepositioning of materials
- Stop gap measure
  - Blanket re-distribution of rope and metal pegs/sand bags and messaging (tie down your shelter, strengthen connections, create and maintain your drainage)
- Support with strengthening community facilities and temporary communal shelters
  - Basic Guidance for strengthening/upgrading existing community facilities/structures and orientation on strengthening community facilities
  - Partners supporting other sectors with strengthening community facilities

Guiding principle of response is to ensure that households have access to safe, private covered space as soon as possible after shelter has been damaged or destroyed. As well as to support households to either relocate to safer locations or recover their shelter in its existing space to its previous condition. The Purpose of emergency response is not to make significant improvements to the shelters.

Response:
- Assessment of shelter damage
- Support affected households with:
  - Constriction support (when needed) and materials to repair damaged shelter
  - Shelter in temporary communal shelters or relocation to a safer location (referring to SMS)
2. Risk Analysis, Planning Assumptions, Identified Needs ...

2.1 Disaster potential impacts on sectoral environment

Moderate event\(^1\) is a localized event that caused minor to moderate damage and that has little or no impact outside the locally affected area. Situation is managed by local stakeholders with existing resources (eg. Regular monsoon season)\(^2\). Moderate events will not have severe impact on the sectoral environment. Responding to them will need to be prioritized to the regular programing however it may have minor impact on the regular programing. Materials provided for Moderate and Major events may come from the stock partners preposition or from the pipeline. Stock prepositioned as contingency stock can be used for Moderate and Major events in coordination with SMS and AoR agency and needs to be replenished as soon as possible. The shelter response in case of Moderate event will be coordinated at the camp level by Emergency Shelter Focal Points (SFP).

As Moderate events are not one off but are highly likely to occur throughout the season it is essential that contingency stocks are frequently replenished.

Major event is an event that disrupts all or most of the refugee settlements. These events may escalate quickly and may have serious consequences for the refugee community. Major event requires mobilizing additional resources and make immediate strategic and operational decisions. The effect of the emergency is wide-ranging and complex but, unlike Extreme event, does not affect surrounding communities. (Eg. A major flooding incident). Major event will have impact on the sectoral environment as most (if not all) of regular programming by Emergency Shelter Response partners will be put on hold and emergency response will be the main priority. Response to the shelter damage (verification and provision of materials and construction support to EVI HHs) will take priority to the regular programming and in case of the larger numbers of households affected regular programming will be completely put on hold. This might be especially due to the shortages of bamboo that will be needed for both response and regular programming.

In case of Major event Area managers for IOM AoR and UNHCR AoR will take the coordination lead of shelter emergency response.

2.2 Secondary disasters identification

In case of Moderate and Major events some of the households may be temporarily accommodated by relatives/friends or in the temporary communal shelters\(^3\), while others might have to be permanently relocated.

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\(^1\) Moderate (old Category 1 and Level 1), Major (Old Category 2 and Level 2) and Extreme Level 3 (Old Category 3 and Level 3)

\(^2\) Definition from: Extreme Weather and Disaster Preparedness in the Rohingya Refugee Response; 2018 Cyclone Preparedness Lessons Learnt, page 15

\(^3\) Temporary communal shelters can be located in the strengthened community facilities in agreement with the management of those facilities.
The households whose shelters were damaged, or the plot was damaged, and who are in the high risk areas may be relocated to another area. While households whose plot is unsafe but not in the high risk area may be temporarily sheltered in communal shelters or with relatives/friends while plots are undergoing mitigation works/site improvements. The relocations and/or mitigation works are to be carried out by SMS/SD agency and as such those households need to be referred to them.

3. Sectoral Preparedness and response Management

3.1 Sectoral Preparedness

- Prepositioning of materials (ESKs, tarpaulin, rope bamboo)
- Preparedness messaging and redistribution of tie down materials (6mm rope, sand bags or metal pegs)\(^4\)
- Guidance on community facilities/structures strengthening and orientation for staff that will carry out strengthening

Emergency Shelter Focal Points will play essential part in the preparedness by working closely with SMS agencies in conducting drills and other Shelter related preparedness activities, as well as support preparation of the Camp level preparedness and response plans.

The Shelter aspect of the camp level plans need to include the following:

- 3W (Shelter partners working in the camp that will also act as emergency shelter partners including their prepositioned stock numbers and location, contacts of their FP, their capacity to conduct Rapid Damage Verification and distribute the assistance (number per day), are they also doing site improvements, as this might limit capacity to cover shelter needs)
- Communication flow – response organogram (SMS to SFP, SFP to other partners…) with contact numbers
- Understanding from which catchment area the stock will be designated to their camp and back up stocks locations. Location and numbers of the prepositioned shelter stock intended for that camp (not only by their agency but also by other Emergency Shelter Partner in that camp)
- Location of distribution points that will be used to provide ESKs or other shelter materials
- How will ESKs be delivered to the distribution points (if no access road damage, if access road is damaged)
- How fast and from where shelter materials can be replenished in case of a larger emergency.
- Support SMS in identification of community structures that have been strengthened and can be used as temporary shelter for families whose shelter has been damaged\(^5\)

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• Support SMS and SD partners to identify potential relocation areas for the households that have been affected by landslide or longer term flooding.
• Report to Shelter/NFI Sector the number of HHs damaged, per type of damage and location, as well as assistance provided to them

Each Shelter partner should prepare a business continuity plan in case of a Major event that will lead to temporary blockage of access to the camps. These plans should include a list of staff / volunteers who live close by the camp and are trained on conducting rapid damage verification and emergency distributions as well as portering plan.

3.2 Response Activation and Management
Response is activated when information on the shelter damage is received by SMS agency and communicated to Shelter Emergency Focal Point (SFP).

Moderate event is coordinated and responded to at the camp level. SFP will coordinate with SMS and CiC (or DMC) as well as with other Emergency Shelter Response partners on conducting the Rapid damage verification and provision of support of referrals of the households (in regards to shelter and plot damage).

Based on the reports received from the camps Senior Coordinator may classify event as Major. In this case SFP will communicate with Area Manager who will take coordination lead in regards to Shelter.

3.3 Types of shelter damage and provision of support
Shelter support should be provided to all shelters that were Partial moderate, Partial severe, Fully damaged or Completely destructed within the camp boundaries, regardless if they are refugee or host community.
Type of shelter damage is identified during rapid damage verification\(^6\)

<table>
<thead>
<tr>
<th>Roof or walling is blow away or has severe damage</th>
<th>Yes/No</th>
<th>Partial moderate</th>
<th>Partial severe</th>
<th>Fully damaged</th>
</tr>
</thead>
<tbody>
<tr>
<td>1-3 structural bamboo posts/beams are damaged or missing</td>
<td>Yes/No</td>
<td>Partial severe</td>
<td>Fully damaged</td>
<td></td>
</tr>
<tr>
<td>4 or more structural bamboo posts/beams are damaged or missing</td>
<td>Yes/No</td>
<td>Fully damaged</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Complete destruction (unsalvageable)</td>
<td>Complete new shelter needed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

For all types of shelter damage technical assistance should be provided to HHs in need of construction assistance.

Damage HHs affected should receive the following materials as soon as possible.

Partial moderate damage:
- 1 Tarpaulin (Shelter grade, 4mx5m or 4mx6m)
- 1kg 6mm rope

Partial severe damage
- 1 Tarpaulin (Shelter grade, 4mx5m or 4mx6m)
- 1kg 6mm rope
  And at the same time or later supported with:
  - 1kg 3mm rope
  - 1 big bamboo 20ft long
  - 20 small bamboo 16ft long

Fully damaged
- 1 Tarpaulin (Shelter grade, 4mx5m or 4mx6m)
- 1kg 6mm rope
  And at the same time or later supported with:
  - 1 Tarpaulin (Shelter grade, 4mx5m or 4mx6m)
  - 1kg 3mm rope
  - 2 big bamboo 20ft long
  - 40 small bamboo 16ft long

Distribution of materials should be done in line with Safe Distributions Guidelines\(^7\), including ensuring provision of cover, water, presence of protection actors to assist and complaint and respsns mechanism.

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7 Safe Distributions; guidelines jointly developed by CPSS, GBVSS and PWG available at: [https://drive.google.com/drive/folders/1afCXpb1KEKp2EM5xDhAMUhMRnczychc](https://drive.google.com/drive/folders/1afCXpb1KEKp2EM5xDhAMUhMRnczychc)
3.4 Construction assistance and portering

Construction assistance and portering need to be provided to households that have no able bodied 16-60 years old male member. Provision of assistance and what it entails needs to be clearly communicated to the household members. Assistance consists of:

- Clear communication to the household on what assistance they will receive and when
- Delivery of materials (as per type of shelter damage) to the household
- Communication and reaching agreement with the households members on how the materials provided will be used
- Installation of materials as agreed, using techniques described in Basic Guidance on Shelter Improvement and Maintenance
- Provision of support and suggestions on how salvaged materials can be reused/repurposed to increase privacy and improve living conditions (internal partitions, insulation...)

Partners providing construction assistance need to have sufficient technical knowledge. Female shelter staff and team composition should be taken into account especially when providing support to female headed households.

Likewise, women and girls need to be specifically and properly targeted and communicated with (by female shelter staff/volunteers) for DRR and then repair/response. Women in the team will have different and specific roles, working alongside protection actors, before, during and after a shelter response.

3.5 Timeframe of the response

- SMS conducts Rapid assessment and communicates to Shelter Emergency Focal Point (SFP)
- SFP or other Emergency shelter partner conducts Rapid damage verification and referrals of households to SMS (as needed) within 24 hours of information received by SMS
- Initial shelter response (provision of tarp and rope) and construction assistance (as needed) or relocation within 72 hours of information received by SMS
- Provision of additional materials (for Partial severe damaged and Fully damaged shelters) within five days of information received by SMS
- PDM to be conducted within 2 weeks of provision of all materials

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8 Guidance on Portering from Protection WG: xxx Link as soon as published by PROTECTION WG
4. **Annexes**