

## Preparedness and Pre-Landfall Activities Checklist for 72 Hours Cyclone Response Plan as of May 2021

<b>Food Security Sector</b>	
<b>Preparedness</b>	<p>At agency level:</p> <ul style="list-style-type: none"> <li>Ensure agency has in place contingency planning and emergency response capacity (i.e. funds, capacity, systems, etc.) in line with FSS emergency response plan</li> <li>Procurement of food items and ensuring maximum stock</li> <li>Preposition food stock in containers in the camps</li> <li>Distribution of waterproof drums for food storage</li> <li>Have porters on roster and standby in case of an emergency</li> <li>Have CwC/volunteers on roster and standby in case of an emergency</li> <li>If capacity for hot meals distribution, ensure community/hot kitchens are coordinated through FSS</li> <li>Train focal points to make aware of their roles and responsibilities during and after an emergency.</li> <li>Develop clear SOPs articulating clearly their roles before and after an emergency.</li> <li>Arrange structural assessments and where needed reinforce food distribution structures to become more resistant</li> <li>Preposition NFIs in food distribution points and warehouses (tarpaulins, tie-down kits)</li> </ul> <hr/> <p>At Sector level:</p> <ul style="list-style-type: none"> <li>Stockpile tracking/partners' response capacity tracking</li> <li>Emergency response tracking and information sharing</li> <li>Information management and mapping (i.e. key facility mapping, flood prone mapping, partners presence, partners capacity, warehouses, etc.)</li> <li>Operational coordination: ensuring food stocks are strategically prepositioned by agencies</li> <li>Attend inter-sector/inter-agency emergency preparedness meetings, in line with GoB</li> <li>Provide training on emergency preparedness</li> <li>Operational coordination of emergency food assistance to ensure harmonization, avoid duplication and covering gaps</li> <li>Develop guidance notes and recommendations</li> <li>Coordinate joint distribution of waterproof drums to avoid overlap</li> <li>Identify and share updated camp focal points list</li> <li>Ensure mainstreaming of protection, gender, disability, and diversity inclusion</li> </ul>
<b>Before Cyclone/Emergency Landfall (alert phase)</b>	<p>At agency level:</p> <ul style="list-style-type: none"> <li>Ensure critical staff are in place with alternates</li> <li>Provide stock updates regularly for monitoring purposes</li> <li>Cover food stocks with tarpaulins and if needed, dismantle the skin of MSUs</li> <li>Liaise with hot meal partners to confirm their capacity and have them start mobilising kitchen staff early.</li> <li>Verify all areas of the camps are covered with rapid response containers</li> <li>Call a meeting with CPs to ensure they are well informed of their roles and responsibilities during a cyclone</li> </ul> <hr/> <p>At Sector level:</p> <ul style="list-style-type: none"> <li>Key alert information sharing with sector partners</li> <li>Coordinate closely with responding agencies to ensure their capacity and readiness</li> <li>Activate messaging platforms for fast information sharing with camp focal points (e.g whatsapp, skype, etc.)</li> </ul>

