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LIST OF ACRONYMS:

RSMC	Relief and Supplies Management Committee
NEMO	National Emergency Management Organization
EOC	Emergency Operation Center
NEOC	National Emergency Operations Center
NEC	National Emergency Coordinator
SUMA	Supplies Management
DANA	Damage and Needs Assessment
GOB	Government of Belize
TOR	Terms of Reference
NGO	Non Government Organization

RELIEF AND SUPPLIES MANAGEMENT COMMITTEE

OPERATIONAL PLAN

1.0 INTRODUCTION

The Relief and Supplies Management Committee is one of the Operational Committees of NEMO. It is responsible for ensuring that, in the event of a disaster, adequate food and other relief supplies and psychosocial services are available for the affected population. The Committee is also responsible for receiving, distributing and accounting for all relief supplies used in an event, whether acquired locally or donated from abroad. It will ensure that proper records are kept which will enable the GOB to ensure correct use of all supplies. It will also assess the needs of victims and inform the NEOC of these needs.

NATIONAL RELIEF AND SUPPLIES MANAGEMENT COMMITTEE

Lead Agency: Ministry of Human Development

Terms of Reference:

- a) To devise an emergency plan for the efficient and timely distribution of relief supplies to disaster affected areas.
- b) To ensure that an adequate supply of food is stored in a safe place for immediate post – disaster use
- c) To prepare a list of basic food and materials for immediate order from abroad if the need should arise:
- d) To be responsible for the receipt and storage of relief supplies entering the country by land, air or sea (Except Red Cross supplies)
- e) To put in place procedures for tracking and accounting for all relief supplies received during a disaster
- f) To carry out needs and psychosocial assessments of victims
- g) To develop plan for care of persons with disabilities, elderly and homeless
- h) To oversee in liaison with District Emergency Committees, registration of special populations
- i) To ensure that food and other supplies are available for care of affected population both in and out of shelters
- j) To coordinate psychological counseling and support of affected and displaced persons
- k) To ensure that the needs of affected children are addressed

- l) To liaise with Education, Information, Communications and Warning Committee on warnings for special populations such as those with impaired hearing and vision, aged and physically challenged
- m) To organize, staff and manage Committee EOC

Members:

CEO, Ministry of Human Development...Chairperson
 Social Planner, Ministry of Human Development
 Administrative Officers, Ministry of Human Development (2)
 Director, Human Services Department
 Human Development Coordinators, Department of Human Services (2)
 Human Development Officers, Department of Human Services (2)
 Community Development Officers, Department of Human Services
 Director, Women’s Department (Team Leader SUMA)
 District Women’s Development Officers
 Director, Community Rehabilitation Department
 Staff, Community Rehabilitation Department
 Director, Local Government
 Labour Commissioner, Labour Department
 Representative, Ministry of Education
 Representative, Ministry of Transport and Works
 Representative, Ministry of Industry and Foreign Trade
 Chief Agricultural Officer, Ministry of Agriculture
 Managing Director, Belize Marketing and Development Cooperation
 Representative, Belize Red Cross Society
 Representative, Belize Defence Force
 Representative, Belize City Council
 Representative Customs Department (2)
 Representative, Chamber of Commerce
 Registrar of Cooperatives
 Representative, Mennonite Community
 Representative Port of Belize Limited
 Representative Human Resource Committee

Terms of Reference: Sub Committees

Food Procurement and Transport:

- 1 Keep daily account of food manifested items in containers at the Port.
- 2 Keep the Managing Director, Belize Marketing and Development Cooperation abreast of this information.
- 3 Identify truck drivers and heavy-duty operators of the Port of Belize Limited and private sector for them to respond quickly during an impending emergency.
- 4 Contact the suppliers of food items and make arrangements for easy collection prior to an emergency.
- 5 Provide a list of suppliers and truckers including contact information to the Committee Chairperson.

- 6 Identify adequate storage and bulk distribution sites nationally and make arrangements for the use of these facilities during an impending emergency.

Human Resources

- 1 Identify human resources needs for conducting needs assessment, storage and distribution of food and other relief supplies.
- 2 Develop a roster of officers on a rotating basis to work in an affected area.
- 3 Submit list to n National Human resource Management Committee.
- 4 Make the necessary transportation, housing and feeding arrangements for relief workers in consultation with Human Resource Management Committee.
- 5 Register all workers and submit daily reports to Chairperson.

Supplies Management (SUMA)

1. Will receive, record and store all food and other supplies arriving at the airport, port and border entry points.
2. Will forward the supplies to national and district warehouses when requested or instructed by the Chair of supplies committee or National Coordinator NEMO
3. Forward daily reports on receipt and distribution of supplies to National Chairperson NEMO copied to National Coordinator NEMO.

Psychosocial Evaluation

- 1 Analyze information emanating from the family assessment and prioritize areas for intervention.
- 2 Refer families to Ministry of Health for intervention.
- 3 Coordinate sessions in the affected areas on understanding and dealing with the psychosocial aspects of a disaster.
- 4 Coordinate sessions with teachers and other relevant personnel on methods of helping children cope with the effects of a disaster.

Data Collection and Analysis

- 1 Collate the information gathered through the family assessment survey.
- 2 Analyze the population affected to determine the type of assistance needed and the length of time the assistance is needed.
- 3 Provide profile of affected population.
- 4 Provide daily reports on the number of persons assisted and quantum of food and materials delivered.
- 5 Projections and costing

Shelters and Centers

- 1 Compile list of shelters and capacity
- 2 Identify a secure storage area within each shelter.
- 3 Liaise with shelter warden for profile and needs of population in the shelters.

1.1 NAME OF PLAN

The plan will be called the National Relief and Supplies Management Plan, hereafter called the Plan.

1.2 PURPOSE

The Plan will outline all measures to be taken for acquiring and distributing relief supplies before and after an extreme event, and assessing needs (both material and psychosocial) of victims . It will assign roles and responsibilities to ministries and agencies, and set out the sequence of activities.

1.3 STRUCTURE

The Plan is divided into two sections. PART A sets out procedures related to alert, warning and activation of the Committee, as well as activities for collecting and storing essential supplies. PART B includes procedures for assessments of victims and for psychosocial assessment, as well as managing relief supplies through SUMA.

1.4 ACTORS

The Plan will engage the services of Operational Committees, District Committees, Government Departments, the Private Sector, Village Councils, and NGO's.

1.5 SCOPE

The Plan guides acquisition of supplies before an event with warning, sets out transportation and safe storage of these supplies, their movement and distribution afterwards. It also guides members of the Committee in assessing the needs of victims of the event and providing assistance for recovery. The methodology to be used for tracking and accounting for supplies is also set out.

1.6 AUTHORITY

The plan is developed as one of the functional plans of the National Hazard Management Plan of Belize. The Committee Chairperson will activate it, once the National Hazard Plan is activated.

1.7 RESPONSIBILITY

The responsibility for maintaining, reviewing, updating and amending the Plan lies with the Chairperson, Relief and Supplies Management Committee. The Plan will be reviewed and updated after any extreme event and/or simulation exercise, and once per year prior to the start of the hurricane season.

1.8 ASSUMPTIONS

The Plan assumes that:

1. The GOB will provide the necessary support to enable the Plan to be activated.
2. Once activated, the Plan will be supported by other plans as necessary.
3. All members of the Committee will be available for duty.
4. Members of the committee will be trained in the skills necessary for implementation of the Plan.

1.9 STANDARD OPERATING PROCEDURES

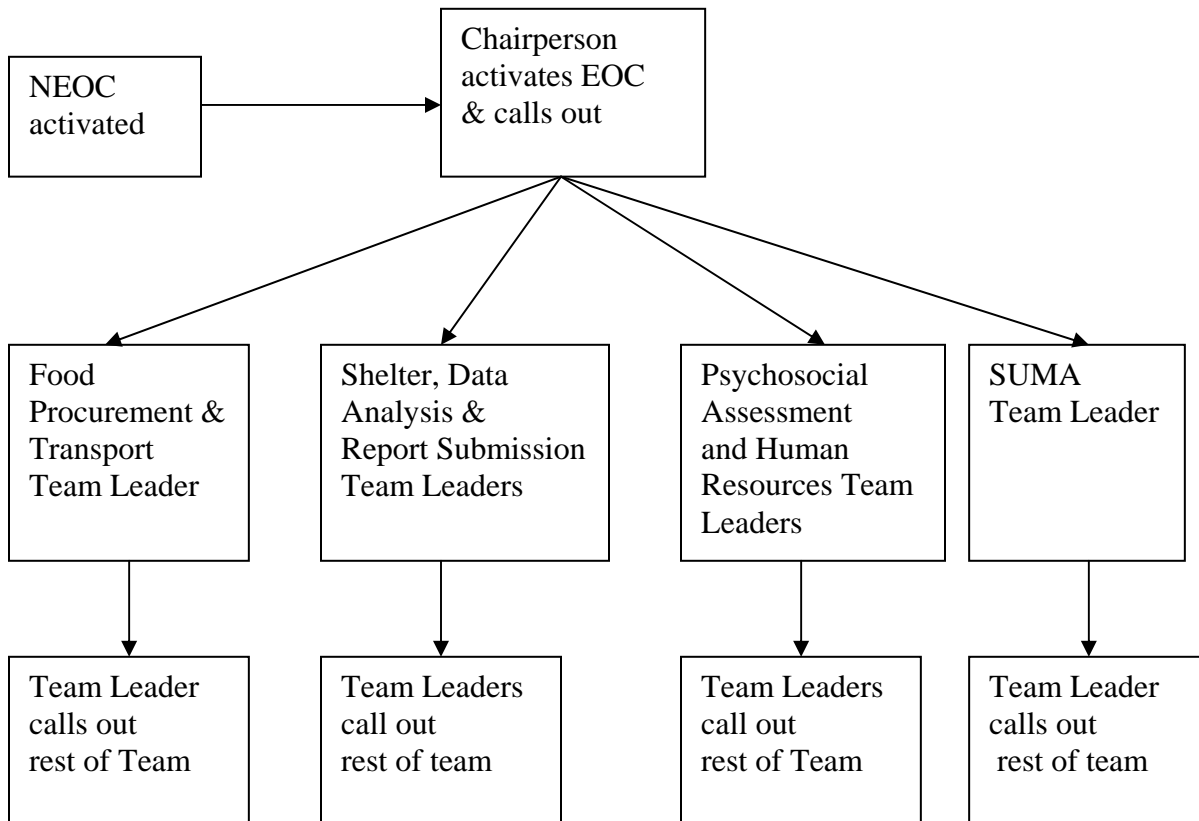
The Standard Operating Procedures for warning, activation and call-out are set out below.

1.10 WARNING, ALERTING AND CALL-OUT

If a hazard threatens Belize, the NEC will evaluate the threat and alert Committee Chairpersons, who will alert their members. Once the NEOC is activated, the Chairperson will call-out the members and activate the Committee EOC. The Committee is divided into six sub-committees or teams:

- Food Procurement & Transport
- Human Resources
- Supplies Management (SUMA)
- Psycho/Social Evaluation
- Data Collection & Analysis
- Shelters (schools and centers)

In order to save time for the call-out, the Chairperson will contact the team leaders who will in turn contact their team members. Call-out procedures are as follows:



1.11 ACTIVATION

The Committee's EOC is located at the Ministry of Human Development, Belmopan.

The Committee EOC will be activated by the Chairperson once the NEOC is activated and it is anticipated that there will be a need for relief supplies. If the NEOC activation is expected to be of a duration which will not require relief supplies, Committee members may be made available to assist the NEOC or other Committees as needed.

1.12 DEACTIVATION

The Committee EOC will be partially deactivated if there is no need for further coordination and distribution of supplies for feeding the population. A minimum EOC staff will be maintained until all supplies are distributed and accounted for.

1.13 RELATIONSHIP TO OTHER PLANS

This functional plan will support the National Hazard Plan and will be supported by District Plans. Once the Plan is activated, the Chairperson will provide reports to the NEOC. The District Relief and Supplies Management Committee through the DEOC will provide reports on District activities to the Chairperson copied to the DEOC.

1.13a Reporting relationships

An adequate and timely flow of information is essential for the smooth functioning of the duties set out in this Plan. It will require clear understanding of the reporting responsibilities and timing among the **District Subcommittee, the District EOC, the Operational Committee EOC and the NEOC**. These reporting requirements are set out below:

The District Relief and Supplies Management Committee will report to the National relief and Supplies Management Committee on a daily basis on the following and copied to the DEOC: *See Appendix C*

- Quantum of food and other supplies at the warehouse
- Quantum of food and other supplies issued and received for the day
- Quantum of food and other supplies needed
- Places receiving food and other supplies
- Number of people receiving food or other supplies
- Number of feeding centers and distribution centers activated/operational
- Number of personnel in operation and number needed for rotation
- Date of Rotation of personnel
- Number of sessions coordinated and people impacted by the psychosocial teams
- Projected days for operations at district

The Team leaders of the sub committees will report to the Chairperson of the Operational committee based on their respective TOR as requested.

The Chairperson of the National Operational Committee will report to the NEOC, as requested, on relief and supplies management and psychosocial needs.

1.14 ADMINISTRATIVE ASPECTS

1.14a Acquisition of supplies:

At the beginning of the hurricane season, district sub committees enter into agreement with suppliers to provide basic food and sanitation items to shelters. At the national level discussions are held between the subcommittee and major suppliers for the release of food and transportation to national sites. However the agreements are not activated until NEMO gives the go ahead to access supplies. See Memorandum of Understanding Model, *Appendix D*.

1.14b Acquisition of transportation

Arrangements are made with the Transport Committee and private sector for transporting goods to sites for distribution. All financial obligations must be cleared with NEMO before executing.

1.14c Acquisition of warehouse space

District sub committees identify warehouse space and discuss contractual arrangements in the event of a disaster. NEMO approves any and all expenditures.

1.14d Payment for food supplies

All bills certified by District sub committee chairperson to be forwarded to the national chair. Sub committee leaders certify all bills at the national level for their respective expenses. All bills are to be forwarded by Chairperson of the National Relief and Supplies Management Committee to National Emergency Coordinator for payment.

1.15 CONCEPT OF OPERATIONS

1.15a Securing of Supplies

The GOB is committed to supplying adequate food and other relief supplies to the affected population after an extreme event which causes displacement and loss of ability of the population to provide for itself.

Memoranda of Understanding will be signed with private suppliers of goods and services (national and local) based on the standardized list provided at the beginning of the hurricane season. *Appendix E*

For events with warning, such as hurricanes, the Chairperson of the National Committee will contact the leader of the Food Procurement and Transport sub committee and instruct him to collect containers of basic food items from the suppliers. Inventory of containers will reflect seven days of food. These will then be transported to national storage sites. *Appendix F*

After the event, District Committees will procure seven days supply of food from national storage sites to be delivered to local warehouses in the affected area for distribution to the population.

If food is further required, the National Relief and Supplies Management Committee will further supply twenty-one days supply from the national strategic stores. All citizens will receive food and other supplies as necessary.

Relief Supplies other than food

Committee assessment teams will provide the list of needs to the District EOC for onward submission to the National EOC through the Chairperson of the Relief and Supplies Management Committee.

In the event that food and supplies is procured from distributors, and the threat does not materialize, the food will be returned to the distributors based on the terms of the agreement. However if it is in the height of the season August – October, the food may be kept.

Events without warning

In events without warning, District Committees will access supplies from local suppliers on the approval of the Chairperson of the National Relief and Supplies Management Committee.

Standard quantities of food for various time periods are set out at *Appendix G*. District Committees are to be guided by these quantities.

1.15b Assessment procedures

There are two assessments to be conducted. The Damage Assessment Team completes the first within 48 hours and the second is an in depth assessment conducted on the ground and within two weeks of the event to determine the long term needs of the population. See *Appendix H* (two forms - the 48 hour and two week). DANA will access this information through the NEOC.

SUMA procedures

1. NEOC informs chairperson of cargo coming in through any of the ports of entry.
2. Chairperson informs SUMA leader.
3. SUMA leader informs Customs and Immigration officials.
4. SUMA leader receives cargo and presents documents to Customs.
5. Customs issues cart note and releases cargo.
6. SUMA leader or designate makes arrangements with Transport Committee for transporting cargo to national warehouse.
7. SUMA team sorts, classifies, records and warehouse manager stocks supplies using SUMA software program at the National Warehouse.
8. Upon instructions from NEOC or Chairperson of RSMC, supplies are forwarded to local warehouses.
9. SUMA Team Leader provides daily reports on receipt and distribution of supplies to the Relief and Supplies Management Committee Chairperson and copied to the NEOC.
10. After the disaster Custom entries need to be prepared based on the cart notes issued.
11. SUMA leader signs custom entries on behalf of NEMO.
12. NEMO selects and pays custom brokers.
13. If insurance is required by vehicles bringing in relief supplies, arrangements will be made with insurance companies at the borders.

PART A

PLAN OF ACTION: SUPPLIES, COLLECTION AND STORAGE

ACTIVITIES AND RESPONSIBILITIES

PREPAREDNESS

Prior to and during the hurricane season:

1. Leader, Food Procurement and Transport Sub-Committee will:

Food Procurement

- a. monitor (preferably on a daily basis) food manifested items in containers at the Port of Belize Limited and compare these with the list of basic food items which would be required. See *Appendix E* for list of items.

(This information would give an idea of what is in stock at any given time.)

- b. provide this information to the Managing Director, Belize Marketing and Development Cooperation.
- c. contact the suppliers of food items and transportation and make arrangements for easy collection and transportation prior to an emergency by entering into a memorandum of agreement.
- d. provide a list of these suppliers their contact information and memorandum of understanding to committee chairperson.

Transportation

- a. make contact with National Transport Committee and private truckers and heavy duty operators to identify truck drivers and heavy duty operators to make firm arrangements for them to respond quickly during an impending emergency. Enter into memorandum of understanding for their timely response. (*See Appendix I*). Private transportation will be utilized during phase II to transport supplies to designated storage sites. Transportation will be arranged through the Ministry of Works to move supplies after the storm.
- b. provide to the committee a list of all the truckers and heavy duty operators, including their addresses and telephone numbers.

Storage Sites

- a. identify storage and bulk distribution sites nationally in conjunction with District Relief and Supplies Management Committee.
- b. make contact with the owners of the storage depots to seek approval for the use of an appropriate space in their facilities for use during an impending emergency.

- c. inspect these sites and ensure their appropriateness.
- d. coordinate with Customs for the receipt of food items at these sites.

2. The Administrative Officer, Ministry of Human Development, Local Government and Labour

- a. serve as Secretary to the Committee.
- b. provide all members with a list of Committee Members to include addresses, home and office telephone numbers.
- c. provide Terms of Reference of the Committee.
- d. provide a list of Sub-Committees, their functions and make-up.
- e. circulate a pamphlet of Hurricane Preparedness tips to National and District Relief and Supplies Management Committee.
- f. keep copies of notes of all formal meetings.
- g. serve as a liaison in the National Emergency Operations Center.

3. SUMA Team Leader will:

- a. coordinate training for SUMA team.

4. Psychosocial Team Leader will:

- a. coordinate training/liaise with Ministry of Health.

5. Data Collection Team Leader will:

- a. coordinate the collection of data at village on:
 - i. population/special needs population
 - ii. transport
 - iii. supplies

See Appendix J

6. Shelters Team Leader will:

- a. liaise with District Housing and Shelter Committee to verify shelters and capacity
- b. identify storage space within the shelter

RESPONSE

1. **During Phase 1 (WHEN ONE RED FLAG GOES UP)**

- a. The Chairperson of the Relief and Supplies Management Committee (CEO Ministry of Human Development) calls a meeting immediately at the Committee's EOC in Belmopan with leaders of sub-committees to get reports on their state of readiness. These are:

- * Food Procurement & Transportation
- * Human Resources
- * Supplies Management (SUMA)
- * Psycho/Social Evaluation
- * Data Collection & Analysis
- * Shelters and Centers

After meeting with leaders of sub-committees:

The Chairperson of the Relief and Supplies Management Committee will:

- a. instruct that all food sub- committees meet countrywide.
- b. activate the National Committee EOC.

2. **The Food Procurement and Transport Subcommittee Team Leader will hold a meeting and:**

- a. review the list of food items which are required for the emergency.
- b. compare the items on list with items at the Port of Belize Limited.
- c. identify items not available at the Port of Belize Limited from other suppliers.
- d. identify at least ten (10) empty containers and tow-heads for filling up with food items being procured by the Chair of the Food Procurement and Transport Sub Committee.

3. **The SUMA Team Leader will:**

- a. procure equipment for use by SUMA Team after the all clear.

DURING PHASE II

1. **The Chairperson** informs the NEOC on actions being taken.

2. **The Food Procurement and Transport Subcommittee Team Leader will carry out the following:**

- a. contact owners of containers to have containers released and transported to the suppliers for loading.
- b. as soon as each container is full, it is to be taken immediately to national storage sites as determined by the committee until all the food required has been forwarded to the respective sites.

3. **The Belize Defence Force Representative and Customs Representative** will receive the containers at all designated sites except for Belmopan and will decide on the safety of parking, etc. In

Belmopan, representatives from the Police Department and Customs Department will receive containers.

- a. receive and store all food arriving in trailers or otherwise at the national strategic stores.
- b. ensure that documents regarding the contents of the trailers are properly secured.

During Phase III – RED 2 – TWO RED FLAGS WITH BLACK CENTERS

During this stage, the Hurricane appears likely to strike the coast of Belize in a matter of hours. All plans are in place to respond immediately after the storm and the Chairperson of the Relief and Supplies Management Committee must ensure that all preparatory activities are completed.

Members of committee will be allowed to go to their homes and prepare to respond immediately after the all clear. If needed in the NEOC, a roster for rotation must be devised to ensure that a 24 hour presence is maintained in the NEOC and officers on the roster must know before hand.

At the district level one officer and an alternate will be identified to be stationed at the EOC during the hurricane

Phase IV – Green – GREEN FLAG

The Fourth Phase, GREEN will be deemed to be in operation, following such a declaration by the NEOC after – a Tropical Depression, Tropical Storm or Hurricane has passed, or no longer poses a threat to Belize and her coastal waters.

- a. all Team Leaders of sub-committees are expected to report to the Chairperson of the Relief and Supplies Management Committee (RSMC) EOC in Belmopan.
- b. all members of the sub-committees are expected to report to their respective team leader at the EOC in Belmopan.

If needed in the EOC or NEOC, a roster for rotation must be developed and officers must know before hand.

1. The Team Leader, Food Procurement and Transport Subcommittee will:

- a. make arrangement for the release of food trailers from national storage sites.
- b. arrange for transfer of Food Trailers to all affected areas by trucks and/or boats in collaboration with the transport committee.
- c. send food trailers from National Storage Sites to local warehouses.
- d. ensure protection and security of Food Stores and Trailers countrywide by informing liaison officer in NEOC of the deployment of trailers. Liaison will make the necessary arrangement with the NEOC, Customs and BDF.

2. Customs Department Representative will:

- a. ensure staffing of local warehouses to ensure proper documentation, distribution and accountability.
- b. receive and keep an inventory of supplies sent from leader of SUMA or other suppliers and donors and will keep records of supplies distributed to the affected population.

3. The District Subcommittee Chairperson will:

- a. institute the previously developed district plan for the release of Food or Dry Rations.
- b. monitor the rate of consumption of food supplies and provide information in this regard to the Chairperson.
- c. continue to provide Food and Dry Rations until requested to cease, by the Chairperson.
- d. report all unused supplies to the Chairperson, Relief and Supplies Management Committee.
- e. provide information on the status of utilization of supplies to DEOC and Chairperson, RSMC daily. *(As per Appendix C)*
- f. keep all records of sites being utilized for Distribution and Feeding Centers.

4. Leader of Supplies Management (SUMA) Team (Reception of Relief Supplies from abroad and Pledges and Donations) will:

- a. receive all Hurricane Relief Food and Supplies arriving at the Airport, Port of Belize Limited, and Border entry points (except for the relief supplies dispatched specifically for the Red Cross society or other major NGOs).
- b. liaise with Chairperson regarding the forwarding of supplies to local warehouses from Ladyville Warehouse.
- c. sort, classify, and record all supplies arriving through each entry point using SUMA software.
- d. do inventory of all supplies received.
- e. forward daily reports on receipt and distribution of supplies to chairperson.

Pledges and Donations

SUMA representative at the NEOC will:

- a. receive from Foreign Assistance Committee all pledges of donations to the Government of Belize.
- b. enter using SUMA/RSTS
- c. provide reports to SUMA team leader.

Assistance for Abroad

If SUMA Teams from abroad are needed a request will be made to PAHO through the Foreign Assistance Committee. The SUMA team leader will coordinate immigration and customs procedures and coordinate these teams.

In the event of International Organizations coming in country:

- a. Chairperson will brief representatives of international; organizations as necessary.
- b. Dispatch to field through team leaders.

PART B

ASSESSMENT OF NEEDS OF POPULATION

1. ASSESSMENT

Assessment of the needs of the affected population will start immediately after the event. The Team Leader of the Human Resources Subcommittee will be in charge of setting up assessment teams, ensuring transportation and timely dispatch. Assessments will be carried out using Forms as in *Appendix H*.

1.1 Qualification of Victims for Assistance

Victims should meet the following criteria in order to receive benefits:

- a. current source of income was affected
- b. suffered damage to homes/farms

1.2 Priorities for Assistance

- a. special needs population
- b. nursing mothers
- c. single parents
- d. children
- e. others

1.3 Types of Assistance

Victims may receive assistance in the form of:

- a. food/water
- c. clothing
- d. building materials
- e. household utensils
- f. sanitation supplies

Based on assessment, a list of victims and their housing needs is forwarded to the NEOC. Housing and Shelter Committee verifies housing needs, and building materials/houses are supplied based on priority list.

PART C

PROCUREMENT OF ADDITIONAL SUPPLIES

1. Chairperson of the Relief and Supplies Management Committee will receive reports from District Committees
2. Report to NEOC to obtain approval for additional procurement of food and to determine duration of assistance.
3. Ensure that list of needs is integrated into DANA database and vice versa.

PART D

DEACTIVATION

1. Committee chairperson deactivates EOC
2. Receive final reports from team leaders.
3. Organize a de-brief of /event include district representative.
4. Submit a report to NEMO.

All Officers will remain on duty until the Chairperson releases them.

APPENDIX C-V

NUMBER OF PERSONNEL IN OPERATION AND NUMBER NEEDED FOR ROTATION

DISTRICT: _____

DATE: _____

Area of work	Type of personnel	Tasks	# presently working	# needed for next rotation	Date of next rotation	Length of next rotation
EOC	-Coordinator -Alternate Coordinator -Statistician -Alternate Statistician -Human Resource Manager -Data Entry Clerk	Coordinate smooth flow of operations Coordinates all data gathering and analysis Manage human resources needs Enter all relevant data in computer				
Assessment	Assessors	Conduct interviews, assessment, distribution				
Warehouse	-Warehouse manager -Operation clerk	Coordinate all incoming inventory and outgoing supplies Data entry for inventory purposes				
Packaging	-Coordinator - Statistician -Packers/volunteers	Coordinate all activities at center Keep records of supplies received and family packages distributed Pack family packages				
Feeding Centers	-Cook -Servers	Prepare menu, meals and request supplies Package food				

	- Cleaners - Record Keeper	Clean Keep check of rations received and number of plates issued				
Distribution	Assessors as per above	As per assessors above				
Psychosocial	-Coordinator -Counselors	Coordinate psychosocial activities Conduct psychosocial sessions				

Appendix D

Memorandum of Understanding for the Acquisition of Supplies

BELIZE

AGREEMENT

Agreement made this _____ day of _____, between the National Relief and Supplies Management Committee, RSMC (hereinafter called “Relief and Supplies Committee”) and the Supplier (hereinafter called “The person engaged”).

- 1. The person engaged agrees and undertakes that he/she will diligently and faithfully perform duties of Supplier of goods in event of a disaster and will act in all respect according to the instructions or directions agreed upon by the Chairperson of the National Relief and Supplies Management Committee through its duly authorized officers listed in Schedule I.
- 2. Agreement is subject to the conditions set forth in the Schedule here to annexed and the Schedule shall be read and construed as part of the Agreement.

AS WITNESS OUR HANDS THIS DAY AND YEAR ABOVE WRITTEN.

For and on behalf of the National RSMC
(Relief and Supplies Management Committee.)

Supplier in the
Presence of

in the presence of

Witness

Witness

Name:
Address:
Occupation:

Name:
Address:
Occupation:

SCHEDULE

TERMS OF ENGAGEMENT

1. The terms of the engagement shall be deemed to be completed on the last day of the hurricane season, November 30, 2003.

DUTIES

1. During Phase II, the authorized representative of the National Relief and Supplies Committee will officially request that you package and deliver items listed on Schedule 11 to the designated shelters as per Schedule II, within 4 hours.
2. Items will be delivered to an authorized representative of the Relief and Supplies Management Committee at shelters listed in schedule II, who will receive and sign receipt of goods. This document will be forwarded along with invoices for payment to the duly authorized officers as stated on Schedule I.
3. The person engaged agrees to accept unused supplies that are in unopened packages and which remain in shelters after the all clear has been declared.
4. The Relief and Supplies Committee agree to pay a fee not exceeding 10% of the cost of goods as restocking fee.
5. The original invoice showing cost of items delivered, minus value of goods returned, along with the restocking fee should be submitted to the duly authorized officer within one week of the declaration of the all clear.

SCHEDULE FOR PAYMENT

Payment will be forwarded to the person engaged within one month of the submission of invoices.

TERMINATION OF ENGAGEMENT

Either party, with a written notice of at least one month, can terminate the contract.

DELIVERABLES

Proof, (signed document) of items that were delivered to the shelter.

Proof, (signed document) of items returned from the shelter.

Invoices detailing items delivered, cost of delivery, restocking fee if applicable and signed document with the list of items returned.

SCHEDULE I

List of authorized representative.

SCHEDULE II

List of shelters and items to be delivered to each shelter.

APPENDIX E:

25% of POPULATION TO BE FED PER DISTRICT

Items	Pkgs	unit/pkg	Serving Days	Unit Cost	25% of POPULATION TO BE FED PER DISTRICT							
					9,000 CZL	10,000 OW	18,000 BZ	14,000 CYO	6,000 SC	6,000 TOL	Total pkgs	Total Cost
Beans R.K.	Sacks (1	x 100 lb)	14	\$ 75.00	236	263	473	368	158	158	1,654	\$124,031
Coffee (Instant)	Cases (12	x 8 oz)	14	\$ 191.00	66	73	131	102	44	44	459	\$ 87,741
Condensed Milk	Cases (48	x 14 oz)	14	\$ 65.00	375	417	750	583	250	250	2,625	\$170,625
Flour	Sacks (1	x 100 lb)	14	\$ 65.00	473	525	945	735	315	315	3,308	\$214,988
Ovaltine	Cases (4	x 4.4 lb)	4	\$ 147.00	256	284	511	398	170	170	1,790	\$263,097
Powdered Milk (instant)	Cases (6	x 5.5 lb)	14	\$ 168.10	477	530	955	742	318	318	3,341	\$561,607
Rice	Sacks (1	x 100 lb)	14	\$ 60.00	473	525	945	735	315	315	3,308	\$198,450
Sausage	Cases (48	x 5 oz)	4	\$ 56.00	450	500	900	700	300	300	3,150	\$176,400
Sugar	Sacks (1	x 112 lb)	14	\$ 35.00	281	313	563	438	188	188	1,969	\$ 68,906
Tea (Instant)	Cases (12	x 3 oz)	4	\$ 80.00	25	28	50	39	17	17	175	\$ 14,000
Water (purified)	5-gal (1	x 5 gal)	14	\$ 4.70	25,200	28,000	50,400	39,200	16,800	16,800	176,400	\$829,080
Baking powder	Cases (24	x 10 oz)	14	\$ 50.75	131	146	263	204	88	88	919	\$ 46,627
Black pepper	Cases (6	x 1 lb)	14	\$ 98.60	263	292	525	408	175	175	1,838	\$181,178
Salt	sacks (1	x 50 lb)	14	\$ 12.50	32	35	63	49	21	21	221	\$ 2,756
Shortening	buckets (1	x 50 lb)	14	\$ 48.50	315	350	630	490	210	210	2,205	\$106,943
Cups (styrofoam)	cases (1000	x 16 oz)	14	\$ 74.40	378	420	756	588	252	252	2,646	\$196,862
Forks (plastic)	cases (100	x 10 pcs)	14	\$ 84.50	378	420	756	588	252	252	2,646	\$223,587
Plates (styrofoam)	cases (4	x 125 pcs)	14	\$ 52.25	756	840	1,512	1,176	504	504	5,292	\$276,507
Spoon (plastic)	cases (100	x 10 pcs)	14	\$ 21.60	378	420	756	588	252	252	2,646	\$ 57,154
Matches	packs (1	x 10 box)	14	\$ 166.00	54	60	108	84	36	36	378	\$ 62,794
Pine Oil	cases (12	x 28 oz)	14	\$ 62.75	225	250	450	350	150	150	1,575	\$ 98,831
Liquid Bleach	cases (4	x 1 gal)	14	\$ 24.00	148	164	295	230	98	98	1,034	\$ 24,806
Trash plastic bags	packs (40	x 30 gal)	14	\$ 9.99	9	11	19	15	6	6	66	\$ 661
Trash plastic bags	packs (70	x 13 gal)	14	\$ 8.25	4	4	7	5	2	2	25	\$ 204
Soap powder	cases (4	x 11 lb)	14	\$ 74.50	716	795	1,432	1,114	477	477	5,011	\$373,347
Toilet Paper	bales (1	x 50 rolls)	14	\$ 33.50	1,080	1,200	2,160	1,680	720	720	7,560	\$253,259
Small plastic bags												
TOTAL	4,614,441.00											

Appendix F

Quantities of Supplies for the Four (4) National Storage Sites

Items	Unit/Pkgs	NATIONAL DEMAND	Belize Defence Force				
			CAMP – LADYVILLE (Bze City/Bze Rural)	ORANGE WALK (Czl & O/Walk Districts)	POLICE TRAINING ACADEMY - BMP (Cy Dist & Bze Rural)	DEL ORO COMPOUND STANN CREEK VALLEY (Tol. & S.C Districts)	
Beans R.K.	(1x100 lbs)	1,654	sacks	347.34	512.74	479.66	314.26
Flour	(1x100 lbs)	3,308	sacks	694.68	1,025.48	959.32	628.52
Powdered Milk (instant)	(6x5.5 lbs)	3,341	cases	701.61	1,035.71	968.89	634.79
Rice	(1x100 lbs)	3,308	sacks	694.68	1,025.48	959.32	628.52
Sugar	(1x112 lbs)	1,969	sacks	413.49	610.39	571.01	374.11
Water (purified)	(1x5 gal)	176,400	5-gal	37,044.00	54,684.00	51,156.00	33,516.00
Baking powder	(24x10 oz)	919	cases	192.99	284.89	266.51	174.61
Vegetable oil	(6x1 gal)	919	cases	192.99	248.89	266.51	174.61
Cups (styrofoam)	(1000x16 oz)	2,646	cases	555.66	820.26	767.34	502.74
Forks (plastic)	(1000x10 pcs)	2,646	cases	555.66	820.26	767.34	502.74
Plates (styrofoam)	(4x125 pcs)	5,292	cases	1,111.32	1,640.52	1,534.68	1,005.48
Spoon (plastic)	(100x10 pcs)	2,646	cases	555.66	820.26	767.34	502.74
Matches	(1x10 boxes)	378	packs	79.38	117.18	109.62	71.82
Ajax	(24x21 oz.)	90	cases	18.90	27.90	26.10	17.10
Dettol	(6x750 ml)	980	cases	205.80	303.80	284.20	186.20
Paper Towels	(1x30 rolls)	353	cases	74.13	109.43	102.37	67.07
Pine Oil	(12x28 oz)	1,575	cases	330.75	488.25	456.75	299.25
Liquid Bleach	(4x1 gal)	1,034	cases	217.14	320.54	299.86	196.46
Trash plastic bags	(40x30 gals)	66	packs	13.86	20.46	19.14	12.54
Trash plastic bags	(70x13 gals)	25	packs	5.25	7.75	7.25	4.75
Soap powder	(4x11 lbs)	5,011	cases	1,052.31	1,553.41	1,453.19	952.09
Steel wool	(1x16 pads)	165	cases	34.65	51.15	47.85	31.35
Sweet soap	(72x5.3)	875	cases	183.75	271.25	253.75	166.25
Toilet Paper	(1x50 rolls)	7,560	bales	1,587.60	2,343.60	2,192.40	1,436.40
Toothpaste(colgate)	(24x6.4 oz)	2,625	cases	551.25	813.75	761.25	498.75

Appendix G

RATIONED FOOD PER PERSON

Item	Ration/ day	Serving days	Item size	Qty/ case	Weight/ case	case/ day	case/ 1 week	case/ 2 week
Beans R.K.	3 oz	14	100 lb	1	100 lb	0.001875	0.013125	0.02625
Flour	6 oz	14	100 lb	1	100 lb	0.00375	0.02625	0.0525
Powdered Milk (instant)	2 oz	14	5.5 lb	6	33 lb	0.0037879	0.026515152	0.053030303
Rice	6 oz	14	100 lb	1	100 lb	0.00375	0.02625	0.0525
Sugar	4 oz	14	112 lb	1	112 lb	0.0022321	0.015625	0.03125
Water (purified)	1 gal	14	1 gal	5	5 gal	0.2	1.4	2.8
Baking powder	0.25 oz	14	10 oz	24	15 lb	0.0010417	0.007291667	0.014583333
Shortening	2 oz	14	50 lb	1	50 lb	0.0025	0.0175	0.035
Vegetable oil	0.8 oz	14	1 gal	6	768 oz	0.0010417	0.007291667	0.014583333
cups (styrofoam)	3 cups	14	16 oz	1000	1000 pcs	0.003	0.021	0.042
Forks (plastic)	3 forks	14	10	100	1000 pcs	0.003	0.021	0.042
plates (styrofoam)	3 plates	14	125	4	500 pcs	0.006	0.042	0.084
Spoon (plastic)	3 spoons	14	10	100	1000 pcs	0.003	0.021	0.042
Matches	0.193 sticks	14	1 box	10	10 box	0.0004289	0.003002222	0.006004444
Paper Towels	3 pcs	14	1 roll	30	7500 sheets	0.0004	0.0028	0.0056
Pine Oil	0.6 oz	14	28 oz	12	336 oz	0.0017857	0.0125	0.025
Liquid Bleach	0.6 oz	14	128 oz	4	512 oz	0.0011719	0.008203125	0.01640625
Thrash plastic bags	0.003 bags	14	30 gal	40	40 bags	0.000075	0.000525	0.00105
Thrash plastic bags	0.002 bags	14	13 gal	70	70 bags	0.000028	0.000196	0.000392
Soap powder	4 oz	14	11 lb	4	44 lb	0.0056818	0.039772727	0.079545455
Steel wool	0.003 pad	14	1 pad	16	16 pads	0.0001875	0.0013125	0.002625
Sweet soap	1 bar	1	5.3 oz	72	72 bars	0.0138889	0.013888889	0.013888889
Toilet Paper	0.42857 roll	14	50 roll	50	50 rolls	0.0085714	0.0599998	0.1199996
Toothpaste(colgate)	1 tube	1	6.4 oz	24	24 tube	0.0416667	0.041666667	0.041666667

Appendix H-I

ASSESSMENT FORM (48 HOURS)

GEOGRAPHICAL AREA: _____

AFFECTED POPULATION: _____

ECONOMIC ACTIVITY OF POPULATION: _____

ETHNICITY: _____

TYPE OF ASSISTANCE: _____

DURATION OF ASSISTANCE: _____

JUSTIFICATION: _____

REMARKS: _____

Appendix H-II

National Emergency Management Organization Food and Material Distribution Committee Assessment Form

(A) BioData

Date _____ Assessment No. _____

Name: _____ Age _____ Sex _____ Status: S M CL

Address _____ Occupation _____

Current Address _____

Number of family units in this household _____ Rental Owner _____
Insured yes no

Name	M/F	Age	Health Status	Type of Employment	Special Needs	Current Status

Is anyone in household breastfeeding? _____ Name _____

(B) Psycho/Social Assessment

Were you here during the incident? _____

What happened? _____

How did you feel? _____

How did the children react? _____

How are the children now? _____

What did the children loose? _____

What was your reaction to the disaster? _____

What did you do? _____

Is any person in your family experiencing the following:-

Recurring dreams _____

Changes in sleep patterns _____

Changes in eating patterns _____

Changes in general behavior _____

(C) Damage

Type of Damage	Minimal	Extensive	Needs
Roof			
Water			
Walls			
Mud			

Crop/Animal

Type	Total Acreage/Head	Total Acreage/Head/Lost

Other major items lost or completely damaged _____

(D) Evacuation

Would you like to evacuate? _____ Number of people to evacuate _____

Contact Name _____ Address to evacuate to _____

District _____ Telephone _____

Other needs circle Blankets Bedding Animal Feed Clothing
Water Containers Seeds Stove Pampers Formula

Other Comments _____

Will be reassessed in _____ weeks.

**National Emergency Management Organization
Relief and Supplies Management Committee
Ration Cards**

Date _____

Assessment No _____

Name _____

Address Original _____

Current Address _____

Number in Family Unit _____ Adults _____ Children _____

Contact Number tel: _____ Will be reassessed in _____ weeks

Needs

Plywood Blankets Clothing
Zinc Water Containers Bedding Stove

Medicine _____

Date: _____ Item Received _____ Sig. Officer _____

Week 1	Week 2	Week 3	Week 4	Signature	Date

GUIDELINES FOR COMPLETING QUESTIONNAIRE

GENERAL

Go to every house no matter how it looks for better homes may act as make shift shelter for other families.

Mark on the map for the lots covered and leave those where people were not at home or not available.

Complete the entire forms do not leave any area blank if you have other concerns. Please make a note at the end of questionnaire.

Complete one form per family unit if there are three families in one house. Do a form for each family.

The questionnaire is divided into six areas:

- (A) Bio-Data
- (B) Psycho/social assessment
- (C) Damage
- (D) Evacuation
- (E) Environmental Health
- (F) Ration cards

(A) Bio-Data

This information is of the person interviewed. As far as possible try to interview the head of households or an adult in the family.

Items	Rationale
Number of families in the household	To determine crowding or the doubling or tripling of families.
Rental/Owner	To determine responsibility for repairs to structure.
Insured	For reporting impact of disaster.
Chart	Complete chart for everyone in the family unit.
Employed	To determine extent of need.

Health Status	Current physical health.
Special Needs	Disability; medical; mental health, blind.
Current Residence	To determine the number of person that left the area and on the situation of separated families due to the disaster.

(B) Psycho/Social Assessment

Open conversation with the interviewee to get an idea of the social impact on their lives. Let hem speak. The question should be used as a guide. Then jot down the information that was important to the interviewee. Ask the questions regarding change in behaviour and jot down the name of person affected.

(C) Damage

In this area tick the relevant box and explain in as much detail the needs stating number of zinc etc.

In the area on agriculture state the type of animal or crop the number of acreage or head the number loss and the estimated cost of the loss.

Under other major items lost or damage name items such as vehicles, farm equipment, motors, boats, etc.

(D) Evacuation

This area is to assist those that would like assistance to leave the area. The number of people that would like to leave is important and the area to evacuate to is important for planning.

Ration Cards

RECOMMENDATIONS FOR NATIONAL STRUCTURE

VILLAGE COMMUNITY LEVEL – COORDINATING COMMITTEE COMPOSITION:

Two persons for the first fifteen families and one additional person for each additional ten families.

TASKS: Assessment of needs
 Communication with central NEMO
 Distribution of food and material
 Record Keeping

NEEDS: Training
 Disaster Relief
 First Aid
 Assessment

Distribution of Food and Material
Working with people that have suffered loss
Confidentiality
Use of radio communication

DISTRICT LEVEL – COORDINATING COMMITTEE

COMPOSITION: **Chairperson**
Deputy Chairperson (operations officer)
Executive Secretary
Department of Human Development
Red Cross
Transport
Shelter Management
Human Resources – volunteers
Local Government
Police
BDF
Fire
BTL
BEL
WASA
Customs
Immigration
Port Authority
Rural development and Culture
Health/ Public Health

TASKS

- Coordinate the relief efforts.
- Identify critical areas and needs.
- Meet daily to keep on top of things.
- Monitor coverage and improvement in the different sectors.
- List of important sectors.
- Monitor the efficient use of resources (gas, diesel, vehicles, and equipment).
- Inform national NEMO of plans work completed and needs.
- Baseline data of all areas responsible for
 - FORMS - maps of all areas affected
 - Daily reporting forms
 - Protection equipment
 - Radio

Appendix I

Memorandum of Understanding for the Acquisition of Transportation

Appendix J

Government of Belize Disaster Population, Housing and Occupation Survey

The purpose behind this survey is to gather information about each household in the community to use identify the number of people possibly requiring shelter, ones with special needs, and those which will be suffering from possible flooding or wind damage. The first column is left blank to allow for one to number the families on the sheet.

Languages – Enter all of the languages that most of the family members are comfortable speaking.

- E – Creole/English
- S – Spanish
- Y – Yucatecan Mayan
- M – Mopan Mayan
- K – Ketchki Mayan
- G – Garifuna
- O – Other

Occupation affected (prevention or loss of work – for wind AND flooding):

- 0 – Only affected in terms of transport and other inconveniences shared by all. (Ex. teachers, secretaries, managers)
- 1 – Stops work until water or wind goes away. (Ex. construction workers)
- 2 – Stops income long after water or wind passes. (Ex. Agricultural workers)

House affected (wind):

- 0 – Has a secure construction to but some roof/window leaks
- 2 – Not secure, need shelter

House affected (flood):

- 0 – no flooding, no water isolates house from rest of area
- 1 – no flooding but water isolates house from rest of area (water deeper than 1’ or more than 10’ across)
- 2 – house floods only in extreme cases
- 3 – house floods easily withstand hurricane winds
- 1 – Has secure construction

Special needs – List the different needs of the person and their name. If there is more than one person with special needs in the household, list them on the next line.

- Mob – mobility issues
- Med – needs regular doses of medicine
- Vis – has vision problems

Disaster Preparedness

_____ Shelter Resources List - _____ District

Shelters don't have to be public buildings; homes with solid construction and built on high ground can be used. Churches and schools work well *so long as the building was designed as a shelter or renovated to be one*. A shelter should have the following things: a secure or strapped roof, kitchen area, bathroom area inside, place for storing water, an area for storing food, and an area for people to stay. Below is a description of the information needed for this list.

Name/Owner/Contact – name of building (if it has one) and the person in charge of the building to be used as a shelter
 Phone – phone number of the person in charge of the building
 Address – address of the building
 Capacity – the total number of people that the owner or contact person will allow to stay there
 Reserved– the number of people that are already staying there in case of a disaster

Available – places available
 W – water storage at the building – write in amount in gallons (100 gallons minimum)

Check the following columns if available:
 B – bathroom area inside building
 K – kitchen area inside building

For comments, please write them on the back of his sheet.

	Name / Owner/ Contact	Phone	Address	Capacity	Reserved	Available	W	B	K
1.									
2.									
3.									
4.									
5.									
6.									
7.									
8.									
9.									
10.									

Disaster Preparedness

_____ **Supply Resources Totals** - _____ **District**

Please list each supply item, quantities available, and which stores will provide it. See the examples. Some items are listed for you. Use a next sheet if necessary.

Supply item	Quantities	Stores
Ex. Zinc	50 sheets	Chuc Lumber, Steve's Shop
Ex. Flour	350 lbs	Sharon's Shop, Steve's Shop, Red Grocery
Water		
Flour		
Rice		
Beans		
Sugar		
Baking Powder		
Milk Powder		
Cooking oil		
Shortening		
Tinned meat		
Sardines/mackerel		
Custard		
Infant Formula		
Kool-aid/Squash		
Soap		
Toilet Paper		
Chlorine		
Mosquito Coils		
Zinc		
Nails		
Plywood		
Batteries		
Gas		
Diesel		
2 cycle oil		

Appendix K

EMMERGENCY SUPPLIES

FOR SUMA

1 Container of supplies – (For 60 Persons)

Persons who will be receiving goods for abroad

Toilet Paper	-	1 bale
Paper Towel	-	1 bale
Padlocks for Containers	-	1 doz
Hurricane Lamps	-	5
Matches	-	1pk
Pine Oil	-	5 bottles
Deck Brooms	-	4
Batteries/Flash Lights	-	6 with corresponding batteries
Waybill Books	-	What is available
Carbon Paper	-	What is available
Generator	-	1
Phone/radios	-	3
Fax	-	1
Fax paper	-	1 box
Water	-	10 (5 gal.)
Sugar	-	10 lbs
Computers & Printer	-	3
Clipboards	-	6
Stapler	-	2
Staples	-	2 boxes
Tables	-	3
Chairs	-	6
Typing paper	-	6 pks (8 ½ x 11), 6 pks (8 1/2 x 14)
Pens	-	1 pk

Calculator	-	5
Treasury tags	-	1 box
File folders	-	1 box
Duct tape	-	10 rolls
Garbage bags	-	3 rolls

Transport Needs

Trolleys

Forklift

Trucks/Boats

Transportation for workers

ANNEX A

CONDITIONS FOR SECURING ITEMS FOR FEEDING CENTRES

1. Non expendable stores must be clearly engraved with NEMO's logo or serial number.
2. Government purchases and stores are governed by the Stores Orders. This Order requires that all stores be placed on inventory
3. The stores should be placed under the control of them Ministry of Human Development, Local Government and Labour storage
4. Periodic checks should be made to ensure that the stores are in order.

GOVERNMENT STORES ORDERS

28. All Government stores whether purchased locally or abroad and whether paid for by government or received as a free gift shall be taken on charge in a stores ledger or on inventory charge, except in the case of consumable stores purchased, received, issued or from stock for immediate use when no further record shall be kept. Accounting Officers and other responsible officers shall however ensure that extravagance do not occur.
29. The relevant entries in the stores ledger or inventory shall be made as soon as the goods have been received and checked. The quantities to be taken on charge shall be the quantities shown on the receipt voucher and any deficiency reported as a loss in accordance with Order 48.
30. A file of receipt vouchers numbered consecutively shall be kept by the storekeeper in each Ministry or Department in respect of all stores received for use in the Ministry or Department. The receipt voucher shall be either the invoice on which payment for the goods has been based or a copy of the actual voucher itself. In the case of goods received from another department from unallocated stores, it shall be a copy of the stores issue voucher.

31. Each receipt entry in a stores ledger shall quote reference to the relevant receipt voucher and the relevant stores ledger folio number shall be quoted on a receipt voucher against each item which has been taken on charge. Where stores have been taken into immediate use the person to whom they have been delivered shall give a receipt for them either by signing against the relevant entry on the receipt voucher or by a separate acknowledgement otherwise.
32. All issues of stores on charge in a stores ledger shall be vouched on a store issue voucher on the prescribed form or by signing of the receipt against the entry of the issue in the stores ledger. Where a store issue voucher is used, the entry in the stores ledger shall quote reference to the relevant store issue voucher number and the stores ledger folio number shall be quoted against each item on the stores issue voucher. Issue entries shall be made daily or whenever there are transactions to record.
33. Store issue vouchers shall specify the work for which the items to be issued are requested and no issue of quantities which cannot reasonably be said to be for immediate use shall be made except where the items are being transferred from one store to another. The recipient of the stores shall sign the original store issue voucher immediately below the last item on it or draw a horizontal line below the last item and a diagonal line across the store issue voucher between the last item and his signature from bottom left to top right in order to ensure that additional items cannot be inserted subsequently above his signature.
34. No alteration of any type whatever shall be made on a store issue voucher. When a form is spoilt it shall be cancelled with the word **CANCELLED** written across it. If an alteration is necessary in a stores ledger or inventory the incorrect figures shall be struck out by a single horizontal line and the correct figures inserted above the original figures so that both can be clearly seen. The officer making the correction shall initial it. (*Erasers and superimpositions are prohibited*)

