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Embassy Emergency Response Guide

Prepared by

Office of International Services
of the American Red Cross,
National Capital Chapter
Washington, D.C.

In Cooperation With

Office of U.S. Foreign Disaster Assistance,
United States Agency for International Development
Washington, D.C.

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Preface

The occurrence of natural and other disasters is affecting more people worldwide as the population increases. At present, response to disasters from outside an affected country takes a minimum of 24 hours and is frequently inappropriate. A needs assessment conducted with embassy officials, the Office of U.S. Foreign Disaster Assistance, and the American Red Cross concluded that this *Embassy Emergency Response Guide* would be of great assistance in helping embassies respond appropriately to the various inquiries and offers of help which they typically receive after major disasters in their respective countries.

This guide provides recommendations and guidance to help your embassy respond more effectively to a major disaster in your country. This information is based on the experience of experts in the field of international disaster relief assistance and a select group of embassy officials in Washington, D.C.

This guide aims, first, to assist your embassy in disaster preparedness; second, to facilitate response to public inquiries if a disaster occurs in your country; and third, to facilitate communications between your embassy and U.S. international disaster relief organizations.

The guide is divided into two sections:

- "Disaster Response Guidelines" provides emergency guidance for your embassy in the immediate aftermath of a disaster in your country. In addition, it offers recommendations and suggestions to help your embassy develop a disaster preparedness plan.

- "U.S.-Based Disaster Relief Resources" discusses the role of intergovernment, government, and private voluntary organizations (PVOs) in disaster relief. Appendixes have been added to briefly describe a select group of these organizations.

A third section, "Response to U.S. Disasters," will be provided at a later date. This material will explain how your embassy can coordinate emergency assistance to the United States in the event of a catastrophic disaster in the U.S.

While we sincerely hope that you will have no occasion to use this guide, we believe that the recommendations provided herein can assist you in developing an effective predisaster response plan so that, should a disaster occur in your country, your embassy will be better prepared to cope with the immediate aftereffects.

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Disaster Response Guidelines

Disaster Response Guidelines

Organizing and Managing the Embassy

An emergency operating plan in the event of disasters and other unforeseen events is necessary for embassies if they are to respond promptly and appropriately. In addition, when your country experiences a major disaster, it is strongly suggested that you immediately contact the Office of International Services (OIS) of the American Red Cross and the Office of U.S. Foreign Disaster Assistance (OFDA), United States Agency for International Development (USAID), to share information and coordinate your efforts.

Your emergency operating plan should include:

1. An organizational structure and lines of authority for emergency response.
2. Written procedures for staff based on existing staff functions, e.g., the press office which handles the media and the administrative office which provides administrative support.
3. Designation of backup persons trained in case of absences or 24-hour operations.
4. Policies and procedures, e.g., policy on donations and volunteers, major policies affecting relief or welfare of citizens and their relatives, and the procedure for checking on their welfare.
5. Drafts of documents which will be needed, e.g., press releases, disaster welfare inquiry forms, etc.

Establish a Disaster Relief Committee of distinguished members who will solicit funds for the rehabilitation and reconstruction phase of a disaster.

Communicate with disaster relief organizations, such as those listed in this guide, to observe their operations, functions, and resources which may apply to your country should a disaster occur.

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Communications

Telephone Technical Assistance

Should a disaster strike in your country, the public, relief agencies, and the media in the U.S. will contact your embassy for information. Your embassy's existing telephone system may be overwhelmed due to the high number of incoming phone calls. If additional temporary telephone service is needed, arrangements will have to be made with two or three different companies. Telephone service consists of three parts: (1) dial-tone service, (2) equipment, and (3) optional long-distance services. To obtain these services, you may contact the following:

AT & T	(800) 222-3111	National Sales and Service "800" and WATS Services and Equipment
C & P	(202) 346-6100	Business and Commercial Accounts Dial-Tone Services
MCI	(800) 333-2435 (800) 333-2007	D.C. Sales Office (After-Hours Network Department) "800" and WATS Services
Sprint	(703) 486-8330	Business Sales Office "800" and WATS Services

Prior to a disaster, these telephone companies may be contacted in order to obtain an explicit understanding of the potential costs of installing a hotline or other services.

Disaster Communications With the Affected Area*

The problems caused by a disaster are compounded by the disruption of telecommunications (international or domestic). The Office of U.S. Foreign Disaster Assistance (OFDA) has a variety of communications resources which may help to maintain contact with your home government should your regular telecommunications be rendered inoperative. Your embassy may contact the communications officer at OFDA (see Checklist, page 11).

*For assistance in Emergency Communications, call Michael Riley at the American Red Cross, (202) 639-3083.

Amateur Radio

When disaster strikes, amateur radio is often the only link between the disaster area and the outside world for several days. Amateur radio stations may be utilized by your embassy to communicate with your home government if normal telecommunications services are disrupted and your government has entered into a "third-party traffic" arrangement with the United States (Appendix E). If the third-party arrangement does not exist, your government may wish to discuss the establishment of one with the U.S. Embassy. Further information regarding third-party traffic arrangements is available from:

U.S. Department of State
Office of Communications and Information Policy
Tel: (202) 647-0049
Fax: (202) 647-5957

Amateur radio stations may be utilized by your embassy to communicate with your home government if normal telecommunications services are disrupted and your government has entered into a "third-party traffic" arrangement with the United States.

The preferred way for embassies to utilize amateur radio during a disaster is for an amateur radio station in the Washington, D.C., area to provide you with "phone patch" service in which your telephone call to the amateur station is connected to the HF (two-way shortwave) radio. While portable amateur radio stations have been brought to embassies in the past, this procedure is not recommended since permanent stations are more effective. To arrange for amateur radio communications during an emergency, contact:

OFDA - Communications Officer
Tel: (202) 647-5916
Fax: (202) 647-5269

You may also contact the American Radio Relay League, Incorporated (ARRL) for more information about amateur radio:

American Radio Relay League, Incorporated
Tel: (203) 666-1541
Fax: (203) 665-7531

In times of disaster, the International Committee of the Red Cross (ICRC) has access to certain radio frequencies based on an

agreement with the International Telecommunications Union (ITU). In addition, the national societies and the League have the capability to use satellite communications when a need is indicated.

Media

Appropriate communications with the press is a crucial factor in ensuring proper donations of relief supplies.

Appropriate communications with the press is a crucial factor in ensuring proper donations of relief supplies. In order to ensure an accurate flow of information regarding a disaster, it is helpful to have the following points included in your press release:*

- Kind of disaster.
- Date and hour of occurrence in the affected country.
- Number of people killed (confirmed/estimated).
- Number of people affected.
- Action taken by your government.
- Action taken by United Nations (UN) agencies and foreign governments in support of your government's efforts.
- Action taken by the Red Cross and Red Crescent national societies.
- Action taken by the Office of U.S. Foreign Disaster Assistance.
- Account number and address in the U.S. for a relief fund where public cash donations can be sent.
- A list of approved international relief organizations operating in your country to which donations can be forwarded, including the American Red Cross Disaster Fund P.O. Box (see Checklist, page 9).

The following press release and appeal forms are provided as examples for embassies.

*For further assistance call the Office of Media Relations at the American Red Cross, (202) 639-3200.

Information for Press Release

Disaster Report

1. Country where disaster has occurred:

2. Type of disaster:

3. Date and hour of disaster (local time in the disaster-stricken area):

4. Names of localities and towns affected (major towns—townships or city squares):

5. Weather conditions:

6. Communications (level of operation—internal and international):

7. Travel restrictions (road conditions, total damages—trains, airports, port facilities—alternative roads available):

8. Facts and figures:

   - Number of people affected:
   - Killed:
   - Injured:
   - Hospitalized:
   - Number of people needing assistance (food, medicine, shelter):
   - Type of assistance needed:

9. Summary of action taken by your government:

10. Summary of action taken by your country's Red Cross or Red Crescent national society:

11. Other private voluntary/non-government organizations' (PVO/NGO) actions:

Information for Appeal

Emergency Needs

1. Country where disaster has occurred:

2. Type of disaster:

3. Date and hour of occurrence (local time in the disaster-stricken area):

4. Names of localities and towns affected (major towns–townships or city squares):

5. Facts and figures:

   - Number of people affected:
   - Killed:
   - Injured:
   - Hospitalized:
   - Number of people needing assistance (food, medicine, shelter, evacuation):

6. Locally available disaster supplies (blankets, clothing, medicine, shelter material, potable water):

7. Relief assistance needed from outside the country:

   - Cash requirements (for local purchases of goods):
   - Technical personnel (disaster managers, medical staff, logistical personnel, satellite/communications specialists):
   - Relief supplies (type and quantity—you must insist that all donated material be properly packaged, labeled and marked in your language for easy identification):

8. List of PVOs/NGOs responding to the disaster:

9. List of PVOs/NGOs accepting donations (include addresses and telephone numbers):

10. Disaster welfare inquiries handled by:

11. U.S. citizens' disaster welfare inquiries handled by: Office of U.S. Citizens Emergency Services/U.S. State Department:
    Tel: (202) 647-5225

Donations

The donations from nationals of your country residing in the United States and from U.S. citizens can quickly exceed the storage, transport, and handling capacity of your country. The assistance offered usually consists of in-kind donations such as clothing, food, and medicaments, which may not be appropriate to meet the immediate need. The following suggestions can help embassy staff obtain and distribute only what is really needed.

Cash contributions enable your government and relief organizations to purchase supplies locally, thereby minimizing transportation costs.

Cash

Cash is the best kind of donation. Cash contributions enable your government and relief organizations to purchase supplies locally, thereby minimizing transportation costs. In order to provide quick assistance to the disaster-stricken country and to promote the economy of the area through the local purchase of relief goods, American Red Cross policy is to encourage cash donations only. Embassy officials should strongly encourage interested callers to donate cash instead of in-kind gifts. However, donors cannot claim tax deductions for their donations (cash or in-kind) to embassies. In the United States, only certain nonprofit organizations, such as the American Red Cross and others listed in this guide, have tax-exempt status under the Internal Revenue Service Code 501(c)(3). Therefore, we suggest you refer interested donors directly to such organizations. The tax deduction option offers donors an incentive to provide financial resources which enable relief organizations to meet the needs of disaster-stricken countries.

In the event of a disaster all existing protocol, such as customs procedures, is likely to remain intact. Therefore, it can be assumed that material donations can enter your country only with an official request.

Material

Potential donors need to be aware of your country's policy on accepting international assistance. In the event of a disaster all existing protocol, such as customs procedures, is likely to remain intact. Therefore, it can be assumed that material donations can enter your country only with an official request. For example, the Ministry of Health of your country may request that a certificate accompany all in-kind donations of clothing to ensure that the clothing has been cleaned and will not pose any health hazards to the public. International regulations for donations of medica-

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ments provide that all medicaments be properly identified, boxed, and labeled. When material assistance from outside has been requested from the disaster country, American Red Cross policy is to seek the product in bulk directly from the manufacturer, therefore avoiding public appeals which would require people to properly clean, sort, list, and pack for final shipment to the country. In addition, bulk shipments prevent complications of custom regulations (Appendixes I and K). Many of your country's existing regulations can be used to protect against the entry of inappropriate and undesirable items of any kind. Embassies can make available to the public, foreign governments, and non-government agencies information regarding their country's regulations for international assistance. In order to prevent chaos, embassies must make their requests for any relief assistance very specific (e.g., for medical assistance, generic drugs are preferred to brand drugs). The services provided by Volunteers in Techni-

Many of your country's existing regulations can be used to protect against the entry of inappropriate and undesirable items of any kind. Embassies can make available to the public, foreign governments, and non-government agencies information regarding their countries regulations for international assistance.

Mexico Earthquake, September 1985
Photo by Daniel Cima

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cal Assistance (VITA) can assist embassy staff in handling phone calls regarding offers of material donations. VITA's computers will keep track of all U.S. offers and the embassy will receive a listing of such offers on a daily basis:

Disaster Information Center at VITA
Tel: (703) 276-1914
Fax: (703) 243-1865

Individuals who wish to make in-kind donations can also be referred to local charities with expertise in cleaning, sorting, fixing, and packing of such material:

Please note that a country's policies regarding international assistance also apply to technical assistance.

Salvation Army
Tel: (202) 234-1125

ADRA International
Tel: (301) 621-2202
Fax: (301) 379-0830

Goodwill Industries
Tel: (202) 636-4225

Technical advice on health matters may be obtained from the World Health Organization/Pan American Health Organization (WHO/PAHO):

Tel: (202) 861-4325
Fax: (202) 775-4578

Service

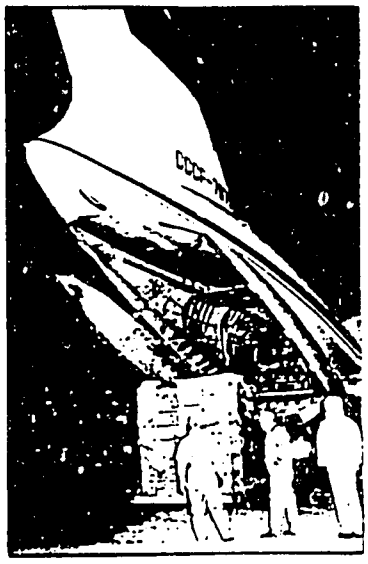
In the event of a disaster, persons volunteering their technical skills can be referred to VITA at (703) 276-1914. Technical personnel can also be made available at the request of the American Red Cross, which can facilitate obtaining visas for emergency situations and internal work and travel permits. Please note that a country's policies regarding international assistance also apply to technical assistance.

Transport

Since all communications may be cut off during a disaster, it is helpful to provide to relief organizations information regarding port facilities in your country (which roads are open, closed, and partially usable, or any existing road regulations).

Air

Even though various international airlines have assisted different countries in transporting relief supplies, it may be beneficial to contact your national airline first. Other airlines to contact to request assistance are those with direct flights to your country (please provide this information for the Checklist). This information is available from each country's tourist board. In addition, the International Air Transport Association (IATA) regulations may apply to your country in the event of a disaster (Appendix A).



Armenian Earthquake, Andrews Air Force Base, Maryland, December 1988
Photo by Daniel Cima

Surface

Although air transport offers tremendous advantages in speed, surface transport should be established for large-scale movements. Information regarding ocean or overland transport can be obtained from each country's trade agency. In the United States, for example, trucking lines have agreements with the American Red Cross and OFDA for transport of disaster relief supplies.

Checklist

The American Red Cross

Bilingual Volunteers, National Capital Chapter:

Office of International Services

Tel:	(202) 728-6612	(9:00 a.m. – 5:00 p.m.)
	(202) 737-8300	(After Hours, Duty Officer)
Fax:	(202) 728-6649	
Contact:		Nina Chapin, Specialist, International Services
		Joe Sansbury, Director, Emergency Services

Operations, National Headquarters:

Office of International Services

Tel:	(202) 639-3306	(8:30 a.m. – 4:30 p.m.)
	(202) 737-8300	(After Hours, Duty Officer)
Fax:	(202) 347-4486	
Telex:	Arch Wash 6892636	
Contact:		Al Panico, Manager
Africa		Linda Hoffman, Associate
Americas		Martin Perret, Associate
Asia and Pacific		Harold Boykin, Associate
Europe, Middle East and North Africa		Loretta FitzGerald, Associate

Media Relations, National Headquarters:

Tel:	(202) 639-3200
Fax:	(202) 347-4486

Emergency Communications, National Headquarters:

Tel:	(202) 639-3083	
Fax:	(202) 347-4486	
Contact:		Michael Riley, Associate, Disaster Communications

Family Messages, National Headquarters:*

Office of International Social Services

Tel:	(202) 639-3307	(8:30-4:30)
Contact:		Mary Lou McCutcheon, Manager

*Families are encouraged to contact their local Red Cross chapter first.

Cash Contributions:

The American Red Cross
(name of) Disaster
P.O. Box 37243
Washington, DC 20013

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Office of U.S. Foreign Disaster Assistance, United States Agency for International Development

Disaster Communications:

Tel: (202) 647-5916 (9:00 a.m. – 5:00 p.m.)

Fax: (202) 647-5269

Contact: Communications Officer

Disaster Operations:

Tel: (202) 647-9784/85
(202) 647-1512 OFDA Duty Officer

Fax: (202) 647-5269

Telex: 7108221975

Contact: Andrew Natsios, Director
Oliver Davidson, Assistant Director

Disaster Welfare Inquiries for U.S. Citizens:

U.S. Department of State
Office of U.S. Citizens Emergency Services

Tel: (202) 647-5225

Fax: (203) 665-7531

The U.S. Department of State:

Office of Communications and Information Policy

Tel: (202) 647-0049

Fax: (202) 647-5957

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Updated Disaster Information

Health (Medical Care, Sanitation, Water Supply, etc.):

Pan American Health Organization (PAHO)
Tel: (202) 861-4324/5
(202) 861-3399 (After Hours)
Fax: (202) 775-4578
Contact: Dr. Claude de Ville de Goyet, Director
Dr. Jose Luis Zeballos, Emergency Preparedness Officer

In-Kind Donations:

Volunteers in Technical Assistance (VITA)
Tel: (703) 276-1800 (9:00 a.m. – 5:00 p.m.)
(703) 276-1914 Disaster Information Center
Fax: (703) 243-1865
Contact: Garry Garriott, Manager

U.S.-Based PVOs Operating in Your Country:

InterAction
Tel: (202) 822-8429
Fax: (202) 775-0596
Contact: Lynn Belland, Program Officer

Transport:

Airlines with direct flights to your country:

Airline:
Number:
Contact:

Airline:
Number:
Contact:

Arline:
Number:
Contact:

Airline:
Number:
Contact:

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U.S.-Based Disaster Relief Resources

U.S.-Based Disaster Relief Resources

The American Red Cross and Disaster Response

(202) 639-3306 - National Headquarters
(202) 728-6612 - National Capital Chapter
(202) 347-4486 - Telefax
Arch Wash 6892636 - Telex
AMCROSS WASHINGTON DC - Telegram
17th and D Streets, N.W.
Washington, DC 20006

Disaster relief is made available by donor societies only when the affected country's Red Cross or Red Crescent national society requests such assistance from the League of Red Cross and Red Cresent Societies (League) or the International Committee of the Red Cross (ICRC).

The American Red Cross national headquarters in Washington, D.C. is one of 148 Red Cross and Red Crescent national societies in the world.[1] As part of the International Red Cross Movement, the American Red Cross joins with other Red Cross and Red Crescent donor societies to provide emergency and long-term assistance to victims of disasters, such as floods, earthquakes, etc. Disaster relief is made available by donor societies only when the affected country's Red Cross or Red Crescent national society requests such assistance from the League of Red Cross and Red Crescent Societies (League) or the International Committee of the Red Cross (ICRC).[2] When the American Red Cross responds to an international disaster, its Office of International Services (OIS) coordinates relief work with the League's relief efforts. Depending on the magnitude, public interest, and/or media attention to the disaster, the OIS may form a task force to oversee the American Red Cross response. The American Red Cross provides the following types of assistance and guidance:

- Cash through the League for purchases in the affected country or its closest neighbor.

- In-kind donations include: food, blankets, shelter, plastic sheeting, clothing, and medical supplies. If the affected country is close to the United States, the American Red Cross may provide relief goods purchased in the U.S.
- Delegates sent on League or ICRC assignments to assist the local society in disaster response and to provide the international link to the League in Geneva.
- Disaster welfare inquiries (DWIs) when the local society is prepared and has trained, professional caseworkers for such a task (see point 2 below).
- Cash and other assistance from the Office of U.S. Foreign Disaster Assistance (OFDA) and other government agencies for Red Cross efforts.
- Clearance of medical or health-related requests for emergency assistance in Latin America through the Pan American Health Organization (PAHO).
- Bilateral assistance when called upon to do so by the recipient operating society.

The American Red Cross also provides specific **international social services,** including inquiries from communities within the United States. The International Social Services (ISS) division of the Office of International Services at national headquarters is responsible for the following:

1. **Tracing services** is the part of the ISS division that handles tracing inquiries from people living in the U.S. with close family members in other countries. When usual lines of communications are interrupted by war, natural disaster, or refugees fleeing their countries, family members in the U.S. may contact their local American Red Cross chapter with tracing requests. These requests to locate "lost" close relatives are serviced through the national headquarters, or local chapters, directly to the disaster country or via the League or ICRC in Geneva, Switzerland.
2. **Disaster welfare inquiries (DWIs)** is a service provided when normal communications between family members are disrupted and reasonable attempts to reestablish contact have failed. The American Red Cross accepts

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inquiries regarding relatives (citizens of other countries) who live in areas believed to be affected by a disaster. Delays may be expected, depending on the severity of the disaster and the capacities of the society in the affected country. Foreign nationals should call the local American Red Cross chapter in their area of residence for assistance in these matters and not the American Red Cross national headquarters in Washington, D.C.

In the event of a disaster, the Red Cross shares information with other relief organizations such as the Bureau for Refugee Programs at the Department of State and the Office of U.S. Foreign Disaster Assistance, USAID.[3] The Red Cross also consults with the Pan American Health Organization (PAHO), headquartered in Washington, D.C., in the event of medical emergencies during disasters, and to obtain information on health issues.[4]

1. See Appendix D.
2. For further reading on the League and the International Committee of the Red Cross, see Appendix A.
3. See page 18.
4. See Appendix H - PAHO.

Armenian Earthquake, December 1988
Photo by Daniel Cima

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The U.S. Government and International Disaster Response

Office of U.S. Foreign Disaster Assistance (OFDA), United States Agency for International Development (USAID)

U.S. government disaster assistance is provided on a humanitarian and an apolitical basis.

(202) 647-8924 / 647-1512 - After Hours
(202) 647-5269 - Telefax
7108221975 - Telex
Washington, DC 20523

The U.S. government's international disaster assistance is coordinated by the Office of U.S. Foreign Disaster Assistance (OFDA), United States Agency for International Development (USAID). OFDA has a special budget for disaster preparedness and relief. Funding is available to all countries. U.S. government disaster assistance can be provided when the U.S. ambassador determines that a catastrophic event has resulted in a loss of life. These events range from traditional disaster types (e.g., severe weather, fires) to major accidents (with local victims) and even civil strife. U.S. government disaster assistance is provided on a humanitarian, apolitical basis. All requests for U.S. government assistance must originate from the U.S. mission in the affected country, which is responsible for the implementation and accountability of the relief supplies.

OFDA coordinates and usually subsidizes for U.S. government international disaster relief, even when provided by another federal agency, including relief flights by the Department of Defense. No other U.S. government agencies have the authority to conduct international disaster relief, although some (technical agencies) may provide assistance within their own budgetary limitations. The Department of State provides foreign policy guidance to OFDA. Questions regarding a source of U.S. government international disaster assistance should be directed to OFDA. The agency monitors disaster threats, such as drought,

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flooding, volcanic activity, and major earthquakes, throughout the world. OFDA maintains a duty officer system and has specialized staff available 24 hours a day. Ask for the OFDA duty officer when calling after 5:00 p.m.

Many U.S. government technical agencies (e.g., U.S. Forest Service, Federal Emergency Management Agency, Environmental Protection Agency, etc.) have resources available for international disaster preparedness activities. Many offer technical assistance to other governments both in pre- and post-disaster situations. Specialized U.S. technical assistance is also available on a fully or partially reimbursable basis. A briefing for your embassy staffs by OFDA and a tour of its Coordination Center is available.

Through the Migration and Refugee Assistance appropriation, the United States contributes assistance to more than 12 million refugees around the world through international and private voluntary organizations.

Bureau for Refugee Programs, U.S. Department of State

(202) 663-1520

The needs of refugees are addressed by the State Department's Bureau for Refugee Programs. The Bureau provides additional assistance to migrants and displaced persons receiving aid from specified international organizations. Through the Migration and Refugee Assistance appropriation, the United States contributes assistance to more than 12 million refugees around the world through international and private voluntary organizations. Funds support life-sustaining relief and long-term solutions to refugee problems. They also provide support services sponsored by the International Committee of the Red Cross to more than two million persons displaced or affected by conflict situations.

The Bureau provides the most direct, immediate response to hunger and food shortages abroad by distributing U.S. agricultural products and by assisting with the costs of delivery and internal distribution of those products.

Bureau for Food for Peace and Voluntary Assistance, USAID

(202) 875-4707

Food for Peace is the U.S. government's food aid program and is coordinated by USAID. The Bureau provides the most direct, immediate response to hunger and food shortages abroad by

distributing U.S. agricultural products and by assisting with the costs of delivery and internal distribution of those products. For example, during the African famine in the 1980s, Food for Peace provided millions of dollars' worth of food for distribution by nongovernment agencies, such as the American Red Cross, and covered the cost of transport. Food aid is provided only when adequate storage facilities are available and when distribution will not result in a substantial disincentive to food production and marketing in the receiving country. Though Food for Peace is perhaps the most immediate emergency food resource, it can take up to several months (after the request for assistance) before the commodities enter the country of destination. The delay in delivery, due to transportation from the U.S. source to the country in need, should be considered when planning such a food aid program. However, Food for Peace can release in-country stock of supplies from ongoing projects and later reimburse the operating organization.

FEMA administers the U.S. President's Disaster Relief Fund and coordinates all disaster recovery assistance provided by other federal agencies following a presidentially declared major disaster or emergency within the United States.

Federal Emergency Management Agency (FEMA)

(202) 646-4003

FEMA administers the U.S. President's Disaster Relief Fund and coordinates all disaster recovery assistance provided by other federal agencies following a presidentially declared major disaster or emergency within the United States. Major aid programs for individuals and families include temporary housing, grants, low-interest property loans, and unemployment payments. Recovery funding for state and local governments is provided on a cost-sharing basis to pay the eligible costs for the repair or replacement of damaged public facilities. Please see information on the Office of U.S. Foreign Disaster Assistance (OFDA) to learn about FEMA's assistance on the international level (see page 18).

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U.S.-Based Private Voluntary Organizations (PVOs)

There are many private voluntary organizations (PVOs) from which embassies may seek emergency disaster-related assistance. But the organizations which will be able to provide the quickest response will be those already operating in the country where a disaster has occurred. Therefore, it is beneficial for embassies to maintain a current listing of PVOs which have ongoing projects in your country in order to contact these organizations first (see InterAction, page 22).

Generally, private voluntary and nongovernment organizations can generate substantial funds for emergency relief and rehabilitation projects from major contributing governments.

Other PVOs that can provide specialized assistance based on specific needs may be contacted later. This second tier of organizations which do not have ongoing activity in your country will most probably need to coordinate with a PVO with on-site operations to speed up the provision of their assistance.Your embassy could contact and coordinate with second tier organizations since these organizations will not have been previously contacted by your country's home government. Although some governments are reluctant to allow PVOs to play a major role in disaster relief, a well-organized agency can greatly assist your government and victims should a disaster occur. For example, the Red Cross and Red Crescent societies have a formal role in sheltering and in feeding disaster victims in many countries. Generally, private voluntary and nongovernment organizations can generate substantial funds for emergency relief and rehabilitation projects from major contributing governments.

Resources in Washington, D.C.

Emergency resource organizations, such as InterAction and Volunteers in Technical Assistance (VITA), do not have relief operations overseas. However, they offer information about PVO operations and offers of in-kind and service donations which can be used by your embassy should a disaster occur in your country.

InterAction

(212) 777-8210
(212) 995-2942 - Telefax
175322 RDC UT - Telex
200 Park Avenue South
New York, NY 10003

(202) 822-8429
(202) 775-0596 - Telefax
8718289 OEF INT - Telex
1815 H Street, N.W.
Washington, DC 20006

InterAction is a broad coalition of 120 U.S. private and voluntary organizations dedicated to international humanitarian issues. Its membership spans the continent and includes most American emergency relief organizations. InterAction serves as a clearinghouse for PVO operational efforts overseas. In 1988, for example, InterAction worked on behalf of its members in several disasters, including Armenia, Bangladesh, Jamaica, and Sudan. InterAction can provide coordinated, up-to-date information on the U.S. PVOs that are responding to current disasters. InterAction can readily provide this information to your embassy should a disaster occur in your country.

Volunteers in Technical Assistance (VITA)

(703) 276-1800
(703) 276-1914 - Disaster Information Center
(703) 243-1865 - Telefax
440192 VITAUI - Telex
1815 N. Lynn Street, # 200
P.O. Box 12438
Arlington, VA 22209-8438

Under a grant from OFDA, and in collaboration with the IBM Corporation, VITA manages a Disaster Information Center. The center is an information clearinghouse on U.S. assistance for overseas disaster victims. This includes companies and individuals offering to donate relief supplies or volunteers offering to donate their skills. This information is available to PVOs involved in relief work and to your embassy. In the event of a disaster, your embassy may obtain assistance from VITA in managing incoming phone calls and in tracking the overwhelming number of public offers (see Donations, page 5). In general, groups are cautioned NOT TO COLLECT items for international disaster victims unless specifically requested to do so by an organization

which will pay the transportation, warehousing, and distribution costs to and within the affected country. It is the responsibility of the accepting organization, not VITA, to determine the quality and appropriateness of the service or material being offered.

Major U.S.-Based Voluntary Agencies

It is impossible to provide comprehensive information about receiving disaster-related information from the private voluntary organizations. These organizations vary greatly in structure and in the type of work they do. However, for the purpose of facilitating communications between your embassy and U.S.-based international PVOs in the event of a disaster, the following list provides the addresses and telephone numbers of a select group of major U.S.-based PVOs with emergency disaster relief capacity in different parts of the globe. A brief description of each of these organizations is provided in Appendix B. The following PVOs frequently provide emergency disaster assistance:*

Adventist Development and Relief Agency (ADRA) International
(202) 722-6769
P.O.Box 60808
Washington, DC 20039

CARE International
(212) 686-3110
660 First Avenue
New York, NY 10016

(202) 223-2277
2025 Eye Street, N.W.
Washington, DC 20006

Catholic Relief Services (CRS)
(301) 625-2220
209 W. Fayette Street
Baltimore, MD 21202

Medical Assistance Programs (MAP) International
(912) 265-6010
2200 Glynco Parkway
Brunswick, GA 31520

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Oxfam America
(617) 482-1211
115 Broadway
Boston, MA 02116

Save the Children Federation

(203) 226-7271	(202) 342-8096
54 Wilton Road	2830 M Street, N.W.
Westport, CT 06880	Washington, DC 20007

World Vision Relief and Development, Inc.

(818) 357-7979	(202) 547-3743
919 West Huntington Drive	220 Eye Street, N.E.
Monrovia, CA 91016	Washington, DC 20002

*Source: *The League Handbook*, Henry Dunant Institute, Geneva, Switzerland.

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Response to U.S. Disasters

Note:

The "Response to U.S. Disasters" section will provide guidelines on response to major disasters within the United States. Its contents are in the process of development and will be forwarded upon completion.

Appendixes

Appendix A

International Red Cross Movement and Disaster Relief

The International Red Cross Movement, in its endeavor to prevent and alleviate human suffering, considers it a fundamental duty to bring relief to all disaster victims.

The scope of the International Red Cross Movement is vast, encompassing independent national societies, the International Committee of the Red Cross (ICRC), and the League of Red Cross and Red Crescent Societies (the League). The Red Cross mission is to prevent and alleviate human suffering, wherever and whenever it occurs, and to promote world peace. The people of the Movement help anyone in need, regardless of political, racial, religious, or ideological differences.

The International Red Cross Movement, in its endeavor to prevent and alleviate human suffering, considers it a fundamental duty to bring relief to all disaster victims. In principle, its assistance is of an auxiliary and complementary nature and operates primarily in the emergency phases. However, if circumstances require and there is assurance of the necessary resources and means, the International Red Cross may undertake more extensive assistance programs.

The three components of the International Red Cross Movement are separate and have specific objectives in disaster response. What follows is a brief description of each branch and its role in international disaster relief.

The primary role of the ICRC is to protect victims of international or internal armed conflicts.

1. **International Committee of the Red Cross (ICRC)**

   The primary role of the ICRC is to protect victims of international or internal armed conflicts. The ICRC is the founding body of the International Red Cross Movement, and has been given the right to intervene in armed conflicts by the 165 governments that to date have signed the Geneva Conventions of 1949 and the Additional Protocols of 1977.

   In war-torn regions, ICRC delegates provide emergency food and medical supplies. The ICRC Central Tracing

Agency (CTA) acts as a global clearinghouse for information on whereabouts of prisoners of war. ICRC delegates visit and inspect prisoner-of-war camps and transport and deliver mail to prisoners.

2. **League of Red Cross and Red Crescent Societies (the League)**

Just as the ICRC helps people during times of armed conflict, the League of Red Cross and Red Crescent Societies helps coordinate relief efforts for victims of natural disasters.

The League of Red Cross and Red Crescent Societies helps coordinate relief efforts for victims of natural disasters.

The League acts as the information center for the national societies regarding situations caused by disaster, and coordinates at the international level the assistance provided by national societies and the League. All national societies (operating societies) are expected to promptly inform the League of any major disasters occurring within their borders, the extent of known damage, and relief measures under way when the existing resources no longer suffice. In return, the League forms a task force to coordinate disaster response of national societies (participating or donor societies). The information received is shared with the United Nations and other relief organizations. When a natural disaster has exhausted all the resources at the national level, the national society of the stricken country may request international assistance through the League. The League then sends the appeal on behalf of the operating society to all participating societies for aid, depending on need.

Donor societies provide relief through dispatch of personnel and gifts of cash and goods. National societies encourage cash donations in order to purchase material locally and to avoid high transportation costs. In-kind donations are encouraged only when specifically requested. Donor societies keep the League informed of their assistance provided to the stricken country.

The operating society must keep the League informed by providing reports on the progress of relief operations. The operating society must also provide an audited report at the end of each relief operation and adhere to the *Principles and Rules for Red Cross and Red Cresent Disaster Relief*. These rules have been agreed to by all Red Cross and Red Crescent societies and include international agreements on

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free transport of relief goods,* radio frequencies, etc.

3. **National societies**

To date, 148 independent nations have their own Red Cross or Red Crescent national societies. These societies design programs to meet the unique needs of their nations, and are mandated to carry out specific tasks in times of disasters. As a general rule, however, the national societies are limited to the provision of: blood services, first aid, medical and nursing care, food supplies, clothing, shelter, services for the prevention of epidemics, including health education, social welfare, training services, and other forms of emergency assistance.

148 independent nations have their own Red Cross or Red Crescent national societies.

*If, in the event of a disaster, it appears that aircraft will be necessary, based on International Air Transport Association (IATA) Resolution No. 788, the operating Red Cross and Red Crescent society can contact its national airline for free transportation of relief and personnel. When and if the national airline agrees to free transport, then other active members of IATA may be contacted for assistance in transporting disaster relief supplies.

Appendix B

U.S.-Based Voluntary Agencies

Adventist Development and Relief Agency (ADRA) International

ADRA International's long involvement in disaster relief and its infrastructure in over 65 countries around the world equip it to respond to disasters worldwide. Along with emergency relief, ADRA also stresses long-term community development. These projects include agricultural training, public health, institutional development, and water resource development.

CARE International

CARE assists underprivileged people and victims of natural and other disasters. Assistance is provided through development, construction, cooperatives and credit loans, food production and agriculture, material aid, public health, and family planning services. CARE operates in the Caribbean, Central America, South America, South Asia, North Africa and Sub-Saharan Africa.

Catholic Relief Services (CRS)

CRS is the overseas relief and development organization of the American Catholic community. In emergencies, CRS often works with and through local organizations to provide emergency assessment, relief, rehabilitation, and reconstruction assistance. It provides aid in the form of food, medicines, clothing, and shelter to the disaster-affected victims. CRS operates in 68 countries in Africa, Asia, Latin America, and the Middle East.

Medical Assistance Programs (MAP) International

MAP International distributes medical supplies and equipment to Christian medical installations, provides emergency relief,

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assists in development in underdeveloped countries, and grants fellowships for senior medical students to work in mission hospitals in the developing world. MAP International operates in the Caribbean, Central America, South America, East Asia, Southeast Asia, the Middle East, the Pacific, and Sub-Saharan Africa.

Oxfam America

Oxfam America is an international relief and development organization with assistance programs in over 30 countries. The aim of its policies is to combat poverty, distress, and suffering in any part of the world, whether it is due to natural disasters, such as famine and earthquake; to other calamities, such as war; or to lack of resources among people involved. Oxfam America operates in the Caribbean, Central America, South America, South Asia, Southeast Asia, and Sub-Saharan Africa.

Save the Children Federation

Save the Children is devoted to improving the quality of life and defending the rights of children. It helps communities develop the skills and institutions necessary to improve the future of their children and operates in the Caribbean, Central America, South America, Europe, the Middle East, the Pacific, South Asia, Southeast Asia, and Sub-Saharan Africa.

World Vision Relief and Development, Inc.

World Vision is a Christian relief and development agency assisting more than 14 million people in over 80 countries. World Vision is committed to respond immediately to a disaster and has two disaster time frames: it responds internally within 24 hours and response to the field is within 48 hours. World Vision handles gifts-in-kind of food, clothing, medical supplies, medical equipment, construction equipment and tools, tents, blankets, seeds, and emergency Fly-Away Kits.

Appendix C

Supplementary Relief Organizations

AFRICARE
440 R Street, N.W.
Washington, DC 20001
Tel: (202) 462-3614

AIR-SERV INTERNATIONAL
Box 3041
Redlands, CA 92373
Tel: (714) 794-7736

AMERICA'S DEVELOPMENT FOUNDATION
600 South Lee Street
Alexandria, VA 22314
Tel: (703) 836-2717

AMERICAN FRIENDS SERVICE COMMITTEE
1501 Cherry Street
Philadelphia, PA 19102
Tel: (215) 241-7000

AMERICAN JEWISH JOINT DISTRIBUTION COMMITTEE
711 Third Avenue
New York, NY 10017
Tel: (212) 687-6200

AMERICARES FOUNDATION
161 Cherry Street
New Caanan, CT 06840
Tel: (203) 966-5195

THE BROTHER'S BROTHER FOUNDATION
824 Grandview Avenue
Pittsburgh, PA 15211
Tel: (412) 431-1600

CHURCH WORLD SERVICE
475 Riverside Drive
New York, NY 10115
Tel: (212) 870-2471

FOOD FOR THE HUNGRY
7729 E Greenway Road, Suite 1
Scottsdale, AZ 85260
Tel: (602) 998-3100

INTERCHURCH MEDICAL ASSISTANCE
P.O. Box 429
New Windsor, MD 21776
Tel: (301) 635-6474

INTERNATIONAL RESCUE COMMITTEE
386 Park Avenue South
New York, NY 10016
Tel: (212) 679-0010

LUTHERAN WORLD RELIEF
360 Park Avenue South
New York, NY 10010
Tel: (212) 532-6350

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MENNONITE CENTRAL COMMITTEE
21 South 12 Street
Akron, PA 17501
Tel: (717) 859-1151

MISSION AVIATION FELLOWSHIP
Box 202
Redlands, CA 92373
Tel: (714) 794-1151

OPERATION CALIFORNIA
7615 1/2 Melrose Avenue
Los Angeles, CA 90046
Tel: (213) 658-8876

PAN AMERICAN DEVELOPMENT FOUNDATION
1889 F Street, N.W.
Washington, DC 20006
Tel: (202) 789-3969

PARTNERS OF THE AMERICAS
1424 K Street, N.W.
Washington, DC 20005
Tel: (202) 628-3300

PROJECT CONCERN INTERNATIONAL
P.O. Box 85323
San Diego, CA 92138
Tel: (619) 279-9690

PROJECT HOPE
Carter Hall
Millwood, VA 22646
Tel: (703) 837-2100

THE SALVATION ARMY WORLD SERVICE OFFICE
1025 Vermont Avenue, N.W.
Suite 305
Washington, DC 20005
Tel: (202) 737-3330

SISTER CITIES INTERNATIONAL
120 South Payne Street
Alexandria, VA 22314
Tel: (703) 836-3535

WORLD CONCERN
Box 33000
Seattle, WA 98133
Tel: (206) 546-7201

WORLD RELIEF CORPORATION
450 Gunderson Drive
P.O. Box WRC
Carol Stream, IL 60188
Tel: (312) 665-0235

YMCA INTERNATIONAL
101 North Wacker Drive
Chicago, IL 60606
Tel: (312) 977-0031 or
(312) 268-0570

YWCA INTERNATIONAL
726 Broadway
New York, NY 10003
Tel: (212) 614-2700

Appendix D

Countries With Recognized Red Cross and Red Crescent Societies

Admission Dates to the League of the 148 National Red Cross and Red Crescent Societies Recognized Internationally

National Societies of the Following Countries	Date of Admission to the League		
AFGHANISTAN	11	November	1954
ALBANIA	2	August	1923
ALGERIA	28	August	1963
ANGOLA	18	October	1986
ARGENTINA	23	June	1919
AUSTRALIA	19	June	1929
AUSTRIA	8	April	1921
BAHAMAS	4	May	1977
BAHRAIN	27	September	1972
BANGLADESH	2	November	1973
BARBADOS	9	September	1984
BELGIUM	27	May	1919
BELIZE	12	April	1984
BENIN	28	August	1963
BOLIVIA	22	January	1923
BOTSWANA	12	October	1971
BRAZIL	17	June	1919
BULGARIA	20	July	1921
BURKINA FASO	28	August	1963
BURUNDI	28	August	1963
CAMEROON	28	August	1963
CANADA	20	June	1929
CAPE VERDE	18	April	1985

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CENTRAL AFRICAN REPUBLIC	29	October	1975
CHAD	21	April	1988
CHILE	1	February	1920
CHINA	8	July	1919
COLOMBIA	29	May	1922
CONGO	4	May	1977
COSTA RICA	5	April	1922
COTE D'IVOIRE	28	August	1963
CUBA	17	July	1919
CZECHOSLOVAKIA	11	January	1920
DENMARK	12	July	1919
DJIBOUTI	18	October	1986
DOMINICA		April	1989*
DOMINICAN REPUBLIC	19	January	1931
ECUADOR	9	June	1923
EGYPT	30	May	1929
EL SALVADOR	24	June	1925
ETHIOPIA	16	October	1950
FIJI	2	November	1973
FINLAND	5	January	1922
FRANCE	5	May	1919
GAMBIA, THE	29	October	1975
GERMAN, DEM. REPUBLIC	11	November	1954
GERMAN, FED. REPUBLIC	24	July	1952
GHANA	25	September	1959
GREAT BRITAIN	5	May	1919
GREECE	24	June	1919
GRENADA	23	November	1987
GUATEMALA	15	August	1923
GUINEA	18	October	1986
GUINEA-BISSAU	18	October	1986
GUYANA	5	September	1968
HAITI	15	June	1935
HONDURAS	27	November	1945
HUNGARY	20	June	1921
ICELAND	30	May	1925
INDIA	7	August	1929

INDONESIA	16	October	1950
IRAN	21	January	1929
IRAQ	23	June	1934
IRELAND	24	November	1945
ITALY	5	May	1919
JAMAICA	2	October	1964
JAPAN	5	May	1919
JORDAN	16	October	1950
KAMPUCHEA	8	October	1960
KENYA	5	September	1967
KOREA, DEM. P. REPUBLIC	11	May	1956
KOREA, REPUBLIC	29	September	1955
KUWAIT	11	June	1968
LAO, P. DEM. REPUBLIC	25	October	1957
LEBANON	17	September	1947
LESOTHO	12	October	1971
LIBERIA	25	September	1959
LIBYAN ARAB JAMAHIRIYA	25	Séptember	1958
LICHTENSTEIN	5	December	1945
LUXEMBURG	3	January	1922
MADAGASCAR	28	August	1963
MALAWI	12	October	1971
MALAYSIA	28	August	1963
MALI	13	November	1967
MAURITANIA	2	November	1973
MAURITIUS	7	October	1977
MEXICO	5	October	1923
MONACO	21	March	1948
MOROCCO	25	September	1958
MOZAMBIQUE		October	1988*
MYANMAR (BURMA)	23	May	1946
NEPAL	2	October	1964
NETHERLANDS, THE	15	August	1919
NEW ZEALAND	11	July	1932
NICARAGUA	17	October	1934
NIGER	28	September	1965
NIGERIA	2	October	1961
NORWAY	27	May	1919

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PAKISTAN	18	August	1948
PANAMA	13	February	1925
PAPUA NEW GUINEA	7	October	1977
PARAGUAY	23	March	1922
PERU	17	June	1919
PHILIPPINES	17	September	1947
POLAND	16	September	1919
PORTUGAL	28	May	1919
QATAR	2	November	1981
ROMANIA	14	July	1919
RWANDA	8	October	1983
SAINT LUCIA	18	October	1986
SAN MARINO	24	July	1952
SAO TOME Y PRINCIPE	20	October	1985
SAUDI ARABIA	28	August	1963
SENEGAL	28	August	1963
SIERRA LEONE	28	August	1963
SINGAPORE	2	November	1973
SOMALIA	1	September	1969
SOUTH AFRICA	24	June	1929
SPAIN	22	August	1919
SRI LANKA	24	July	1952
SUDAN, THE REPUBLIC	4	November	1957
SURINAME	18	October	1986
SWAZILAND	4	October	1979
SWEDEN	26	June	1919
SWITZERLAND	17	July	1919
SYRIAN ARAB REPUBLIC	17	September	1947
TANZANIA	28	August	1963
THAILAND	8	April	1921
TOGO	2	October	1961
TONGA	2	November	1981
TRINIDAD AND TOBAGO	28	August	1963
TUNISIA	25	October	1957
TURKEY	7	April	1930
UGANDA	28	September	1965
UNION OF SOVIET SOCIALIST REPUBLICS	19	October	1934
UNITED ARAB EMIRATES	18	October	1986

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UNITED STATES OF AMERICA	5	May	1919
URUGUAY	16	January	1920
VENEZUELA	15	July	1919
VIET NAM	4	November	1957
WESTERN SAMOA	9	September	1984
YEMEN ARAB REPUBLIC	8	October	1983
YEMEN, P. DEM. REP.	9	September	1984
YUGOSLAVIA	22	August	1919
ZAIRE	28	August	1963
ZAMBIA	5	September	1967
ZIMBABWE	8	October	1983

Source: *The League Directory*, The League of the Red Cross and Red Crescent Societies, Geneva, Switzerland.

Note: The Magen David Adom Society of Israel is not a member of the League of Red Cross and Red Crescent Societies, but is recognized by the American Red Cross as the national society of Israel.

*Recognized by the ICRC, provisional admission to the League of the Red Cross and Red Crescent Societies, awaiting official admission at the League General Assembly of October 1989.

Appendix E

Countries and Organizations with Amateur Radio Third-Party Arrangements*

A message transmitted by amateur radio and originating with, or destined for, any person other than the licensed operators of the amateur stations in radio communication with one another is considered third party traffic.

Antigua and Barbuda
Argentina
Australia
Belize
Bolivia
Brazil
Canada
Chile
Colombia
Costa Rica
Cuba
Dominica
Dominican Republic
Ecuador
Gambia
Ghana
Grenada
Guatemala
Guyana
Haiti
Honduras
International Telecommunications Union
Israel
Jamaica
Jordan
Liberia
Mexico
Nicaragua
Panama
Paraguay
Peru
St. Christopher and Nevis
St. Lucia
St. Vincent and the Grenadines
Sierra Leone
Swaziland
Trinidad and Tobago
United Kingdom
United Nations (Vienna)
Uruguay
Venezuela

*Source: Office of Communications and Information Policy, The U.S. Department of State-1989.

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Appendix F

Glossary

This glossary is intended to define terms which are common in the international disaster assistance vocabulary.

Aerial Reconnaissance	The survey of a disaster area by air to determine extent and type of destruction.
Aftershock	A tremor which follows the main shock of an earthquake and originates at or near the focus of the primary earthquake. Generally, large earthquakes are followed by a large number of aftershocks which decrease in frequency after time.
AMCROSS	(Also known as ANRC-American National Red Cross) American Red Cross telegram abbreviation.
Amplitude	The maximum displacement from zero level of any wave such as the seismic wave.
Ash Flow	After an eruption of gas charged magma, a relatively small proportion of the material may be thrown high into the atmosphere by explosion. Much of the resulting ash remains suspended in a cloud which spreads rapidly outward close to the ground.

Assessment Survey	Is conducted of a disaster area to make estimates of damages and recommendations for necessary relief action.
Avalanche	The rapid and sudden sliding and flowage of masses of usually incoherent and unsorted mixtures of snow, ice, and rock material.
Beaufort Scale	Numeric scale for wind speed in which the stronger the wind, the higher the number.
Body Wave	A seismic wave that travels through the interior of the earth and is not related to a boundary surface.
Bulgar Food	Is made from wheat (boiled and dried with coarse outside bran removed); is 100 percent cooked whole wheat.
Calorie	The calorie, a unit of energy, was originally defined as the quantity of energy (or heat) necessary to raise the temperature of one gram of water, at constant atmospheric pressure, by 1°C. The kilocalorie (sometimes called the kilogram-calorie or large calorie) is 1000 cal. The calorific value of foods is usually given in terms of kilocalories and through loose usage the prefix "kilo" is often omitted. The "calories" counted by persons on a reducing diet are kilocalories.
Catastrophic Theory	A coherent group of general propositions used as principles to explain sudden, violent disturbances on the earth's surface.

Cholera

A term that has been incorrectly applied to a wide variety of acute diarrheal diseases of short duration. In many instances diseases are, however, to be distinguished from the acute, specific and highly fatal infection with vibrio cholerae known as true cholera, Indian cholera or, most commonly, Asiatic cholera.

Cholera Vaccine

A vaccine produced from vibrio cholera or vibrio eltor. Usually two subcutaneous injections are given at about 21 days' interval. Immunity is short with a maximum protection of six months, and such protection is obtained in only 50 percent of cases. Usually, sanitary and hygienic measures rather than vaccination suffice in great emergencies. Cholera is subject to quarantine regulations.

Communicable Disease

See **Infectious Diseases**.

Communications Resources

Public and private communication systems: police, fire, military, other governmental, private radio, T.V., newspapers, magazines, and other news media, telephone and telegraph facilities, amateur (HAM) radio operators, etc., and operational inventory index and plan for coordination and utilization of these facilities and capabilities in time of disaster and emergency.

Creeping Disasters

Slow-moving disasters, such as drought, health deterioration, epidemics, and famine that do not manifest themselves until extensive damage and suffering are widespread and the public demands emergency response.

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Crop Moisture Index (CMI)	A modified Palmer Index that represents those aspects of soil moisture which affect vegetation and field operations (see **Palmer Index**).
Cyclone	A cyclone of middle and high latitudes is called a "depression." A tropical cyclone of moderate intensity is a "tropical storm." If of great intensity, a tropical cyclone in the Indian Ocean, Arabic Sea or Bay of Bengal is termed a "cyclone," in the Western Pacific a "typhoon," in Western Australia a "willy-willy," and in most other tropical latitudes a "hurricane." That atmospheric pressure distribution in which there is a low central pressure relative to the surroundings. It is characterized on a synoptic chart by a system of closed isobars, generally approximately circular or oval in form, enclosing a central low pressure. "Cyclonic circulation" is counter-clockwise round the center in the northern hemisphere, clockwise in the southern hemisphere; in either case, the sense of rotation about the local vertical is the same as that of the earth's rotation.
Damage Assessment Appraisal	A determination of the actual affects resulting from a disaster.
Damage Mitigation	Lessening the severity of suffering and damage caused by disaster.
Delegate	A person who has been requested to provide services to the League, the ICRC, or a sister society.
Demography	Scientific study of human populations.

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Diet	The total solid and liquid foods consumed by an individual or by a population group, either on an average basis or during a specified period.
Disaster	A disaster is a catastrophic situation in which the day-to-day patterns of life are suddenly disrupted and people are plunged into helplessness and suffering and, as a result, need food, protection, clothing, shelter, medical and social care, and other necessitities of life.
Disaster Act Law(s)	Of a nation or its provinces which provides the government with the powers to employ the designated resources at national, state, or local levels to meet emergency demands and to administer disaster plans.
Disaster Assistance Provision	Includes measures to prevent, reduce the impact of, and reverse the effects of disasters. Phases include relief, rehabilitation, reconstruction and preparedness, and prevention and mitigation.
Disaster Plan	The basic principles, policies, responsibilities, preparations, and responses developed to enable a society to meet any kind of emergency or disaster.
Disaster Preparedness	May be described as action designed to minimize loss of life and damage, and to organize and facilitate timely and effective rescue, relief, and rehabilitation in cases of disaster. Preparedness is supported by the necessary legislation and means of readiness to cope with disaster situations or similar emergencies which

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cannot be avoided. Preparedness is concerned with forecasting and warning, the education and training of populations, organization for and management of disaster situations, including preparation of operational plans, training of relief groups, the stockpiling of supplies, and the earmarking of the necessary funds.

Disaster Prevention May be described as measures designed to prevent natural phenomena from causing or resulting in disaster or other related emergency situations. Prevention concerns the formulation and implementation of long-range policies and programs to prevent or eliminate the occurrence of disasters. On the basis of vulnerability analysis of all risks, prevention includes legislation and regulatory measures, principally in the fields of physical and urban planning, public works, and building.

Displaced Persons Persons who, owing to different circumstances and situations—natural disasters, civil wars, internal conflicts or troubles—other than those provided by international instruments on refugees and stateless persons, have been compelled to leave their homes and may or may not reside in their country of origin.

DKM Scale The Dalton King Magnitude Scale, developed at OFDA, provides a magnitude of disaster damage relative to all other disasters on the basis of the number of victims, deaths, and dollar damages ascribed to the given disaster.

Donor Society (Also called a participating society.) A Red Cross society donating cash, material, or services to an operating society.

Drought Prolonged absence or marked deficiency of precipitation.

Dura Millet, grain-producing sorghum.

Earthquake The shaking of the ground produced by the waves is known as an earthquake. Earthquakes generate four principal types of waves. Two of them are propagated within the earth and are known as body waves. The other two are propagated along the surface and are called surface waves. Earthquakes are generated by a sudden decrease or release, in a volume of rock, of elastic strain previously accumulated over an interval of time varying from a minimum of about one year in regions of great activity to many centuries in others.

Earthquakes of this type are designated tectonic earthquakes. An earthquake of magnitude 3 corresponds to a quake felt over a limited area; 4.5 can cause light destruction; 6.6 can cause heavy damage; the magnitudes 7 and 8.5 can cause greatest damage. An earthquake of magnitude 8.5 is 100 million times stronger than a smaller one of magnitude 3.

Emergency An unforeseen combination of circumstances which calls for immediate action.

Endemic Present continually in a community.

Epidemic An unusually high incidence of a disease defined in time, place, and persons, and compared with previous experience. Epidemics of contagious diseases are of two types: a propagated or contact epidemic is one that results from increased frequency of person-to-person or chain transmission; a common, vehicle epidemic is one that results from dissemination of the causative agent to a group of people through a common medium such as water, milk, or food.

Erosion Depletion or loss of soil as a result of moving surface water or wind. Erosion can seriously affect the crop production capacity of the remaining soil.

Eye (of the Storm) The calm center of a tropical cyclone (see **Cyclone**).

Fallout The phenomenon of deposition of radioactive materials on the earth from the atmosphere is known as radioactive fallout or, more commonly, fallout. This radioactivity in the atmosphere may arise from (1) natural causes, (2) atomic bomb or thermonuclear bomb explosions, and (3) induced radio activities and fission products from atomic reactor operations.

Famine A general scarcity of food with resulting hunger and starvation for large numbers of people.

First Aid The immediate and temporary care given to the victims of an accident or

sudden illness in order to avert complications, lessen suffering, and sustain the person until the services of a physician can be obtained. General instructions that apply to all first aid activities are avoidance of excitement or panic, correction of situations that might aggravate the original injury, and protection of the accident victim from unnecessary exposure to the elements or to new hazards such as accidents occurring while rushing to a first aid station or hospital.

Flood — Overflow by water of the normal confines of a stream or other body of water, or accumulation of water by drainage over areas which are not normally submerged.

Greenwich Mean Time — Standard reference time used throughout the world (GMT), or Zulu, based on the time at the Royal Observatory in Greenwich, England.

Ham Radio — The international amateur radio network, sometimes the only surviving communication system after a disaster occurs. Ham radio operators often play an invaluable role in transmitting disaster assessment and needs information between victims and disaster relief specialists. This is also helpful in assisting with family welfare inquiries.

Hurricane — A tropical cyclone, originally in the West Indies and Eastern Pacific, but a term now applied to this type of storm in other parts of the world. It is also used to designate a wind of force 12 on

the Beaufort Scale (a wind of more than 75 mph). Hurricanes are essentially of the same type as the Western Pacific typhoon and Bay of Bengal cyclone.

Infectious Diseases A disease that may be transmitted from one living thing to another. Infectious via the respiratory tract: several pathogenic bacteria are able to attack the mucosae lining the upper respiratory tract (nose, mouth, etc.) and give rise to disease; notable among these are the diptheria bacillus and the whooping-cough bacillus.

In-Kind Donation Goods and materials donated to an operating society.

Landslide Landslides may be caused by erosion, heavy rains, snow accumulations, avalanches, landfalls, slumps, or combinations of these factors.

Logistics A term loosely applied to a wide range of noncombatant activities, especially those connected with supply, transportation, construction, and the care and evacuation of sick and wounded.

LORCS League of Red Cross and Red Cresent Societies (also known by cable address, LICROSS).

Magma The molten matter under the earth's crust from which the igneous rock is formed.

Major Disasters Flood, hurricane, earthquake, drought, volcanic eruption, epidemic, fire, or other catastrophe of a severity which

causes serious disruption to societal, economic, and infrastructure elements. In general, a disaster rating of 10 or above on the DKM Scale (see **DKM Scale**).

Mass Care Provision of help, usually through public feeding centers, where portions of a disaster-stricken population are provided with at least one solid meal per day.

Mercalli Scale Seismic intensity, a term intended to refer to the level of violence of shaking at any given place, and as such, it can have scientific meaning. The first such attempt was known as the Ross-Forel Scale, named for its authors. This was later modified by G. Mercalli. It has 12 grades.

Meteorology The science of the atmosphere, from the Greek *meteoros*, lofty or elevated, and *logos*, discourse. Meteorology embraces both weather and climate, and is concerned with the physical, dynamical, and chemical state of the earth's atmosphere (and those of the planets), and with the interactions between the earth's atmosphere and the underlying surface.

Mitigation Long-term measures taken to reduce the effects of disaster through alteration of the physical environment, such as flood plain zoning and control, afforestation, land terracing, torrent control, sand dune stabilization, and planting of shelter breaks or windbreaks.

Monsoon	A name given to those seasonal winds. It was first applied to the winds over the Arabian Sea, which blow for six months from northeast and for six months from southwest, but it has been extended to similar winds in other parts of the world. The monsoons are strongest on the southern and eastern sides of Asia, the largest land mass, but monsoons also occur on the coasts of tropical regions wherever the planetary circulation is not strong enough to inhibit them.
Needs Assessment	The estimate of what assistance is needed by a region or country following a disaster.
Non-Government Organization (NGO)	Term used primarily in Europe to refer to private humanitarian organizations.
NOAA	National Oceanic and Atmospheric Administration of the U.S. Department of Commerce. Conducts research and gathers data about the oceans, atmosphere, space, and sun. NOAA's services warn of dangerous weather, chart seas and skies, and guide the use and protection of ocean resources.
OFDA	Office of U.S. Foreign Disaster Assistance, which has been established by the U.S. government to respond to the needs of victims outside the United States who have either been threatened by a disaster or are already disaster victims.
Operating Society	A society which receives goods, cash,

and services from other Red Cross societies.

Palmer Index — A mathematical representation of "meteorological drought" for evaluating the scope, frequency, and severity of prolonged periods of abnormal weather. Its terms include: available water capacity of the soil, evapotranspiration, moisture loss from surface of underlying soil layers, normal precipitation, temperature, and runoff.

Potable — Fit to drink.

Public Awareness — The state of being informed about the actions needed to save lives and property in the event of a disaster. Public awareness may involve public or adult education, radio or television broadcasts, the establishment of emergency centers in convenient locations, and the use of print media.

Private Voluntary Organization (PVO) — A group that aids needy people around the world on a regular basis as well as in times of disaster.

Quarantine — Obligatory isolation over a given period prescribed by law to persons carrying certain specific communicable diseases, or coming from an epidemic area. Quarantine can also be imposed on animals, ships, airplanes, trucks, or goods carried. Cholera, plague, yellow fever, and smallpox are the main quarantinable diseases, according to WHO.

Refugee — A person who, fearing persecution for reasons of race, religion, nationality,

membership of a particular social group or political opinion, is outside the country of his or her nationality and is unable or, owing to such fears, is unwilling to avail himself or herself of the protection of that country.

Convention Refugee: A person who fulfills the requirements provided by the 1951 Convention relating to the Status of Refugees.

Mandate Refugee: A person who fulfills the requirements provided by the Statute of the United Nations High Commissioner for Refugees.

Rehabilitation — Providing services and facilities which will restore to communities, families, and individuals their former living standards, while at the same time encouraging any necessary adjustments to drastic changes caused by the disaster that has occurred.

Relief — The term "relief" is used in sociology and social work to denote aid given to needy persons who would otherwise suffer without it. It is contrasted with work relief and social insurance. Relief as a generic term is used to cover all forms of aid, cash and in-kind, public and private, to needy persons.

Remote Sensing Satellite — An orbiting spacecraft carrying a variety of instruments for measuring visible and invisible electromagnetic radiation.

Resettlement — A potentially important component of a rehabilitation program following a disas-

ter. In the period immediately following the emergency phase of a natural disaster, displaced populations need to be resettled as part of the process of rehabilitation.

Richter Scale — A scale of magnitude of earthquakes which permits the comparison between them. Size is measured from a measurement of the size of the movement of the earth calculated from the recording obtained on a standard seismograph at a given distance from the epicenter.

Search and Rescue — The process of locating and assisting disaster victims, sometimes through the use of specialized teams, dogs, and/or equipment.

Sister Society — Any national Red Cross or Red Crescent society in the world.

Stockpiles — OFDA has four storehouses of emergency relief supplies, maintained in Guam, Italy, Panama, and Singapore.

Tidal Wave — A popular term for a destructive type of wave motion in seas and oceans, associated either with strong winds or with underwater earthquakes. In technical terms they are classified as *storm surge* and *tsunami*, respectively (see **Tsunami**).

Tide — The periodic rise and fall of the earth's oceans due to combined gravitational forces applied by the moon and the sun. Similar, though more complex, effects occur in the earth's atmosphere.

Tornado	A violent whirl, generally cyclonic in sense, averaging about 100m in diameter and with an intense vertical current at the center capable of lifting heavy objects into the air. Uprooting of trees and the explosive destruction of buildings, due to local pressure differences that occur in the intense horizontal pressure gradient near the tornado centre, mark the paths of tornadoes. The paths vary in length from a few hundred meters to hundreds of kilometers; associated winds in extreme cases are estimated to attain speeds of about 200 knots. Heavy rain, and generally thunder and lightning, occur with the tornado.
Tsunami	A tidal wave generated by an underwater upheaval of the earth's crust. Such a wave moves out in all directions from the point of origin and is capable of causing great destruction on arrival at a coast (see **Tidal Wave**).
U.S. Mission	United States diplomatic mission overseas. This term applies both to the United States embassies and United States Agency for International Development.
Volcano	A vent in the earth's crust through which molten lava, gases, etc., are discharged; a mountain formed by such discharges.

Sources:

1. *A Glossary of International Disaster Assistance Terms,* The United States Agency for International Development, Office of U.S. Foreign Disaster Assistance, Washington, D.C., February 1984.
2. *When Disaster Strikes and Help is Needed,* LICROSS/VOLAGS Steering Committee for Disasters, Geneva, Switzerland.

Appendix G

Abbreviations and Acronyms

The following list includes where organizations and agencies are based, as approprate.

ADRA	Adventist Development and Relief Agency (Int'l.)
AFP	Agence France Presse
AMCROSS	American Red Cross (ANRC - American National Red Cross) telegram abbreviation
AP	Associated Press (U.S.A.)
ARRL	American Radio Relay League, Inc. (U.S.A.)
ASEAN	Association of South-East Asian Nations (Jakarta, Indonesia)
CARE	Cooperative for American Relief Everywhere (New York, N.Y.)
CARICOM	Caribbean Community (Georgetown, Guyana)
CIDA	Canadian International Development Agency (Ottawa, Canada)
CRS	Catholic Relief Services (Baltimore, Md.)
DWI	Disaster welfare inquiries
EEC	European Economic Community (Brussels, Belgium)
ETA	Expected time of arrival
ETD	Expected time of departure
FAO	Food and Agriculture Organization (UN-Rome, Italy)
FEMA	Federal Emergency Management (Washington, D.C.)
FY	Fiscal year
GMT	Greenwich Mean Time
IATA	International Air Transport Association (Montreal, Canada)
ICM	Inter-Governmental Committee for Migration (Geneva, Switzerland)
ICRC	International Committee of the Red Cross (Geneva)

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IRC	International Rescue Committee (New York, N.Y.)
ITU	International Telecommunications Union (Geneva)
LDC	Least developed country(ies) (UN terminology)
LORCS	League of Red Cross and Red Crescent Societies (Geneva)
LWF	Lutheran World Federation (Geneva)
NGO	Non-governmental organization
OAS	Organization of American States (Washington, D.C.)
OAU	Organization for African Unity (Addis Ababa, Ethiopia)
OFDA	Office of U.S. Foreign Disaster Assistance (Washington, D.C.)
OIS	Office of International Services (American Red Cross, national headquarters-Washington, D.C.)
PAHO	Pan American Health Organization (UN-Washington, D.C.)
PVO	Private voluntary organization
RESREP	Commonly aknowledged as the Resident Representative for the UNDPSIDA Swedish International Development Authority (Stockholm, Sweden)
SOP	Standard operating procedure
SOS	Originally "Save our souls," now "Urgent help needed"
UNDP	United Nations Development Program (New York, N.Y.)
UNDRO	United Nations Disaster Relief Coordinator (Geneva)
UNHCR	United Nations High Commissioner for Refugees (Geneva)
UNICEF	United Nations Children's Fund (New York, N.Y.)
UPI	United Press International (U.S.A.)
USAID	United States Agency for International Development (Washington, D.C.)
VITA	Volunteers in Technical Assistance (Arlington, Va.)
WFP	World Food Program (UN-Rome)
WHO	World Health Organization (UN-Geneva)
WMO	World Meteorological Organization (Geneva)

Appendix H

United Nations Agencies*

Food and Agriculture Organization (FAO)

FAO pursues the basic tasks of providing technical assistance and the promotion of investments for long-term agricultural development in the developing countries. In addition, it is concerned with ensuring the availability, at all times, of adequate world supplies of basic foodstuffs, particularly so as to avoid food shortages in the event of widespread crop failure, and natural and other disasters.

Office of United Nations Disaster Relief Coordinator (UNDRO)

Created by a United Nations Resolution 2816, adopted in 1971, UNDRO has the following responsibilities:

- To furnish precise information as to relief requirements in disaster emergencies.
- To mobilize and coordinate relief from United Nations agencies and from the international community in general, in response to a request for disaster assistance from a stricken country.
- To maintain a clearinghouse in Geneva for the exchange of information and for the matching of needs with supplies and services from donor sources.
- To make advance arrangements in respect of the emergency assistance which donor countries and organizations are prepared to furnish.
- To provide advice on preplanning and disaster preparedness in developing countries.
- To promote the study, prevention, control, and prediction of information concerning technological developments.

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Pan American Health Organization (PAHO)

As a regional office of the World Health Organization, PAHO carries out similar responsibilities in the Americas. In normal times, PAHO prepares the health sector to face the growing burden caused by natural disasters. PAHO's professional staff, permanently assigned in each of its member countries, is strengthened during an emergency by health disaster experts, with communication support to assist in the rapid assessment of the health situation, formulation of health priorities, and coordination of the international health assistance in cooperation with UNDRO, Red Cross, OFDA, and other agencies.

United Nations Development Program (UNDP)

UNDP maintains resident representatives in most countries and on a regional basis in others. By agreement, these officials also represent the United Nations Disaster Relief Coordinator. These representatives provide a channel for requests from governments on all disaster-related matters. When disasters strike, with assistance from staff dispatched from UNDRO, they lead the United Nations team in the assessment of emergency needs and the local coordination of aid from the United Nations system and other international resources. The UNDP can also furnish some financial aid in emergencies, and as may be indicated, can adapt Country Development Programs to the needs of rehabilitation and reconstruction following a disaster. In addition, UNDP directs its attention to projects designed to prepare for and prevent disasters, particularly at the regional level.

United Nations High Commissioner for Refugees (UNHCR)

This office of the United Nations may furnish emergency assistance in natural disasters in which the victims include refugees within its sphere of competence. Under resolutions of the General Assembly, UNHCR may be called upon to act as a coordinator for international assistance in other situations of human distress, especially in those involving displacement of population.

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World Food Program (WFP)

WFP furnishes foodstuffs in support of economic and social development projects in developing countries. In addition, substantial resources are available to meet emergency food needs, some of which can often be furnished from project food stocks already in a disaster-stricken country. WFP also purchases and ships food needed in emergencies on behalf of donor governments, UNDRO, UNEP, or the stricken countries themselves. Additionally, WFP field staff can assist, if and when required, in coordinating the reception and utilization of food aid received from all sources.

World Health Organization (WHO)

This specialized agency of the United Nations is responsible for the coordination of international health action. It provides technical assistance to developing countries in health planning, communicable disease control, environmental health (including water supply, sanitation, and pollution control), and similar activities. In emergency relief operations, WHO acts as the "checkpoint" for health and medical assistance required. Its primary focus is the provision of medical supplies, the prevention of and control of communicable diseases aggravated by the disaster, advice regarding medical equipment and supplies offered by donors, and the provision of technical assistance in emergency situations.

*Source: *The League Handbook*, Henry Dunant Institute, Geneva, Switzerland.

Appendix I

Recommendations for International Health Relief Assistance*

The following recommendations were unanimously approved by the Pan American Health Organization (PAHO), the World Health Organization (WHO), the United Nations Office of Disaster Relief Coordinator (UNDRO), and the United Nations Children's Fund (UNICEF) on March 10-12, 1986, in San Jose, Costa Rica:

- **Consultation with health authorities and international agencies**—Foreign health relief assistance should be provided following consultation with the Ministry of Health official having responsibility or authority for coordinating and managing the health relief effort.
- **Assessment of needs**—National health authorities should assign high priority to the immediate assessment of needs for external assistance and promptly make known the specific type of assistance that is or is not needed.
- **Donation of equipment and supplies**—Disaster-stricken countries should establish and communicate to donor countries firm policies with regard to the acceptance of unsolicited or inappropriate supplies.
- **Health personnel**—Unsolicited foreign medical teams and volunteers should not arrive unprepared or too late to be of real assistance to the victims of disasters, constituting an unnecessary burden on the relief efforts.
- **Role of international agencies**—Full use should be made of the clearinghouse function of UNDRO and PAHO/WHO to inform donors of pledged contributions and to determine genuine outstanding health needs.
- **Appeals for international assistance**—All appeals for health assistance should be endorsed by or issued through the Ministry of Health.
- **Disaster Management**—All countries must identify their vul-

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nerability to disasters and establish appropriate measures to mitigate the impact on the most vulnerable populations.

- **Preparedness**—Disaster preparedness must be granted the importance it deserves.

*Source: *International Health Relief Assistance*, Pan American Health Organization, Washington, D.C., 1986.

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Appendix J

Conversion Table

1. Temperature

Fahrenheit	Centigrade
-9.4	-23
0.4	-18
5.0	-15
10.4	-12
15.8	- 9
21.2	- 6
25.0	- 4
32.0	0
35.6	+ 2
41.0	+ 5
50.0	+10
60.8	+16
71.6	+22
75.2	+24
80.6	+27
91.4	+33
95.0	+35
100.4	+38
109.4	+43
120.2	+49
131	+55
140	+60

How to Convert

Centigrade—Fahrenheit: Multiply by 1.8 and add 32

Fahrenheit—Centigrade: Subtract 32 and multiply by 0.555

2. Linear Measures

1 league (1.) - 3 miles - 4.827 km.
1 statute mile (mi.) - 8 furlongs - 1.609 km.
1 furlong (fur.) - 40 rods - 0.201 km.
1 rod (rd.) - 5-1/2 yards - 5.029 meters
1 yard (yd.) - 3 feet - 0.914 m.
1 foot (ft.) - 12 inches - 30.480 cm.
1 inch (in.) - 2.540 cm.
1 kilometer (km.) - 0.6214 miles
1 meter (m.) - 3.2808 feet - 1.0936 yards
1 centimeter (cm.) - 0.3937 inches
1 nautical mile - (US) 6,076.10 feet - 1.852 km.
1 nautical mile - (UK) 6,080 feet - 1.853 km.

3. Square Measures

1 square mile (sq.mi.) - 640 acres - 2.590 km^2
1 acre - 160 sq.rods - 4047 m^2
1 square rod (sq.rd.) - 30-1/4 sq.yd. - 25.293 m^2
1 square yard (sq.yd.) - 9 sq. feet - 0.836 m^2
1 square foot (sq.ft.) - 144 sq. inches - 929 cm^2
1 square inch (sq.in.) - 6.451 cm^2
1 square kilometer (sq.km. or km^2) - 0.3861 sq. miles
1 hectare (ha.) - 2.4710 acres
1 are (a.) - 119.60 sq. yards
1 square meter (m2) - 10.764 sq. feet

4. Cubic Measures

1 cubic yard (cu.yd.) - 27 cubic feet - 0.764 m^3
1 cubic foot (cu.ft.) - 1.728 cubic inches - 0.028 m^3
1 cubic inch (cu.in.) - 16.39 cm^3
1 stere (s.) - 1 cubic meter (m^3) - 1.308 cubic yards - 35.315 cubic feet

5. Dry Measures

1 bushel (bu.) - 4 pecks - (US) 35.23 = (UK) 36.37 liter
1 peck (pk.) - 8 quarts - (US) 8.809 1. - (UK) 9.082 1.
1 quart - 2 pints - (US) 1.101 1. - (UK) 1.136 1.
1 pint - (US) 0.550 1. - (UK) 0.568 1.

6. Liquid Measures

1 gallon (gal.) - 4 quarts - (US) 3.785 1. - (UK) 4.545 1.
1 quart (qt.) - 2 pints - (US) 0.946 1. - (UK) 1.136 1.
1 pint (pt.) - 4 gills - (US) 0.473 1. - (UK) 0.568 1.
1 US gallon - 0.832 UK gallon
1 UK gallon - 1.2 US gallon
1 quart - 4 cups - 946 ml (US)
1 cup - 16 tablespoons - 236.56 ml
1 tablespoon - 3 teaspoons - 15 ml
1 teaspoon - 5 ml
1 liter - (US) 2.114 pints - 0.264 gallons
1 liter - (UK) 1.760 pints - 0.220 gallons

7. Weight - Avoirdupois

1 long ton (UK) - 20 hundredweights - 2,240 pounds - 0.907 tons
1 short ton (US) - 20 hundredweights - 2,000 pounds - 1.016 tons
1 metric ton - 0.984 long tons - 1.102 short tons
1 hundredweight (cwt.) - short cwt. - 100 pounds - 45.359 kg.
1 hundredweight (cwt.) - long cwt. - 112 pounds - 50.802 kg.
1 pound (lb.) - 16 ounces - 453.5 g.
1 ounce (oz.) - 15 drams - 28.35 g.
1 dram (dr) - 1.771 g.
1 kilogram (kg.) - 2.2046 pounds
1 gram (g. or gr.) - 0.035 ounces

Appendix K

Guidelines for Handling In-Kind Donations

Extreme caution is needed when appealing for in-kind gifts. To avoid donations of unsolicited goods, appeals must be very specific. Please consider the following guidelines before appealing for in-kind donations:

What Are the Warehousing Facilities?

- Where do donors send their gifts in the United States?
- Where will the collection points and storage facilities be in your country?
- Are there any facilities in your country for accommodating refrigerated goods or goods with special storage needs during a disaster?

Will There Be Enough Manpower to Provide the Following Services?

Clothing: Donated used clothing needs to be cleaned. Most countries require a health certificate for the import of used clothes. Clothing must be sorted by size, gender, and season.

Food: Donated food should be non-perishable. Acceptance of liquids is strongly discouraged. Solid, dry, or powdered products provide maximum contribution per weight and volume. Refrigerated goods or goods with special storage needs must be avoided.

Medicine: Donated medical goods need to be sorted. The presence of a pharmacist may be required. Medicaments must be of a generic brand and have a minimum 6 months' usability after arrival. Shelf life and expiration dates are critical to hot, humid, or very cold climates with difficult storage conditions.

Other: All donated items, e.g., tools and supplies, must be standardized. Measurements may vary from country to country.

Please note that all goods need to be packed. Boxes must be stackable, strong, weatherproof, and manageable for handling by one person. Additionally, every box needs to be labeled. Labels must be highly visible and non-detachable with international hazard warning signs and marks indicating the source. Also, all boxes need to be labeled in the language of your country.

What Are Your Country's Customs Regulations for the Import of Goods?

- Are donated goods subject to customs regulations during an emergency?

In many countries the entry of certain medicines is prohibited due to the country's Ministry of Health regulations. Also, the importation of certain agricultural goods can be subject to strict regulations, e.g., if the goods are an export product of the disaster-stricken country.

How Will the Donations Be Transported to Your Country?

- Are there enough funds to cover the high cost of transport?
- Are the port facilities of your country affected by the disaster?
- Which national or international organizations will distribute the goods once they arrive in your country?

Please note that the weight, volume, and quantity of all boxes need to be measured for the shipment of any kind of merchandise considering the difference of measurement in different countries (i.e., long ton, metric ton, ton, kilogram, pound, etc.). Also, for an accountable distribution of goods in the disaster-stricken area, a counterpart needs to be named in your country.

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What Can Be Done With the Unwanted Goods?

Please be advised that even if your embassy is very specific about needs for a disaster, you should expect the donation of quantities of unsolicited items from the general public, e.g., used clothing, food items not compatible with your country's dietary habits, expired medicaments, etc.

- Does your embassy have a plan to destroy/distribute the unwanted goods?
- Which charitable organizations in the U.S. have agreed to accept unwanted donations of clothes, food and medicine?

For more information regarding in-kind donations please refer to:

1. *Handbook for Donors*, International Committee of the Red Cross, Geneva, Switzerland, 1983.
2. *UNHCR Guide to In-Kind Contributions in Refugee Emergencies*, United Nations High Commissioner for Refugees, Geneva, Switzerland, 1986.

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