STANDARD OPERATING PROCEDURES

INFORMATION MANAGEMENT UNIT
Sudden-onset Disaster Context

PREPAREDNESS (pre disaster)

CODs
Admin boundaries - Population Statistics - Other CODs - Cleaned/checked/endorsed and on HDX

RAPID
Understand who will do the DIM and how. Is the data available?

3W lite
Identify key agencies in country who are likely to respond. Encourage key individuals to sign up on HID.
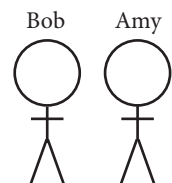Have a list of clusters and cluster lead agencies.

EARTHQUAKE - TYPHOON - TSUNAMI - FLOOD

DAY ONE (Initial steps)

Disaster Impact Model
How many people likely to need assistance by:
Age/sex - Location - Severity
Deconflict with others i.e. WFP

Contacts
Set up HID and get people to sign up.
Have a simple list with cluster coordinators.

Basic Infographic
Showing whatever information is available,
(collate info from DIM/Flash Appeal).

At HCT meeting present:
HID - humanitarian.id
IMWG - http://bit.ly/2svDrcz
HDX - data.humdata.org
ReliefWeb - reliefweb.int
DIM - http://bit.ly/2hu3eIW

CODs
Make sure they are on HDX and good to use.

Staffing / strategy
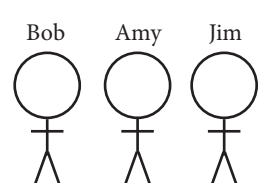Requesting surge support through Regional Office, ERR, FIS, etc. Speak to HoO, your Regional IMO and FIS.

Bob Amy
Staff: Minimum 2
IMO-A: HCT, Staffing, HID (Coordinator/Generalist).
IMO-B: DIM, Infographic, CODs (Mapper/Visualizer/Generalist)

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DAY THREE (Kick-start operations)

IM Working Group (IMWG)
COD/HDX - endorse.
HID - sign up.
3W - agree on plan w/ timeline.
IM capacity - who is coming?
OP guidelines – clusters manage cluster data, OCHA manages inter-cluster data.
TOR - Do we need one?
Agree to set up Dropbox and Skype group

Maps for Sitreps
Ensure a unique map, highlighting content in the sitrep is produced using the template.

Humanitarian Snapshot
Use information from DIM.

Sat images
Liaise with OCHA HQ and UNOSAT to coordinate requests and needs.

Act as focal point for remote sensing requests and dissemination of products.

Assessments
Coordination - Plan - Joint assessments - Assessment registry - Situation analysis/DIM - Surge support (i.e. ACAPS) - KoBo
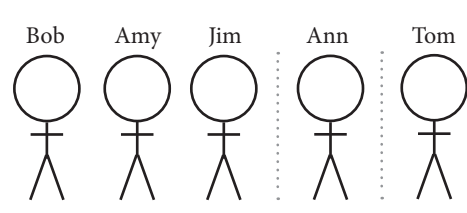
Bob Amy Jim
Staff: Minimum 3
IMO-A: IMWG, Sat images
IMO-B: Snapshot maps for sitreps
IMO-C: supporting assessment related IM functions. (Analyst/Data Manager)

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WEEK ONE (support key deliverables and the beginning of operations)

3W (Who, What, Where)
Follow up with clusters.
Clean and consolidate cluster data.
Create products (snapshot, infographics).

Replace DIM with Government and Assessment data in documents and planning discussions

Support Flash Appeal
Create maps, graphics, use template, ensure data consistency.

Set up a proper IM Unit
Furniture - Connectivity - Printing

Snapshots
USAR - http://bit.ly/1bTNIDP
EMT - http://bit.ly/1GJ0rU4
Civil Military Coordination - http://bit.ly/1JkwGct
Blue Infographic - http://bit.ly/1JzBRsi

IM Working Group (IMWG)
Usual agenda: Dropbox - Skype group - Assessments - 3W - Capacity assessment
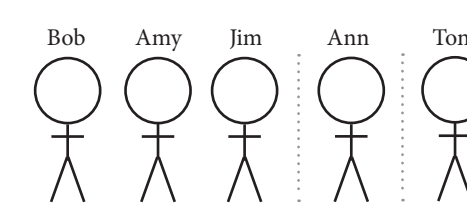
Bob Amy Jim Ann Tom
Staff: Minimum 3 + 1 per field office and 1 for NDMO support
IMO-A: Update planning figures, set up IMU, IMWG
IMO-B: Snapshots, 3W, Flash Appeal
IMO-C: Assessments, Flash Appeal
IMO-D: Seconded to NDMO - support their operations & feed data into IMWG (Generalist)
IMO-E, F, G…. Support Field Office – 3W, mapping, local IMWG, etc. (Generalist/Mapper)

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WEEK TWO (stabilize operations)

All of the above

Predictable schedule of products agreed with IMWG

IM support to MIRA (joint assessment)

Bob Amy Jim Ann Tom
Staff: Minimum 3 + 1 per field office and 1 for NDMO support
IMO-A: IMWG, 3W, visit field offices
IMO-B: Snapshots, 3W
IMO C: Assessments, Analysis
IMO-D: NDMO
IMO-E, F, G…. Support Field Office

Initial surge staff will need to be replaced by ERR, ASP, SBPs for responses lasting more than a few weeks

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Opportunities for remote support

Field Information Support (FIS)

Pacific Disaster Center (PDC)

Regional Office (RO)

Coordinated Assessment Support Section (CASS)

Operational Satellite Applications Programme - UNOSAT

Version I: Asia-Pacific Regional IM Workshop - Manila 2017
Version II: Asia-Pacific Regional IM Workshop - Bangkok 2018

OCHA