Fiji Shelter Handbook

Inclusive and Accessible Shelter Planning for Fijian Communities

This Project has been funded and produced with support from the following partners

Fiji Shelter Handbook

Inclusive and Accessible Shelter Planning for Fijian Communities

Shelter Cluster Fiji
ShelterCluster.org
Coordinating Humanitarian Shelter

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Appendices

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Why Shelter Coordination?

The Fiji Shelter Handbook focuses on shelter coordination and response in Fiji.

The handbook holistically supports the shelter sector's preparedness for and response to disasters such as cyclones, floods, droughts, earthquakes and tsunamis. This support is especially relevant in the context of the severe climate change impacts faced by Pacific nations like Fiji.

One of the key challenges faced by the sector is the timely deployment into relief and the transition into early recovery and lasting resilience.

This is important to ensure affected communities are provided a pathway to durable shelter solutions as quickly as possible.

The use of this book as a guide will assist in minimizing the time spent in understanding the processes and products associated with shelter response in the event of a disaster and thereby enhancing the speed and effectiveness of the response.

This book is the first version of a work in progress towards continuing updates as we move forward and it is my belief that we will continue to work together to promote and improve this tool for more efficient shelter response for our Fijian families.

The Fiji Shelter Cluster is thankful to the Australian Government for its support towards this initiative and to Habitat for Humanity Fiji with the relevant Shelter Cluster stakeholders for facilitating the production of this tool.

Vula Shaw
Acting Director Housing
Shelter Cluster Fiji

AHP | Australian Humanitarian Partnership

AHP | Disaster READY
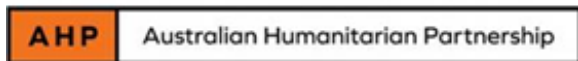
About the AHP

The Australian Humanitarian Partnership (AHP) is a five-year (2017-2022) partnership between the Australian Government and Australian NGOs. Through the AHP, partners aim to save lives, alleviate suffering and enhance human dignity in the face of conflict, disasters and other humanitarian crises.

The AHP meets these objectives by focusing efforts both in disaster response as well as disaster preparedness. In disaster response, the AHP uses Australian Government resources to leverage NGO networks and expertise, to deliver effective humanitarian assistance. For each response, the partnership selects the best placed NGOs to respond to those in need, in the most timely, cost efficient and effective way. In disaster preparedness, the AHP delivers the AUD 50 million Disaster READY initiative across the Pacific and Timor-Leste.

About Disaster READY

Disaster READY is an AUD 50 million disaster preparedness and resilience program that is implemented by AHP partners and their local networks across the Pacific and Timor-Leste. The program represents Australia's largest ever investment in disaster preparedness in the region, and is an important element of Australia's stepped-up engagement for a more resilient Pacific.

The focus of Disaster READY is to strengthen disaster preparedness and management across what is one of the world's most vulnerable regions to natural disasters, and which is also prone to political instability. Disaster READY draws on the deep networks and partnerships developed by Australian NGOs in the region to support Pacific communities and governments to better prepare for and respond to disasters. The program focuses on ensuring vulnerable groups, including women, people with disabilities and children, are included and accounted for in disaster preparedness, management and risk reduction activities.

Disaster READY is being implemented in Fiji, Vanuatu, the Solomon Islands, Papua New Guinea and Timor-Leste.

First Edition 2019

The Shelter Cluster is an Inter-Agency Standing Committee coordination mechanism that supports people affected by natural disasters and conflicts with the means to live in safe, dignified and appropriate shelter. In Fiji, the Shelter Cluster is led by the Ministry of Housing and Community Development, and co-led by the International Federation of the Red Cross and Red Crescent Societies (IFRC) and Habitat for Humanity Fiji (HFHF).

up their time to guide us in the development of this book: Vunidakua Settlement, Galoa Village, Tavuya Village, Wailekutu Settlement, Natutu Village, Tabalei Village, Navala Village, Namuimada Village, Naocabau Village, Navotua Village, Gunu Village, Nasoqo Settlement, Delaivuna Settlement, Waimaqera Settlement, Qarawalu Settlement, Naiyalayala Settlement, Valevatu Settlement, Lavena Village and Naba Settlement.

Introduction

30,369 homes were damaged or destroyed as a result of TC Winston in 2016 (Government of Fiji 2016). Years later, many families continue to struggle to put their lives back together. This country specific tool has been developed to support the Fiji Shelter sector deliver appropriate, inclusive shelter models, solutions and processes to urban and rural Fijian communities during disaster response and recovery. There is need for shelter stakeholders to have access to relevant information to ensure implemented shelter solutions are delivered to disaster affected families in a timely manner. The Fiji Shelter Handbook is a consolidation of inclusive, Fiji-appropriate, best practice shelter solutions as well as an identification of country-specific supply chains and response protocols. It focuses on areas prioritised by the Fijian Shelter Sector to improve shelter coordination including preparedness, mitigation, response and recovery measures. It is a simple and direct approach to strengthening access to safe shelter in disaster-impacted Fijian communities.

Shelter models and approaches outlined in this Handbook have been developed and informed by diverse community needs (specifically Women and Girls, People with Disabilities and the Lesbian, Gay, Bisexual, Transsexual, Queer and Intersex (LGBTQI+) community). The Handbook has been supported and peer reviewed by shelter stakeholders to ensure it is ready for use immediately following a disaster event. It also ensures that response processes and a range of appropriate shelter solutions can be put into action as soon as the Shelter Cluster convenes so as to avoid having agencies design interventions and gain Cluster-wide endorsements during a response. This cataloguing is supported by a Pre-Crisis Market Analysis and documented supply chain mapping, which will enable shelter stakeholders to better understand national markets for shelter materials and better support the planning of critical pre-positioning.

Who is the handbook for?

The Fiji Shelter Handbook has been primarily designed to support local and international responders delivering national level emergency shelter response programs, specifically the stakeholders participating in Fiji's Shelter Cluster. It may also be used by other cluster stakeholders as a tool for inter-cluster coordination.

How was it developed?

Fiji Shelter Handbook was developed through intensive research in three areas:

Desktop Research: Over nine months the development team conducted a review of local, regional and international designs and approaches for shelter in emer-

gencies. Over 800 publications and 300 designs were reviewed and analysed as part of this research.

Sector Consultation: 70 sector and market actors took part in a Pre-Crisis Market and Sector Analysis. Over 136 people were interviewed and/or contributed information to this part of the research.

Community Consultations: 19 formal and informal communities were surveyed in urban and rural locations across Fiji's two main islands, as well as several remote outer islands. Through a series of participatory community consultations, 377 people from these diverse communities shared their experiences, preferences and traditional knowledge of shelter and disasters in Fiji.

To ensure accessibility and gender concerns around shelter were well captured, a four day disability-inclusive shelter and a five day gender-inclusive shelter workshops were conducted with respective organisations and experts.

For a full list of consultations conducted as a part of the research phase, refer to Appendix I.

How can the handbook be used?
The Fiji Shelter Handbook will be used as a foundational collection of shelter approaches appropriate for use in Fiji during an emergency response. It will be a living document that will be reviewed regularly and updated as response protocols evolve, new technologies emerge and communities develop. The Handbook can also be used for training and as a reference manual to better understand shelter response in Fiji. It has been designed to help shelter responders quickly understand the Fijian disaster risk management environment and offer localised practical solutions. This tool will be managed by the Shelter Cluster Fiji.

Keep a look out for these icons throughout the handbook:

 Disability inclusion

 Gender inclusion

 Community feedback

Disasters in Fiji

The National Disaster Management Office (NDMO) is the key government agency that oversees the management of all national-level disaster response coordination and is supported by the work of disaster management stakeholders to address the immediate and short term needs of the affected populations following natural disasters.

The NDMO's disaster management coordination extends throughout all levels of government, reaching from Cabinet to communities, through local government representation (See Figures 2 and 3). They are the official source of information and the key reporting point for responders.

The form and structure of Fiji's national disaster management regime can be found in the Natural Disaster Management Act (NDMA) of 1998, and National Disaster Management Plan 1995 (NDMP). This chapter highlights the key functions of the NDMO and the Fiji Cluster System.

Please note that the NDMA and NDMP are currently being reviewed.

The range of natural disasters which could affect Fiji include:

► **Cyclone** – all across Fiji
► **Flood** – predominantly in West Fiji, and low lying areas in Central, Eastern and Northern divisions
► **Earthquake** –all across Fiji
► **Tidal wave or tsunami** – predominantly in the coastal parts of mainland Fiji and maritime islands
► **Whirlwind or freak wind** – all across Fiji
► **Landslide** – all across Fiji, predominantly in the high lands within the main islands
► **Forest Fire** – predominantly in the Western and Northern Divisions
► **Drought** – predominantly in the Northern and Western Divisions

The effects of climate change intensifies extreme weather events, with the likelihood of exacerbating hydro-meteorological hazards

Figure 1: The Fiji Cluster System

National Disaster Management Office

Inter-Cluster

Education
Lead: Ministry of Education, Heritage and Arts (MoEHA)
Co-lead: Save the Children Fiji & United Nations International Children's Emergency Fund (UNICEF)

Food Security & Livelihood
Lead: Ministry of Agriculture (MoA)
Co-lead: Food and Agriculture Organization (FAO)

Health & Nutrition
Lead: Ministry of Health & Medical Services (MoHMS)
Co-lead: World Health Organization (WHO) & UNICEF

WASH
Lead: Ministry of Health & Medical Services (MoHMS)
Co-lead: UNICEF

Logistics
Lead: Ministry of Economy (MoE)
Co-lead: World Food Programme (WFP)

Infrastructure
Lead: Ministry of Infrastructure and Transport (MoIT)

Safety and Protection
Lead: Ministry of Women, Children and Poverty Alleviation
Co-lead: UN Women

Shelter
Lead: Ministry of Housing and Community Development
Co-lead: Habitat for Humanity Fiji (HFH Fiji) & International Federation of Red Cross and Red Crescent Societies (IFRC)

Communication
Lead: National Disaster Management Office

Supporting Partners:
Fiji Council of Social Services (FCOSS)
Fiji Red Cross Society (FRCS)
Fiji Business Disaster Resilience Council (FBDRC)
United Nations Office for Coordination of Humanitarian Affairs (UN OCHA)

The NDMO Coordination:
Figure 2: Permanent Bodies of the Disaster Management Structure

```
                        CABINET
                           │
                           │          ┌─── Mitigation Committee
         National Disaster │          │
         Management Council ─────────┼─── Preparedness Committee
                           │          │
                           │          └─── Emergency Committee
                           │
  Disaster Service    National Disaster
  Liason Officers ─── Management Office
                           │
                      Divisional
                      Commissioners
                           │
                      District Officers
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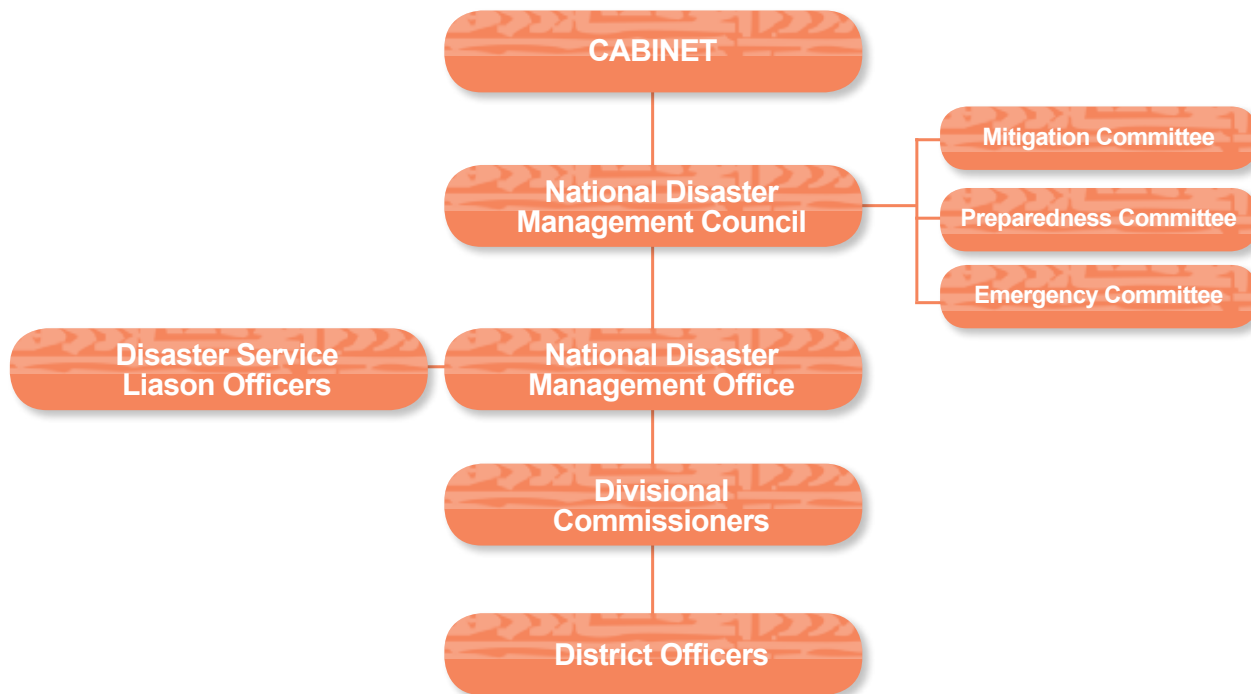
(Source: Fiji National Disaster Management Plan 1995)

Figure 3: Disaster Management structure during emergency situation

```
                        CABINET

              National Disaster
             Management Council

              National Disaster
              Controllers and
            Emergency Committee

  Disaster Service        National Disaster
  Liason Officer       Management Office &        Clusters
                             NBOC

  Divisional      Divisional      Divisional      Divisional
 Commissioner    Commissioner    Commissioner    Commissioner
   Western         Central         Northern        Eastern

 District DISMAC  District DISMAC  District DISMAC  District DISMAC
     (6)              (5)              (4)              (3)
```

Emergency Operations Centers

► In times of emergency the National Emergency Operations Centre (NEOC) is activated and managed by the NDMO under the supervision of the National Disaster Coordinator and in accordance with standard operating procedures.

► Relevant Divisional and District Emergency Operations Centres are activated and managed by Divisional and District Commissioners.

► See Figures 2 and 3

(Source: Fiji National Disaster Management Plan 1995)

(Source: Shelter Cluster 2013, Fiji National ClusterDisaster Risk Management)

Disaster Declaration Process: steps
Declaration of Natural Disaster
A. Public Declaration
B. Duration of Declaration
C. Operational Command and Co-ordination
D. Warning Arrangement
E. Operational Activities at National Level
F. Operational Activities at Divisional and District Levels
G. Immunity from Liability
(Source: National Disaster Management Act 1998)

Fiji National Emergency Contacts:
National Disaster Management Office (NDMO):
📞 331 3400 / 331 9250

📞 Fire: 911

🚑 Ambulance: 911

🛡 Police: 917

Divisional Disaster Management Office Headquarters - Eastern
📞 331 3400 / 331 9250

Divisional Disaster Management Office Headquarters - Central
📞 331 9250

Divisional Disaster Management Office Headquarters - Western
📞 666 0760

Divisional Disaster Management Office Headquarters - Northern
📞 881 1322

Table 1: Partners in Disaster Management

International Partners	Regional Partners	National Partners	Government Recovery Priorities
▶ United Nations Office for the Coordination of Humanitarian Affairs (UNOCHA) ▶ United Nations Development Programme (UNDP) ▶ United Nations Centre for Regional Development (UNCRD) ▶ United Nations Department of Economic and Social Affairs (UNDESA) ▶ United Nations Children's Fund (UNICEF) ▶ World Health Organisation (WHO), ▶ World Food Programme (WFP) ▶ Food and Agriculture Organisation (FAO) ▶ Other United Nations agencies ▶ International Federation of Red Cross and Red Crescent Societies (IFRC) ▶ European Union (EU) ▶ World Bank ▶ Foreign Embassies and Missions ▶ International NGOs ▶ France, Australia and New Zealand (FRANZ) Partnership	▶ Australia's Department of Foreign Affairs and Trade (DFAT) ▶ New Zealand's Ministry of Foreign Affairs and Trade (MFAT) ▶ The Pacific Community (SPC) ▶ The Secretariat of the Pacific Regional Environment Programme (SPREP) ▶ Regional NGOs ▶ The Pacific Humanitarian Team (Pacific Shelter Cluster)	▶ Government Ministries and Departments ▶ NGOs ▶ Municipalities ▶ Statutory Bodies ▶ Private Sector Organisations ▶ Communities & the general public ▶ Faith Based Organisation (FBOs)	▶ Rebuilding Homes ▶ Restoring Livelihoods ▶ Repairing and Strengthening Critical Infrastructure ▶ Building Resilience

(Source: Fiji's National Disaster Management Act 1998; National Disaster Management Plan 1995)

Table 2: Shelter Agencies and Partners

Shelter	
Implementing Agencies	**Partners**
▸ Fiji Red Cross Society (FRCS) ▸ Habitat for Humanity Fiji (HFH Fiji) ▸ Grace Road Fiji ▸ Suva Rotary Club ▸ Australia Pacific Training Coalition (APTC) ▸ Fiji National University (FNU) ▸ Rural Housing Unit	▸ World Wide Fund for Nature Pacific (WWF) ▸ CARE ▸ Adventist Development and Relief Agency Fiji (ADRA Fiji) ▸ UNICEF ▸ Church Agencies Network Disaster Operations (CANDO) ▸ UNDP ▸ Fiji Women's Crisis Centre (FWCC) ▸ Fiji Council of Social Services (FCOSS) ▸ FEMLink Pacific ▸ Roman Archdiocese of Suva ▸ Frank Hilton Foundation ▸ Fiji Women's Right Movement (FWRM) ▸ Partners in Community Development (PCDF) ▸ The Foundation for Rural Integrated Enterprises & Development (FRIEND) ▸ Fiji Disabled People's Foundation (FDPF) ▸ Save the Children Fiji ▸ Ra Naari Sabha ▸ IFRC

Land Tenure System
Table 3: Land and Property Law in Fiji: Key laws and actors

Laws	The main laws governing housing, land and property law are the Constitution of Republic of Fiji 2013; Agricultural Landlord and Tenant Act [Cap 270]; iTaukei Land Trust Act [Cap 134] (formerly the Native Land Trust Act); iTaukei Lands Act [Cap 133] (formerly the Native Lands Act); Land Sales Act [Cap 137]; Land Transfer Act [Cap 131]; Land Use Decree 2010 (Decree No.36 of 2010); State Acquisition of Lands Act [Cap 135] (formerly the Crown Acquisitions of Lands Act); and State Lands Act [Cap 132] (formerly the Crown Lands Act).
Key government actors	The government actors involved in administering land in Fiji differs depending on the type of land concerned. The Registrar of Titles is responsible for administering the National Land Register, which contains information about land ownership and records certain dealings in land. The National Land Register pertains to all three types of land: Crown land, iTaukei land and freehold land. iTaukei land is vested in the iTaukei Land Trust Board (formerly the Native Land Trust Board) as trustee, and administered by the Board for the benefit of the Fijian owners or native Fijians. One of the functions carried out by the iTaukei Land Trust is the approval and administration of leases of iTaukei land. The Lands Use Unit duplicates part of the Board's function because it also administers leasing of iTaukei land. Crown land is administered by the Department of Lands, which is a department of the Ministry of Lands and Mineral Resources.

(Source:Australian Red Cross/IFRC https://www.sheltercluster.org/fiji/documents/fiji-housing-land-and-property-guidance-note

Requirements for construction:

► Crown Land - copy of title and signed agreement giving permission to build from the government/ National Land registrar/municipal council

► iTaukei Land - registered lease or sub-lease and signed agreement from lease owner. For construction in village boundary, signed agreement and written consent from Turaga ni Koro (Village Headman) or Turaga ni Yavusa (Chief of the clan)

► Freehold Land - copy of title and signed agreement from the landowner

Table 4: Land and Vulnerability

Women, children and youth	Land is usually inherited through a patriarchal lineage, thus women generally own less land in Fiji then men.
Minority groups	Fijians of non-iTaukei descent on 'presumed leases' under the Agricultural Landlord and Tenant Act has resulted in many of these minority groups relying on insecure land agreements.
Informal settlements	Over 230 informal/squatter settlements exist around the islands of Fiji, the majority are located in Suva and other urban centres. Residents of these settlements generally have limited land rights.

(Source: Department of Town and Country Planning 2015)

Figure 4: Land Types

83% Crown Land
10% Freehold Land
7% Native Land

■ Crown Land
■ Freehold Land   ■ Native Land
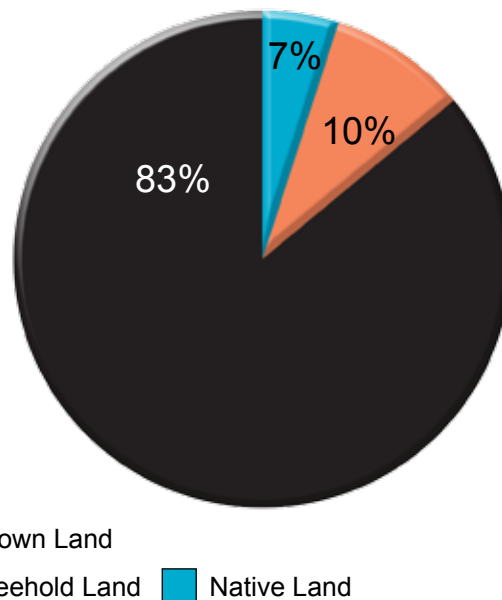
Community Dynamics

The Formal Housing sector consists of communities with secure land tenure and include:

► registered villages that are traditionally owned and settled by iTaukei Fijian clans with a formal leadership structure
► communities and neighbourhoods in and around cities and towns, that are settled by a mixture of all other ethnicities including iTaukei and Fijians of Indian, Pacific Island, European, Chinese and other descents

The Informal Housing sector is divided into two categories:
► ITaukei families that have chosen to live on clan land but outside the village boundary – usually for farming purposes. Homes built in this category have some recognition under Fiji law and are commonly known by the term tikovakagalala
► Informal or squatter communities with partial to no secure land tenure, are usually occupied by Fijians of Indian descent and iTaukei families. Permission to build homes in these settlements is mostly facilitated through "handshake" agreements, often in exchange for cash in the form of monthly rent or a single lump sum payment. Unlike registered villages, there is little community leadership structure and very little protection under Fiji law. However, recognized informal settlements (with proper lease agreements) come under the District

Offices and each has an Advisory Councilor whose role is similar to that of the Turaga ni koro in a village setting

Fijian Native Land owning structure:
The Vanua
A Vanua is an independent kingdom of its own, comprising one or several Yavusa that recognise, pay homage and respect to a central leader
The Yavusa
A Yavusa may be described as a group of associated Mataqali who have a generic name [A i Cavu] by which they are known to other Yavusa and live together under a Chief who is the nearest lineal descendant of their common ancestors or Kalou–Vu
The Mataqali
Mataqali, or clans, evolved into a series of separate units of population, each bearing a distinctive name and performing separate functions in the Yavusa
The Tokatoka
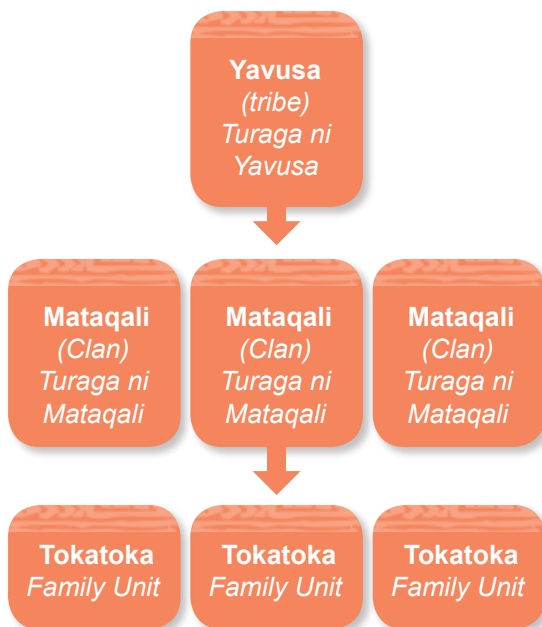Each Mataqali is composed of two or more Tokatoka, or family divisions
Koro
Koro is the term for a village in Fiji and often several mataqali and tokatoka are represented in a village

Figure 5: Traditional Community Channels

```
        ┌──────────────┐
        │    Yavusa    │
        │    (tribe)   │
        │  Turaga ni   │
        │    Yavusa    │
        └──────┬───────┘
               │
               ▼
┌───────────┐ ┌───────────┐ ┌───────────┐
│  Mataqali │ │  Mataqali │ │  Mataqali │
│   (Clan)  │ │   (Clan)  │ │   (Clan)  │
│ Turaga ni │ │ Turaga ni │ │ Turaga ni │
│  Mataqali │ │  Mataqali │ │  Mataqali │
└───────────┘ └─────┬─────┘ └───────────┘
                    │
                    ▼
┌───────────┐ ┌───────────┐ ┌───────────┐
│  Tokatoka │ │  Tokatoka │ │  Tokatoka │
│Family Unit│ │Family Unit│ │Family Unit│
└───────────┘ └───────────┘ └───────────┘
```

(Source: UN HABITAT 2014, Fiji Informal Settlement Situation Analysis')

Pathways to Permanence

Pathways to Permanence is the process of reducing vulnerability, increasing resilience and supporting disaster-affected families and communities using holistic program interventions that enable incremental progress toward the achievement of permanent, durable shelter and settlements.

Safe, decent shelter provides the platform upon which much of post-disaster assistance is built: health, water, sanitation, livelihoods, safety, education, etc. To support these crucial processes, the Pathways to Permanence strategy places affected families on a path to durable, permanent shelter solutions using incremental stages as needed (e.g. erecting an emergency shelter, accessing or affirming land rights, improving a transitional shelter solution, defining next steps for a disaster-damaged house, or expanding a new core house solution). Figure 6 shows a visual representation of the Pathways to Permanence strategy to improve resilience.

Figure 6: Pathways to Permanence

disaster risk reduction — **relief** — **(early) recovery** transitional phase — **reconstruction and development**

resilience building	location	provider and enabler interventions			land	finance	reconstruction
		provider ● enabler ●					
community-based disaster risk management capacity building	collective centre	temporary land tenure	damage/ habitability assessment	technical expertise and assistance	freehold land title	mortgage	contractor-driven reconstruction
structural mitigation solutions	host family	training sessions	community organizing/action planning		leasehold		owner-driven reconstruction
nonstructural mitigation solutions	self-settled camps	housing value chain market intervention	information center/hrc	sector support	public rental	loan/ guarantees	house extension
family A	planned camps	emergency shelter kits	host family support kit		private rental	self-finance	community contracting
national-level capacity building	staying on private land	WASH items	cash for work	basic repairs/ shelter repair kits	community tenure	grant/subsidies	core home (new) / community infastructure intervention
family B	staying in damaged home	transitional shelter	upgradable shelter		informal settlement	community grant	full home (new)
disaster		tents	other non-food items	cash transfers	land subsidy		full home (repair/retrofit)
					customary tenure		
					new settlement development		

national coordination mechanisms

international coordination mechanisms

After a disaster strikes, families A and B can be assisted along their "pathways to permanence" with relief and transitional shelter interventions. To arrive at permanence, they will have to address the key elements of land tenure and financing a housing solution.

(Source: Habitat for Humanity Fiji 2016)

Cultural Protocol

Things to be mindful of when entering a Fijian village:

▶ Wait to be shown in when entering a house

▶ When invited inside a home, remove your shoes, place them outside the doorstep, and stoop slightly when entering. Avoid standing fully upright inside

▶ Give prior notification of your visit to indicate you are a stranger (either before you enter or as you walk in)

▶ Shake hands with everyone who is already present in the room and introduce yourself

▶ It is best to sit cross-legged with a downward gaze as a sign of respect

▶ Sevusevu: Custom holds that a visitor needs to ask permission to enter a village. As a gesture of respect and as a formal introduction, visitors should offer a bundle of kava roots as Sevusevu to the Turaga ni Koro and explain the intentions of their friendly visit

▶ Wear a Sulu (sarong)

(Source: IES 2019, Cultural Atlas - Fiji Protocol)

▶ No work on Sundays for religious reasons

▶ Do not shout, run or be rowdy when in a village, especially on Sundays. Behave calmly and respectfully

▶ No hats or shades are allowed. Wearing a hat within the village is a sign of disrespect

▶ Dress appropriately and modestly at all times

Home partner builds her home with shelter responders in Vanua Levu

PREPAREDNESS

Disaster preparedness refers to measures taken to prepare for and reduce the effects of disasters. These measures include predicting, preventing (where possible), mitigating impacts on vulnerable populations, responding to and effectively coping with the consequences of disasters. Disaster preparedness is an important part of climate change adaptation.

National agencies roles and responsibilities within the Government structure and disaster response mechanisms are highlighted in this chapter.

(Source: Ministry of health & Medical Services, 'Health Emergencies and Disaster in Fiji')

Key Shelter Messages

The primary goal of Key Messages is to ensure common understanding amongst Shelter Cluster members around simple accessible advice to families on how they can make their shelter or simple home more resilient, no matter how minimal their budget, leading up to or at the beginning of a disaster. Rather than promoting a one-off solution that is unaffordable for many of the affected population, key messages should provide advice for the owner-driven incremental approach that the majority of the affected community are engaged in.

Ensure key messages are appropriate for the phase of the response, and accessible to the particular audience.

Use all possible media formats to get your key messages out to the public. These can include radio, television, newspapers, social media and SMS. Messages can also be shared on IEC pamphlets by field staff and through other clusters and CSO/NGO groups.
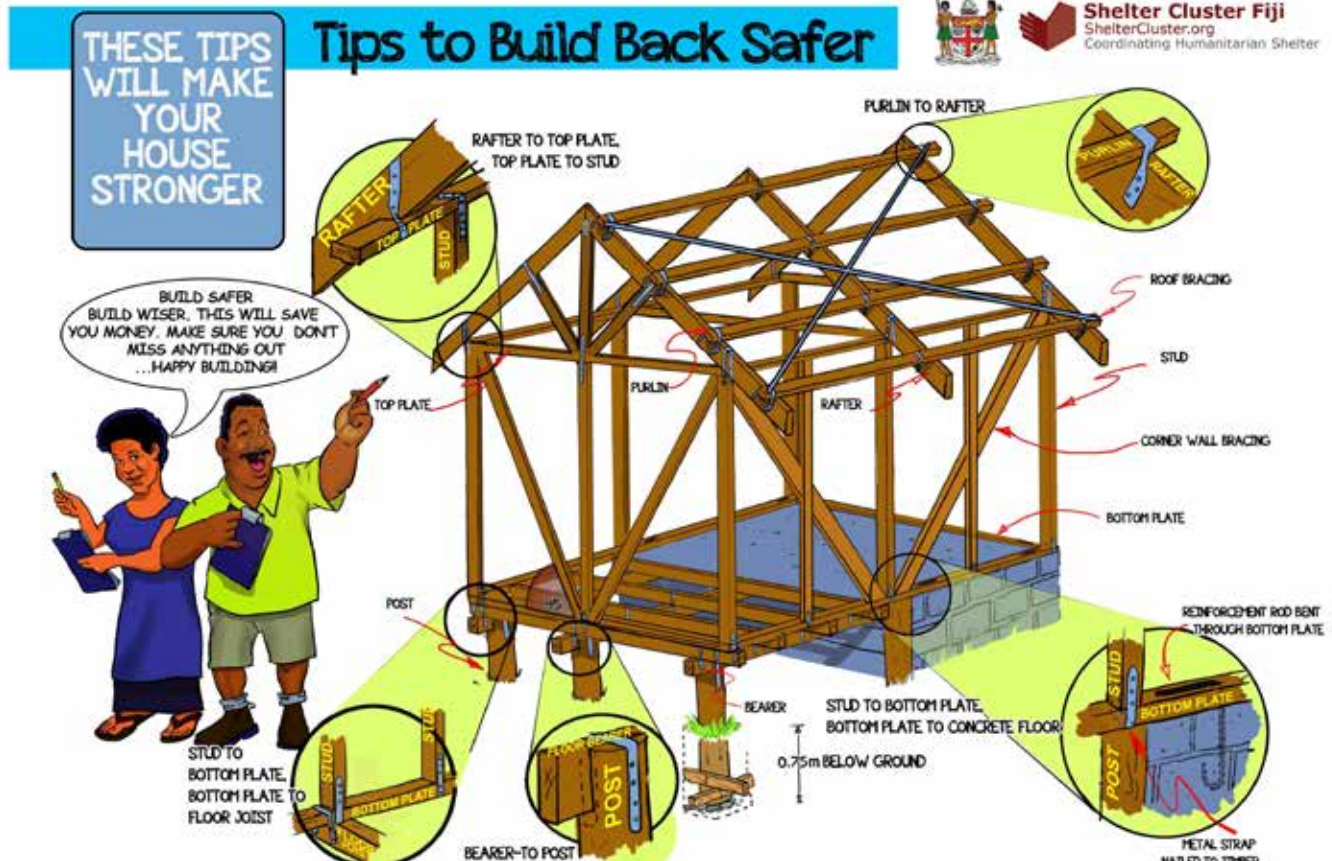
Key messages can cover the following areas:

- ► Site your house safely
- ► Build on strong foundations
- ► Tie-down from the bottom up and use strong joints
- ► Brace against the storm
- ► A good house needs a good roof
- ► Leave nobody behind
- ► Be prepared

Add bracing
Prepare strong "safe room"
Add shutters to windows and openings
Remove large trees close to house
Create wind breaks

Figure 7: Building a Stronger House

**Tie down from bottom up & use strong joints
Nails are not enough**

► Ensure that you have strong connections at all joints – the roofing iron to the roof frame, the roof frame to the walls, the walls to the floor and the floor to the foundations.

► Each joints of your house must be reinforced with more than nails. Nails alone are not sufficient to hold joints together when subject to cyclonic forces.

► Construct every joint so it cannot be pushed or pulled apart. Strong connections can be made with cyclone straps, rope or wire.
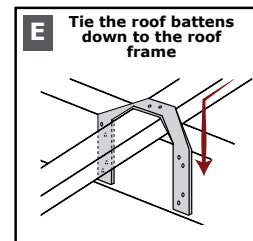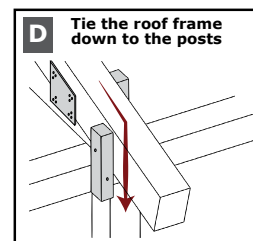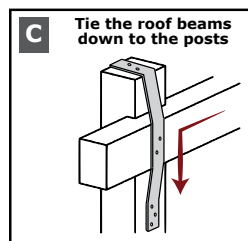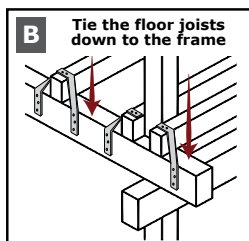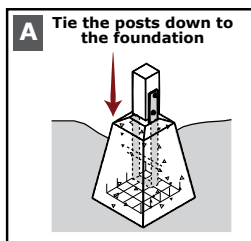
Figure 8: Tie-down from bottom up

Tie-down all the way to the ground
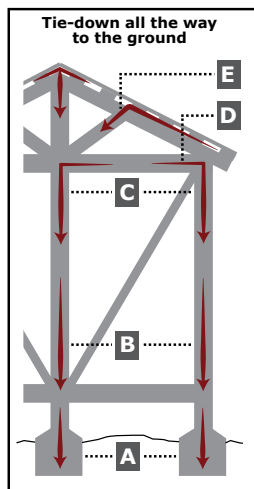
☞ **Tie-down from bottom up** ✓

In a typhoon your house can be sucked apart or blown away by the wind. Tie every part of your building right through to the ground. Start thinking about this from the bottom up.

E — Tie the roof battens down to the roof frame

A — Tie the posts down to the foundation

B — Tie the floor joists down to the frame

C — Tie the roof beams down to the posts

D — Tie the roof frame down to the posts

MEDIA & INFORMATION

Official warnings and updates will be released by the following agencies.

Table 5: Media Agencies

AGENCY	REPORT TYPE
NDMO	Situation reports
Fiji Meteorological Office	Weather forecasts and updates
Fiji Roads Authority	Road conditions and closures
Mineral Resources Department	Seismology Events Releases and Geo Hazard Assessments such as earthquakes and possible aftershocks, tsunamis and landslides
Fiji Broadcasting Corporation	Media Release (Radio and Television)
Fiji Communications Limited	Media Release (Radio)
Fiji Television Limited	Media Release (Television)
Fiji Times Limited	Weather forecasts and updates (Daily newspaper)
Fiji Sun Limited	Weather forecasts and updates (Daily newspaper)

Build Back Safer Training (BBS)

The BBS training covers theory and hands-on instruction of basic construction techniques aimed to reduce the structural vulnerability of homes. These techniques include foundations, strong joints, strapping, bracing, roofing, and choosing safe building sites.

The training can be delivered in a one-day roadshow or as a five-day training that culminates in the completion of disaster resilient core house. BBS training is designed for community carpenters and homeowner-builders focusing on simple and effective construction techniques that will help strengthen their homes.

This training was delivered to 261 rural and remote communities following TC Winston throughout the disaster red zone. The BBS training package can be used throughout the disaster management cycle as a recovery, reconstruction and mitigation tool. See Figure 8 and Appendix G for BBS training Information, Educational and Communication (IEC) materials.

(Source: Habitat for Humanity Fiji 2017)

Participatory Approach for Safe Shelter Awareness (PASSA)

PASSA is a participatory approach to community-based disaster risk reduction, specifically focused on shelter-related risk. This tool raises awareness and develops skills in joint analysis, learning and decision-making. PASSA is a process that guides community groups through eight participatory activities to:

► Develop their awareness of shelter safety issues in their community
► Identify hazards and vulnerabilities that create risk related to shelter
► Recognise and analyse causes of shelter vulnerability, Identify and prioritise potential strategies to improve shelter safety
► Make a plan to implement the identified shelter safety strategies based on local capacities
► Monitor and evaluate progress

(Source: International Federation of Red Cross and Red Crescent Societies, Geneva 2011)

Following TC Winston, PASSA was and continues to be delivered across Fiji by organisations like Habitat for Humanity Fiji and the Fiji Red Cross Society. Many communities have now identified their shelter-related risks and are resolving them with realistic, achievable solutions.

Participants during PASSA Training at Galoa Village

Pre-positioned emergency shelter and essential household items stocks

The Pacific Logistics Mapping platform (PALM) is primarily a preparedness tool designed to collect information on prepositioned stock levels across the Pacific, and to provide a visual overview to enhance decision-making for disaster responders. This live, Pacific-owned platform is available to the public and can be used and updated easily by Pacific Island logisticians and emergency responders.

Using a bottom-up approach, PALM is able to inform what is required at the national level by defining prepositioning strategies at provincial levels. By the same logic, regional needs can be informed by the national prepositioning strategy, thus effectively placing Pacific Islands Countries are those with the power to make decision on prepositioning. Furthermore, PALM platform indicates stock levels at national, as well as sub-national levels where stocks are needed most to ensure a rapid response to community-level needs.

PALM has two main objectives:
► Better prepare for disasters by defining coherent and coordinated prepositioning strategies by highlighting overlaps and gaps and establishing a clear picture of the prepositioning situation in the Pacific, to guide data-driven and evidence-based preparedness
► Better respond by identifying who has what where to trigger a response

(Source: Logistics Cluster 2018)

Responders get ready to distribute emergency shelter kits post TC Winston

DISABILITY AND PREPAREDNESS
One size does not fit all

The shelter needs of persons with disabilities (PWD) in Fiji are poorly understood. Building standard pays little attention to the accessibility of private homes and public infrastructure and subsequently so too does the construction industry. Additionally, the lack of locally developed standard operating procedures (SOP) and guidelines around shelter accessibility and Disaster Response (DR) is evident of the fact that the needs of PWD leading up to and following natural disasters are understood even less.

Over recent years the humanitarian shelter sector has worked to better understand the shelter needs of PWD and how these needs can be catered for in shelter products and processes. Intersecting layers of culture, and gender, age, and economic-related vulnerabilities add further levels of complexity. Accessibility should be maintained throughout a response, from prepositioned emergency shelter kits and evacuation centres to transitional and core homes. Intersecting layers of gender, children, poverty and culture add further levels of complexity to meeting the needs of PWDs. The cross-cutting issues listed here must become part of the analysis of disability disaggregated data for shelter recommendations to be sustainable, and to adequately meet the needs of PWD. Every responding

agency has the responsibility to support PWDs during natural disasters and emergency situations (UNCRPD 2006).

Definition: "Persons with disabilities include those who have long-term physical, mental, intellectual or sensory impairments which in interaction with various barriers may hinder their full and effective participation in society on an equal basis with others"
(Source: Fiji's Rights of Persons with Disabilities Act 2018)

Participants at disability inclusive shelter workshop in Pacific Harbour

General Challenges/Barriers

► Can be natural (e.g. floods, earthquake) or man-made (e.g. stairs, level change)
► When information is not made available and/or accessible to everyone Some PWD may have difficulty to understand a disaster situation is occurring, and put up resistance to action
► Discriminatory procedures and policies
► Negative societal attitudes towards PWD as well as widespread misunderstanding on disability in general
► Lack of awareness on safe building techniques by PWD
► Community ECs chosen without consultation with PWD
► Some PWD can have difficulties communicating (often due to trauma)
► Inaccessible warning systems. People with sight or hearing problems may be unable to recognize signs of danger in orders to evacuate
► Responders too often assume that one size fits all in their interventions, or lack extra resources to invest in improving solutions to become PWD inclusive
► Shelter interventions often do not take accessible sanitation into consideration

Flash Reminders

► Organizations must commit to including PWD and their priorities from the beginning of community discussions;
► PWD are the experts in the community on inclusion
► Gather data in consultation with Disability Peoples' Organisations (DPOs) and PWD
► Make sure teams are trained on inclusion
► Warning systems & evacuation plans must be accessible and available to all
► Design accessible safe shelter solutions
► Make sure distributions are accessible and consider a separate set-up for PWD
► Ensure that emergency shelters are able to guarantee the safety of PWD
► Prioritise PWD and care-givers reunification
► During reconstruction/recovery phase, avoid rebuilding barriers by ensuring consultation and participation of PWD and DPOs
► Include PWD in livelihood recovery strategy
► All Under One Roof: Disability-Inclusive Shelter and Settlements in Emergencies" as a key reference for shelter practitioners

Why consider disability in preparedness?

Objective: ensure disaster preparedness of PWD through planning and shelter intervention. Disasters responders, national and international, must develop and support inclusive preparedness and ensure that PWD and DPOs are involved in the process.

Before starting any activity, organisations that wish to implement a Shelter program need to understand that:

► Shelter support programs need to be flexible as all shelter solutions will need to be adapted constantly to PWD's specific needs at every stage of the response (Preparedness, Emergency and Recovery)
► Fijian disability policies and standards need to be respected
► PWD and DPOs need to be included in the design & implementation of shelter programs
► It is important to commit to investing in universal designs for accessibility
► Disability inclusion principles should become a standard backdrop to shelter response
► Different disabilities and impairments exist
► Trained staff in inclusion and assessments of specific needs for PWD should be employed

Difficulties faced by PWD in Fiji (often taken for granted by the sector)

In rural areas (villages) and urban areas:
► Discrimination & stigma
► Access to services: some villages are very remote and PWD don't have access to assistive devices and supports
► Lack of assistance: not many DPOs available to support PWD
► Movement: infrastructure in the village is not usually inclusive
► Transport: not adapted for PWD and not available
► Decision-making: Usually not taken into consideration in community consultations or decision-making in urban areas (cities & towns)
► Movement: cities are slowly developing accessible infrastructure for PWD (elevator, curb slope at zebra crossing, braille in buildings etc) but there is still a lot of work to do
► Transport: not adapted for PWD

Preparedness Approach for Disabilities

Research & Identification

► Identify existing organizations and institutions with experience providing shelter support to PWD
► Identify responsibilities, needs and capacities in the country to adapt your support
► Consult others stakeholders to avoid conflicting messages or duplication of efforts
► Consult local partners to undertsand needs of children with disabilities
► Responders in the field to understand where/how/what are the support mechanisms for PWDs accessibility during response
► Collect and use existing data. Review and provide feedback in coordination with DPOs and stakeholders

Assessment & Community Awareness

► Responders to be trained on inclusion before field assessments
► Use existing assessment tools/questionnaires or develop new ones in coordination with disability stakeholders; make sure that surveys cover barriers, accessibility, diverse disabilities and are inclusive of national policies (Appendix F)
► Coordinate with Fiji Disabled Peoples Federation (FDPF) to identify the marginalized PWD in affected communities. Use existing DPO data
► Include PWD and DPOs in awareness sessions and consultations processes from the beginning (e.g. community-based disaster risk reduction training like PASSA)
► Make sure PWD are properly informed of the awareness training and that the venue is accessible
► Responders to deliver all communications in iTaukei and/or Hindi language and adapted to impairments
► Organize awareness programs on disability and accessibility for communities
► Children to be encouraged and given opportunities to share their point of view with regards to disability, accessibility and shelter
► Visit PWD that cannot leave their homes

Assessment & Community Awareness cont'

- ► Report disability issues identified in assessment reports and incorporate into existing and future project designs
- ► If feedback is received from the community, report back to the communities how this information was used, making sure the information is accessible to everyone
- ► This can be incorporated into Evaluation activities that are inclusive of PWD

Warning System

- ► Include PWD in the design, planning and management of the system. SMS can be an alternative platform to disseminate disaster information that proves helpful to PWDs
- ► Include PWD in the monitoring of all risks identified and ensure that they are also included in the implementation of the strategies to minimise these risks
- ► Review available warning channels and design adapted warning system for PWD
- ► Design a specific evacuation plan with and for PWD who need assistance
- ► Ensure PWD and caregivers attend training on how the warning system works
- ► Involve PWD and caregivers in simulation exercises
- ► Keep in mind that PWD need more time to prepare for a disaster

Accessible Emergency Evacuation Centre

- ► Map the facilities that have been identified as a part of evacuation centre
- ► Arrange a meeting with PWD and caregivers to visit evacuation centre and assess the accessibility barriers of the facility as well as the travel route from their homes to the Evacuation Centre
- ► Ensure that ECs have accessible facilities and are inclusive
- ► Make sure space is reserved in ECs for PWD
- ► Make sure disability assistive devices and any other required supports are available in the evacuation centre

GENDER AND PREPAREDNESS

In particular women and girls, sexual minorities and people with disabilities are often left out of decision making processes and are significantly at risk following a disaster, which can increase and exacerbate existing social and economic vulnerabilities such as gendered violence and access to secure housing. This lack of consideration of gender-specific needs is one of the biggest gaps in shelter response in Fiji. After responding to several disasters over the past five years, the Fiji's shelter sector recognises the importance of integrating gender guidelines throughout the entire disaster risk management cycle to support the long-term benefits and efficiency of response products and procedures.

Understanding the needs of women and the LGBTQI+ community in response situations is critical to being able to design appropriate response and build lasting resilience. It is paramount to analyse and improve response products and processes as a means to become less reactive and more proactive with regards to the gender sensitisation of disaster response work. Understanding differing gender needs, roles, cultural norms and capacities will assist shelter responders to implement targeted and inclusive shelter solutions that are beneficial for all groups of Fijian society.

Existing Challenges

► Women, the elderly, LGBTQI+, and youth experience significant constraints on their abilities to build shelter, making them heavily reliant on men to meet their shelter needs
► Women are excluded from construction activities due to the patriarchal protocols and traditions of almost all ethnic groups as 'construction is men's work'
► Majority of women experience domestic violence, and these rates increase during and after disaster emergency phase, especially in Evacuation Centres
► Control of land and property is strongly patriarchal and is governed by discriminatory Fijian customary laws, thus resulting in women experiencing lower rates of land tenure security
► Male dominance is promoted in the construction industry and sectorial training programmes
► Remote communities face higher costs to access to services and infrastructure
► Lack of access to gender sensitive sanitation facilities in villages and informal settlements, and
► Rural Women experience lower levels of literacy and this is directly related to the absence of income security putting them at a disadvantage in community and household decision-making. Coupled with lower levels of informal education on construction they are excluded from decision-making about house design and construction

LGBTQI+ groups are often marginalized and excluded from decision-making processes

🚺 Preparedness Approach for Gender

Research & Identification

▶ Responders to be open-minded and take a gender inclusive and sensitive approach when working in humanitarian settings
▶ Integrate gender considerations into all components of disaster management cycle
▶ Identify existing organizations and institutions with experience providing gender inclusive shelter support
▶ Identify responsibilities, needs and capacities in the country to adapt your support.
▶ Consult others stakeholders to avoid conflicting messages or duplication
▶ Responders to consider implementing a Gender Action Plan (GAP)
▶ Collect gender disaggregated data and information during preparedness phase
▶ Rapid gender analysis to be carried out at the earliest stages of DR
▶ Think of gender transformation as a concept and the need for programming at all levels – individual, relations and structural – to achieve lasting change. Recognising that women can also do men's work will require a change in community mindset.
▶ Faith based organization should be part of the gender programming to deliver programmes to individuals of diverse gender identities

Assessment & Community Awareness

▶ Ensure assessment/distribution teams are gender-balanced
▶ Use existing assessment tools/questionnaires or develop new ones in coordination with gender-focussed stakeholders; make sure that forms reflect inclusion
▶ Include women and LGBTQI+ identified persons in assessment and awareness sessions (eg:PASSA) and consultations processes from the beginning and keep this consistent (from design and planning stages to program implementation and evaluation)
▶ Responders to deliver all communications in vernacular
▶ Ensure new builds are owned by both the husband and wife

Assessment & Community Awareness cont'

► All shelter responders should be aware of Prevention of Sexual Exploitation and Abuse (PSEA) codes of conduct. Confidentiality should be upheld and unqualified responders should avoid addressing Gender Based Violence (GBV) cases and should instead follow proper referral pathways for reporting
► Informed consent should be practiced when referring GBV survivors to support options as it is important for these community members to be able to make their own decisions about supports acessed
► Gender-based violence survivors should not be sought out or targeted as a specific group during assessments. GBV-specific assessments should be conducted only in collaboration with GBV specialists

Warning System

► Include women and LGBTQI+ persons in the design, planning and management of the warning system
► Make sure warning systems and messaging use gender neutral terms

Accessible Emergency Evacuation Center

► Map the facilities that have been identified as evacuation center, ensuring that women and LGBTQI+ persons have been consulted on the layout of the facility
► Avoid separating LGBTQI+ persons
► Have partitions to divide the space to improve levels of privacy
► Male and female washrooms to be separated by a reasonable distance
► Have tinted windows and lockable doors
► Provide and clearly identify sanitary pads disposal area
► Provide safe recreational area for children

Emergency or relief response in Fiji ranges from between two weeks to two months following a disaster. Emergency response in shelter can extend up to four months because of the cost and logistics associated with emergency shelter products. Regardless of official periods allotted to the emergency phase, and depending on the access that affected families have to services and resources, many families can remain in temporary housing solutions for 18-24 months – some for longer.

Emergency response in shelter involves the immediate distribution of prepositioned emergency shelter kits ,tool-kits, tarpaulins and essential household items including blankets, solar lamps, kitchen sets, sleeping mats, etc. and activation of evacuation centres. Some agencies will simultaneously distribute emergency supplies and conduct initial damage assessments to establish the need on the ground. Depending on the size of the disaster, data will be data will be collated, and analysed to ensure the response is well coordinated, duplication is avoided, and all gaps are filled by the

> Take the time to understand the needs and capacity on the ground. Your response strategy should not reduce but enhance resilience.

Shelter Cluster (SC) and disseminated to the NDMO and SC members for coordination. Initial assessments are followed by the construction of temporary shelters or distribution of repair materials. It is important to recognise that affected communities are often their own first responders and any assistance should not compromise, but rather enhance the capacity and resilience that people have to help themselves.

Shelter responders gearing up to distribute emergency shelter kits

Emergency Shelter Kit (ESK)

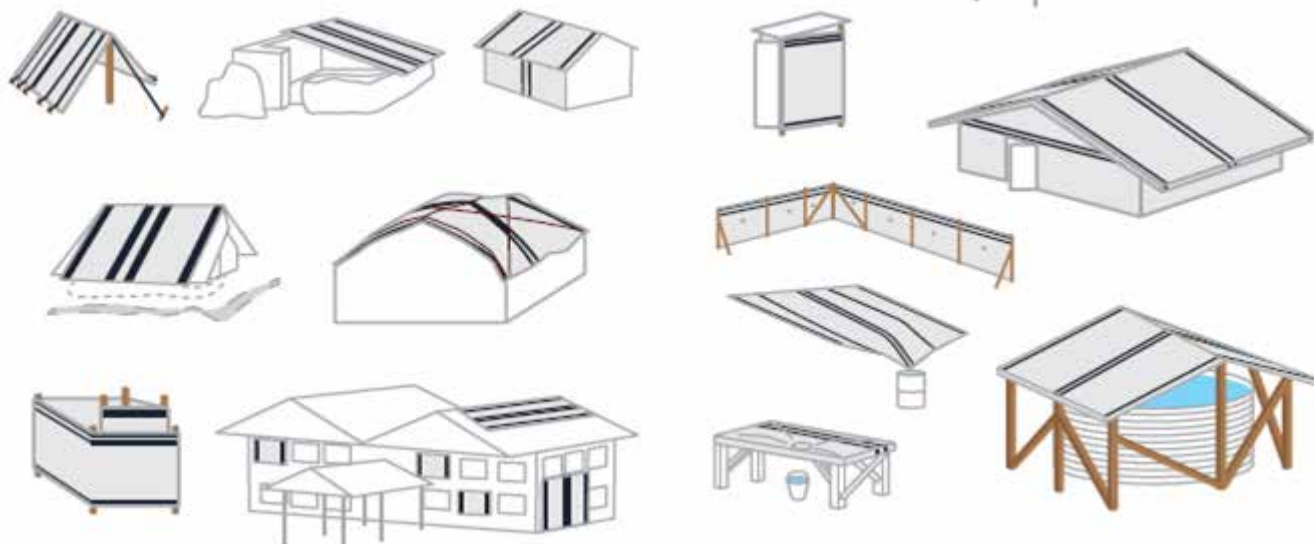| Who is this for?	Families with damaged or destroyed homes
What is this for?	To build immediate temporary shelter or to repair damaged homes. Recommended for the relief phase
Organisations that have used this.	Fiji Red Cross Society, Habitat for Humanity Fiji
Cost range (2019)	$115-$130 FJD ncluding transportation to Suva
Materials Weight approx. 22kg	1 x rope, polypropylene, black, ø 12 mm, twisted, in bundle 30 m 1 x rope, polypropylene, black, ø 3 mm, twisted, in bundle 30 m 1 x handsaw, for timber, 550 mm, wooden handle 0.5 kg nails, for roof sheets, galvanized w/ rubber washer, umbrella type 1 x shovel, round point with y handle 1 x hoe, with long handle, large type 1 x cane knife, wooden handle 1 x shears, straight, for metal sheet, semi-hard, 250 mm 0.5 kg nails, iron, for wood, large

	0.5 kg nails, iron, for wood, small 1 x tie wire, galvanized, ø 1.5mm, 25m, roll 1 x claw hammer, min 750g 1 x measuring tape, 3m 2 x curved needle 1 x polyethylene bag (option = 2 of 4x6m tarpaulins
Location of use	Anywhere in Fiji
Skill Level	Basic
Time to build	2 hours
Construction team	2-3 people

The shelter kit is a versatile emergency shelter response solution – it can be used to construct an emergency/temporary shelter, to cover a damaged roof, to make a latrine enclosure, fencing, for rainwater harvesting. The tool kit can be used for gardening and livelihood purposes.

Shelter Repair Kit (SRK)

Who is this for?	For families that have lost entire homes or whose homes cannot be used without repairs
What is this for?	Contents can vary depending on type of disaster and extent of damage. Materials can be used to construct temporary shelter that can be dismantled for other purposes when resources are available, like repairs. This kit is likely to be used as a recovery solution
Organisations that have used this.	Habitat for Humanity Fiji
Materials	2 packet nails 1 hammer 7 piece roofing iron 10 pieces of timber 4 pine post
Cost range	$400-$500
Material Source	Local market
Location of use	Anywhere in Fiji. Not easily carried

Skill Level	Basic
Time to build	5 hours for basic structure + additional hours for improvements
Construction team	4 people

SRKs can vary in content such as this sample that came with posts, framing timber, roofing iron and galvanised strapping. BBS training was conducted during construction and the earth floor was covered with mat/dry grass/tarpaulin.

Consider the use of traditional construction materials such as woven bamboo and thatching as accessible alternatives for immediate and recovery shelter solutions.

Clearing Kit

Who is this for?	For communities and response agencies that can organise crews to clear debris after a disaster
What is this for?	Clearing debris like fallen trees and structures from roads, paths and building sites, and to salvage materials for construction. Recommended for crews up to 8 people in the relief phase
Organisations that have used this.	Habitat for Humanity Fiji
Materials	2 x Ear muff 2 x wheelbarrows 10 m nylon rope, 20mm 2 x Hand gloves 12 x Hardhats 12 x Gumboots [yellow sole] [6 pair size 10, 6 pair size 12] 8 x Cane knives 12 x Clear safety glass 2 x Large chainsaw (Husqvarna) 28 inch BAR
Cost Range	Up to $4000

Location	Anywhere in Fiji
Material source	Local market

► Distribution of family tool kits by responders in the past has proven to be successful.
► What has not worked is communal tool kits as it is shared by more than one family and may result in conflict

Cleaning Kit

Who is this for?	For communities and response agencies that can organise clean-up crews
What is this for?	to clean-up communities, homes following cyclones, floods, landslides
Organisation that have used this.	Fiji Red Cross Society and Habitat for Humanity Fiji
Materials	3 x Wheelbarrow 6 x Spade 3 x Fork 5 x Garden Gloves 4 x Bucket 2 x Rake 2 x Long handled broom
Cost Range	$800-$850
Location	Anywhere in Fiji
Material source	Local market

Temporary shelter

Who is this for?	Shelter agencies that have construction capacity or can organise the existing construction capacity of communities
What is this for?	All families whose homes are either damaged or destroyed. The use of salvaged material can provide affected families with resilient shelter solutions
Materials	Usually materials like roofing iron, timber, drums, tarpaulin, block etc.
Material source	Around house vicinity – whatever that can be found to hold a temporary structure
Time to build	1 day
Construction team	4-5 people

👥 This shelter is constructed from salvaged materials and provides a level of resilience that is not available with ESKs. Some families may live in this shelter solution for years depending on their access to resources.

Evacuation Centres

Evacuation Centres (ECs) in Fiji are not purpose-built; they are usually schools, churches and community halls managed by government, faith-based groups, CSOs. The extent of EC services provided will depend on the facilities and resources available to the EC management at the time. Some CSOs will provide skilled staff to manage EC facilities or to provide specific services. Security is generally provided by government.

1. Evacuation Centre Roles
Immediate and Temporary Sheltering

It is useful to consider two main types of Evacuation Centre, ECs for "immediate sheltering" and ECs for "temporary sheltering":

► Immediate sheltering is when people seek temporary short-term respite from the immediate threat in a safer location for a period up to 18 hours where provision of bedding and substantial meals is not required

► Temporary sheltering is a stay in a safer location for period in excess of 18 hours and may extend into weeks where provision of bedding, substantial meals and more comprehensive support is required

(Source: NDMO, Draft Fiji Evacuation Centre Selection and Assessment Notes, unpublished)

2. Assessment Criteria

The following broad criteria for selection and assessment of ECs has been identified:

2.1.   Safe, accessible location

The EC location must be protected from any adverse effects of the hazard and be accessible to community members. The facility should also be designed or retrofitted for accessibility needs which will include wider doors for wheel chairs, ramps, appropriate wash basin height and accessible door and sanitation hardware.

2.2.   Structure

The building structure must be capable of withstanding the impacts of a Category 4 tropical cyclone and capable of resisting associated wind debris.

2.3.   Capacity

The capacity of the EC needs to be quantified. For "immediate sheltering" needs as described above, a minimum space of 1.5 m^2 per person is required. For "temporary sheltering", the capacity required needs to be increased up to a minimum of 3.5 m^2 per person as soon as possible after the threat has passed. A desirable minimum standard is 5 m^2 per person; these are the Sphere minimum standards. For assessment of an existing structure these standards should be used to calculate the number of evacuees

that could potentially use the facility. This number should then be compared to the expected demand for use of the EC from the local community, and is defined for these notes as the "target capacity".

2.4. Water

A minimum standard for supply of water is 15 litres per day per person. Of this, 4 litres per person should be available for drinking water, with the remainder for other purposes like washing, bathing, cooking etc.

2.5. Sanitation and Hygiene

► There must be separate toilets/wash rooms for men and women, keeping in mind that women are frequently accompanied by children. There should be properly equipped washrooms for people with disabilities, including adequate space and ground surface treatment for manoeuvring wheelchairs, and provision of grab bars

► Toilets and shower facilities should be adequate to cater for the target capacity

► For the immediate sheltering phase there should be at least one toilet for every 50 people. This should evolve to 1 toilet for every 20 people in the temporary sheltering phase. There should also be at least one showerhead and one hand wash facility for every 30 people

2.6. Safety and Protection

There is an increased need for provision of appropriate protection to families, women and children and vulnerable people in ECs. Measures to consider in EC selection and assessment include:

► Use of smaller ECs where possible since self-regulation for protection within smaller groups is more likely

► Allow sufficient space for each person/household as indicated in the "Capacity" section above

► Ensure that any dark areas, such as basements, hallways, streets and especially access to toilets/wash rooms/latrines/showers are provided with appropriate lighting

► Recognise the major issue of lack of privacy and where possible make provision for moveable partitions for women, LGBTQI+, children, PWDs and other vulnerable evacuees

2.7. Evacuation Centre Staff

ECs should have adequate numbers of staff with the appropriate training to be able to provide the appropriate support to evacuees. The skills required could include experience in psycho-social, gender and child-specific supports. Security personnel should also be trained to support the various vulnerable evacuees.

2.8. Cooking Facilities

The kitchen should be sufficient for hygienic food preparation for the target capacity, including provision of fridges, freezers and cooking facilities.

2.9.   Emergency Power Supply

The EC should be provided with an emergency generator.

2.10.   Communications

Communications during an emergency need to be maintained to ensure that people are adequately informed of current situations. This might be achieved via telephone landline, television, radio broadcast or SMS messaging via mobile phones.

2.11.   Medical support

The EC should have trained staff and a designated room and necessary supplies specifically for medical situations. This should include the treatment of minor injuries and the provision of psychosocial support to evacuees.

Participants during a build activity at disability-inclusive shelter workshop at Pacific Harbour

🦽 Emergency Approach for Disabilities

Coordination

► Consult with Fijian disability stakeholders and DPOs to understand the PWD level of preparedness
► Collect existing data on PWD in the affected areas with Fijian DPOs and if necessary, do in independent assessment in collaboration with DPOs
► Create a disability focused 3Ws (See Figure 12 in Appendix F)
► Shelter responders to attend Shelter Cluster meetings and report activities making specific reference to coordination efforts with DPOs

Rapid Needs Assessments

► Make sure your staff are trained on how to identify and support PWD
► Review and update existing assessment forms or infrastructure assessment forms in consultation with DPOs, disability stakeholders and the Shelter Cluster (See Appendix F)
► Involve PWD in assessments
► Identify barriers to accessibility in the community and evacuation centres
► Share data collected with DPOs for feedback
► Report all disability disaggregated data to the Shelter Cluster

Distributions

► Consult and involve PWD in the organisation of the distribution
► Ensure distribution locations and processes are inclusive and accessible
► Review and update emergency shelter kit content in consultation with DPOs, PWD and the Shelter Cluster

Shelter responders at work distributing shelter repair and emergency shelter kits

The recovery phase for shelter response in Fiji is when the affected population start to look for more resilient shelter solutions. The extent to which people can recover after a disaster depends on their situation beforehand and how robust or resilient their resources are to withstand the effects of the disaster. For some, recovery will be relatively quick, while for others it may take years. *(Source: IFRC Recovery programming guidance 2012)*

Despite a lack of resources and minimal access to construction supply chains, it is important to recognise that many communities in Fiji have the capacity to build back their homes with resilience. This capacity to self-recover increases with the distance they are from urban centres. These include communities in the maritime zone and those that are not accessible by road.

While contemporary technologies of timber frame or concrete dominate the housing stock in Fiji, the Fijian vernacular bure (traditional house) type currently constitutes 10 percent of houses in the Northern Division and 7 percent in the Eastern Division, making up 3 percent of the overall housing stock (Table 10). Bures are more prevalent in remote communities where access to contemporary technologies is lower for geographic and economic reasons. When responding in remote communities, consider a combination of contemporary and traditional construction techniques and materials in shelter solutions.

Communities in maritime and remote areas have the capacity to build with resilience using contemporary and traditional techniques and materials.

Table 6: Housing types by Division

Division	Concrete	Timber frame/Wood	Timber frame/ Tin iron	Bure	Makeshift/ Other	Total No. Unit
Central	25,092	12,102	17,676	672	518	56,060
Eastern	2,901	4,691	3,333	207	83	11,215
Northern	2,564	7,122	5,683	539	379	16,287
Western	27,271	9,600	23,660	1,409	790	62,730
Total	57,828	33,515	50,352	2,827	1,779	146,292

(Source: Fiji Government. PDNA, Cyclone Winston, 2016)

Incremental Shelter

Description	Designed to withstand Category 4 wind speeds. Consists of treated timber floor, wall & roof frame with tarp wall lining and CGI roof. Allows for incremental upgrading as/when the family can afford it. Does not include sanitation. This is not a storm shelter
Organisation	Habitat for Humanity Fiji
Material source	Local Market
Materials	Pine post, treated timber frame, galvanized nails, exterior ply floor, cup head bolts, threaded rods, corrugated roofing iron, cement & gravel, galv. cyclone strapping, tarpaulin. (Note: contact the respective organisation for detailed material list)
Floor Area	21 m2

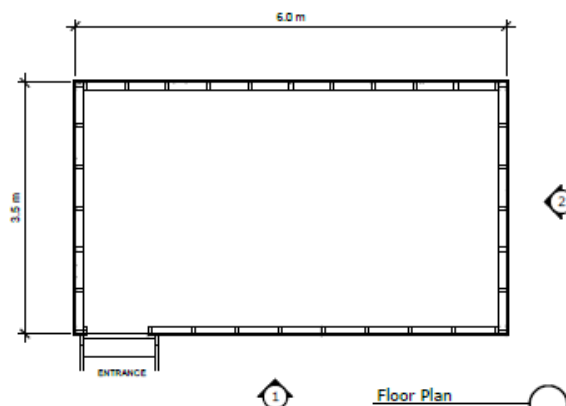|	
Location	Most of Fiji
Cost	Central/Eastern-$12k; Western-$14k; Northern-$16k
Time to build	5 days
Skill level	Trained carpenters
Construction team	5 people

Figure 9: Incremental Shelter
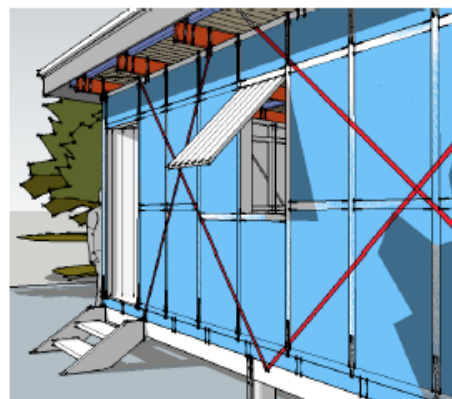
Area	Material	Area	Material
Roof	Corrugated Zincalum	Door	Timber
Walls	Timber frame with tarpaulin lining	Bathroom	Not included
Floor	20mm Exterior plywood	Foundation	treated pine post in concrete
Windows	Timber shutters	Cyclone rating	CAT 4

Floor Plan

Elevation
1:100

(Source: Habitat for Humanity Fiji 2016, Shelter Catalogue)

Vernacular Solutions

Description	This structure can be built of completely traditional materials and techniques of a combination of contemporary and traditional technologies. Often built by families and communities that have difficulty accessing the contemporary construction supply chain. This technology has been used by iTaukei communities for centuries and has a level of resilience to cyclones that has developed over time
Location	Maritime zone and rural/remote communities
Material source	Mixed housing materials depending on what is locally available. For example traditional elements like a thatched roof, woven bamboo walls and mat floors can be coupled with contemporary construction elements like timber framing, corrugated iron or block walls etc.Pacific Island Silver grass (aka gasau), Sago palm fronds, mangrove posts, coconut stumps, coconut husks rope (magimagi), timber,, bamboo, cement, concrete blocks, sand, gravel, fasteners, nails, corrugated iron (Note: material list will depend on wall and floor option)

Materials Source	Local hardware and forest products
Time to Build	2 weeks
Construction Team	8-10 People
Skill Level	Experienced in vernacular design construction and above average carpentry skills (formally referred to in village settings as mata i sau)

Vernacular house design (Source: Fiji Resort Pictures- Melbravo Beach Resort.)
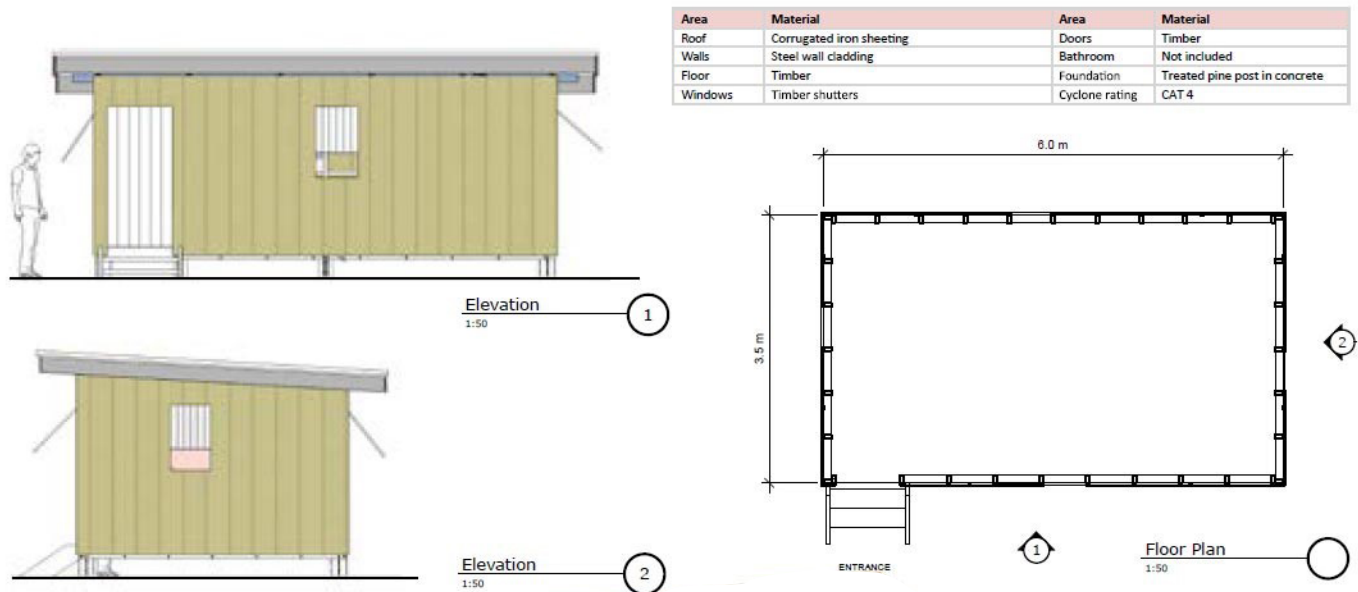
Core House

Description	Designed to withstand Cat 4 wind speeds. Consists of treated timber floor, wall & roof frame with ColorBond wall lining and zinc roof. Allows for incremental upgrading as/when the family can afford it. Does not include sanitation
Organisation	Habitat for Humanity Fiji
Material source	Local Market
Materials type	Pine post, treated timber frame, galvanized nails, exterior ply floor, cup head bolts, threaded rods, corrugated roofing iron, cyclone screws, cement & gravel, galv. cyclone strapping, tarpaulin (Note: contact the respective organisation for detailed material list)
Floor Area	21sqm

Cost	Central Eastern-$13-15k Western-$14k Northern -$15k
Location	Most of Fiji
Time to build	5 days
Skill level	Trained carpenters
Construction team	5 people

Figure 10: Core House

Area	Material	Area	Material
Roof	Corrugated iron sheeting	Doors	Timber
Walls	Steel wall cladding	Bathroom	Not included
Floor	Timber	Foundation	Treated pine post in concrete
Windows	Timber shutters	Cyclone rating	CAT 4

(Source: Habitat for Humanity Fiji 2016, Shelter Catalogue)

Core House A

Description	This is a core house with sanitation included. Consists of treated timber floor, wall and roof frame with roofing iron wall lining and CGI roof
Organisation	Fiji Red Cross Society
Location	Anywhere in Fiji
Material source	Local market
Material type	Pine post, treated timber frame, galvanized nails, exterior ply floor, cup head bolts, threaded rods, corrugated roofing iron, cement & gravel, galv. cyclone strapping, tarpaulin. (Note: contact the respective organisation for detailed material list)
Cost range	$15000-$20,000 depending on location. Materials only
Time to build	2 weeks
Skill level	Trained carpenters
Construction team	5-7 people

(Source: Fiji Red Cross Society 2017)

Figure 11: Core House A

ELEVATION 1

ELEVATION 2

ELEVATION 3

ELEVATION 4

FLOOR PLAN
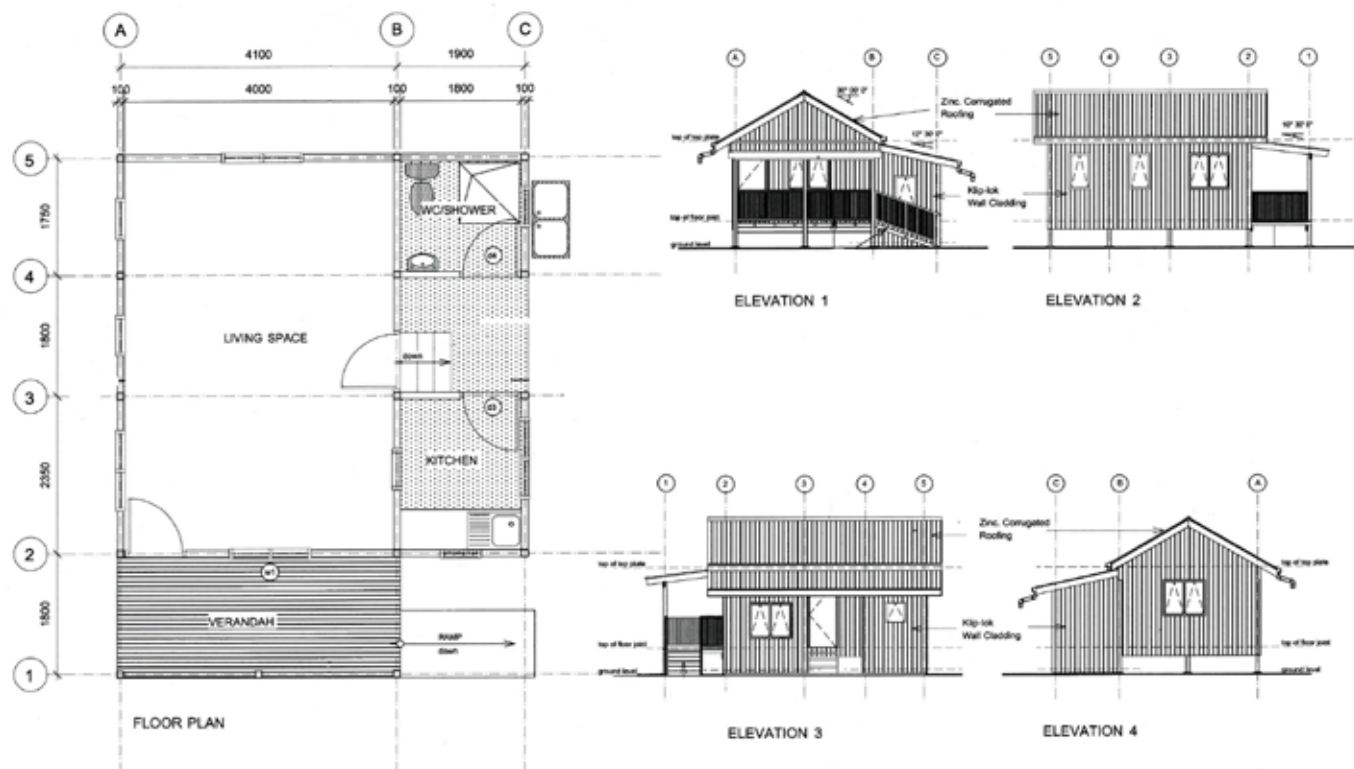
(Source: Fiji Red Cross Society 2017)

Disability Inclusion
Priority List of accessible elements for a shelter:

► Site of the shelter should be flat, accessible, and cleared from rubble and debris
► Pathways leading to the main entrance of the shelter and/or latrines are cleared from obstacles and made even
► Entrance is possible to reach for persons with different types of disability, with possibility to install a ramp
► Install handrails to provide support and security
► Openings are at least 90cm wide, in order for a wheelchair to pass through
► Use of contrasting colour for the entrance to make it easier for persons with visual impairment to identify them
► Doors and windows are hand accessible and have adapted handles
► Space inside the shelter must be wide enough to allow a wheelchair user to circulate and complete a full turn
► Proper electrical lighting required to facilitate accessibility and increase safety
► Access to sanitation in proximity to the shelter
► Sanitation must be wide enough to allow a person with a wheelchair to complete a full turn
► Sanitation must be equipped with a seat at a height of 45-50cm and a grab bar to facilitate the transfer
► Sanitation door is easy to open and accessible
► Shelter to be insulated, as PWD usually spend more time indoors.

(Source: CBM Emergency Response Unit 2016)

Community Voice

► Communities view shelter as a permanent dwelling
► A new house structure is preferred over retrofitting existing structures
► Timber and blockhouses are popular among communities
► The general perception of a strong house is a block house
► There is a great need for build back safer training at community level to improve skill levels of those involved in recovery construction efforts
► In particular, Women are interested to be included in Build Back Safer programmes

House materials most in demand post disaster are:
► Timber
► Roofing Iron
► Concrete block
► Cement
► Fasteners
► Reinforcing steel

Recovery Approach for Disabilities

Improving Shelter Capacity

► Make sure your staff are trained on how to identify and support PWD. Aim to recruit PWD, inclusion experts and/or people with experience working with PWD
► Review and update existing assessment forms or infrastructure assessment forms in consultation with DPOs, disability stakeholders and the Shelter Cluster
► Review secondary data collected during emergency rapid assessment with DPOs and community disability focal points
► Design shelter options in coordination with DPOs and consult beneficiaries

Consultations

► Conduct interviews with PWD (including children) and caregivers to identify specific shelter needs of PWD
► Coordinate with other Clusters (such as the WASH Cluster) to ensure holistic approach to PWD needs
► Organize community presentations to present findings from consultations. Update data according to the community feedback oppurtunities
► Organize meetings with local authorities, DPOs and communities to discuss accessible designs and assessments findings

During Implementation

► Implementing organizations need to consider flexibility in their shelter support and its ability to be adapted to PWD's specific needs at every stage of the recovery process
► Consult national and/or international accessibility technical quidelines and make sure appropriate accessibility standards are applied to design(s)
► Involve PWD in the construction process as much as possible
► Strenghten national and/or local DPOs Shelter capacity by consulting and involving them in the recovery process

Monitoring, Evaluation and Lessons Learnt

► Monitor intervention in coordination with PWD and DPOs
► Evaluate intervention in coordination with PWD and DPOs
► Organize lessons learnt workshop with PWD beneficiaries and DPOs to analyze evaluation and revise strategy for future preparedness and response

Disability-inclusive shelter workshop participants during a house build activity

Community Voice

► Women prefer shelter designs that accommodate cooking, washing, livelihood and sleeping areas
► Permanent homes must have partitions for privacy
► Women prefer doors that can be locked from inside to provide security due to risks of domestic violence

Recovery Approach for Gender

Improving Shelter Capacity

► Make sure staff are trained on how to identify and support the LGBTQI+ community
► Review secondary data collected during emergency rapid assessment with support from gender based organisations

Consultations

► Conduct interviews with women and LGBTQI+ persons to identify specific shelter needs
► Coordinate with and recieve feedback on recovery approach from Protection Cluster
► Organize community presentations to present findings from consultations. Update data according to the community feedback opportunities
► Carefully and with approval, have awareness sessions with communities on gender rights to help promote the importance of everyone having equal say in shelter
► Organize meetings with gender experts to understand gender-inclusive shelter concerns and share your findings

Implementation

► Involve interested women in the construction process as much as possible
► Provide child care support if required to ensure women and people of sexual gender minorities can participate in construction process
► Encourage male support in communities when women are involved in construction, especially in village settings

Women at Waimaqera settlement in Taveuni during research community consultation

Women build back safer at Nakorovou Village in Rewa

Fiji has a small but diverse market for supply of construction materials that is predictable and challenging at the same time. This chapter highlights the supply chain process in place, key stakeholders involved and challenges faced by shelter responders when dealing with logistics.

The goal of the Logistics Cluster is to plan, implement and control the efficient, cost effective flow and storage of goods and materials, as well as advise on the transport of supplies, from point of origin to the point of consumption for the purpose of alleviating the suffering of vulnerable people. The function encompasses a range of activities, including preparedness, planning, procurement, transport, warehousing, tracking and customs clearance.

What does Logistics do?
Logistics is a SUPPORT service. It requires a service mindset. Logistics needs to be INVOLVED from the beginning to be effective
► Planning/ Assessment
► Mobilisation/ procurement
► Transport Management
► Warehouse Management
► Tracking/ Reporting
► Standardisation
► Training and capacity building

What does Logistics not do?
► Predict the needs and the distribution plan
► Tell you what you need
► Decide the specifications (though will advise)
► Goes 'shopping' and has your goods within a few hours

For useful resources, see Appendix E and for more information contact the Pacific Regional Logistic Cluster: Jenna.lusaka@wfp.org

The table below shows key logistics partners on ground

Table 7: Logistics Agencies

Logistics Cluster Lead:
Fiji Procurement Office (Ministry of Economy)
Co-Lead:
World Food Programme
Key Partners:
Ministry of Finance
The Republic of Fiji Military Forces (RFMF)
Customs
Airport Fiji Ltd (AFL)
Fiji Revenue and Customs Authority (FRCA)
Ministry of Provincial Development- Divisional Offices
Fiji Ports Authority
IFRC
Donors: MFAT, DFAT, USAID, JICA
Fiji Police Force
National Fire Authority (NFA)
UNICEF
UNOCHA

Ports overview
Main Ports

► Suva and Lautoka on Viti Levu are the main commercial ports for handling bulk and container freight for import and export. Savusavu, Levuka and Rotuma are smaller ports

► All customs, immigration and quarantine facilities are provided at these ports

► The Suva port provides pilotage, safe anchorage, deep berths (capable of handling vessels of over 40,000 tons), stevedoring, general cargo handling, cargo container storage including freezer and cooler, loose cargo warehousing, fumigation, incineration and weighbridge facilities

► Lautoka is the second-largest port of entry and is located in the northwest of the main island

► Other port facilities include a number of privately owned terminals for the handling of petroleum, gas, bulk sugar, molasses and wood chips

► Levuka, along with other deep-water anchorages are at Malau, Wairiki and Vuda Point (part of Lautoka), undertakes commercial export activities of wood chips and fish only and do not operate as international import points

(Source: Logistics Cluster 2012)

Shipping Services
► There are numerous shipping companies servicing Fiji Islands' ports on a frequent basis from one to three times a month. This includes visits to the Yasawas, Labasa, Savusavu, Taveuni, Rotuma, Ono-i-Lau, Kadavu,and the Lomaiviti Group
► Direct sea-freight connections are available to most of the Pacific Islands ports, New Zealand, Australia, Japan and the west coast of the United States

Governing Authority
► Fiji's Government through its respective departments and statutory organizations Maritime Safety Authority of Fiji (MSAF), Fiji Ports Corporation Limited (FPCL) and other operators consult regularly to ensure a safe, reliable, efficient, cost-effective and environmentally friendly maritime transport system are in place

Travelling to islands for builds:
► Transportation costs to outer remote islands is quite costly
► Government barge hire (Govt Shipping Services): approx. $15-20k
► Local village boat hire to travel between islands approx. $200-300
► Liaise with local hotels/resorts based on islands to share cost on large boat hire
► Network with local partners

Aviation
Main Airports
► There are two international airports in Fiji – Nadi and Nausori International airports servicing international and domestic routes
► There are two registered airlines Fiji Airways and Northern Air
► There are 32 Airports and air strips, 4 paved 28 unpaved

(Source: Logistics Cluster 2012)

Governing Authority
► Airports Fiji Ltd is the government-owned commercial company which operates 15 airports in the Fiji Islands including Nadi and Nausori International airports and 13 other domestic airports which are located on islands across Fiji's maritime zone (listed in next section)
► AFL also provides Air Terminal Services (ATS) within the Nadi Flight Information Region (Nadi FIR) which includes the sovereign air spaces of Tuvalu, New Caledonia, Kiribati, and Vanuatu
► ATS is regulated by corporate, government and international aviation authorities

(Source: Logistics Cluster 2012)

Ground Handling Cargo

► ATS provides ground handling cargo and catering services at Nadi International airport

► AFL manages and operates 13 smaller airports onm the outer islands of Fiji. These are Labasa, Savusavu, Taveuni, Rotuma, Koro, Gau, Bureta, Vanuabalavu, Lakeba, Ono-i-Lau, Cicia, Moala and Kadavu

Fiji Road Network

► Fiji Roads Authority (FRA) is the organisation responsible for planning, developing and maintaining Fiji's road infrastructure

► The infrastructure primarily consists of approximately 7600km of road, 1200 bridges, 9000+ streetlights and 47 jetties

► Most of the interior places on the mainlands (Viti Levu, Vanua Levu, Taveuni and Levuka) are accessible by a 4WD vehicles via graveled roads

► Roads for motor vehicles are not available on smaller islands

(Source: Logistics Cluster 2012)

Containerization

► Container ships calling into Fiji are usually self sustaining and provide the necessary heavy equipment for the discharge of the containers

► The upgraded container yard in the Port of Suva has facilitated container storage and greatly improved human resource efficiency. It is equipped with two container cranes to load or offload containers as well as forklifts

Storage

► The storage facilities at Ports of Suva and Lautoka cater for transit, warehouse, and cold storage goods, as well as general storage

► The Port of Suva currently has six storage sheds providing 6,100 m2 of storage area, whereas Lautoka Wharf has two sheds providing 4,020 m2 of storage area. However, provisions are also made for open yard storage depending on the nature of the cargoes

► There are facilities for transshipment cargo at Suva and Lautoka. Inland Freight stations are operated to supplement the port storage space and facilitate the removal of uncleared cargo from the wharves

General Shelter Cluster considerations for Logistics

Procurement - International

Suppliers often located far away E.g.: a shelter kit from China (ordering + production + loading + sailing + customs) can take 8 to 9 weeks | Cost of transport is very high | Fiji has limited inspection capacities.

Procurement - Local

Limited local options |Can be expensive | Quality can be inconsistent compared to international suppliers | Global trend for localised procurement not always the most efficient.

Transport

Limited options, at capital level but mostly at provincial levels - this triggers competition | Transport can be very expensive (Vanuatu trucking = 120USD/ hour) | Quality of transporters generally low (the most recent ship in Fiji fleet in 23 years old) | Transport schedules inconsistent - not being familiar with networks can create challenges | This highlights the importance of the Cluster Approach to ensure cost sharing and coordination.

Distances

The Pacific region is challenged by distances and the communications network can sometimes be non-existent | Auckland => Palau (6 weeks) | Brisbane => Fiji 2 weeks | Auckland => Santo (2 weeks).

Access

Remote locations have access challenges. Many don't have permanent landing points or airstrips |The reef and fibre boats that are needed to reach isolated islands have weight and volume limitations |The innovative solutions required to service these areas take time.

Health and Security

Traveling to remote locations needs careful consideration of staff health and safety | A minimum requirement for staff to take on assessment or distribution is first aid kit, water/ purification tablets, life jackets, closed shoes, mobile or satellite telephones, raincoat and power-banks | Security must be assessed | Regular communications back to base required.

Stakeholders Voice

Logistics Sector Challenges

▶ Shortage of construction materials during disaster times
▶ Lack of storage space for stock
▶ Lack of skilled laborers in Fiji
▶ Lack of coordination and communication within the humanitarian sector as a whole
▶ Low rates of licensing and regulation for construction workers
▶ Duplication of relief items distributed by NGOs during post-disaster response
▶ No concession system in place to support relief work
▶ Extensive clearance times prolong delivery, often resulting in damage/decay of goods
▶ Construction industry support in post-disaster response efforts is unguided
▶ Challenging weather conditions
▶ High costs required to preposition disaster response stock

Targeted Shelter Support Required

▶ Stakeholders to follow shelter guidlines on what kind of shelter interventions can take place in Fiji and how things work with local cultural contexts
▶ Shelter responders to make quick decisions to allow suppliers to facilitate materials as needed
▶ The National Building Codes to remain flexible to facilitate Disaster response construction efforts
▶ According the the Construction Industry Council, there is a need for higher quality materials to be used for construction in Fiji
▶ Construction industry to be more involved in humantarian efforts
▶ Shelter technical persons to prioritise a gender and disability inclusive approach in assessments

Note: Stakeholders Voice comprises of consolidated views of organisations consulted as part of the research

Improving Coordination Capacity Cont'

► Collaboration between NGOs and government agencies has been facilitated by the Cluster system, however coordination and communication should be improved, particularly in terms of roles and responsibilities in the emergency phase
► Shelter Cluster to encourage and facilitate more discussions with relevant stakeholders in all phases of emergencies
► Shelter in Disaster Response is a relatively new component for FBOs but they are willing to participate in discussions on how to work together
► Responders to consult communities on their needs before distribution of emergency stock
► Better and more coordinated assessment, inclusive of informal communities (settlements), is required
► Gender-based organisations are willing to provide gender inclusive shelter training awareness sessions to shelter-based organisations
► Construction industry is willing to carry out post-disaster building assessments provided that it is funded for
► Construction industry and private sector are willing to work with humanitarians in disaster response work

Cargo Types

All types of cargo can be handled at the ports:
► General Cargo
► Merchandise
► Electrical equipment
► Steel
► Cement
► Fertilizers
► Logs
► Sawn timber
► Containers
► Heavy lifts
► Refrigerated goods
► Dry Bulk Cargo - Rice, wheat, maize, sorghum, coal, gypsum, clinker, fertilizer, Liquid bulk - Petroleum products, chemical products, vegetable oils, coconut   oils, liquid gas, tallow, bitumen

Further Recommendations

▶ Strengthen capacity of the humanitarian community to report on the 'outcomes' as well as the 'outputs' during a response
▶ Need for shared guidelines on policies and procedures during disasters to improve coordination and communication between all stakeholders
▶ Stock brought into the country for relief work should follow Humanitarian aid guidelines
▶ NGOs to communicate regularly and collaborate during response to avoid resource waste and duplication of efforts
▶ Prefabricated materials are recommended for quick construction
▶ Review and update the construction technology, methods and approaches that are used in Fiji
▶ Include sanitation in all shelter interventions
▶ Tents, though simple to preposition, are not be the best shelter solutions as they are heavy, expensive, and difficult to transport
▶ Include bottled water and some form of lighting (such as portable solar lights) in emergency shelter kits
▶ A Timber house with proper cyclone proofing techniques is recommended by Construction Industry Council as the best for house construction
▶ Include smaller hardware companies as official suppliers for materials in response

FREIGHT SERVICES
The prominent freight services are
▶ Swire Shipping (Suva)
▶ Carpenters Shipping (Suva)
▶ Freight Services Fiji (Suva)
▶ Carpenters Airfreight (Nadi)
▶ DHL (Nadi)
▶ Williams & Goslings (Nadi)
▶ Goundar Shipping (Suva)

📦 **6** Appendices

A: Reference List

All Under One Roof: Disability-Inclusive Shelter and Settlements in Emergencies.
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B: List of Acronyms

ADB	Asian Development Bank
AHP	Australian Humanitarian Partnership
ADRA	Adventist Development and Relief Agency
ATS	Air Terminal Services
AFL	Airports Fiji Ltd (Fiji)
DFAT	Australian Government Department of Foreign Affairs and Trade
BAF	Biosecurity Authority of Fiji
CAA	Civil Aviation Authority
CAAFI	Civil Aviation Authority of Fiji
CARE	Co-operative for Assistance and Relief Everywhere
CFS	Container Freight Services
CSO	Civil Society Organisation
DFAT	Australian Government Department of Foreign Affairs and Trade
DISMAC	The collective name for National Disaster Management Council (NDMC), the National Disaster Management Office (NDMO) and the National Emergency Operations Center (NEOC)

DRM	Disaster Risk Management
DRR	Disaster Risk Reduction
EEZ	Exclusive Economic Zone
EFL	Energy Fiji Limited
EOC	Emergency operations center
EU	European Union
FAO	Food and Agriculture Organisation
FBO	Faith Based Organisation
FCL	Full Container Load
FIMSA	Fiji Maritime Safety Administration
FISMA	Fiji Islands Maritime Safety Administration
FJ$ / FJD / FJ	Fijian Dollar
FMF	Flour Mills of Fiji
FPCL	Fiji Ports Corporation Limited
FPTL	Fiji Post & Telecommunications Ltd
FRA	Fiji Roads Authority
FRANZ	France, Australia and New Zealand Partnership
FRC	Fiji Red Cross
FRCA	Fiji Revenue and Customs Authority

FRIEND	The Foundation for Rural Integrated Enterprises & Development
FSCL	Fiji Shipping Corporation Limited
FWCC	Fiji Women Crisis Centre
FWRM	Fiji Women Rights & Movement
GBV	Gender Based Violence
GSS	Government Shipping Services
ICT	Information Communication and Technology
IFRC	International Federation of Red Cross and Red Crescent Societies
IMF	International Monetary Fund
IMO	International Maritime Organisation
INGO	INGO International NGO
IOM	International Organisation for Migration
LCA	Logistics Capacity Assessment
LGBTIQ+	Lesbian, Gay, Bisexual, Transgender, Intersex, Queer (or Questioning) with the + acknowledging many other sexual orientations, gender identities, and gender expressions
LTA	Land Transport Authority

MOE	Ministry of Economy
MOE	Ministry of Education, Heritage and Arts
MOF	Ministry of Finance
MoHMS	Ministry of Health and Medical Services, Fiji
MOIT	Ministry of Infrastructures and Transport
MSAF	Maritime Safety Authority of Fiji
MFAT	New Zealand Ministry of Foreign Affairs and Trade
NDMA	National Disaster Management Act
NDMC	National Disaster Management Council
NDMO	National Disaster Management Office
NDPC	National Development Planning Commission
NFA	National Fire Authority
NGOs	Non-Governmental Organisations
OCHA	Office of the Coordination of Humanitarian Affairs
OFDA	Office of Foreign Disaster Assistance
PIC	Pacific Island Country
PSEA	Protection against Sexual Exploitation and Abuse

PTL	Ports Terminals Limited		UNESCO	United Nations Educational, Scientific and Cultural Organization
PWD	Public Works Department		UNFPA	United Nations Population Fund
PWLD	People living with disability		UNHAS	United Nations Humanitarian Air Service
RPF	Rainbow Pride Foundation		UNHCR	United Nations High Commissioner for Refugees
RFMF	The Republic of Fiji Military Forces		UNICEF	United Nations Children's Fund
SC	Shelter Cluster		UNISDR	United Nations International Strategy for Disaster Reduction
SOGIE	Sexual Orientations and Gender Identities and/or Gender Expressions		USAID	United States Agency for International Development
SOP	Standard operating procedures		WASH	Water, Sanitation and Hygiene
SPC	Pacific Community		WFP	World Food Programme
SPREP	Pacific Regional Environment Programme		WHO	World Health Organisation
TAF	Telecommunications Authority of Fiji			
TC	Tropical Cyclone			
TNK	Turaga-ni-Koro			
UNCRD	United Nations Centre for Regional Development			
UNDESA	United Nations Department of Economic and Social Affairs			
UNDP	United Nations Development Programme			
UNES-CAP	United Nations Economic and Social Commission for Asia and the Pacific			

C: List of Figures and Tables

D: Glossary of Terms

Bure	A traditional Fijian house, built of traditional materials like thatch. Also describes quarters as in 'maid's quarters'
Indo-Fijian	Are Fiji citizens who are fully or partially of Indian descent
iTaukei	Indigenous
ITaukei land	A statutory authority which administers all such lands on behalf of the iTaukei owners
Kalou–Vu	Ancestor God
Koro	Koro is the term for a village in Fiji and often several mataqali and tokatoka are represented in a village
Magimagi	Coconut fiber ropes or sennits made from the half ripe state coconuts (bu vinaka)
Mata i sau	Traditional Carpenter
Mataqali	Clan
Roko Tui	The title for the executive head of any one of Fiji's 14 Provincial Councils.
Sevusevu	As a gesture of respect and as a formal introduction, visitors should offer a bundle of kava roots as Sevusevu to the Turaga ni Yavusa or Turaga ni Mataqali and explain the intentions of their friendly visit
Sulu	Sarong

Talanoa	A traditional group discussion in Fiji and other Pacific Island nations, often free-flowing, which may involve consumption of kava
Tikovakaga-lala	Those who live on clan land but outside the village boundary
Tokatoka	Sub Clans/ family units
Turaga ni Koro	Village Headman
Turaga ni Mataqali	Chief of the clan
Turaga ni Yavusa	Chief of the Yavusa
Vanua	A Vanua is an independent kingdom of its own, comprising one or several Yavusa that recognise, pay homage and respect to a central leader
Yavusa	A Yavusa may be described as a group of associated Mataqali who have a generic name [A i Cavu] by which they are known to other Yavusa and live together under a Chief who is the nearest lineal descendant of their common ancestors or Kalou–Vu

E: Useful Resources

Useful Fiji websites:
► Fiji Government: https://www.fiji.gov.fj/
► Fiji Weather Forecast: http://www.met.gov.fj/
► A Mariners Guide to the Fijis Shores and Marinas: https://www.fijimarinas.com/
► Fiji iTaukei Lands Trust Board: http://www.tltb.com.fj/
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► A Logistics Handbook: https://www.humanitarianresponse.info/system/files/documents/files/Logistics%20Handbook%20French%20Red%20Cross.pdf
► Stockpile Mapping: https://palm.logcluster.org/#/public/home
► Pacific Preparedness page: http://www.logcluster.org/preparedness/pacific-0
► Logistic Capacity Assessment: http://dlca.logcluster.org/display/public/DLCA/LCA+Homepage
► Online logistics courses: https://ready.csod.com/LMS/catalog/Welcome.aspx?tab_page_id=-67&tab_id=-1

Shelter Standards, Plans, Codes and Legislation
► Fiji National Building Code (A review of the National Building Code is underway by the Fijian Government. The Fijian Government believes there is a need for construction engineering experts to review Fiji's building code as the country continues to recover from Tropical Cyclone Winston) http://www.health.gov.fj/wp-content/uploads/2018/02/Fiji National-Buiding-Code.pdf

► Fiji Construction & Shelter Resources http://envirodm.org/cms/wp-content/uploads/2016/05/Construction-resources-for-Fiji_March-2016.pdf

► Fiji Standards FJS 1428.3: 1998 Design for access and mobility - Requirements for children and adolescents with physical disabilities http://www.pasc.standards.org.au/FijiStandards.aspx

► Fiji Standards FJS 1428.2: 1998 Design for access and mobility - Enhanced and additional requirements - Buildings and facilities http://www.pasc.standards.org.au/FijiStandards.aspx

► Fiji Standards FJS 1428.1 Supp 1: 1998 Design for access and mobility - General requirements for access - Buildings - Commentary (Supplement to AS 1428.1 1993)
http://www.pasc.standards.org.au/FijiStandards.aspx

► Fiji Standards FJS 1428.1: 1998 Design for access and mobility - General requirements for access - New building work
http://www.pasc.standards.org.au/FijiStandards.aspx

► Housing Act
http://www.housing.com.fj/wp-content/uploads/2014/12 Housing-Act-Chap-2671.pdf

► Fiji Constitution
https://www.constituteproject.org/constitution/Fiji_2013 pdf?lang=en

► Sphere Standards
https://spherestandards.org/wp-content/uploads/Sphere Handbook-2018-EN.pdf

► Red Cross Code of Conduct
http://www.ifrc.org/Global/Publications/disasters/code-of conduct/code-english.pdf

► Fiji's National Emergency Operations Centre: Standard Operating Procedures 2010
https://reliefweb.int/report/fiji/fijis-national-emergency operations-centre-standard-operating-procedures-2010)

Useful disability information sources

► Sendai Framework for Disaster Risk Reduction 2015 2030
http://www.pacificdisability.org/getattachment Resources/Disability-Frameworks/Sendai_Framework for_Disaster_Risk_Reduction_2015-2030.pdf.aspx

► United Nations Convention on the Rights of Persons with Disabilities 2006
http://templatelab.com/convention-on-the-rights-of persons-with-disabilities/

► UNESCAP's The Incheon Strategy to "Make the Right Real" for Persons with Disabilities in Asia and the Pacific 2012 (builds on the CRPD, Biwako Millennium Framework for Action and Biwako Plus Five. It contains regional disability-inclusive development goals alongside targets and indicators).
https://www.unescap.org/sites/default/files/Incheon%2 Strategy%20(English).pdf

► Mapping of the Disability Policy and Program Framework in the Pacific 2011
http://www.pacificdisability.org/getattachment Resources/Policies-Legislation/PDF-Mapping-Of Disability-Policies-and-Program-Frameworks-in-the Pacific.pdf.aspx

► Regional Review on Disability Policy and Legislation
http://www.forumsec.org/resources/uploads attachments/documents/Review%20of%20Policy%2 and%20Legislation%20on%20Disability%20in%2 PICs%202004.pdf

► Fiji Legislation
http://www.fncdp.org/docs/FNCDP_Act1994.pdf

► Fiji National Disability Policy
http://www.fncdp.org/docs/2008 18NationalDisabilityPolicy.pdf

► Fiji Disability Inclusive Community Based Disaster Risk Management Toolkit
http://www.pacificdisability.org/getattachment Resources/PDF-Resources/Annex-1-Fiji-DIDRR-Toolkit pdf.aspx

► Fiji disability inclusive community disaster risk management- Video
https://www.youtube.com/watch?v=XLRB2V5zY0Y

► The Washington Group Short Set of Questions on Disability
http://www.washingtongroup-disability.com/wp-content uploads/2016/01/The-Washington-Group-Short-Set-of Questions-on-Disability.pdf

Other General Sources
► The IFRC shelter kits
https://www.ifrc.org/PageFiles/95526/publications D.03.a.07.%20IFRC%20shelter-kit-guidelines-EN-LR pdf

► PASSA (Participatory Approach for Safe Shelter Awareness)
https://www.ifrc.org/PageFiles/95526 publications/305400-PASSA%20manual-EN-LR.pdf

► Shelter safety handbook (Important information on how to build safer)
https://www.ifrc.org/PageFiles/95526 publications/305400-Shelter%20safety%20handbook EN-LR.pdf

► Owner-Driven Housing - Reconstruction guidelines
https://www.ifrc.org/PageFiles/95526
publications/E.02.06.%20ODHR%20Guidelines.pdf

F: Common Tools

Some of the common tools used by shelter responders in implementation of activities and those used by NDMO are outlined here. These tools are mostly used for data collection and reporting.

3 W's
Figure 12: FIJI: Who is doing What, Where & When (3Ws)

This is usually coordinated by NDMO and UNOCHA

Examples of DANA
► ADB's 2016 Emergency Assistance for Recovery from Tropical Cyclone Winston - Summary Assessment of Damage and Needs
https://www.adb.org/sites/default/files/linked documents/50181-001-sa.pdf

► Government of Fiji's 2016 TC Winston Post Disaster Needs Assessment
https://www.gfdrr.org/sites/default/files/publication Post%20Disaster%20Needs%20Assessments%2 CYCLONE%20WINSTON%20Fiji%202016%2 %28Online%20Version%29.pdf

► UNOCHA Needs Assessments and Anaylsis
https://www.unocha.org/themes/needs-assessment-and analysis

Technology - KoBo Toolbox
► A tool (software) used for field data collection for use in challenging environments. The tool is used for gathering and evaluating data using Android-based devices and the KoboCollect Application which is an open-source data collection monitoring tool.
► Most of the users are people working in humanitarian crises, as well as aid professionals and researchers working in developing countries
► Quickly collecting reliable information in a humanitarian crisis
https://www.kobotoolbox.org/

PWD Questionnaire

HOUSE ACCESSIBILITY ASSESSMENT FORM

Name :		Age:	Sexe:		HH No.:	
Address:					Date:	

Type of Vulnerability: *(please check)*

☐ Older person ☐ Person with Disability

General:

1 - How far (distance or time) is the road to leave the village from the house?
2 - How far (distance or time) is the evacuation center?

Pathway:

1 - Is there a pathway to access the house? (Y or N)
2 - IS there any obsatcle on the pathway? (gap, bumb, hard slope ...)
3 - Are the edges of the pathway secured (not step)?

Main entrance:

1 - Are the stairs accessible? | How many steps?: | Riser (cm <15cm Tread(cm):>
| | Width? (cm) >150cm | Handrail: (Y/N)
2 - Is there a ramp?(Y/N) | If Yes, what is the slope?:<12' Height: 100-80cm
3 - Any tactile strips?
4 - Door: | Width: >90cm | Knob height: 90cm from the floor
| | What shape? (handle, round, oval...)

Inside the house:

1 - Accessible switches & plugs? (Y/N)
2 - Is there any safety grab bar in the house?
3 - Is there any obstacle for the PWD to access his room/bed?(Y/N):
4 - Is the window accessible and easy to maneuver? (Y/N): Shape of the handle:
Height of the handle :80cm

Toilet

1 - Does the floor of the toilet accessible?(Y/N):
2 - Is there a step to access the toilet? (Y/N)
3 - What are the dimensions?: Minimum dimensions: 1.7m x 1.8m
4 - Is there enough turning space? (2.25sqm)
5 - Door: Height: 2.1m Width: 90cm
6 - Door knob shape?
7 - Is there any light? (Y/N) Shape of the swith:
8 - Is there any safety grab bars?8Y/N)
9 - Height of the toilet bowl:
10 - Height of the sink:
11 - Does the faucet (sink & shower)easy to reach?
12 - Type of faucet?:

Diagnosis:

Observation: *(please check)*

a. Level of Mobility:	Capacity to move by her/himself?	Mobile but needs external support (person or device)	Not capacity to move	Other, specify:
	☐	☐	☐	

b. Capacity to travel if capable to move by	Distance or time the person is capable to travel:			

c. Device(s) user:	Yes ☐	No ☐	What kind of Device(s)?	
d. Ability to climb stairs without risks:	Yes ☐	No ☐	How/Why?	

Preference expressed by:	Beneficiary ☐	Family/friend ☐	
Ramp with handrails ☐	Stairs with handrails ☐	Wider door(s) ☐	Special handles for windows and doors ☐
Handrails in the house ☐	Pathway ☐	Wider sanitation ☐	Other: ☐

Recommendation:

If different from family preference, explain why:

G: IEC materials

Build Back Safer Booklet and messages
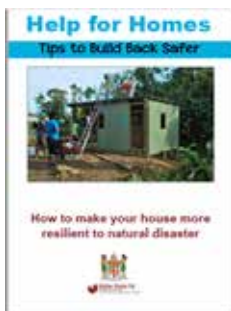
(Source: Habitat for Humanity Fiji 2016)
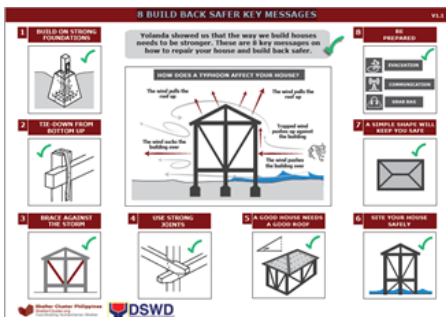
(Source: https://www.sheltercluster.org/pacific/documents/8-build-back-safer-key-messages-englis Shelter Cluster Fiji and Habitat for Humanity Fiji 2016)

Disaster Preparedness Materials

(Source: NDMO, <http://www.ndmo.gov.fj/>)

(Source: IFRC, IEC materials, <https://media.ifrc.org/ifrc/>)

*(Source: Fiji Red Cross Society 2013, <https://reliefweb.int/sites/
reliefweb.int/files/resources/Fiji%20Red%20Cross%20Society%20
Disaster%20Preparedness%20%26%20Response%20Plan.pdf>)*

H: Logistics

Relevant Logistics Resources
► Fiji Shipping Rate
   https://dlca.logcluster.org/download/attac
   ments/853986/Fiji%20Shipping%20rates. docx?ve
   sion=1&modificationDate=1456950879000&api=v2

► Fiji Port handling charges
   https://dlca.logcluster.org/download/attac
   ments/853986/2.1%20additioanl%20infomation%20F
   nal-Ports-Authorization%20Port%20Ha
   dling%20Charges.pdf?version=1&modificatio
   Date=1495548977000&api=v2

► Key airport information
   http://worldaerodata.com/countries/Fiji.php

► For information on the Fiji aviation sector
   https://dlca.logcluster.org/download/attac
   ments/853498/Fiji%20Islands%20Aviation%20A
   ditional%20Information.docx?version=1&modificatio
   Date=1377286759000&api=v2

🏠 **6** Appendices

► Airport Annual report
https://dlca.logcluster.org/download/attac
ments/853498/2.1%20additional%20infomation%20F
CL-Annual-Report-2014-Final-Draft.pdf?version=1
modificationDate=1495549558000&api=v2

► Fiji Airports Aeronautical Fees and Charges
https://dlca.logcluster.org/download/attac
ments/853498/2.2%20%20add-info%20Final-Dete
mination_Aeronautical-Fees-and-Charges_01
Feb-2015.pdf?version=1&modificatio
Date=1495550364000&api=v2

► Fiji Government Contact List
https://dlca.logcluster.org/display/DLCA/4.1+Fiji+Go
ernment+Contact+List

► Fiji Airport Company Contact List
https://dlca.logcluster.org/display/DLCA/4.4+Fiji+Ai
port+Company+Contact+List
https://dlca.logcluster.org/display/public/DLCA/2.2+F
ji+Aviation

Fiji Logistics Services:
► Fiji Storage Assessment
https://dlca.logcluster.org/display/public/DLCA/2.6+F
ji+Storage+Assessment

► Fiji Fuel
https://dlca.logcluster.org/display/public/DLCA/3.1+F
ji+Fuel

► Fiji Transporters
https://dlca.logcluster.org/display/public/DLCA/3.2+F
ji+Transporters

► Fiji Transporter Contact List
https://dlca.logcluster.org/display/DLCA/4.7+Fiji+Tran
porter+Contact+List

► Fiji Manual Labor Cost
https://dlca.logcluster.org/display/public/DLCA/3.3+F
ji+Manual+Labour

► Fiji Telecommunications
https://dlca.logcluster.org/display/public/DLCA/3.4+F
ji+Telecommunications

► Fiji Fuel Provider Contact List
https://dlca.logcluster.org/display/DLCA/4.6+Fiji+F
el+Provider+Contact+List

► Fiji Humanitarian Contact List
https://dlca.logcluster.org/display/DLCA/4.2+Fiji+H
manitarian+Contact+List

I: Research Consultations

Consulted Academic Institutions
► Fiji Museum
► National Archives
► Suva City Library
► FNU School of Building & Engineering
► University of the South Pacific
► Australia Pacific Technical College

Stakeholders
Table 8: 70 Participating Stakeholders

TYPE	NAME
Construction	Pacific Building Solutions
	Construction Industry Council
	T.A. Construction Ltd
Hardware Companies	Kasabias
	RC Manubhai
	Vinod Patel Nadi
	Kasabias Nadi/Lautoka
	Hardware Solutions Nadi
	Pardaraths Timber & Hardware Lautoka
	Carpenters Hardware Nadi
	M.M. Timber & Hardware
	Conform Hardware Supplies Ltd
	Hussein Hardware

TYPE	NAME
FBOs	The Church of Jesus Christ of Latter-Day Saints
	Shiri Sanatan Prathindhi Sabha
	Rama Krishna Nadi
	TISI Indian Sanmenga Ikya Sangam Fiji
Donors	Australian Government Department of Foreign Affairs and Trade (DFAT)
	New Zealand Ministry of Foreign Affairs and Trade (MFAT)
	The Delegation of the European Union
INGO/NGO	Fiji Red Cross Suva
	Fiji Red Cross Taveuni
	UN World Food Programme
	Habitat for Humanity Fiji
	Field Ready
	UNDP
	Partners in Community Development Fiji
	Save the Children Fund
	F.R.I.E.N.D
	P.I.A.N.G.O
	Live & Learn
	IFRC
	OXFAM

Disability	Fiji Society for the Blind Fiji Disabled Peoples Federation Spinal Injury Association Pacific Disability Forum Frank Hilton Society
Shipping & Airline Freight	Swire Shipping Carpenters Shipping Freight Services Fiji Carpenters Airfreight DHL Williams & Goslings Nadi
Academic Institutes	FNU School of Building & Engineering University of the South Pacific Australia Pacific Technical College
Youth Groups	ACT it Network
Women's/Gender Groups	FEMLink Rainbow Pride DIVA FWRM FWCC

Architects	ProDesigners Architects Ltd
Engineers	ALL Fasteners (Fiji) Ltd Nadi Erasito Consultants Ltd Shivas Engineering Shiri Singh & Associates
Suppliers	Tropik Wood Industries Limited Courts Taveuni
Government Ministries & Statutory Bodies	District Office Taveuni Ministry of Youth Taveuni Social Welfare Department Taveuni Nadi Town Council Lautoka Town Council Commissioner Westerns Office NDMO Suva RFMF Building and Engineering HQ Ministry of Health WASH Cluster Ministry of Women, Poverty, and Social Welfare

Communities
Table 9: 19 Participating Communities

DIVISON	PROVINCE	COMMUNITY TYPE	COMMUNITY NAME
Central	Naitasiri	Urban-informal	Vunidakua Settlement
	Serua	Urban-formal	Galoa Village
	Rewa	Rural-formal	Tavuya Village
		Urban-informal	Wailekutu Settlement
Western	Ba	Rural-formal	Natutu Village
		Rural-formal	Tabalei Village
		Rural-formal	Navala Village
	Ra	Rural-formal	Namaimada Village
		Rural-formal	Naocabau Village
Western (Maritime)	Ba	Rural-formal	Navotua Village
		Rural-formal	Gunu Village
		Rural-informal	Nasoqo Settlement
Northern (Taveuni)	Cakaudrove	Rural-informal	Delaivuna Settlement
		Rural-informal	Waimaqera Settlement
		Rural-informal	Qarawalu Settlement
		Rural-informal	Naiyalayala Settlement
		Rural-informal	Valevatu Settlement
		Rural-formal	Lavena Village
		Rural-informal	Naba Settlement

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