MEMO # 1 - This is a fact.   WEEK 1

TO: Domistani People at Salt Island

FACTS: No change in your population data, but more detail below:

Total population less than 5 years of age = 2,400
Total male population between 5 and 14 years of age=2,000
Total female population between 5 and 14 years of age=1,100
Total male population over 14 years of age = 3,000
Total female population over 14 years of age =4,500
Total Population = 13,000

Average family size=6,   of these some 300 children are unaccompanied.
Most people have food supplies for 6 days maximum
Immunization rates are poor with an estimated 50% coverage for basic childhood diseases.95% of these people are ethnic Low people. The other 5 % are mixed High ethnics and Neighboring Country ethnic groups.

MEMO # 2 - This is a fact.   Week 1

TO: Salt Island Administrator

FACTS: Change in your population data, and more detail below:

Total population less than 5 years of age = 2,400
Total male population between 5 and 14 years of age=2,000
Total female population between 5 and 14 years of age=1,100
Total male population over 14 years of age = 3,000
Total female population over 14 years of age =4,500
Total Population = 13,000

Apparent Average family size = 7
Most people have food supplies for 6 days maximum

MEMO # 3 - This is a fact.   WEEK 1

TO: Domistani Leader

FACTS: No change in your population data, but more detail below:

Total male population over 14 years of age = 3,000

Total Population = approximately 13,000

Most people have food supplies for 6 days maximum

MEMO # 4 - This is a fact.   WEEK 1

TO:UNHCR

You have already issued 200 large tents for use by the Domistani population at the South end of the Island. These tents are 6m X 4m each. A diagram of the tent layout as they were erected is attached. So far, this is the only shelter available to the people located there. The Domistani leadership gratefully accepted the tents and has promised to distribute them fairly among the population.

You have also visited the 820 people located in the tuna warehouse. They have been allowed to stay in an unused building that measures 20m X 40 m.

You have been promised a map of Salt Island and a plan of the Tuna Warehouse building by the Salt Island Administrator's office.

MEMO # 5 - This is a fact.   WEEK 1

TO: Domistani People

You have been issued 200 large tents by UNHCR for use by your population at the South end of the Island. These tents are 6m X 4m each. A diagram of the site with the layout of the tents is also provided. So far, this is the only shelter available to the people located there. People are crowded and angry. People sleep on the ground without blankets or cots of any kind.

Also the original passengers from the Domistan Star (820 people) are located in the tuna warehouse at Tuna Town. They have been allowed to stay in an unused building that measures 20m X 40 m. There are no latrines for their use and people are using nearby areas as open toilet facilities.

MEMO # 6 - This is a fact.   WEEK 1

TO: Salt Island Administrator

So far, there is still an apparent shelter shortage at the makeshift refugee camp. People there are crowded and angry. People sleep on the ground without blankets or cots of any kind. You have designated sector 2A as the best area for the tent city. (see map) Also the original passengers from the Domistan Star (820 people) are still located in the tuna warehouse at Tuna Town. You have allowed them (so far) to stay in an unused building that measures 20m X 40 m. There are no latrines for their use and people are using nearby areas as open toilet facilities. You may move them to the camp if you wish.

MEMO # 7 - This is a fact.   WEEK 2

TO: Domistani People

Another 3,000 people have arrived at the South end of the Island**. Your total population is now 16,000 minus any deaths that occurred last week.**

These 3,000 new arrivals are all complete families that have arrived in small boats from coastal areas of Domistan. Average family size of this group is 5. There are 600 families (households) represented in this group that all need food shelter and water immediately. Of these 1,000 are Domistani Highlanders, and 2,000 are Domistani Lowlanders.

MEMO # 8 - This is a fact.   WEEK 3

TO: Domistani People

Another 5,000 people have arrived at the South end of the Island**. Your total population is now 21,000 minus any deaths that have occurred in the last two weeks.**

These 5,000 new arrivals are mainly complete families that have arrived in small boats from coastal areas of Domistan. Average family size of this group is 5. There are 600 families (households) represented in this group that all need food shelter and water immediately. Some 2,000 of these people are single men and boys. It is assumed that many of them are armed, either deserters from the army or remnants of destroyed military units in Domistan. They are all Domistani Low ethnic people.

All of these people need immediate shelter, water, food, and sanitation support services.

MEMO # 9 - This is a fact.   WEEK 4

TO: Domistani People

Another 1,000 people have arrived at the South end of the Island. **Your total population is now 22,000 minus any deaths that occurred in the last 3 weeks.**

These 1,000 new arrivals, All Domistani Lowlanders, are all family groups that have arrived in small boats from coastal areas of Domistan. Average family size of this group is 5. There are 200 families (households) represented in this group that all need food shelter and water immediately.

MEMO # 10 - This is a fact.   WEEK 2

TO: Domistani Sisters

Your Home office has just reported that you have been provided with a grant of $50,000 for immediate relief services from a private donor. The only requirement for this grant is a short proposal documenting how you will use the money to produce concrete results within 3 weeks. You must also report on the activities of other organizations in the area to prove that your program will not duplicate other efforts. Write your proposal as clearly as possible and submit it to the representative of Donor X, who will give you the money immediately if they are satisfied with your proposal.

MEMO # 11 - This is a fact.   WEEK 2

TO: Donor X

Your Headquarters has just reported that you have been provided with a grant of $50,000 for immediate relief services from a private donor. The only requirement for this grant is that it should be channeled through the Domistani Sisters under your supervision. A short proposal documenting how they will use the money is required within 3 weeks. They must also report on the activities of other organizations in the area to prove that this program will not duplicate any other efforts. You should verify their findings with your own assessment of need as well as other ongoing emergency responses.

Once you receive the report, you can release the money immediately - if you are satisfied with the proposal.

The Pacific States Military has also just issued 100 large army tents to you for use by the refugee population at the South end of the Island. These tents measure 8m X 5m each. You may give them to anyone that you think will distribute them fairly to the Domistani People.

MEMO # 12 - This is a fact.   WEEK 2

TO: Pacific States Oversea Aid Office

Your Headquarters has just requested you to oversee the coordination of the various projects and programmes now being started at Salt Island. You must file a report with the Simulation Referee within two weeks (one hour). Your report should document all humanitarian activities now underway or planned by NGOs, UN, and other Donors.

A concise written report no more than one page long is required within one hour from now. Submit your report to the Simulation Referee.

. **MEMO # 13 - This is a fact.   WEEK 2**

TO: Red Cross/IFRC team

Your field worker has seen weapons among the personal belongings of some of the men now living in tents at the South end of Salt Island. Take any appropriate action that you decide is appropriate.

. **MEMO # 14 - This is a fact.   WEEK 2**

TO: Red Roof

You can buy family size tents quickly from **International Overseas Contracting** at a good price now. You have information that good quality tents can be delivered by air to Salt Island within a few days.

You have been given authority to buy more tents immediately with your funds on hand, but only to meet proven needs. Calculate the number of tents you need, document your analysis, and take your order to International Overseas Contracting as soon as you can.

If you do not have adequate funds, request them from the Pacific States Overseas Aid Office, who has promised support in this humanitarian effort.

Remember that to deploy your tents to the Domistanis, you must actually hand the tents to them. They don't do any good in your own stockpile.

. **MEMO # 15**
TO: Food   **Week 1**

You have been notified that due to pressures in Domistan and elsewhere you cannot relocate assets from those programs to Salt Island. You are authorized, however, to spend any amount within your existing funds to build up a program of food supply for Salt Island.

You can unload large ships at the pier in Tuna Town, but you will need warehouse space, trucks for moving the food from the pier to the warehouse, and trucks to move food from warehouse to the camp at the South end of the Island. Contact **International Overseas Contracting who** can supply you with whatever you may need very quickly. Your only restriction is that you must document the amount of food you require each month. Your basic rule for estimating food requirements is as follows:

METRIC TONS NEEDED PER WEEK = total number of people X 0.004

For example 10,000 people will need (10,000 X 0.004 = 40 tons of food each week)

Remember that this food must be handed to the Domistanis before they can eat it!

MEMO # 16 - This is a fact.   **Week 2**

TO: Children First

It has come to your attention through conversations with local people at the fishing village that the extreme Southern end of Salt Island is subject to flash flooding in the rainy season. Although the barren area looks very dry now, the intense rains that start in about two months will be a real threat, check with the Salt Island Administrator's office for more details.

MEMO # 17 - This is a fact.   Week 3

TO: Children First

FACTS: Early reports indicate high levels of malnutrition among the refugee children at Salt Island.

There is pressure from some agencies to convert commercial buildings in Tuna Town to mass shelters. Education programs have not been started by any other organization. Consult with UNHCR to see if they could put together a program for school building in Salt Island.

MEMO # 18 - This is a fact.   WEEK 3

TO: DONOR X

FACTS: The President's Office is asking for a progress report at the end of the day. You are advised to convene a major policy coordination meeting at Salt Island, of all key players in order to facilitate a unified strategy within two days time. Announce the meeting immediately, to be held at the end of today (within 5 minutes from now). You select the location, and list of invitees.

File a report on the meeting by the end of the week (within 30 minutes). Label it **Policy Coordination Meeting Main Points**, and hand carry it to the Exercise Administrator within one week (30 minutes) from now.

HOW MUCH FOOD WE NEED THIS WEEK IN TONs = (number of people X 0.004)

 # pop.……   …… X 0.004 = ……………………Tons of food needed this week.
#Tons of food in hand =…………   …..is it enough for this week? Yes or No? -

Sq. m. of shelter needed this week = 3.5 sq. m. X total pop. =   sq.m. under roof needed
Sq.m. of shelter now available = …   sq. m.…… is it enough? Yes or No? -

Water needed this week = 15 liters/person/day   =……..X 15 x 7 =………………liters
How much water did you get from all sources this week?……   Is it enough? Yes or No?

Death Rate Calculator
Now use the list below to find your death rate as of this week.

1. **We had enough Food, and enough shelter,   then death rate = 0.25/10,000/day**
2. **We had enough food , but not enough shelter,   then death rate = 0.50/10,000/day**
3. **We had enough shelter, but not enough food,   then death rate = 1/10,000/day**
4. **We did not have enough food or enough shelter, then death rate =2/10000/day**

If you did not have enough water this week multiply the rate you achieved above by 2

Death rate this week = ……/ 10,000 / day……………………………………….

HOW MUCH FOOD WE NEED THIS WEEK in TONs = (number of people X 0.004)

 # pop…….   …… X 0.004 = ……………………Tons of food needed this week.
#Tons of food in hand =…………   …..is it enough for this week? Yes or No? -

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4. **We did not have enough food or enough shelter, then death rate =2/10000/day**

If you did not have enough water this week multiply the rate you achieved above by 2

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