|  |  |
| --- | --- |
| Forum  **Emergency Preparedness and Response Plan**  Word version | **Name of Forum**  **Convenor:**  **Coordinator:**  **Members:** |

|  |  |
| --- | --- |
| **Approved by** |  |
| **Date of Approval** |  |
| **Next update** |  |

### CONTENTS

[1. CONTEXT SUMMARY 2](#_Toc147503465)

[1.1. Summary 2](#_Toc147503466)

[1.2. Forum members’ geographic locations 2](#_Toc147503467)

[2. RISK ANALYSIS 2](#_Toc147503468)

[2.1. Summary of Risk Analysis 2](#_Toc147503469)

[3. EARLY WARNING MECHANISM 3](#_Toc147503470)

[3.1. Early Warning System and Triggers 3](#_Toc147503471)

[4. ACT FORUM CAPACITY 4](#_Toc147503472)

[4.1. ACT Forum humanitarian response track record 4](#_Toc147503473)

[4.2. Rapid Needs Assessment 4](#_Toc147503474)

[4.3. Cash and Voucher Assistance 4](#_Toc147503475)

[5. FORUM RESOURCES 4](#_Toc147503476)

[5.1. In-country Resources 4](#_Toc147503477)

[6. COORDINATION 5](#_Toc147503478)

[6.1.Coordination 5](#_Toc147503479)

[6.2. External Coordination 5](#_Toc147503480)

[7. CONTACT DETAILS 6](#_Toc147503481)

[7.1. ACT Forum 6](#_Toc147503482)

[7.2. External to ACT Forum 6](#_Toc147503483)

[7.3. UN Cluster System 6](#_Toc147503484)

# 

# CONTEXT SUMMARY

# Brief Context Analysis (max 1-1 ½ half page)

|  |
| --- |
| *(Give a summary of your country’s context, the disasters that your forum will likely respond and why, the people or communities that you will likely give assistance and why.)*  *Focus on main components directly linked to emergency preparedness , summarized from member EPRPs:*   * *Natural* ***disasters, conflicts,*** *or other emergencies(hazards) most likely to happen in the country* * *Information about national/local preparedness and response plans if available. Often this is led by the government and UN.* * *General context: What are main factors making people vulnerable? Be very specific and brief – which are most important: Social, political, economic and/or security factors, including ethnic, religious, gender factors* |

# Forum members’ geographic locations

|  |
| --- |
| *Please list all locations, limit it to provinces/states/districts where you are currently working or have presence in your country.* |

|  |  |
| --- | --- |
| ***Location*** | ***Members*** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

# RISK ANALYSIS

# 2.1. Summary of Risk Analysis

See examples in guidelines on how to use a Risk Matrix to identify likelihood and impact of main hazards

# 

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  |  | | --- | --- | --- | | ***List the three most likely Type of hazards in terms impact. Use the risk matrix and instructions in the guidelines*** | ***Degree of risk*** | | | **Colour** | **Risk coefficient** | | Hazard 1: |  |  | | Hazard 2: |  |  | | Hazard 3: |  |  | |

# 2.2 Detailed Risk Assessment

| ***HAZARD*** | ***Hazard 1*** | ***Hazard 2*** | ***Hazard 3*** |
| --- | --- | --- | --- |
| **Geographical area** |  |  |  |
| **Likelihood** |  |  |  |
| **Impact** |  |  |  |
| **Is the hazard recurring or unpredictable? If recurring, what is the expected timing?** |  |  |  |
| **How will people be affected by the crisis?** |  |  |  |
| **Who are the most affected people?** |  |  |  |
| **What constrains a humanitarian response?**  *(Access? Security? Governmental rules/ sanctions* |  |  |  |
| **Secondary hazards, if any.** |  |  |  |

# EARLY WARNING MECHANISM

# Early Warning Triggers and Actions

|  |
| --- |
| Instructions: Fill in one table for each of the three hazards you have prioritized. See explanations and examples in the guidelines. |

***Example Hazard: Flooding***

|  |  |  |  |
| --- | --- | --- | --- |
| Triggers (Indicators action) | Sources to monitor information | Action | Person Responsible |
| Prediction of unusually heavy rains next two weeks | Meteorological authorities | Monitor the situation closely. Call for meeting in ACT Forum crisis group? | Appointed focal person in member organization |
| Water in rivers substantially overflow riverbanks into fields | Observations in communities | Pre-agreed Anticipatory actions activated (for instance evacuation measures)  Prepare for a response | Humanitarian focal person  Community preparedness teams? |
| Heavy rain predicted to continue | Meteorological authorities | Conduct needs assessment and prepare the alert | Humanitarian focal person or ACT Forum coordinator |

**Hazard 1**

| ***Triggers***  ***(Indicators for action)*** | ***Sources to monitor information*** | ***Action*** | ***Person Responsible*** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Hazard 2**

| ***Triggers***  ***(Indicators for action)*** | ***Sources to monitor information*** | ***Action*** | ***Person Responsible*** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

**Hazard 3**

| ***Triggers***  ***(Indicators for action)*** | ***Sources to monitor information*** | ***Action*** | ***Person Responsible*** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# ACT FORUM CAPACITY

# ACT Forum humanitarian response track record

|  |
| --- |
| *Prioritizing the emergencies where two or more members had a coordinated response for example, appeals raised.* |

| ***Year*** | ***Emergency*** | ***ACT members responding in the emergency*** | ***Sectors*** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# Rapid Needs Assessment

Does your forum do a joint rapid needs assessment?  Yes  No

Do you share organisation rapid needs assessment amongst forum members?  Yes  No

# Cash and Voucher Assistance

|  |
| --- |
| *Please list members with experience in cash and voucher programming. (Add rows if needed) See guidelines for definition of types of Cash and Voucher Assistance* |

| ***#*** | ***Organization*** | ***Types of Cash Assistance***  ***(restricted, unrestricted, conditional, community cash programming)*** |
| --- | --- | --- |
|  |  |  |
|  |  |  |
|  |  |  |

# FORUM RESOURCES

# In-country Resources

|  |
| --- |
| *Is there any resources that the members of the forum can share during an emergency response? (Choose from the drop-down list) x* |

| ***Member*** | ***Resource type*** | ***Provide details*** |
| --- | --- | --- |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |
|  | Choose an item. |  |

# COORDINATION

# Forum Coordination

***Roles and responsibilities***

|  |
| --- |
| *Define roles and responsibilities within the forum and ACT Alliance (e.g., ACT secretariat) during a humanitarian response. Please read the guidance notes for an example of roles and responsibilities, also see MoU for ACT Forum structure.* |

| ***#*** | ***ACT structure and emergency working groups*** | ***Who is involved?*** | ***What is their responsibility?*** |
| --- | --- | --- | --- |
| 1 |  |  |  |
| 2 |  |  |  |
| 3 |  |  |  |
| 4 |  |  |  |
| 5 |  |  |  |

***ACT response timeline***

|  |
| --- |
| *Please refer to the Humanitarian Operations Manual and Guidance Notes where you will find an example. Fill out the table above providing details on which activities will be carried out when by whom.* |

| ***#*** | ***Activity*** | ***Responsibility*** |
| --- | --- | --- |
| ***Before a disaster strikes*** | | |
|  |  |  |
| ***Within 24 hours*** | | |
|  |  |  |
| ***Within 48 hours*** | | |
|  |  |  |
| ***Within 72 hours*** | | |
|  |  |  |
| ***Within 5 days*** | | |
|  |  |  |
| ***Within 7 days*** | | |
|  |  |  |
| ***Within 4 weeks*** | | |
|  |  |  |

# External Coordination

***Humanitarian coordination mechanisms***

|  |
| --- |
| *List all coordination groups that forum members are participating.*  *Identify important coordination mechanisms where your forum’s participation is needed and who will participate in them.* |

| ***Coordination group/platform*** | ***Coverage***  *(Local, national or international)* | ***Coordination Lead***  *(organisation and person’s name)* | ***Member(s) attending*** |
| --- | --- | --- | --- |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# CONTACT DETAILS

# ACT Forum

|  | ***Organization*** | ***Name*** | ***Phone #*** | ***Email address*** |
| --- | --- | --- | --- | --- |
| **Forum Convenor** |  |  |  |  |
| **Forum Coordinator** |  |  |  |  |
| **Forum Media Focal Point** |  |  |  |  |
| **Security Focal Point** |  |  |  |  |
| **ACT Secretariat Regional Representative** |  |  |  |  |
| **ACT Secretariat Humanitarian Programme Officer** |  |  |  |  |

# External to ACT Forum

|  |
| --- |
| *List all relevant forum external contacts for coordination e.g., Government, NGO consortium* |

| ***#*** | ***Role / Name*** | ***Organization*** | ***Phone #*** | ***Email address*** |
| --- | --- | --- | --- | --- |
| 1 |  |  |  |  |
| 2 |  |  |  |  |
| 3 |  |  |  |  |
| 4 |  |  |  |  |
| 5 |  |  |  |  |

# UN Cluster System

| ***Coordination group/platform*** | ***Coverage***  *(Local, national or international)* | ***Coordination Lead*** | | ***Member’s attending*** | |
| --- | --- | --- | --- | --- | --- |
| ***Organization*** | ***Contact Person***  *(name and email/number)* | ***Organization*** | ***Staff name and contact*** |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
|  |  |  |  |  |  |