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| **Approved by** |  |
| **Date of approval** |  |
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| Organization **Emergency Preparedness and Response Plan** Word version | COUNTRY/ForumORGANISATION |

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***Please read the guidelines in the annex before you fill out the form.***

# CONTEXT SUMMARY

# Brief Context Analysis

|  |
| --- |
| *Focus on main components directly linked to emergency preparedness only:** *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*
 |

# Member areas of operation

|  |
| --- |
| *List the districts and states where you have presence* |

# Risk Analysis

# Summary of Risk Analysis

Instructions: 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 (examples below)*** |  ***Degree of risk*** |
| **Colour** | **Risk coefficient** |
| Example: Flooding | Red | 20 |
| Example: Drought | Orange | 12 |
| Example: Conflict | Orange | 12 |

  |

# Detailed risk assessment

Instructions: Fill in key information linked to the three hazards you have identified in table 2.1. See guidelines for examples.

| **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.**  |  |  |  |

# 3. EARLY WARNING System

# 3.1 Early Warning Triggers and Actions

|  |
| --- |
| In tables below, apply one separate table for each of the hazards. Specify main actions. See Guidance note for examples |

***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 personCommunity 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*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 4. CAPACITY TO RESPOND

# 4.1 Humanitarian track record

|  |
| --- |
| *List three of your organization’s responses to emergencies from the past 2-5 years (highlighting the big emergencies in country), listing the most recent emergencies at the top of the table. Sectors, e.g. Food, WASH, GBV, Education, Shelter, other – or Multi- Sector* |

|  |  |  |
| --- | --- | --- |
| ***Year*** | ***Emergency*** | ***Sectors*** |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |
|  |  |  |

# 4.2 Rapid Needs assessment

Does your organization have the capacity (see guidelines) to do rapid needs assessments? [ ]  Yes [ ]  No

Do you share your rapid needs assessment to other ACT forum members? [ ]  Yes [ ]  No

# 4.3 Cash and Voucher Assistance

*Definition of terms are in the guidance note.*

* Does your organization have experience with individual/household CASH and Voucher assistance (CVA) [ ]  Yes [ ]  No

If Yes

* What type of cash assistance do you use?

[ ]  Restricted [ ]  Unrestricted [ ]  Conditional [ ]  Unconditional [ ]  Multipurpose

* Does your org have experience with community cash programming? [ ]  Yes [ ]  No
* Do you have the capacity to do a market analysis? [ ]  Yes [ ]  No
* Do you have a component geared towards market/marketplace recovery? [ ]  Yes [ ]  No

# 5. ORGANIZATION’S RESOURCES

# 5.1 In-country resources

***Humanitarian Human Resources***

Do you have staff with specialized skills that you need in your emergency response? Fill in relevant positions in table below. See examples in guidelines.

|  |  |
| --- | --- |
| ***Management and Support capacity*** | ***Programme/Technical capacity*** |
|  |  |
|  |  |
|  |  |

***Materials Resources***

Do you have prepositioned stocks for your response? [ ]  Yes [ ]  No

If yes, please provide a summary of the type of stocks available

*For example, hygiene kits, Non-Food Items (NFI) kits (tarpaulins, cooking sets, water buckets) WASH equipment, etc.*

|  |
| --- |
| Material resources  |

***Logistics***

Please describe vehicle types and number of vehicles for emergency response

|  |
| --- |
| Vehicles |

Please describe any warehousing or storage facilities you have available.

|  |
| --- |
| Storage facilities |

***Funding***

Do you have likely access to funds to initiate a response?

|  |
| --- |
| Funding sources |

***Agreements***

List the agreements your organization has with suppliers and service providers for emergency materials; and with government authorities for access and approvals, if required.

|  |
| --- |
|  Agreements |

# 5.2 In-country partners with agreements

Do you have partnerships with agreements who will support your organisation in a response?

|  |
| --- |
|  |

Are you or your partners able to mobilize volunteers in the initial phase? [ ]  Yes [ ]  No

|  |
| --- |
| How many volunteers can you mobilize within your network? |

# 6. CONTACT DETAILS

# 6.1 Internal contacts

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

# 6.2 External contacts (ACT, Government)

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

# 6.3 UN Clusters system and other networks

Is your organization participating in cluster meetings? [ ]  Yes [ ]  No

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| ***Name of coordination group / platform*** | ***Lead*** ***(NGO, UN, Gov’t, Donor, etc.)*** | ***Coverage******(Local, national, or international)*** | ***Contact details*** | ***Who attends meeting from your organisation*** |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

# Guidance Note (separate)

# Organization EPRP

EPRP process flow chart