

EPRP Working Group

actalliance

Guidance Note

Individual Member

Emergency Preparedness and Response Plan

EPRP Working Group
29 February 2024

Introduction – Why preparedness is important in ACT?

The EPRP process recognises the collective action of a humanitarian response in ACT Alliance where members contribute to the response that is facilitated and coordinated through ACT secretariat and the forums, and implemented by members present in the affected areas.

ACT members' emergency preparedness response plans aim to contribute to timely and efficient responses to an emergency. Preparing and updating the plans help member organisations and ACT Forums to regularly dialogue in coordination with ACT secretariat about what to do when an emergency is likely to strike. EPRPs aim to strengthen the coordination capacities of ACT Forums and are mandatory to access ACT's humanitarian funding mechanisms.

The present adjusted templates and guidelines aim to simplify and make the templates more user friendly, but with the same main sections as before.

The ACT EPRP includes the following main components:

- Brief context analysis with focus on identified emergency risks, key coordination information and an overview of main challenges linked to a humanitarian response.
- Identification of main risks where the organisation and/or forum will likely respond to the crisis
- Identification of Early Warning Triggers and Actions to initiate a response in due time
- Overview of organisations' capacities to respond in terms of staff competence and other resources
- Roles and responsibilities of relevant staff posts in the organisation and in ACT Alliance
- Key contact information of internal and external coordination platforms

There is one template for member organisations, and one template for ACT Forums. Content is the same, but the ACT Forum template also has a section about roles and responsibilities of forum members, ACT secretariat and others that are relevant to the forum's humanitarian response. The ACT Forum EPRP summarises information from the individual EPRPs and agreed coordinated actions within the forum. It is expected that member organisations and forums review and update their EPRPs at least annually.

The Head of Office (Country Manager or Executive Director) should approve organisational EPRPs while the Forum EPRP is approved by the Forum Convenor.

References and glossary are found at the end of this guidance.

1. Context and Risk Analysis

1.1 Brief Context Analysis

Make it concise and to the point. Limit this page to 1 – 1 ½ page. Note that this is not a complete context analysis, but an overview of most important dimensions linked to your organization's humanitarian strategy.

A context analysis is based on identified hazards, vulnerabilities, and the lack of capacity of a country to respond in case of a disaster. You can refer to [INFORM Risk Index](#) (diagram in Annex). Understanding the hazards in the country, its exposure to the hazards, and its vulnerabilities would inform how a country will be affected by a disaster. The higher the risk, the more a country needs to prepare to respond to a disaster.

In your context analysis, the focus should be on the components that directly links to emergency preparedness:

- Hazards: Consider the natural hazards that occur in the country (earthquake, tsunami, flood, cyclones and storm surges, and drought) and human hazards (conflict and its consequences) most likely to happen in the country.
- Vulnerabilities: do people have assets and resources such as savings and insurance, that will help them cope and recover if a disaster happens? Or access to these resources? Will they have access to essential services (utilities, shelter, clean water, medical services) at the onset of a disaster? Are they safe and not exposed to harm?
- Information about national/local preparedness and response plans if available. Often this is led by the government through its National Disaster Risk Management agencies and UN.

1.2 Member areas of Operation

Members are expected to provide assistance first to the areas affected by the disaster where there is an already an existing programme or operations that enables the member to respond quickly.

Please indicate the districts, states, or municipalities.

List the districts and states where you have presence

Commented [CB1]: Note: Add references and resources as annex.

Inform Index
Preventionweb
Humanitarian Library
Reliefweb

2. Risk Analysis - Using the Risk Matrix as a tool

Identify the main 3-5 emergencies(hazards) that you assume are most likely to happen and have greatest impact. Discuss how likely they are to happen, and how serious the impact may be. Use the Risk Matrix below as a tool to identify which three hazards you will prioritize. Include the prioritized hazards in the table called Summary of Risk analysis (Table 2.1 in the template). In the risk matrix below we have included some examples: Type of hazard and how you calculate the risk co-efficient.

Risk Matrix

LIKELIHOOD	5 - Almost certain	Risk coefficient is (5x1)=5	10	Risk coefficient is (5x3)=15	Flooding Risk coefficient (5x4)=20	Typhoon Risk coefficient is (5x5)=25
	4 - Likely	4	8	Drought Risk coefficient (4x3)=12	16	20
	3 - Possible	3	6	9	Conflict Risk coefficient is (3x4)=12	15
	2 - Unlikely	2	4	Earthquake Risk coefficient (3x3)= 6	8	10
	1 - Rare	1	2	3	4	5
	1 - Insignificant	2 - Minor	3 - Moderate	4 - Major	5 - Catastrophic	
	IMPACT					

Risk coefficient: The Risk Coefficient is calculated by multiplying the figure for likelihood of a hazard (left column, select between 1 and 5) with the potential impact (bottom, select between 1-5). The highest risk coefficient will be 25, whereas the lowest is 5, indicating for instance that even though a hazard is almost certain to occur, it will have insignificant impact. You insert the risk coefficient number in table 2.1 (summary of risk analysis)

Process:

- Identify 3-5 hazards(see definition of hazard below) that might affect the country or the communities
- Using the risk matrix, place the identified hazards into the correct box.
- Those hazards in the risk matrix with the highest coefficient and in the red and orange color scheme should be prioritized.

	Red: High-risk condition with highest priority for prevention, mitigation and contingency planning (immediate action)
	Orange: Moderate to high-risk condition with risk addressed by prevention, mitigation and contingency planning (prompt action)
	Yellow: Risk condition sufficiently high to give consideration for further prevention, mitigation and contingency planning (planned action)
	Green: Low-risk condition with additional prevention, mitigation contingency planning (advisory in nature)

2.1 Summary of Risk Analysis

List the three most likely types of hazards in terms of degree of risk. Fill in table according to example belows

List the three most likely Type of hazard in terms of priority (see definition in guideline) Use the risk matrix below. Examples below	Degree of risk	
	Colour	Risk coefficient
Flooding	Red	20
Drought	Orange	12
Conflict	Orange	12

2.2 Detailed Risk Analysis

Fill in requested information for the three prioritized hazards. In the table below we have filled in some examples of how a table may be filled in

HAZARD	<i>Hazard 1: Flooding</i>	<i>Hazard 2: Drought</i>	<i>Hazard 3: Conflict</i>
Geographical area	<i>District/state</i>	District/state	District/State
Likelihood*	<i>Almost certain</i>	Almost certain	Likely
Impact*	<i>Major impact</i>	Major impact	Moderate
Is the hazard recurring or unpredictable? If recurring, what is the expected timing?	<i>Use to happen in August and September</i>	Failure of expected rains the previous two years	Irregular, often during election periods
How will people be affected by the crisis?	<i>Houses destroyed, loss of animals and crops=loss of income</i>	Crop failures, loss of income	Closure of schools Protection challenges for women and children
Who are the most affected people?	<i>Small scale farmers and people belonging to poorest groups</i>	Farmers and low income families	Community leaders Young men taking part in confrontations Women and children Possible displacements
What constrains a humanitarian response? <i>(Access? Security? Governmental rules/ sanctions</i>	<i>Conflict between ethnic groups in the area affected</i>	Difficult access due to government restrictions on movements	Security constraints Logistics
Secondary hazards**, if any.	<i>In the past, there has been cholera outbreaks in some of the overflowed locatios</i>	Malnutrition	

- Apply wording in the risk matrix (e.g. 5=almost certain)
- **Secondary hazards may be for instance outbreak of cholera.

1. Early Warning Systems

1.1. Early Warning – Triggers and Actions

Fill in one table for each of the three hazards you have prioritized, ref. examples below. Adjust to your context. Further explanations under the table.

Example 1: Hazard: Flooding			
Triggers (Indicators action)	Sources to monitor information	Action	Person Responsible
Prediction of unusually heavy rains next two weeks	<i>Meteorological authorities</i>	<i>Monitor the situation closely. Call for meeting in ACT Forum crisis group?</i>	<i>Appointed focal person in member organization</i>
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?

Example 2: Hazard: Drought

Triggers (Indicators action)	Sources to monitor information	Action	Person Responsible
Unusually low rainfalls predicted for the next months	<i>Meteorological authorities</i>		<i>Appointed focal person</i>
Diminishing water tables, drying of wells, disappearance of vegetation coverage	Community observations		Field office coordinator
Increased number of dead animals due to lack of water and fodder	Community observations		

Example 3: Conflict

Triggers (Indicators action)	Sources to monitor information	Action	Person Responsible
Increased tension and attacks among various political parties Increase in hate speeches	Local news and social media	<i>Monitor the situation closely</i>	
Communities arming themselves, increased number of confrontations	News and social media Observations in communities	<i>Call for meeting among ACT Forum members to discuss initiatives Pre-agreed anticipatory actions activated?</i>	Humanitarian focal person
Attempts to negotiate peaceful settlement fails Deployment of government troops	Social media Announcement by one of the partners	Mobilize religious leaders for dialogue Initiate humanitarian advocacy initiatives	ACT Forum Coordinator? Assigned advocacy officer in member organisation

Example 4: Hazard: Typhoon

Triggers (Indicators action)	Sources to monitor information	Action	Person Responsible
Announcement of category level 3 typhoon	<i>Meteorological authorities</i>	<i>Monitor and inform the ACT forum</i>	
Geographical area of landfall identified	Meteorological authorities	Anticipatory action activated Prepare for a humanitarian response	Humanitarian focal person
Typhoon landfall	Meteorological authorities	Conduct needs assessment and prepare the alert	

Early Warning Triggers and Actions is about how organisations as early as possible before a hazard strike can start preparing how to respond. **Sources for early warning information** may be observations from the communities, news media or social platforms, meteorological authorities or local government early warning devices. When a predictable hazard is approaching (as often is the case with flooding), the organisation should assign a staff to closely **monitor** the development as part of preparedness.

“Early warning systems” are means by which people receive relevant and timely information in a systematic way prior to a disaster to make informed decisions and take action. The word “system” is used to refer to the interplay between several elements aimed at facilitating communication and prompt response to protect and aid those in need. Linked to floods in some countries, organisations may have a role both to communicate to communities that a flood is about to come, and to help evacuate people to safe places, if necessary.

Triggers – are the pre-agreed indicators to tell that a threshold has been breached, implying that the hazard (or disaster) is eminent, and will require a decision and action from the organisations. Triggers provide advance notice, and allow people, communities and governments to prepare for a forthcoming hazard.

Examples triggers:

Flood: Meteorological forecast of substantial more rain than normal over the next two weeks

Conflict: Government informs that military forces will annex controversial land

Anticipatory action (also known as **early action** or **forecast-based action**) means taking steps to protect people before an impending crisis through a combination of risk analysis, early warning and/or forecasts, and pre-agreed financing. It must involve meaningful engagement with at-risk communities. Anticipatory actions aim to prevent or mitigate predictable humanitarian impacts before a specific shock or before acute humanitarian needs manifest, and Anticipatory action differs from **early response** which refers to actions undertaken immediately after a disaster occurs¹.

Example of Relevant Anticipatory Actions:

Organisational:

- Appoint a staff to monitor the situation after warning that a hazard may happen
- Call for meeting with crisis management team (if exists) – or call for meeting with key staff that will be involved in a response
- Identify staff that can carry out a needs assessment, if the hazard happens
- Prepare for an ACT Alert

In the field:

- Disseminate early warning messages to communities
- Provide first aid kits, food and drinking water to evacuation sites
- Hygiene promotion to reduce risk of disease outbreak
- Distribution of drought adapted seed
- Cash and Voucher Assistance(CVA) can be used in anticipatory action to help reduce the impacts of a predicted hazard on homes, livelihoods, and health. To be effective, this requires preregistration of recipients, functioning markets and having a transfer mechanism and Financial Service Provider in place who can potentially register new clients within 2–3 days. Examples of Anticipatory Actions to mitigate Drought (from UNOCHA/Ethiopia)

¹ Definition adapted from Early warning, early action | IFRC and Cash-hub.org, found in <https://www.calpnetwork.org/resources/glossary-of-terms>

- Activate GBV crisis teams/rapid response teams and prepare to establish simple safe spaces (like tents) when vulnerable women can meet
- Education: Ensure water provisions in schools (for instance tanks and trucking)

For further guidance, please refer to [DKH's toolkit in locally led action on Anticipatory Action](#).

2. Capacity to Respond

4.1 Member's Humanitarian Track Record

Instructions:

List up till three examples of your organisation's response to emergencies from the past 2-5 years .. Sectors, e.g. Food, WASH, GBV, Education, Shelter, other – or Multi- Sector

4.2 Rapid Needs Assessment

Does your organization have the capacity* to do rapid needs assessments? Yes No
If yes, have you in the past shared your rapid needs assessment with other organisations you cooperate with, e.g. ACT Forum members? Yes No

**With capacity is referred to staff with needs assessment competence that can be shared if the organisation is requested to take part in a joint needs assessment.*

4.3 Cash and Voucher Assistance

The Humanitarian Summit in 2016 recommended to increase Cash and Voucher Assistance in humanitarian responses, and this is encouraged by several donors. Recommendations are based on the experience that people in need overall are best positioned to decide what they need. However, cash and voucher assistance demand that organisations have competence to facilitate this.

Definitions:

Restricted cash and voucher assistance: Restrictions pertain only to how transfers are utilized. A restricted transfer requires the beneficiary to use the assistance provided to access specific, pre-determined goods or services. Vouchers are by default restricted transfers as the range of goods and services and/or the retailers or service providers from which they are accessed are pre-determined. Example: beneficiaries are provided with a transfer to by specific food items.

Unrestricted – Unrestricted transfers can be used entirely as the recipient chooses i.e. there are no restrictions on how the transfer is spent. Example: the beneficiary receives 50 USD to use in whatever way they see fit.

Conditional – Conditionality pertains only to prerequisites or qualifying conditions that a beneficiary must fulfil in order to receive a cash transfer or voucher; i.e. activities or obligations that must be fulfilled before receiving assistance. A condition must be fulfilled before the transfer is received. Example: a beneficiary must attend school or build a shelter before receiving the cash transfer.

Unconditional – Unconditional transfers are provided to beneficiaries without the recipient having to do anything in return in order to receive the assistance.

Multipurpose (grants or transfers) – are defined as a transfer (either regular or one-off) corresponding to the amount of money a household needs to cover, fully or partially, a set of basic and/or recovery needs. They are by definition unrestricted cash transfers. The multipurpose grant or transfer will contribute to meeting the Minimum Expenditure Basket (MEB), but can also include other one-off/recovery needs.

There may be either **community cash programs** or **individual cash programs**. Community cash grants implies to invite communities to apply for grants that allow them to implement projects aimed at strengthening community resilience.

3. Organizations` Resources

5.1 In-Country Resources

See examples in table below on how to fill in. This general overview is especially useful for ACT Forums in countries where ACT Forums are established and where it may be relevant to share resources in a joint response:

Humanitarian Human Resources

Do you have staff with specialized skills that you need in your emergency response?

<i>Management and Support capacity</i>	<i>Programme/Technical capacity*</i>
Examples: One program manager or other staff with leadership skill that can play a leading role in a response	Examples: Two health staff One GBV staff
One Finance staff	One GBV staff
One Logistice staff	

*Technical staff may be: Education, Health, GBV, Shelter, WASH, Psycho social, or multi-sectoral skills

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

Do you have vehicle that may be applied in an emergency response? Yes No

If yes, describe vehicle types and number of vehicles for emergency response

Vehicles

Do you have a place to store possible emergency stocks? Yes No

If yes, describe any warehousing or storage facilities you have available.

Storage facilities

Funding

Do you have likely access to funds to initiate a response? For instance backdonor funds that is likely to be released on short notice? If yes, briefly describe

Funding sources

Agreements

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

Agreements

5.2 In-country partners with agreements and volunteers

Do you have partnerships with agreements who will support your organisation in a response? List name of organisations or other partnerships.

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

If yes, how many volunteers can you mobilize within your network?

4. CONTACT DETAILS

Note: Contact details to be filled in the table below are for people who you will be relevant to coordinate with or receive support from in a humanitarian response

4.1. Internal contacts within the organisation

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

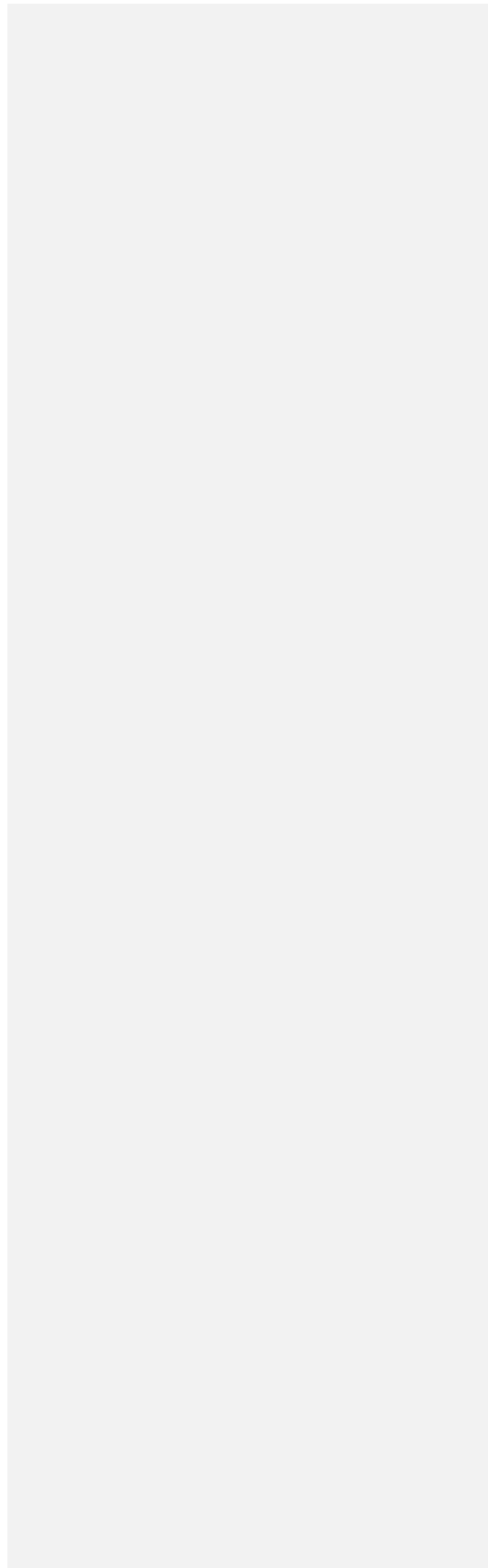
4.2. External contacts (ACT, Government)

#	Role / Name	Organization	Phone #	Email address
1	ACT Forum Convenor			
2	ACT Forum Coordinator			
3	ACT security focal point, etc			
4	Relevant government unit			
5	Relevant government unit			

4.3. 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



Annex - Useful definitions:

Emergency preparedness: Knowledge and capacities developed in advance by governments, organisations, communities, or individuals to better respond and cope with the immediate aftermath of a disaster, whether it be human-induced or caused by natural hazards.

Hazard: A hazard is a process, phenomenon or human activity that may cause loss of life, injury or other health impacts, property damage, social and economic disruption or environmental degradation. Hazards may be natural, anthropogenic or socio-natural in origin.

Human-made hazards are either technological (e.g. industrial accidents with environmental impact) or sociological in nature. The latter encompass such divergent phenomena as civil wars, high-intensity crime, civil unrest as well as terrorism. Especially armed internal conflict yields catastrophic results for populations and economies and is almost always accompanied by humanitarian risk on a larger scale, caused by the breakdown of supply lines, absent harvests, refugee flows as well as an overall deterioration of health services.²

Vulnerability: The characteristics determined by physical, social, economic and environmental factors or processes which increase the susceptibility of an individual, a community, assets or systems to the impacts of hazard ("Susceptibility: the state or fact of being likely or liable to be influenced or harmed by a particular thing.)

Risks: The combination of the consequences/ impact of an event or hazard and the associated likelihood of its occurrence.

Risks answers the following questions;

1. What can happen? 2. How likely is it to happen? 3. What will be the consequences if it happens?

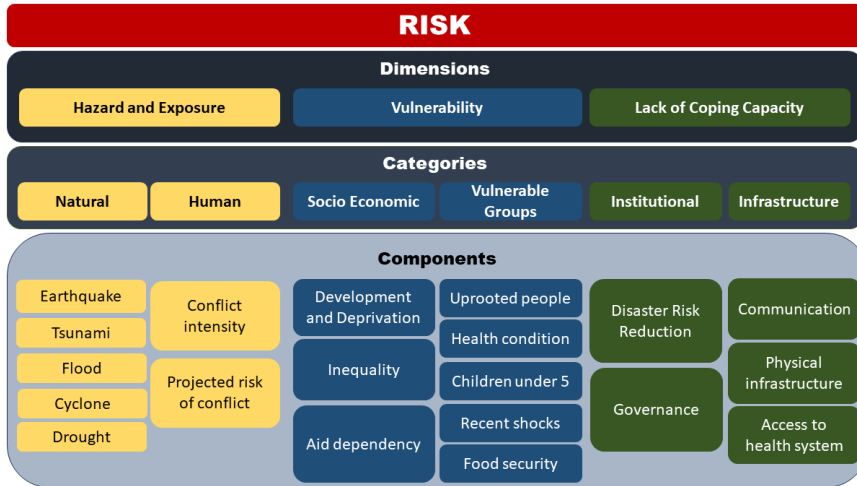
Disaster: A serious disruption of the functioning of a society, causing widespread human, material, or environmental losses which exceed the ability of the affected society to cope using its own resources.

Resilience: The ability of a system, community or society exposed to hazards to resist, absorb, accommodate, adapt to, transform and recover from the effects of a hazard in a timely and efficient manner.

Contingency plans vs preparedness planning (EPRPs) : Whereas preparedness planning aims to establish general preparedness capacity to respond to the three most likely hazards, contingency plans are specific on how to respond to each of the identified risks. One contingency plan per risk.

² INFORM Risk Index definition

Annex – INFORM Risk Index



Source: INFORM Risk Index <https://drmkc.irc.ec.europa.eu/inform-index/INFORM-Risk>