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| **Approved by** |  |
| **Date of approval** |  |
| **Date of next update** |  |

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| Organization  **Emergency Preparedness and Response Plan**  Word version | COUNTRY/Forum  ORGANISATION |

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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 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*** |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |

# 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