DRR Contingency Planning Toolkit for IPs: Action Matrix

INTRODUCTION

During disastrous events and emergency situations, UNICEF risk will increase significantly if its Implementing Partners (IP) are not well prepared to anticipate, cope with, respond to and help recovering the affected communities regardless the high level of preparedness of UNICEF through its Emergency Preparedness and Response Plan (EPRP). Therefore, in order to reduce disaster risk, it is mandatory for all the UNICEF IPs to prepare their organization and Emergency Response Teams (ERT)/ staff by completing all preparedness and response activities listed under different phases and interventions.

This Contingency Plan will form the basis of your organization's response during anticipated emergency situations. It is designed and intended to assist your organization to collate the necessary data and information, analyse and use it for disaster management and effective and timely decision making. The toolkit will allow your organization and ERT to be better prepared for an effective and efficient emergency response should a disastrous event hit community of your district/ province. This toolkit, if utilized appropriately and optimally by the UNICEF IPs, will also greatly help integration of UNICEF Program Sector emergency and early recovery activities to reduce disaster risk.

HOW TO USE THE TOOLKIT:

The toolkit has seven columns and five rows. Columns of the toolkit include a) Phase, b) Activities, c) Responsibility, d) Requirement, e) Timeline, f) Gaps, and g) Comments. Its rows comprise three phases including a) Preparedness Phase, b) Response Phase: First 72 hours, first week, first two weeks, son on (it could be up to three months or depending upon the duration of an emergency), and c) Monitoring & Evaluation.

The activities column has dropdown menu which you have to select. For example, if an 'Activity' listed under 'Preparedness' phase has been completed by your organization, and then you need to display it using the dropdown menu. In case an 'Activity' is under process and not yet completed, it will be displayed in the menu. However, you will have to clearly write its status under the 'Comments' e.g. the 'Activity' has been completed 50% and the remaining will be completed by July 5.

- Please **LIST All ACTIVITIES** that constitute your preparedness for emergency Response in each of the Districts you are operating.
- Refer to Guidance Notes at the end of the toolkit for clarification and guidance.
- This toolkit consists of 7 Sections. Activities for Sections B-G need to be defined by your Organization.
- You may like to add and/ or edit any 'Activity' in any 'Phase' to meet your organization's needs and local condition keeping in the nature of intervention(s) that your organization's mandate is.
- It is MUST for all UNICEF IPs to submit the duly completed Toolkit (in all respect) during the last week of June before start of monsoon season every year.
- Please mark 'Not Applicable' in case any of the columns, rows and/ or activity is not relevant to your organization's mandate.

Phase	Activities	Responsibility of position(s)	Requirements (HR, Finance, Log/Admin, Security, others etc.)	Time Line (completion date :ready for response)	Gaps (Please indicate partial progress in comments column)	Comments
A. Preparedness	**EMERGENCY RESPONSE (Relief) INTERVENTION** **1.General** 1.1. Prepared and familiarised with rapid assessment formats; 1.2. Available maps of vulnerable points/location of rivers, canals, drainage systems, etc. 1.3. Identified evacuation routes to safe shelters, identified camp sites, etc. 1.4. Maps, routes and locations of BHUs, Hospitals and Schools (disaggregated by sex); 1.5. Maps and routes of critical infrastructure (power grids, chemical factories, SSGC stations, PTCL, etc.) 1.6. Developed and disseminated SOPs and guidelines for emergency response for each intervention to all staff in district 1.7. Document Information on estimated affected population (review comments column) 1.8. Information management system prepared 1.9. Development of Emergency Operating (fast track) Procedures (EOPs); 1.10. Psychosocial support training for IP staff 1.11. Contingency plan translated and disseminated to staff in local languages;				**EMERGENCY RESPONSE (Relief) INTERVENTION** **1.General** **1.1. Prepared and familiarised with rapid assessment formats;** **1.2. Available maps of vulnerable points/location of rivers, canals, drainage systems, etc.** **1.3. Identified evacuation routes to safe shelters, identified camp sites, etc.** **1.4. Maps, routes and locations of BHUs, Hospitals and Schools (disaggregated by sex);** **1.5. Maps and routes of critical infrastructure (power grids, chemical factories, SSGC stations, PTCL, etc.)** **1.6. Developed and disseminated SOPs and guidelines for emergency response for each intervention to all staff in district** **1.7. Document Information on estimated affected population (review comments column)** **1.8. Information management system prepared** **1.9. Development of Emergency Operating (fast track) Procedures (EOPs);** **1.10. Psychosocial support training for IP staff** **1.11. Contingency plan translated and disseminated to staff in local**	[1.7] - # of Tulkas to be affected - # of UCs to be affected - # of villages to be affected - # of HH to be affected - # of children to be affected - # of women to be affected - Total district population to be affected

1.12. Other, please specify. **2.WASH** 　2.1.　Contingency Stock for emergency, if any (list in Comments Column); 　2.2.　List of approved contractors ready; 　2.3.　List of transporters, including number of vehicles (with necessary negotiations) prepared; 　2.4.　Identified sources of WSS/Drinking Water; 　2.5.　Identified list of potentially vulnerable UCs in District (with approximate % of population that could be affected with WASH issues); 　2.6.　Prepared and familiarised with rapid assessment formats; 　2.7.　pre-identified WASH related issues in district (ESSENTIAL - list in comments Column); 　2.8.　Compiled list of organizations in District working on WASH Issues with names of focal persons (ESSENTIAL - list in comments Column); 　2.9.　Compiled List of Organizations working on WASH issues in stronghold/neighbouring Districts (ESSENTIAL - list in comments Column); 　2.10. Coordination/collaboration mechanism with other Sectoral IPs finalised (MoUs, etc.); 　2.11. Standardised Reporting formats available; 　2.12. Trainings for staff on WASH issues completed 　2.13. Emergency Operating procedures/guidelines developed 　2.14. Other, please specify.			languages; **1.12. Other,** please specify. **2.WASH** **2.1.　Contingency Stock for emergency, if any (list in Comments Column);** **2.2.　List of approved contractors ready;** **2.3.　List of transporters, including number of vehicles (with necessary negotiations) prepared;** **2.4.　Identified sources of WSS/Drinking Water;** **2.5.　Identified list of potentially vulnerable UCs in District (with approximate % of population that could be affected with WASH issues);** **2.6.　Prepared and familiarised with rapid assessment formats;** **2.7.　pre-identified WASH related issues in district (ESSENTIAL - list in comments Column);** **2.8.　Compiled list of organizations in District working on WASH Issues with names of focal persons (ESSENTIAL - list in comments Column);** **2.9.　Compiled List of Organizations working on WASH issues in stronghold/neighbouring Districts (ESSENTIAL - list in comments Column);** **2.10. Coordination/collaboration mechanism with other Sectoral IPs finalised (MoUs, etc.);** **2.11. Standardised Reporting formats available;** **2.12. Trainings for staff on WASH issues completed** **2.13. Emergency Operating procedures/guidelines developed** **2.14. Other, please specify.**

3. CHILD PROTECTION
3.1. List of CBOs/NGOs/INGOs/Organizations working on Child Protection in the district identified;
3.2. Identification of expected Child Protection Issues (e.g. abuse, early marriage, family reunification, shelter, marginalization, etc.)
3.3. List of focal points in District. Line Dept. (SWD, DDMA, DC, Ombudsman, etc.)
3.4. Coordination/Collaboration mechanism with other IPs finalised (list in comments Column);
3.5. Staff training on Child Protection related issues completed (esp. Psychosocial)
3.6. Child Protection related Supplies in stock;
3.7. Guidelines to form and maintain Child Protection Committees available
3.8. Participatory planning and monitoring mechanisms
3.9. Other, please specify.

4. **HEALTH**
4.1. List of NGOs/INGOs/Organizations working on health in the district identified;
4.2. Contingency stock, if any (list in comments column);
4.3. Identified location of BHUs, RHCs, THQ Hospitals and DHQ Hospitals;
4.4. Identified areas covered/uncovered

4. HEALTH

4.2 Health Stock

-Midwifery Kits
-LHW Kits
-Obstetric Kits
-New-born Kits
-Mosquito Nets (LLITNs)
-Vaccines Penta +Polio + Measles

by LHWs;
4.5. Standardised reporting format available;
4.6. MoUs with line departments;
4.7. Coordination/Collaboration mechanism with other IPs finalised (list in comments Column);
4.8. Staff training on health response interventions completed
4.9. Emergency Operating Procedures developed
4.10. Other, please specify.

5. NUTRITION
5.1. List of NGOs/INGOs/Organizations working on nutrition in the district identified (ESSENTIAL);
5.2. Anthropometric equipment ready for rapid assessment/nutrition surveys
5.3. Contingency stock, if any (list in comments column);
5.4. Identified location of SCs and OTPs;
5.5. Standardised Reporting format available;
5.6. Trainings completed for Nutrition(List in comments column)
5.7. Coordination/Collaboration mechanism with other IPs finalised (list in comments Column);
5.8. emergency Operating Procedures finalised
5.9. Working with PDMA to stop procurement and donations of breast-milk substitutes and other milk product during emergencies, especially for children under 6 months.
5.10. Other, please specify.

6. **EDUCATION**
6.1. Staff training for education interventions completed;
6.2. Avaiablity of contingency stock
6.3. List of NGOs/INGOs/Organizations working on education in the district identified (ESSENTIAL);
6.4. Coordination/Collaboration mechanism with other IPs finalised (list in comments Column);
6.5. Standardised Reporting format available;
6.6. List of Schools in district available (disaggregated by sex and age groups)
6.7. Other

7. **SUPPORT DEPARTMENTS FOR BUSINESS CONTINUITY**
   7.1. **ADMIN & LOGISTICS**
7.1.1 Identified warehouses and locations with storage capacity shared with donors and partners
7.1.2 alternative office locations identified
7.1.3 availability of generators/UPS/fire extinguishers
7.1.4 Emergency Operating Procedures (EOP) Developed
7.1.5 Inventory of mobile internet devices for mobile teams
7.1.6 Other

7.2 **FINANCE**
7.2.1 Budgets pre-allocated for emergency operations
7.2.2 pre allocated budget for critical surge staff
7.2.3 pre-allocated budget for ICT and communications equipment

	7.2.4 Emergency Operating Procedures (EOP) Developed 7.2.5 Other, please specify. **7.3 HUMAN RESOURCE** 7.3.1 **human resource surge database and ToRs prepared and maintained (CRITICAL)** 7.3.2 **Terms of Reference/Job Descriptions for every role maintained** 7.3.3 **Mapping of staff in other districts. Notification sent to pre-identified staff** 7.3.4 Other, please specify. **7.4 TRANSPORTATION** 7.4.1 Types of vehicles available (list in comments column) 7.4.2 Agreements with vehicle rental companies finalised 7.4.3 Available fuel stock (details in comments column) 7.4.4 Other, please specify. **7.5 IT & COMMUNICATION** 7.5.1 adequate ICT equipment, including internet dongles, ready 7.5.2 Data backup procedure developed (Essential) 7.5.3 Other, please specify. **7.6 SECURITY** 7.6.1 Coordination with law enforcing agencies, NGOs/INGOs/UNDSS 7.6.2 Vaccinations for IP staff complete 7.6.3 First Aid Kits available 7.6.4 Other, please specify.				**7.2.4 Emergency Operating Procedures (EOP) Developed** **7.2.5 Other, please specify.** **7.3 HUMAN RESOURCE** **7.3.1 human resource surge database and ToRs prepared and maintained (CRITICAL)** **7.3.2 Terms of Reference/Job Descriptions for every role maintained** **7.3.3 Mapping of staff in other districts. Notification sent to pre-identified staff** **7.3.4 Other, please specify.** **7.4 TRANSPORTATION** **7.4.1 Types of vehicles available (list in comments column)** **7.4.2 Agreements with vehicle rental companies finalised** **7.4.3 Available fuel stock (details in comments column)** **7.4.4 Other, please specify.** **7.5 IT & COMMUNICATION** **7.5.1 adequate ICT equipment ready** **7.5.2 Data backup procedure developed (Essential)** **7.5.3 Other, please specify.** **7.6 SECURITY** **7.6.1 Coordination with law enforcing agencies, NGOs/INGOs/UNDSS** **7.6.2 Vaccinations for IP staff complete** **7.6.3 First Aid Kits available** **7.6.4 Other, please specify.**	7.5 IT & COMMUNICATION Key ICT recommended Equipment list: • PC/Laptops • Internet Connection • Dongles (USB Evo) • Printers • Scanners • Power extensions/multi-plugs • Software • External Hard-Drives for data backup (preferably with auto-backup software)
B. Within	**RELIEF INTERVENTION(S)**					

72 Hours Response (ASAP, Immediately)	1. **WASH**
	
	2. **NUTRITION**
	
	3. **HEALTH**
	
	4. **CHILD PROTECTION**
	
	5. **EDUCATION**
	
	SUPPORT DEPARTMENTS FOR BUSINESS CONTINUITY
	  1. **ADMIN & LOG**
	
	  2. **FINANCE**
	
	  3. **HUMAN RESOURCE**
	
	  4. **WAREHOUSE FACILITY**
	
	  5. **TRANSPORTATION**
	
	  6. **ICT**
	
	  7. **SECURITY**					

C. First 2 weeks Response Or as appropriate	**RELIEF INTERVENTION(S)** 1. **WASH** 2. **NUTRITION** 3. **HEALTH** 4. **CHILD PROTECTION** 5. **EDUCATION**					

	SUPPORTING UNIT 1. ADMIN & LOG 2. FINANCE 3. HUMAN RESOURCE 4. WAREHOUSE FACILITY 5. TRANSPORTATION 6. ICT 7. SECURITY					

G. MONITORING & EVALUATION

Phase	Activities	Responsibility	Requirements (HR, Finance Log/Admin, Security, others etc.)	Time Line (completion date)	Resource Gaps: Available VS Required	Comments
Preparedness	i) Qualitative & quantitative checklist of IP's interventions ii) Transparency & accountability mechanism developed iii) Monitoring of the IP's interventions & process guidelines developed					
Within 72 Hours	i) Mechanism to assist the interventions in assessment developed ii) Mechanism of monitoring of each activity during response developed					

9

First Week Or as appropriate	i) Mechanism to collect information from the interventions developed ii) On spot monitoring to check emergency response field teams mechanism developed iii) Data collection methodology designed for reporting					
	iii) Data collection and dissemination methodology designed					
First 2 Weeks Or as appropriate	i) Information collection for reporting ii) On spot monitoring & checks iii) Dissemination of information					
First MONTH	i) Information collection for reporting ii) On spot monitoring & checks iii) Dissemination of information iv) M&E work closely with the field teams to improve IPs emergency response					
SECOND MONTH Days	i) Information collection for reporting ii) On spot monitoring & checks iii) Dissemination of information					

Guidance Notes for Section A: Preparedness

General

    1.1. Different formats to collect assessment data that suit your organizational/ local needs should be in place and your key staff should be familiarised with such formats;

    1.2. Availability of different maps can be helpful for your Emergency Response Team (ERT) to plan their movements for emergency response effectively.

    1.3. Your organization's ERT and all other staff should be fully aware of government identified routes (evacuation, etc.) and IDP Camp sites (schools and other government buildings in Low-Risk/ No-Risk areas, etc. to minimise your ERT emergency response time.

1.4. The location of critical infrastructure (CI)/ facilities such as roads, bridges, access routes, emergency service providers (BHUs, RHCs, DHQs, RESCUE, other govt. and non-government emergency response agencies, etc. will assist you to reduce response time.

1.5. Maps of critical infrastructure/ services assist in identifying potentially vulnerable areas such as areas that are low lying, in and/ or around flood water courses, near weak/ vulnerable points of canals, lakes, dams that may breach i.e. areas that are at flood and/ or other hazards risk.

1.6. These guidelines must identify and document procedures to be acted upon on the onset of a disaster and declaration of an emergency in a district/ province.

1.7. List % of estimated affected areas (high risk) and population in each UC/Taluka of the District (based on experience of Floods '2010 and 2011)

1.8. Develop and document mechanisms to collect, analyse and share information (for prepared and response) with concerned staff and stakeholders in your district(s).

1.9. Fast track or Emergency Operating Procedures (EOP) will highlight key decision making functions to reduce response time during emergencies. They will only be activated during emergencies to empower key personnel to make swift decisions in order to reduce response time.

1.10. All staff should be oriented and key staff be trained to provide Psychosocial support to your own staff and beneficiaries to reduce disaster risks.

1.11. This contingency plan, once completed should be shared with all other stakeholder in local languages to build their capacity and increase coordination during emergencies.

1.12. Any Other preparedness activities that may be suitable to your organizational and programmatic contexts and keeping in local conditions in the district(s) of your operations

Sectorial Guidelines
2. **WASH**

2.1. An assessment of contingency and/ or prepositioned stock/ supplies (both for your organization use during HR Surge/ operation expansion and for emergency response) will enable your organization to know how many disaster victims you are able to attend upon the onset of the emergency.

2.2. Compiled list of internally approved contractors, suppliers and vendors that are in your district(s).

2.3. List of transporters with negotiations (covering all aspects) completed may minimize the cost associated with last minute agreements and significantly reduce your response time.

2.4. Location(s) of safe drinking water sources both operational and/ or non-operational.

2.5. In the comments column, list the UCs in your district(s) with the estimated % of population that may be affected by WASH issues and need WASH services for immediate relief.

2.6. Prepare formats for rapid assessment that suit your organizations requirement and help improving response and reporting quality while eliminating coordination and communication gaps and weaknesses.

2.7. Highlight the main pre-crisis WASH related issues in the district

2.8. Compiling a list of partners working on WASH related issues will assist your organization to respond more quickly to the victims of disaster. One of the primary goals of donor agencies is to minimize response time upon the onset of the emergency and ensure that quality of services is at satisfactory level meeting the minimum SPHERE standards.

2.9. Compiling a list of partners working in your other stronghold and/or neighbouring district(s) will serve the same purpose as 2.8.

2.10. Donors, such as UNICEF, will encourage IPs to establish and maintain a coordination mechanism with other IPS to assist response and rehabilitation.

2.11. Reporting formats should be finalised;

2.12. Training of relevant staff on WASH issues is essential for effective implementation of your interventions, and critical to the success of your programme.

2.13. The development of Emergency Operating Procedures will assist your organization to reduce barriers to decision making delays.

2.14. Any Other preparedness activities that may be suitable to your organizational and programmatic contexts

3. **CHILD PROTECTION**
   3.1. **Compiling a list of partners working on Child Protection related issues will assist your organization to respond more quickly to the victims of disaster. One of the primary goals of donor agencies is to minimize response time and sustain the quality of relief services upon the onset of the emergency.**
   3.2. Highlight the main pre-crisis Child Protection related issues in the district(s) that already exist and should be focused at preparedness phase which will help ensuring an effective emergency response.
   3.3. The success of the Child Protection programme relies on the effective function of your organization's Program integration referral mechanisms during emergency situation. Coordination with district line departments and your cluster/ sub-cluster members is essential and will be the key to your organization's success.
   3.4. **Donors, such as UNICEF, will encourage IPs to establish and maintain a well-developed/ designed coordination mechanism with other IPS to assist response and rehabilitation. The mechanism developed needs to be tested during peace time to assess gaps for improvement and effectiveness.**
   3.5. Training of relevant staff on Child Protection issues is essential for effective implementation of your interventions, UNICEF Program Sectors' integration, and critical to the success of your organization's emergency relief and early recovery programmes/ projects.
   3.6. An assessment of contingency stock and supplies in your warehouse and/ or prepositioned will enable your organization to know how many disaster victims you are able to attend to upon the onset of the emergency. This will significantly reduce your organization's emergency response and will help improving its quality.
   3.7. Guidelines that are clear, simple and in local language greatly enhance the effectiveness of services provided by your staff on ground.
   3.8. Established procedures and documentation for participatory planning.
   3.9. Any Other preparedness activities that may be suitable to your organizational and programmatic contexts and in line with local needs and conditions.

4. **HEALTH**
   4.1. **Compiling a list of partners working on Health related issues will assist your organization to respond more quickly to the victims of disaster. One of the primary goals of donor agencies is to minimize response time and improve quality of health related service delivery upon the onset of the emergency.**
   4.2. An assessment of contingency stock/medicines/ supplies that are in warehouse and/ or prepositioned (with validity log) will enable your organization to know how many disaster victims you are able to attend to upon the onset of the emergency. This will significantly improve your organization's quality of service delivery and ensure reduction in disaster risks.
   4.3. Location of BHUs, RHCs, THQ Hospitals and DHQ Hospitals along with information on their status such as functional, non-functional, capacity, services available, staff availability, etc.
   4.4. Assessment of areas (preferably at village level) covered/uncovered by LHWs. This critical information will greatly help in rapid and effective emergency response.
   4.5. Availability of Standardised reporting formats that fulfil needs of the government counterparts, IPs and donors.
   4.6. Signing MoUs with district line departments will establish grounded relationships and facilitate emergency health interventions.
   4.7. **Donors, such as UNICEF, will encourage IPs to establish and maintain a coordination mechanism with other IPS and district line departments to assist response and rehabilitation during emergency and early recovery phases.**
   4.8. Training of relevant staff on Health interventions and issues and on integration of UNICEF Program Sectors is essential for effective implementation of your interventions, and critical to the success of your emergency response and recovery projects and programme.
   4.9. The development of Emergency Operating Procedures (EOP) will assist your organization to reduce barriers to decision making delays and help improving response time and its effectiveness.

4.10. Any Other preparedness activities that may be suitable to your organizational and programmatic contexts

5. **NUTRITION**
    5.1. **Compiling a list of partners working on Nutrition related issues will assist your organization to respond more quickly to the victims of disaster. One of the primary goals of donor agencies is to minimize response time and improve quality of your relief service delivery upon the onset of the emergency.**
    5.2. Stock and prepositioning of essential supplies, such as anthropometric equipment, will facilitate surveys screening and monitoring during the execution of rapid assessments and nutrition surveys.
    5.3. An assessment of contingency stock, supplies and their prepositioning (with validity log) will enable your organization to know how many disaster victims you are able to attend to upon the onset of the emergency.
    5.4. **Location of Stabilization Centres and Outpatient Therapeutic Programmes.**
    5.5. **Availability of standardised reporting formats with agreed indicators shared and used by all IPs in your district(s).**
    5.6. Training of relevant staff on Nutrition interventions and issues and orientation on other Sectors for UNICEF Program integration is essential for effective implementation of your interventions, and critical to the success of your programme/ projects.
    5.7. **Donors, such as UNICEF, will encourage IPs to establish and maintain a coordination mechanism with other IPs and district line departments to assist response and rehabilitation during emergency and early recovery phase.**
    5.8. The development of Emergency Operating Procedures (EOP) will assist your organization to reduce barriers to decision making delays.
    5.9. Any substitutes for breast milk can be detrimental to the health of infants, especially those under 6 months. Coordination and communication with DDMA/ PDMA will increase information exchange and effective management as well as better coordination between and among other IPs.
    5.10. Any Other preparedness activities that may be suitable to your organizational and programmatic contexts

6. **EDUCATION**
    6.1. Training of relevant staff on Education interventions and issues as well as orientation on other Sectors is essential for effective implementation of your interventions, and critical to the success of your programme/ projects.
    6.2. An assessment of contingency stock, supplies and their prepositioning will enable your organization to know how many disaster victims you are able to attend to upon the onset of the emergency.
    6.3. **Compiling a list of partners working on Education related issues will assist your organization to respond more quickly to the victims of disaster. One of the primary goals of donor agencies is to minimize response time and improve service delivery upon the onset of the emergency.**
    6.4. **Donors, such as UNICEF, will encourage IPs to establish and maintain a coordination mechanism with other IPs and district line departments to assist response and rehabilitation during emergency and early recovery phases.**
    6.5. Availability of Standardised Reporting formats used and followed by donor(s) and other IPs.
    6.6. List and location of schools and other government buildings along with number of rooms that have been earmarked as potential IDP Camp sites during emergency.
    6.7. Any Other preparedness activities that may be suitable to your organizational and programmatic contexts that also meet local needs and conditions.

7. SUPPORT DEPARTMENTS FOR BUSINESS CONTINUITY/ PREPAREDNESS

7.1. ADMIN AND LOGISTICS

7.1.1. Location of warehouses with capacity should be shared with donor(s) so that logistical arrangements can be enhanced for effective and efficient emergency response.

7.1.2. Alternate location(s) for your organizations office space, if identified, would ensure business continuity in the event of damage to (and/ or becoming non-functional) your current space.

7.1.3. Availability of generators, fire extinguishers and UPS devices to avoid data loss and ensure continuity.

7.1.4. The development of Emergency Operating Procedures (EOP) will assist your organization to reduce barriers to decision making delays.

7.1.5. Inventory of Mobile internet devices (Evo, etc.)

7.1.6. Other such as keeping a safety stock level of essentially required supplies e.g. fuel, other supplies will ensure continued and uninterrupted emergency response and early recovery operations.

7.2. FINANCE

7.2.1. Pre-allocated budgets for emergency operations will enable quick response to disaster victims without having to wait for time consuming agreements with donor(s), transporters, supplies and vendors.

7.2.2. Pre allocated budget for surge staff will allow your organization to deliver on commitments in an effective and efficient manner.

7.2.3. Pre-allocated budget for Information and Communication Technologies (ICT) equipment will allow your staff (Emergency Response Teams) to function effectively and efficiently.

7.2.4. The development of Emergency Operating Procedures (EOP) will assist your organization to reduce barriers to decision making delays e.g. alternates for signatures on bank accounts, key services providers, etc.

7.2.5. Other, please specify.

7.3. HUMAN RESOURCES

7.3.1. A Database of staff members who have worked with you in the past, with performance indicators, and new candidates should be maintained. During the most hazardous time periods, contact be made or letter can be issued to staff members so that they remain on standby. Contacting such staff members beforehand/ in advance such as in June in case of anticipated monsoon flood emergency that is a recurrent phenomenon. Knowing their availability in advance will greatly help your organization to ensure rapid and effective emergency response through quick staff (experienced and dependable) surge.

7.3.2. Formal terms of reference (TOR) and job descriptions (JD) should be ready for each role and position. Performance evaluations should be made against these.

7.3.3. Mapping of staff who are available in other districts.

7.3.4. Other, please specify.

7.4. TRANSPORTATION
    7.4.1.List types of vehicles (along with their capacity, number, condition, performance, etc.) available in your inventory.
    7.4.2. Agreements with Vehicle Rental Companies (completion of all necessary requirement and documentation in advance), if any
    7.4.3. Available fuel stock (stocking/ storage of fuel, essential spare parts of vehicles, office automation equipment, office supplies), , if any
    7.4.4.Other, please specify.

7.5. IT AND COMMUNICATION EQUIPMENT
    7.5.1. Availability of IT and communication equipment.
    7.5.2.Developed Data back-up procedures.
    7.5.3.Other, please specify.

7.6. SECURITY
    7.6.1.Coordination with law enforcement agencies should be ensured to minimize risk to staff and programme interventions during emergency and early recovery phase.
    7.6.2.Vaccinations for staff should be ensured to reduce personal/ staff risk from various diseases from contaminated water, waterborne diseases, malaria, diarrhoea, gastro, dengue, etc.
    7.6.3. First Aid Kits and safe drinking should be available and regularly restocked, at project locations, vehicle locations, etc.
    7.6.4.Other, please specify.