**Checklist for Emergency Preparedness Planning**

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| **1** | **Context Analysis** |
| 1.1 | Risk Analysis   * What type of disaster has occurred / can occur in the country? As much analysis as possible of frequency, severity, impact and trends is important. * What is the possibility / frequency of potential disasters occurring? * What regions are specifically disaster prone? * What will be the impact on the people living in these areas if any of the identifiable disasters does occur? (Rural vs. urban, short and longer-term impacts, etc.) * Are there any issues around access that is associated with seasonality, the disaster event itself, conflict or other security constraints? * Has PIN already responded to an emergency in the country/area? Do they have any learning from that response? |
| 1.2 | Security/Access Analysis (related to emergency action)   * What is the pattern of insecurity – what type of attacks, when, where, and against whom? * Who poses the threat? Are there Armed opposition groups (AOG) or Armed criminal groups (ACG) and, if so, what is their attitude to each other and to NGOs working in the area? Are NGOs being targeted? * What is the attitude of the government to NGOs working in the area? * Is access being limited as a result of any issues related to insecurity? * Is there a security co-ordination mechanism? How effective is it? * Is there any security analysis (including on-going) that needs to be considered? * Visa request mechanism to be checked |
| 1.3 | Existing Mechanisms & Capacities   * What have been the most appropriate responses to previous disasters by the humanitarian community so far? Have there been any joint interventions by Alliance2015 partners? What lessons have been identified for learning from those responses? Try to seek evaluations, lessons to be learned, etc. * What is the capacity of national / regional government and other authorities (disaster management authority) – and what is their attitude towards NGOs? * UN / Clusters / Humanitarian Country Teams (HCT) and NGO representation on these. Think about a division of representation between the Alliance2015 members - which organisation will be present in which cluster in the event of a disaster? * What is the capacity of other NGOs (national and international) working in the country/area. What is the capacity of civil society actors – including the Red Cross/Crescent? Is there an NGO co-ordination mechanism in place? * Is there a need for other strategic cooperation (e.g. with other national or international organisations present on the ground)? * What are the funding mechanisms (including pooled funding), who are the key donors? What potential is there for joint proposals? |
| **2** | **Assessing Partners’ Capacities for Emergency Response** |
| 2.1 | Identify:   * Decision making structure for response within each organisation * Available staff, resources and competences (technical/sectoral competence, etc.) for emergency response * What assessment capacities does the organisation have? * Available funding for an emergency response (own funds, how quickly could they be allocated, donor relations, etc.) * What special staff resources could be mobilised (specific expertise in one sector, engineers, etc.) in terms of skills / expertise / sharing resources? |
| 2.2 | In regards to national partner organisations   * Previous experience in programming / disaster response, including the number of funds / donor grants implemented * Location and structure on the ground * Staff resources and competences (are they able to scale up easily - e.g. they work with volunteers, etc.?) * Available infrastructure that could be useful for a response (trucks, warehouses, etc.) * Current relationship with an Alliance2015 partner – is the partnership exclusive or can other Alliance2015 members work with this partner during the emergency? *This is important in order to avoid “stealing” or over-burdening the partner* * Decision making structures   **Comments**: *When assessing the capacities of a local partner organisation (PO), be realistic and take into account that they may do excellent work in development projects but lack the experience and knowledge needed for disaster response. In case of an emergency, capacities of well-functioning local POs can also get quickly stretched, as everybody seeks their partnership, so we need to be careful about over-loading POs, or about having unrealistic expectations as to what they can deliver. Proper partner capacity assessments are needed from the outset. Therefore, if a local PO is identified to be integrated into an emergency response, we must sit down with them also and discuss a response mechanism including what our expectations of them are when a disaster occurs. Think also about possible trainings / support that the PO might need before / during the disaster* |
| **3** | **Procurement, Transport and Warehouses** |
| 3.1 | Procurements   * Can those commodities be procured locally / regionally? * What is the capacity of local / regional suppliers? * Has an Alliance2015 partner already worked with them? * Can arrangements be made with identified suppliers in the event of an emergency occurring? Do donor tendering and purchasing requirements allow for this? * Are there limitations on the importation of supplies? Do we know the process? Can we do duty free importation? * Are standard specifications available? |
| 3.2 | Transport / Warehouses   * What transport / warehouse capacities are available in country? * Where can additional transport / warehouses be made available if needed? |
| 3.3 | Preparedness Measures   * Is prepositioning of main relief commodities an option (in case of frequently reoccurring disasters)? * UNHRD or Procurement Centres to be consulted in order to check availability of stock * Any other arrangements to be done among other actors? (for example prepositioning, joint training of partners, joint analysis, discussions around joint assessments, composition of teams, familiarity with Alliance material – the assessment toolkit, etc.?) |
| **4** | **Funding & Visibility** |
| 4.1 | * Who are likely to be the main donors in the event of a disaster? * Have contacts been established with these donors? * Are the key representatives and application processes known? * What would be the best PIN visibility material available for emergency action (such as distributions, etc.) but also for donor information? Are existing materials sufficient? * Any recommendations for head office for fundraising initiatives at European level |
| **5** | **Assessment** |
| 5.1 | * What Assessment capacities / competences does each CP and their PO have? * Could there be a split of responsibilities in conducting joint assessments (region-wise, sector-wise, etc.)? |