



Emergency Preparedness Planning Workbook



For use with Emergency Preparedness Planning Guidelines

Version 3, October 2006

TABLE OF CONTENT

INTRODUCTION	4
EXECUTIVE SUMMARY	5
1. FORMATION OF EMERGENCY RESPONSE TEAM.....	8
2. INFORMATION COLLECTION	9
3. COUNTRY OFFICE CAPACITY INVENTORY	11
3.1. Country Office Organization Chart.....	11
3.2. Country Office Human Resources	12
3.3. Country Office Physical Resources.....	13
3.4. Country Office Key Staff Contact Information.....	14
3.5. RMU, CARE Lead Member, and CARE International Key Contacts	14
3.6. In Country Coordination Mechanisms and Contacts	14
4. RISK ANALYSIS	15
5. SCENARIO DEVELOPMENT.....	16
5.1. Scenario 1.....	16
5.1.1. Scenario Description	16
5.1.2. Impact Analysis.....	17
5.1.3. Identification of Risk Reduction Measures.....	18
5.1.4. CARE Prevention and Mitigation Measures.....	19
5.1.5. CARE Response Strategy.....	20
5.1.5.1. Criteria for Engagement.....	20
5.1.5.2. Partnership Analysis	21
5.1.5.3. Geographical Focus	22
5.1.5.4. Objectives of CARE Interventions	22
5.1.5.5. Trigger Indicators.....	22
5.1.5.6. Key Interventions/Actions	23
5.1.5.7. Entry and Exit/Transition Strategy	24
5.1.6. Local Considerations.....	25
5.1.7. Programming Considerations.....	26
5.1.7.1. CARE International Emergency Strategy.....	26
5.1.7.2. Rights Based Approach.....	26
5.1.7.3. CARE International Programming Principles	26
5.1.7.4. Gender.....	26
5.1.7.5. HIV and AIDS	26
5.1.7.6. Other Marginalized Groups	26
5.1.7.7. Protection.....	27
5.1.7.8. Civil Military Relationship	27
5.1.7.9. Conflict Assessment.....	27
5.1.7.10. Psychosocial Support.....	27

5.1.7.11.	Sexual Exploitation.....	27
5.1.8.	Management Considerations and Gap Analysis.....	28
5.1.8.1.	Personnel Requirements.....	28
5.1.8.2.	Assessment and Analysis.....	28
5.1.8.3.	Design, Monitoring and Evaluation.....	29
5.1.8.4.	Human Resource Unit.....	29
5.1.8.5.	Finance.....	30
5.1.8.6.	Administration.....	30
5.1.8.7.	Procurement.....	31
5.1.8.8.	Program Logistics.....	31
5.1.8.9.	Information Technology and Telecommunications.....	32
5.1.8.10.	Security.....	32
5.1.8.11.	Fundraising.....	33
5.1.8.12.	Media.....	33
5.1.8.13.	Information Management.....	34
5.1.8.14.	Other Functions.....	34
5.1.9.	Action Plans.....	35
5.2.	Scenario 2.....	35
5.3.	Scenario 3.....	35
6.	REFERENCES.....	Error! Bookmark not defined.

INTRODUCTION

This workbook is a part of the CARE Emergency Preparedness Planning (EPP) Guidelines. The purpose of this workbook is to provide a standardized template for development of Country Office Emergency Preparedness Plans. Refer to the EPP Guidelines (click the link to open: [1.EPP Guidelines.doc](#)) for introduction to Emergency Preparedness Planning, and for the instructions on how to complete each section of the workbook.

This Plan should be reviewed regularly by the Country Office Emergency Response Team (ERT) and Senior Management Team (SMT) to ensure that action points are being addressed. The plan should be updated annually to ensure that it remains current, relevant and appropriate. Country Offices experiencing frequent emergencies it should be updated on a semi-annual or quarterly basis.

For terminology used in these guidelines refer to UN publication “Living with Risk - A global review of disaster reduction initiatives, 2004 version. Inter-Agency Secretariat of the International Strategy for Disaster Reduction (UN/ISDR)” click to open: [..\3.Reference Materials\Various materials\Terminology.pdf](#)

CARE Emergency Preparedness Planning and Contingency Planning Guidelines and Workbooks are available both in hard copy and electronic format. Reference Materials are only available in electronic format on the accompanying Compact Disc.

For easy navigation through the EPP and CP Guidelines and Workbooks in electronic format, have the Document Map option activated in Microsoft Word. To activate this option, click VIEW and then DOCUMENT MAP. Also, note that the Table of Content and text in these documents are hyperlinked, and can be followed by Ctrl + clicking the blue underlined links.

Summary of Scenario 1:

1. Typology (select one):

- Drought
- Earthquake
- Epidemic
- Flood
- Slides
- Volcano
- Wave / Surge (Including tsunami)
- Wild Fires
- Wind Storm
- Extreme Temperature
- Famine
- Insect Infestation
- Other (specify)

2. Severity Level (select one):

Catastrophic, Very serious, Serious, Significant, or Limited.

3. Immediate Impact:

Total number of affected population

Number of affected population in CARE working areas:

Children (% of affected pop.):

Women (% of affected pop.):

Number of Deaths:

Other information:

Summary of Scenario 2:

1. Typology (select one):

- Drought
- Earthquake
- Epidemic
- Flood
- Slides
- Volcano
- Wave / Surge (Including tsunami)
- Wild Fires
- Wind Storm
- Extreme Temperature
- Famine
- Insect Infestation
- Other (specify)

2. Severity Level (select one):

Catastrophic, Very serious, Serious, Significant, or Limited.

3. Immediate Impact:

Total number of affected population

Number of affected population in CARE working areas:

Children (% of affected pop.):

Women (% of affected pop.):

Number of Deaths:

Other information:

Summary of Scenario 3:

1. Typology (select one):

- Drought
- Earthquake
- Epidemic
- Flood
- Slides
- Volcano
- Wave / Surge (Including tsunami)
- Wild Fires
- Wind Storm
- Extreme Temperature
- Famine
- Insect Infestation
- Other (specify)

2. Severity Level (select one):

Catastrophic, Very serious, Serious, Significant, or Limited.

3. Immediate Impact:

Total number of affected population

Number of affected population in CARE working areas:

Children (% of affected pop.):

Women (% of affected pop.):

Number of Deaths:

Other information:

1. FORMATION OF EMERGENCY RESPONSE TEAM

ERT Function	Title Name of the Staff	Preparedness Responsibilities	Response Responsibilities
Emergency Response Coordinator			
Field Coordinator			
Logistics / Procurement			
Information Management			
Security			
Administration			
Human Resources			
Finance			
IT and Telecommunication			
Media			
Fundraising (Program design/proposal writing)			
Government Liaison			
Field Office Representative			
Other: specify			
Other: specify			

2. INFORMATION COLLECTION

Identify type of information to be collected and collection methodology

External information

Type of Information	Source of Information	Person Responsible for Collection	Due Date
Historical disasters in the country			
Impact of these disasters			
Top ten disasters in the country in terms of number of people killed, number of people affected, and total economic damage caused. ¹			
The main types of response to historical disasters.			
Last disaster CARE responded to and the main types of response to this last disaster.			
Final, evaluation or recommendation reports from previous emergencies.			
Country maps in both hard copies and electronic formats			
Country statistical data: number of population per each administrative unit (province, region, district, city, village, etc)			
Basic CARE program data - population numbers of villages where CARE is currently working, project beneficiary numbers.			
Key vulnerability data per each administrative unit (if possible disaggregated by gender and age)			
Emergency Preparedness Plans (or similar documents) from the Government, UN, International and Local NGOs.			
One page summary of external information available to CARE (source and the type of information provided) e.g. Government, WFP, UNICEF, WHO, NGO – during both crisis and non crisis periods			
Other (specify).....			
Other (specify).....			
Other (specify).....			

¹ This can be obtained from EM-DAT: The OFDA/CRED International Disaster Database - www.em-dat.net - Université Catholique de Louvain - Brussels - Belgium

3. COUNTRY OFFICE CAPACITY INVENTORY

3.1. Country Office Organization Chart

Insert the current Country Office Organization Chart here

3.2. Country Office Human Resources

Function or Sector	Number of Staff	Name of Staff	Positions of Staff
--------------------	-----------------	---------------	--------------------

Program functions

National Emergency Coordination			
Food Security Early Warning			
Political Early Warning			
Emergency Assessment			
Project Design			
Camp Management			
Warehouse & Logistics			
Distribution of Food & Non-food			
Supplementary & Therapeutic Feeding			
Primary Health Care			
Reproductive Health			
Water & Sanitation			
Shelter			
Road & Infrastructure Construction			
Social Services			
Environmental Protection & Management			
Humanitarian Protection			
Staff Security			
Advocacy			
Conflict Sensitivity			
Other:			
Other:			

Support functions

Staff Recruitment:			
Staff Payroll:			
Procurement:			
Inventory:			
Transport:			
Vehicle Management:			
Finance:			
Staff Psycho Social Support			
Commodity Management:			
Communications/Radio			
Other:			
Other:			
Other:			

3.3. Country Office Physical Resources

Item #	Asset Description	Number of assets per each office (indicate name of sub-office)								TOTAL
1	Offices									
2	Guesthouses									
3	Light Vehicles 2WD									
4	Light Vehicles 4WD									
5	Trucks									
6	Motorcycles									
7	Computers									
8	HF Radios - base stations									
9	HF Radios - mobile									
10	VHF Radios - Base Stations									
11	VHF Radios - Mobile Units									
12	VHF Radios - Handhelds									
13	VHF Repeaters									
14	Generators									
15	Satellite phones									
16	Mobile Phones									
17	Printers									
18	Photocopiers									
19	Fax Machines									
20	Water Drilling Rigs									
21	Backhoe									
22	Water Tanks									
23	Water Bladders									
24	Portable Warehouses									
25	Tents for Beneficiaries									
26	Other (specify)									
27	Other (specify)									
28	Other (specify)									
29	Other (specify)									
30	Other (specify)									
31	Other (specify)									
32	Other (specify)									
33	Other (specify)									
34	Other (specify)									
35	Other (specify)									
36	Other (specify)									
	TOTAL									

4. RISK ANALYSIS

Historical disasters in the country for the past fifty years:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

All potential disasters in country within the next 12-18 months:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

Top potential disasters in terms of frequencies and impact on lives, livelihoods, and economies:

.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....
.....

5.1.2. Impact Analysis

Impact on Social:

.....
.....
.....
.....
.....
.....
.....
.....

Impact on Economy:

.....
.....
.....
.....
.....
.....
.....
.....

Impact on Environment:

.....
.....
.....
.....
.....
.....
.....
.....

Impact on Infrastructure:

.....
.....
.....
.....
.....
.....
.....
.....

5.1.3. Identification of Risk Reduction Measures

Impact on Social	Prevention	Mitigation	Preparedness	Response	Recovery

Impact on Economy	Prevention	Mitigation	Preparedness	Response	Recovery

Impact on Environment	Prevention	Mitigation	Preparedness	Response	Recovery

Impact on Infrastructure	Prevention	Mitigation	Preparedness	Response	Recovery

5.1.4. CARE Prevention and Mitigation Measures

Impact	Identified prevention and mitigation activities	Project to be integrated	Due date	Responsible Person
--------	---	--------------------------	----------	--------------------

Social

Economy

Environment

Infrastructure

5.1.5.6. Key Interventions/Actions

Water/Sanitation:

.....
.....
.....
.....
.....
.....

Shelter:

.....
.....
.....
.....
.....
.....

Food Aid:

.....
.....
.....
.....
.....
.....

Non-Food Items Distribution:

.....
.....
.....
.....
.....
.....

Health:

.....
.....
.....
.....
.....
.....

Nutrition:

.....
.....
.....
.....

.....
.....

HIV/Aids:

.....
.....
.....
.....
.....
.....

Education:

.....
.....
.....
.....
.....

Environment:

.....
.....
.....
.....
.....

Other (specify):

.....
.....
.....
.....
.....

5.1.5.7. Entry and Exit/Transition Strategy

.....
.....
.....
.....
.....

5.1.6. Local Considerations

Language

.....
.....

Culture

.....
.....

Ethnic tensions

.....
.....

Sectarian violence

.....
.....

Economy

.....
.....

Infrastructure

.....
.....

Security

.....
.....

Local Organisations

.....
.....

Local Government

.....
.....

Regional implications

.....
.....

NGO Work

.....
.....

Other

.....
.....

5.1.7. Programming Considerations

Describe how the proposed interventions take into considerations the following:

5.1.7.1. CARE International Emergency Strategy

.....
.....
.....
.....
.....
.....

5.1.7.2. Rights Based Approach

.....
.....
.....
.....
.....
.....

5.1.7.3. CARE International Programming Principles

.....
.....
.....
.....
.....
.....

5.1.7.4. Gender

.....
.....
.....
.....
.....
.....

5.1.7.5. HIV and AIDS

.....
.....
.....
.....
.....
.....

5.1.7.6. Other Marginalized Groups

.....
.....

.....
.....
.....
.....

5.1.7.7. Protection

.....
.....
.....
.....
.....

5.1.7.8. Civil Military Relationship

.....
.....
.....
.....
.....

5.1.7.9. Conflict Assessment

.....
.....
.....
.....
.....

5.1.7.10. Psychosocial Support

.....
.....
.....
.....
.....

5.1.7.11. Sexual Exploitation

.....
.....
.....
.....
.....

5.1.8.3. Design, Monitoring and Evaluation

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.4. Human Resource Unit

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.5. Finance

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.6. Administration

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.7. Procurement

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.8. Program Logistics

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.9. Information Technology and Telecommunications

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.10. Security

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.11. Fundraising

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.12. Media

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.13. Information Management

Objectives and actions during emergency	Required Capacity and Level of Preparedness	Current Capacity and Level of Preparedness	Actions to Address Gaps
A	B	C	D=B-C

Additional Personnel Requirements:

.....

Equipment, Supplies and Resources Requirements:

.....

Coordination and Partnership Considerations

.....

5.1.8.14. Other Functions

Analyze other functions or units in the Country Office (if any) in accordance with the instructions given in the previous sections.

5.1.9. Action Plans

No	Actions Item	Person Responsible	Date of Completion	Budget Requirements
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				
11				
12				
13				
14				
15				
16				
17				
18				
19				
20				
21				
22				
23				

5.2. Scenario 2

Complete steps 5.1.1 to 5.1.9 above.

5.3. Scenario 3

Complete steps 5.1.1 to 5.1.9 above.

6. REFERENCES²

- 6.1. CARE International Emergency Strategy: [..\3.Reference Materials\CI Emergency Strategy](#)
- 6.2. CARE International Emergency Forms and Guidelines: [..\3.Reference Materials\CI Emergency Forms and Guidelines](#)
- 6.3. CARE USA Emergency Response Fund (ERF) Guidelines, Policies & Procedures: [..\3.Reference Materials\ERF Guidelines](#)
- 6.4. Country Office Emergency Protocols: [..\3.Reference Materials\CARE Emergency Protocols](#)
- 6.5. CARE Safety and Security Handbook: [..\3.Reference Materials\CARE Safety and Security Handbook](#)
- 6.6. CARE Food Manual: [..\3.Reference Materials\CARE Food Manual](#)
- 6.7. CARE Benefits-Harms Tools: [..\3.Reference Materials\CARE Benefits-Harms Tools 01](#)
- 6.8. Assessment: [..\3.Reference Materials\Assessment](#)
- 6.9. Finance: [..\3.Reference Materials\Finance](#)
- 6.10. HIV and AIDS: [..\3.Reference Materials\HIVAIDS](#)
- 6.11. Human Resources: [..\3.Reference Materials\Human Resources](#)
- 6.12. Information Technology: [..\3.Reference Materials\Information Technology](#)
- 6.13. Partnership: [..\3.Reference Materials\Partnerships](#)
- 6.14. Procurement: [..\3.Reference Materials\Procurement](#)
- 6.15. Rights Based Approaches: [..\3.Reference Materials\Rights Based Approach](#)
- 6.16. Sexual Exploitation: [..\3.Reference Materials\Sexual Exploitation Materials](#)
- 6.17. Good Practice Review, Mitigation and preparedness in development and emergency programming, John Twigg: [..\3.Reference Materials\Various materials\HPN Good Practice Review Risk Management](#)
- 6.18. Avian Influenza: [..\3.Reference Materials\Various materials\CARE Avian Influenza Booklet 2006.pdf](#)

² The reference materials are available in electronic format on the accompanying Compact Disc.

- 6.19. Terminology (Adopted from: Living with Risk - A global review of disaster reduction initiatives, 2004 version. Inter-Agency Secretariat of the International Strategy for Disaster Reduction (UN/ISDR): [..\3.Reference Materials\Various materials\Terminology.pdf](#)
- 6.20. An ALNAP Protection Guide for Humanitarian Agencies: [..\3.Reference Materials\Various materials\ALNAPprotectionguide.pdf](#) or download from the ALNAP website <http://www.alnap.org/>
- 6.21. ALNAP Participation Handbook: [..\3.Reference Materials\Various materials\ALNAP Participation Handbook.pdf](#)
- 6.22. SPHERE HANDBOOK: [..\3.Reference Materials\SPHERE\Sphere Handbook.pdf](#), or download from: <http://www.sphereproject.org/handbook/index.htm>
- 6.23. DFID Guidance Notes on Conducting Conflict Assessments: [..\3.Reference Materials\Various materials\DFID Conflict Assessment Guide.pdf](#) or download from <http://www.dfid.gov.uk/pubs/files/conflictassessmentguidance.pdf>
- 6.24. IASC Civil-Military Relationship in Complex Emergencies: [..\3.Reference Materials\Various materials\IASC Reference Paper on Civil-Military Relations June 2004.doc](#)
- 6.25. IASC Inter-Agency Contingency Planning Guidelines: [..\3.Reference Materials\Various materials\IASC Inter-Agency CP guidelines 15.11.'01.pdf](#)
- 6.26. UN Cluster Approach: [..\3.Reference Materials\Various materials\Preliminary Guidance Clusters - FINAL.DOC](#)
- 6.27. REDUCING DISASTER RISK: A CHALLENGE FOR DEVELOPMENT. United Nations Development Programme: [..\3.Reference Materials\Various materials\REDUCING DISASTER RISK.pdf](#)
- 6.28. Living with Risk: A global review of disaster reduction initiatives: [..\3.Reference Materials\Various materials\Living with Risk.pdf](#)
- 6.29. Disaster Impact on Millennium Development Goals: [..\3.Reference Materials\Various materials\Disaster impact on MDG.pdf](#)
- 6.30. Impact of Droughts: [..\3.Reference Materials\Various materials\Impact of Drought.pdf](#)
- 6.31. Risk reduction strategies for some common disasters: [..\3.Reference Materials\Various materials\Risk Reduction Strategies by Hazard Type.pdf](#)
- 6.32. IFRC Disaster Preparedness Training Programme: [..\3.Reference Materials\Various materials\IFRC Disaster Preparedness Training.pdf](#)