



# Contingency Planning Workbook



For use with Contingency Planning Guidelines

Version 3, October 2006

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## **INTRODUCTION**

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This workbook is a part of the CARE Contingency Planning (CP) Guidelines (click to open: [3.Contingency Planning Guidelines.doc](#)), which provides instructions on how to use the workbook. The purpose of this workbook is to provide a standardized template for development of Country Office Contingency Plans.

Contingency Plan should be developed at the onset of an emergency, and should be based on the existing Country Office Emergency Preparedness Plan.

For basic 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): [..\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.

**1. FORMATION OF EMERGENCY RESPONSE TEAM**

<b>ERT Function</b>	<b>Title Name of the Staff</b>	<b>Preparedness Responsibilities</b>	<b>Response Responsibilities</b>
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			



#### **4. IMPACT ANALYSIS**

Impact on Social:

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Impact on Economy:

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Impact on Environment:

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Impact on Infrastructure:

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**5. PREPAREDNESS, RESPONSE, AND RECOVERY MEASURES**

<b>Impact on Social</b>	<b>Preparedness</b>	<b>Response</b>	<b>Recovery</b>

<b>Impact on Economy</b>	<b>Preparedness</b>	<b>Response</b>	<b>Recovery</b>

<b>Impact on Environment</b>	<b>Preparedness</b>	<b>Response</b>	<b>Recovery</b>

<b>Impact on Infrastructure</b>	<b>Preparedness</b>	<b>Response</b>	<b>Recovery</b>

## 6. CARE RESPONSE STRATEGY

### 6.1. CRITERIA FOR ENGAGEMENT

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Criteria for Engagement	Check if present
National authorities formally declare an emergency.	
There is significant loss of life or threat to livelihoods (define if possible).	
At least XXX (number) of families are estimated to be affected.	
Affected communities have attempted a response.	
Local authorities have been given support and time to respond.	
Local or national authorities have requested assistance.	
Needs outstrip the capacity of local and national responders.	
International agencies close to the emergency have been given support and time to respond.	
Needs outstrip the capacity of international responders.	
CARE has offered support to local or international responders.	
CARE has an operational presence in the affected area.	
CARE has ongoing programs in affected communities.	
CARE has the experience and skills to respond competently.	
CARE has the operational capacity (staff, assets, transport) to respond.	
CARE has a timely opportunity to help affected communities with mitigation and prevention.	
There are good local partners with whom CARE can work.	
CARE has a responsibility to respond (define if possible).	
Not responding may jeopardize CARE's ability to meet its strategic objectives.	
CARE risks becoming "obsolete" if it doesn't respond (sea change in operating environment).	
People will die if CARE does not respond.	
Media are present (candidly discuss implications).	
Other: specify	

**6.2. SERVICE GAP ANALYSIS**

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

Area of intervention	Needs	Type of services provided by organisations	Gaps
Watsan			
Food			
Shelter			
Non-food items			
Health			
Nutrition			
Protection			
Environment			
Education			
Other: specify			
Other: specify			

**6.3. GEOGRAPHICAL FOCUS**

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**6.4. OBJECTIVES OF CARE INTERVENTIONS**

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**6.5. CARE RESPONSE INTERVENTIONS**

Water/Sanitation:

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Shelter:

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Food Aid:

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Non-Food Items Distribution:

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Health:

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Nutrition:

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HIV/Aids:

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Education:

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Environment:

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Other (specify):

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## **9. MANAGEMENT CONSIDERATIONS AND GAP ANALYSIS**

### **9.1. PERSONNEL REQUIREMENTS**

Insert detailed organisational chart for the Country Office emergency operations.

**9.2. ASSESSMENT AND ANALYSIS**

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

.....  
 .....

**9.3. 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

.....  
 .....

**9.4. 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

.....  
 .....

**9.5. 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

.....

**9.6. 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:

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 .....

Equipment, Supplies and Resources Requirements:

.....  
 .....

Coordination and Partnership Considerations

.....  
 .....

**9.7. 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

.....

**9.8. 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

.....  
 .....

**9.9. 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

.....

**9.10. 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

.....  
 .....

**9.11. 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

.....

**9.12. 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

.....  
 .....

**9.13. 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

.....

**9.14. OTHER FUNCTIONS**

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

**10. ACTION PLANS**

No	Actions Item	Person Responsible	Date of Completion	Budget Requirements
1				
2				
3				
4				
5				
6				
7				
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22				
23				

## **11. REFERENCES<sup>1</sup>**

- 11.1. CARE International Emergency Strategy: [..\3.Reference Materials\CI Emergency Strategy](#)
- 11.2. CARE International Emergency Forms and Guidelines: [..\3.Reference Materials\CI Emergency Forms and Guidelines](#)
- 11.3. CARE USA Emergency Response Fund (ERF) Guidelines, Policies & Procedures: [..\3.Reference Materials\ERF Guidelines](#)
- 11.4. Country Office Emergency Protocols: [..\3.Reference Materials\CARE Emergency Protocols](#)
- 11.5. CARE Safety and Security Handbook: [..\3.Reference Materials\CARE Safety and Security Handbook](#)
- 11.6. CARE Food Manual: [..\3.Reference Materials\CARE Food Manual](#)
- 11.7. CARE Benefits-Harms Tools: [..\3.Reference Materials\CARE Benefits-Harms Tools 01](#)
- 11.8. Assessment: [..\3.Reference Materials\Assessment](#)
- 11.9. Finance: [..\3.Reference Materials\Finance](#)
- 11.10. HIV and AIDS: [..\3.Reference Materials\HIVAIDS](#)
- 11.11. Human Resources: [..\3.Reference Materials\Human Resources](#)
- 11.12. Information Technology: [..\3.Reference Materials\Information Technology](#)
- 11.13. Partnership: [..\3.Reference Materials\Partnerships](#)
- 11.14. Procurement: [..\3.Reference Materials\Procurement](#)
- 11.15. Rights Based Approaches: [..\3.Reference Materials\Rights Based Approach](#)
- 11.16. Sexual Exploitation: [..\3.Reference Materials\Sexual Exploitation Materials](#)
- 11.17. Good Practice Review, Mitigation and preparedness in development and emergency programming, John Twigg: [..\3.Reference Materials\Various materials\HPN Good Practice Review Risk Management](#)
- 11.18. Avian Influenza: [..\3.Reference Materials\Various materials\CARE Avian Influenza Booklet 2006.pdf](#)

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<sup>1</sup> The reference materials are available in electronic format on the accompanying Compact Disc.

- 11.19. 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](#)
- 11.20. An ALNAP Protection Guide for Humanitarian Agencies: [..\3.Reference Materials\Various materials\ALNAPprotectionguide.pdf](#) or download from the ALNAP website <http://www.alnap.org/>
- 11.21. ALNAP Participation Handbook: [..\3.Reference Materials\Various materials\ALNAP Participation Handbook.pdf](#)
- 11.22. SPHERE HANDBOOK: [..\3.Reference Materials\SPHERE\Sphere Handbook.pdf](#), or download from: <http://www.sphereproject.org/handbook/index.htm>
- 11.23. 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>
- 11.24. IASC Civil-Military Relationship in Complex Emergencies: [..\3.Reference Materials\Various materials\IASC Reference Paper on Civil-Military Relations June 2004.doc](#)
- 11.25. IASC Inter-Agency Contingency Planning Guidelines: [..\3.Reference Materials\Various materials\IASC Inter-Agency CP guidelines 15.11.'01.pdf](#)
- 11.26. UN Cluster Approach: [..\3.Reference Materials\Various materials\Preliminary Guidance Clusters - FINAL.DOC](#)
- 11.27. REDUCING DISASTER RISK: A CHALLENGE FOR DEVELOPMENT. United Nations Development Programme: [..\3.Reference Materials\Various materials\REDUCING DISASTER RISK.pdf](#)
- 11.28. Living with Risk: A global review of disaster reduction initiatives: [..\3.Reference Materials\Various materials\Living with Risk.pdf](#)
- 11.29. Disaster Impact on Millennium Development Goals: [..\3.Reference Materials\Various materials\Disaster impact on MDG.pdf](#)
- 11.30. Impact of Droughts: [..\3.Reference Materials\Various materials\Impact of Drought.pdf](#)
- 11.31. Risk reduction strategies for some common disasters: [..\3.Reference Materials\Various materials\Risk Reduction Strategies by Hazard Type.pdf](#)
- 11.32. IFRC Disaster Preparedness Training Programme: [..\3.Reference Materials\Various materials\IFRC Disaster Preparedness Training.pdf](#)