Sample list of Minimum Preparedness Actions

Accountability

Preparedness Action Description

- Brief all staff on the accountability framework, including the humanitarian principles.
- Rapid assessment team trained and rapid assessment tools available.
- All staff, volunteers and contractors have signed organisation Code of Conduct and Protection.
- Policy (including gender-based violence, sexual exploitation and abuse).
- Train all ERT members on accountability standards, including:
  - Core Humanitarian Standards (CHS)
  - The SPHERE Project
  - The Good Enough Guide
  - Protection principles.
- Brief all staff on the humanitarian identity of the agency and what this means for the organisation and for the individual.

Office Administration

Preparedness Action Description

- Identify off-site working location(s) so they can be rapidly activated when/if needed.
- Produce emergency cards containing essential contact information and distribute to all staff.
- Compile list of suppliers for key resources, including stationary and office equipment, fuel etc..
- Identify potential partners who could make available critical non-food items (e.g. vehicles, ICT equipment, etc. during an emergency) on a loan/lease basis.

Communications and Media

Preparedness Action Description

- Put in place a protocol on how media issues should be handled at country office and sub-office level.
- Develop a media and communication strategy for the country with the aim of ensuring agency's positive image and acceptance among the local population and partners.
- Identify a key communications staff member to work on communication/media outputs when there is an emergency. If this is an existing staff member, ensure this is agreed with their line manager and included in their Job Description.
- Develop protocols of supplying case studies and stories in event of disaster.
- Develop and maintain up-to-date key media messages.
- Establish a list of linguistic skills among staff on the ground (so that the media can contact them in times of need).
- Check availability and functioning of essential media equipment (i.e. video and digital still cameras).
- Train relevant staff in use of media equipment (i.e. video and digital still cameras).
- Update media contact list (in collaboration with media department, if present). Include contacts for visual support services (for videos/still if necessary).
- Keep minimum stock of visibility items, such as hats, t-shirts, stickers, pins, etc.
- Provide staff guidance on the communication requirements if an emergency occurs (as per the emergency manual).
- Keep a complete and up-to-date list of all staff contact information and is easily accessible to all office staff.
- Public Relations manager has access to camera (1 minimum) and knows how to use it, as well as what type of pictures are appropriate to be sent to Regional Office and Headquarters.
- Develop a country office communication plan which includes:
  – Internal communication
  – Network wide communication
  – Situation reports
  – Project reporting.

Donor funding and reporting

Preparedness action description

- Brief key staff on the Funding (resource development) section in the Emergency Manual.
- Identify a key fundraising staff member to work on response concept note/proposal when there is an emergency. If this is an existing staff member, ensure this is agreed with their line manager and included in their Job Descriptions.
- Identify, build-up and maintain relationships with key humanitarian donors.
- Ensure that staff are familiar with donor requirements in terms of proposals, reporting etc.
- Provide guidance to or brief key Country Office staff on the Cluster mechanism of coordination and funding (including Flash Appeal).
- Develop and update the Country Office humanitarian fundraising strategy.
- Regularly update donor scenario (in collaboration with Funding Department).
- Develop generic proposals from scenario based response plans.

Emergency Response Team and management

Preparedness action description

- Establish the Emergency Response Team (ERT) and chain of command/communication (which can include partners).
- Identify Emergency Focal Points in relevant departments (HR, Finance, Logistics etc.).
- Appoint an Emergency Focal Point – Humanitarian Programme Manager (HPM).
- Appoint focal points on the ERT for:
  - Supply chain/logistics
  - Shelter
  - WASH
  - Food security
  - Gender.
- Appoint backups for above.
- Identify and make a list of Emergency Program Partners and their respective emergency capability.

- ERT members (and backups) have training from relevant departments in:
  - Basic humanitarian principles
  - Emergency Toolkit
  - Rapid Needs Assessment
  - First aid
  - Security awareness
  - Working in hazardous conditions.
- Identify emergency capacity of staff and partners in order to identify training needs and opportunities.
- ERT have conducted meeting in this quarter.
- Clearly define roles and responsibilities and the management lines in case of emergency.
- The ERT Coordinator has the capacity to lead Type 1 emergency response (small scale emergency).
- The ERT Coordinator has the capacity to lead Type 2 emergency response (large scale emergency).
- ERT has adequate overall experience to response to a Type 1 Emergency (small scale emergency).
- ERT has adequate overall experience to response to a Type 2 Emergency (large scale emergency).
- Identify a lead for updating the Minimum Preparedness Action checklist based on functional lead inputs and seeking Country Director approval.
- Establish contact with the Emergency focal points in the national government and share Scenario Based Response Plan with government.
- Keep updated donor scenario readily available.
- Regularly update the scenarios and response options within the Contingency Plan.
- Create Emergency Preparedness Plan.
- Create Emergency Response Plan (ensuring this is aligned with national or partner's Preparedness Plan) and implement action plan.
- Have Emergency Response Plan approved by Senior Management Team.
- Emergency Response Plans updated:
  - Within the last 12 months, or
  - After last emergency, or
  - After Action Review, or
  - After last evaluation.

- Emergency Response Plans shared with all Country Office staff and partner organisations.
- Familiarise staff with:
  - Contingency Plan and their responsibility in case of emergency
  - Emergency Preparedness Plan
  - Accountability Framework
  - All key related policies (mentioned in above).
- Develop Emergency response concept notes ready to be submitted to donors within 24 hours of an emergency.
- Represent organisation in the key coordination forums (UN, government bodies and other international and local Non-Governmental Organisations (NGOs)).
- Participate in Inter-Agency Contingency Planning and other disaster preparedness efforts at country level and share Scenario Based Response Plans with other agencies.
- Participate in cluster meetings and coordination meetings with other humanitarian agencies (include sharing Scenario Based Response Plans with other agencies).
- Appoint a focal person(s) responsible for attending the key cluster and coordination meetings.
- Coordinate emergency preparedness and response activities (technical design, joint assessment, etc.) with other organisations at Country Office level.
- Attend coordination fora and liaise with Emergency focal points within other NGOs and UN Agencies.
- Develop the scenario based response plan with the ERT and update at mid-term review (every six months).
- Brief members of the Humanitarian Coordination Team of the criteria to categorise and emergency.
- Run simulations and exercises for emergency preparedness with input from Emergency Focal Point – Humanitarian Programme Manager.
- Clearly define the channel of communications with the Regional Centre and Head Office.
- Monitor Emergency Response Plan triggers.

Finance

Preparedness Action Description

- Conduct financial assessment of potential partners.
- Revise and update the cash handling policy, with special reference to the implementation of cash-based interventions.
- Establish backup mechanisms for appropriate financial procedures, such as printed forms etc. (for use in case of loss of connectivity, system breakdown etc.).
- Assess the availability of local banking system and set up cash payment limits.
- Monitor the functioning of the local banking system.
- Confirm and sign agreements with banks for rapid payment of cash in case of emergency.
- Allocate an agreed percentage of the Country Office budget for emergency and preparedness.
- Acquire appropriate size safe at all office sites for safekeeping of cash fuel coupons, other cash items and important documents.
- Create adequate amount of emergency cash envelopes.
- Create a policy for cash handling during emergencies, especially for cash-based interventions.
- Create Emergency Finance procedures.
- Create a checklist of documentations required to support each type of financial transaction.
- Ensure that all finance forms and templates are readily available (i.e. print off adequate number and store electronically).
- Create a simplified procedure for the most important financial transactions.
- Establish panel of approving and certifying officers and an authorisation level in order to ensure segregation of duties at all times.
- Establish a signatory panel for bank accounts and electronic payment systems.
- Disseminate and test the system of delegating/signing authorities in case of emergency (see Minimum Standards).
- Establish a system of delegating/signing authorities in case of emergency (see Minimum Standards).
- Identify and regular update list of key Finance staff who will be required in case of emergency.

Human Resources

Preparedness Action Description

- Identify additional staffing required during emergencies.
- Establish and regularly update a contact list of national and local staff candidates for immediate recruitment for each functional area.
- Establish back-up plan for key personnel (Project Manager and above) for Country Office.
- Create revised organisational charts for different emergency scenarios (including possibility of rapid scale-up).
- Create and regularly update a staff information system with contact information of all staff, including:
  - Name
  - Position
  - Physical addresses
  - Contact numbers
  - Email addresses
  - Skype contact details
  - Details of installed dependants and Next of Kin.

  Include list of ERT members.
- Check staff have up-to-date contact lists, valid ID cards and copies at hand in off-site locations.
- Identify accommodation and transportation options to cater for increased staff needs.
- Create draft generic job descriptions for possible humanitarian response.
- Ensure staff and volunteers have appropriate medical and travel insurance and have received copies of the certificates.
- Create, regularly update and disseminate a contact list of medical professionals, clinics and hospitals which staff should be referred to in case of a medical emergency.
- Brief all staff, particularly drivers, with the location of medical professionals, clinics and hospitals.
- Ensure Human Resources policies and procedures include Emergency Requirements (see Emergency Response Plan guidelines).
- Identify opportunities for recruitment of local and national staff through regional rosters.

- Establish roster of staff in country for immediate deployment.
- Establish and update a staff tracking system with contact details of staff and their dependents.
- Prepare induction modules for newly-recruited staff.
- Brief Human Resources staff so that they are familiar with minimum requirements and scale up procedures.
- Obtain relevant visas for international staff and their dependents to prepare for eventual evacuation, if needed.
- Create and update the Welcome Pack regularly.
- Job Descriptions of ERT members include emergency preparedness and response.
- Create Key Contact List of internal and external (government bodies, UN bodies, partner NGOs etc.) organisations and is regularly updated.
- Establish Human Resources and Staff Care policies for Emergency Response.
- Give volunteers role descriptions (translated in their language) clearly outlining their role and compensation mechanisms (include office policy document in appendixes).
- Identify country’s labour laws and pays all labour taxes and ensure office complies with these.
- Check all vehicles are properly insured.
- Establish whether staff in emergency management structure have skills sufficient to undertake medium sized emergency response and identify training needs.
- Establish Emergency Response Human Resources Plan with provisions for overtime, allowances, entitlements, rapid recruitment, Job descriptions for typical systems and programme positions, induction plans and other typical staffing issues addressed.
- Confirm that job descriptions, job advertisements and contracts all make specific mention of (your agency) being humanitarian, and that staff may be expected to respond to emergencies as part of their contracted duties.

Information Technology and Field Communications

Preparedness Action Description

- Establish a roaming appropriate system for essential staff, providing critical IT applications and services, including Internet connectivity (e.g. 3G) and laptops equipped with virus protection and relevant software.
- Verify communication equipment is operationally ready (e.g. satellite phone, BGAN terminals, radios etc.), regularly checked and in good working state (spare batteries are stored).
- Regularly check the functioning of internet and email.
- Backup essential documents as identified by Country Programme each week to be stored in off-site location(s).
- Carry out capacity test of communication equipment (radios, satellite phones, landline, mobiles) to deal with increased level of traffic.
- Carry out stress test for the functioning of Internet connection.
- Identify alternative options (e.g. satellite) for Internet connection.
- Identify requirements for communication systems (email, telephone, satellite, radio) and will be available during emergency.

Logistics

Preparedness Action Description

- Source extra storing capacity for paper and electronic documentation and back-up for off-site locations.
- Establish and regularly check hibernation kits and hibernation rooms.
- Identify additional venues for setting up new offices (field and central) and additional accommodation.
- Identify the customs clearance and tax waiver procedures and options for fast tracking in case of emergency cargo.
- Identify import, customs clearing and taxes exemption procedures.
- Identify local transportation services (including taxi services) that the Country Office can resort to in case of shortage of office vehicles.
- Update shortlists of transporters and other logistical service providers.
- Create and regularly update contact list of logistics focal points in United Nations agencies, as well as in local and international NGOs and verify possibility of collaboration.

- Maintain cars and other vehicles and store spare fuel and parts.
- Carry out maintenance of essential vehicles (including motorcycles) so that they are ready for deployment at short notice.
- Establish Emergency Procurement Procedures.
- Regularly verify and revise the safety and security of offices, accommodation and warehouses according to the new security guidelines (where applicable) and ensure suitability.
- Identify emergency suppliers, including their backups.
- Ensure supplier agreements are in place, signed and up-to-date.
- Ensure transport pre-agreements are in place.
- Establish distribution procedures in collaboration with Programme and Security departments and verify functionality of supply chain for in-kind distributions.
- Identify requirements for emergency relief supplies, including:
  - Source.
  - Type.
  - Specification
  - Quantities.
- Identify emergency stockpiles to be available for immediate distribution during an emergency.
- Identify list of transport providers/options and contractors (road, rail, boat, air etc.).
- Create and regularly update list of rental car suppliers and ensure pre-agreements in place.
- Create asset inventory of vehicles, computers, generators, communication equipment etc.
- Create asset back-up plan for vehicles, computers, generators, office space, etc.
- Check functionality of warehousing and transport paper flow system.
- Identify storage facilities available for emergency.
- Establish Emergency Program Support Systems (administration, vehicles, warehousing).
- Identify alternative routes in case of infrastructure damage.
- Confirm reasonable fuel storage (or arrangements with suppliers) have been secured.

- Confirm non-food Items/relief supplies are pre-positioned or agreements with suppliers are in place.
- Create map showing the location(s) of pre-positioned supplies.
- Conform warehousing, packaging and transporting systems in place for:
  - NFI
  - Food rations
  - Shelter
  - Kitchen kits
  - Hygiene kits etc.

  (Note: delete any not appropriate/add more where appropriate)
- Create distribution plan and all administrative and logistic procedures are updated and in place.
- Staff trained and familiar with distribution process, systems and procedures.

Programme

Preparedness Action Description

- Create generic checklist/questionnaire for assessments and verify availability of associated essential equipment needed (GPS devices, calculators, stationary, paper etc.).
- Regularly update risk analysis and risk maps.
- Establish complaints mechanism in Country Office.
- Create and regularly update contact details of local and national government counterparts.
- Create and regularly update contact details of local and international agencies engaged in cash transfers.
- Create and regularly update contact details of local and international agencies who would collaborate in (a) an early needs assessment and (b) market and commodity availability analysis.
- Create and regularly update list of other humanitarian actors (including NGOs/community-based organisations) per administrative area (where agency is likely to respond to a disaster) including partners.
- Create and regularly update list of key partners and their emergency capability.
- Identify how often Country Office participates in national cluster activities.
- Identify degree to which disaster risk reduction activities are integrated in regular programs.

- Create seasonal food security calendar(s).
- Create seasonal hazard calendar(s).
- Verify Country Office has the monitoring and evaluation systems in place and staff are available to carry out this role in emergencies.
- Monitor the prices of main local food commodities.
- Closely monitor developments in the food security situation through external monitoring systems e.g. FEWSNET or World Food Programme.
- Confirm current Memorandum of Understanding is signed with emergency partners.
- Create and regularly update maps of the following:
  - Country map showing political and/or administrative boundaries
  - Detailed maps of administrative districts (wards) where agency is likely to respond to a disaster
  - Map(s) of the population profile, ideally depicting food security, poverty, malnutrition levels, ethnicity and population density by administrative areas (using sex and age data (SADD))
  - Administrative maps showing location of all offices and sub-offices, and
  - Map showing location or areas of known hazards (section 1.1), historical disasters (section 1.2), and conflicts both past and potential (if any) (section 1.3)
- Conduct a comprehensive context and risk analysis to include natural and man-made hazards and the history of such events at both national and programme level and ensure this has been communicated to all programme and systems coordinators/managers.
- Represent Country Office in national preparedness meetings and processes and create report including (a) how the country office participated and (b) how government shares information relevant to preparedness and emergencies.
- Define and document the initial criteria are for the activation of a response.
- Create a country office rapid needs assessment plan which includes:
  - Needs assessment tools available
  - Needs assessment team members
  - Needs assessment process, and
  - Outline of the needs assessment report.
- Establish a functioning system for monitoring, analysing, documenting and sharing early warning information and situation updates to hazard context (including natural hazards, conflict and displacement).
- Design programme and personal work plans to have less activities and be more flexible during a period when predictable responses are most likely.

Security

Preparedness Action Description

- Identify visa and security clearance requirements for staff deployment and evacuation.
- Train all staff in security awareness.
- Ensure compliance with security guidelines in each operational area.
- Advise staff to keep sufficient supplies at home in case of an emergency and provide guidance documents.
- Communicate changes in security clearance requirements.
- Create and establish Security Management Plan (see appendix) and procedures (RED date, communications tree, etc.), appropriate to the country context.
- Distribute up-to-date and approved Security Management Plan to Country Office.
- Train multiple people with skills to undertake a rapid security assessment and write an extension to the Security Management Plan for new geographical areas.
- Ensure first aid kits are available for staff.