HAZARD CONTINGENCY PLAN

COUNTRY:	
DATE COMPLETED:	
DATE OF NEXT REVIEW:	
SIGNED OFF BY:	

CONTEXT ANALYSIS	Step 1
⇩	
SCENARIO MAPPING	Step 2
⇩	
EARLY ACTION	Step 3
⇩	
RESPONSE	Step 4
⇩	
PREPAREDNESS	Step 5
⇩	
BUSINESS CONTINUITY	Step 6
⇩	
MONITORING PLAN	Step 7
⇩	
COMPLETED CONTINGENCY PLAN	

SECTION 1 - CONTEXT ANALYSIS

What is the current background in terms of the following situations?	
Political	
Social	
Economic	
Technology, Legal & Environment	

Who are the main actors?

-

What are the main vulnerabilities (who, what and where)?

-

What are the capacities to respond (of the government, other agencies etc)?

-

SECTION 2 - SCENARIO MAPPING					
Likelihood of happening in the next 5 years (*probability in %*)	**Impact/consequences**				
	Very Low	**Low**	**Moderate**	**High**	**Very High**
Very likely *(90-100%)*			E.g. Political Ins (1)	E.g. War (2)	
Likely *(66-100%)*					
About as likely as not *(33-66%)*					
Unlikely *(0-33%)*					
Very unlikely (0-10%)					

Hazard: Top 3 Identified	Scenario	What is the likely impact (number of people affected)?, Which locations will be most affected (will it impact the whole country or certain regions)? What are the likely needs?
E.g Conflict	Most likely case	
	Worst case	
E.g Drought	Most likely case	
	Worst case	
E.g Flooding	Most likely case	
	Worst case	

SECTION 3(a) - EARLY WARNING INDICATORS				
Hazard	What are the early warning indicators? - Indicators met could trigger early action - Use SMART indicators where possible	Sources of Information	Who Monitors?	How often are they monitored?
E.g Conflict	• • • •	• • • •	• • • •	• • • •
E.g Drought	• • • •	• • • •	• • • •	• • • •
E.g Flooding	• • • •	• • • •	• • • •	• • • •

SECTION 3(b) - EARLY ACTION	
Hazard: 1 (write hazard here)	**Activities**
Weeks Before	
Days Before	
Hours Before	
Hazard: 2 (write hazard here)	**Activities**
Weeks Before	
Days Before	
Hours Before	
Hazard: 3 (write hazard here)	**Activities**
Weeks Before	
Days Before	
Hours Before	

SECTION 4(a) - SEVERITY INDICATORS				
Hazard	What are the severity indicators? (How bad is it?) - Indicators met should trigger a response - Most likely = standard response - Worst Case = larger than usual response - Use SMART indicators where possible	Sources of Information	Who gathers info?	How often are they monitored?
E.g Conflict	**Most Likely Case:** ● **Worst Case:** ●			
E.g Drought	**Most Likely Case:** ● **Worst Case:** ●			
E.g Flooding	**Most Likely Case:** ● **Worst Case:** ●			

SECTION 4(b) - RESPONSE ACTIVITIES
This is the most important and central section of the plan.

Hazard: 1 (write hazard here)	Activities
Programming	**Most Likely Case:** **Worst Case:**
Delivery Partnerships	**Most Likely Case:** **Worst Case:**

Quality/ M&E	Most Likely Case: Worst Case:
Logistics & Security	Most Likely Case: Worst Case:
Funding	Most Likely Case: Worst Case:
Comms, Media, Advocacy	Most Likely Case: Worst Case:
Hazard: 2 (write hazard here)	**Activities**
Programming	Most Likely Case: Worst Case:
Partnerships	Most Likely Case: Worst Case:
Quality & M&E	Most Likely Case: Worst Case:
Logistics	Most Likely Case: Worst Case:
Funding	Most Likely Case: Worst Case:
Comms, Media, Advocacy	Most Likely Case: Worst Case:
Hazard: 3 (write hazard here)	**Activities**
Programming	Most Likely Case:

	Worst Case:
Partnerships	**Most Likely Case:** **Worst Case:**
Quality & M&E	**Most Likely Case:** **Worst Case:**
Logistics	**Most Likely:** **Worst Case:**
Funding	**Most Likely:** **Worst Case:**
Comms, Media, Advocacy	**Most Likely Case:** **Worst Case:**

SECTION 5 - Response Preparedness Plan				
				8
Action Required	**Owner**	**Deadline**	**Frequency**	**Budget**
Programming - EARLY ACTION				
Programming - RESPONSE				
Logs/ Security/ IT				
Finance				
HR				
Networks and Funding				

SECTION 6 - Business Continuity Plan
Answer these questions in order to help you identify key areas and plan to ensure they continue to function after a crisis.

What impact will the hazard have on your office infrastructure, IT, transportation, assets etc?

What day to day processes might be impacted (i.e. financial) and how can you mitigate the impact?

What activities do we need to keep running? What activities can operate with skeleton support?

Issue Addressed	Solution	Mitigating Action	Owner	Deadline	Budget

SECTION 7 - Monitoring
How often will you review, revise and share these contingency plans?
Who will ensure the above specific indicators are monitored with feedback being provided on indicators?
Have any capacity building gaps been identified? How will you ensure you build these plans into your current programming and team meetings?
Which stakeholders do you need to share and discuss this plan with (including local partners as well as the Deputy or Head of Cluster)?

MONITORING PLAN				
	Person Ultimately Responsible for Monitoring and Updating	**Monitoring Frequency**	**Section Changes Made**	**Date of Changes**
Context		Daily		
Indicators		Daily		
Business Continuity Implementation		Monthly		
Preparedness Implementation		Monthly		