

Organizational Preparedness for Disaster Response and Contingency Plan

(Appraisal Format)

Date of visit / meeting –

Person/s visiting /meeting with partner –

SECTION I - ORGANISATION PROFILE

1. Name of Organization -

Address:

Telephone -

Fax -

Email -

2. Contact Persons including chief functionaries

Sr. No	Name of contact person	Position in the organization	Phone / Mobile/s	Email/s
1				
2				
3				
4				

3. Operational area – *(If available attach list as an annexure and with map)*

Sl. No	State	Name of District	Name of Mandals	No of Villages
1				
2				
3				
4				

4. Profile of the organization –

Brief note about organization, its constitution, registration (trust, societies), FCRA, etc.

4.1. Working with Oxfam

How long organization is associated with Oxfam – _____ years

Project Title	Project Duration	Project description (<i>objectives, outputs, focus, etc.</i>)

4.2. Issues focused (including priorities) while working with community

Focus Area	Primary	Secondary
Development		
Relief		
Rehabilitation		
Reconstruction		
Livelihood		
Gender		
Health		
HIV/AIDS		
Children		
Others		

4.3. List down programmes and activities in the past and current

4.3.1. Past Activities

4.3.2. Ongoing Activities

4.3.3. Functional Competencies

4.4. Target Groups while working with community and how they are selected?

(e.g. Women, children, vulnerable, marginalized, dalits, tribals, HIV infected ...) Do they have demographic data? If yes, attach as an annexure

4.5. Role of community in the programme of organization (e.g. In planning, in implementation, in awareness, training programmes, social audits ...)

4.6. How do they involve CBOs in disaster response?

4.7. What are the organisation efforts to Gender equity concerns? (Extent of awareness / Involvement / Commitment)

4.8. What are the programmes / projects in which the organisation is working with Right Based approach? (Extent of awareness / Involvement / Commitment)

4.9. How do they generate funds in a disaster situation?

4.10. How do they mobilize volunteers – experts / doctors/

4.11. How do they approach the Government? Which department of the Government do they work with?

4.12. How do they manage / take help of media?

4.13. Mainstreaming HIV

4.13.1. Capacity of NGOs/Partners to take up HIV/AIDS activities – here you need to look at the point in a wider perspective. As a civil society organisation involved in development activities, it may not be aware / involved / interested / concerned about HIV/AIDS related issues. The organisation might not be sensitive to HIV/AIDS issues and need to sensitise the leadership and build their capacities to lead the staff to implement HIV/AIDS activities effectively. Here we need to look at the willingness, attitude and interest of the top management to involve in HIV/AIDS activities. While mapping the organisation, u may come

across with many organisation who are not interested in condom promotion, STD treatment, etc. this may be due to attitude or the policy of the organisation.

4.12.2. Capacity of staff to work with infected people- infected person's needs, psychological condition and behaviour, etc. may not be similar to a non-infected person. The staff need to know the basics of home based care and support, basic counselling techniques, and information on drug availability. Once staff gain the capacity to manage the infected people, they can train the family and community members on the basic management of HIV infected and they can work against stigma and discrimination.

4.13.3. Capacity of the staff to mainstream HIV/AIDS – the approach and strategy of mainstreaming HIV into a disaster vary from sector to sector. The livelihood sector approach may not be applicable to shelter/habitat sector. In the same way the mainstreaming approach and strategy and activities are entirely different from relief phase to rehabilitation phase. Therefore the staff need to have the orientation, knowledge and capacity to plan and implement HIV mainstreaming based on different sector and stage.

5. Management

5.1. List of board members with their expertise and association with other agencies *(if any)*

5.2. Does organization prepare Annual Reports; if yes collect latest available report. *(try to get information about last few years financial reports, source of funding).*

5.3. If there are other reports / documents *(like – concept notes, learning documents, documents on good practices, planning documents, etc.)* if yes list and collect

5.4. How decisions are made and who is involved in the process, *(time factor, collective, possibility of midterm review?)*

5.5. How organization responded to the emergency situation in the past? *(same staff, same resources, different unit ...)*

5.6. Does organization has **policies** on – HR, gender, safety and security, finance, logistics, disaster, deployment in emergency situations, etc.) *if yes, please list and collect documents*

5.7. Staff strength(*organogram of the organization / list of staff with position (responsibilities) / grades / levels*). *Attach list as an annexure.*

Staff

Name	M/ F	Age	Current position	qualification	Years with agency	Total years of experience	Key Expertise	Experience in emergency situation	Disaster related Training attended

(Training Programmes – for reference to fill which staff has done these trainings)

	Training	Staff
1.	Essentials of Humanitarian Practices	
2.	Training of Trainer for Essentials of Humanitarian Practices	
3.	Environmental Health in Emergencies	
4.	Community based Disaster Management	
5.	Needs Assessment in Emergencies	
6.	Personal and Team Security Management	
7.	Settlement Planning and Shelter in Emergencies	
8.	Managing People and Projects	
9.	Supply chain Management/Logistics	
10.	Sphere in Humanitarian Practice	
11.	Culture, Communication and Health	
12.	Planning & Managing Humanitarian Response	
13.	Public Health Promotion in Emergencies	
14.	Nutrition in Emergencies	
15.	Rapid Environmental Impact Assessment of Disasters and	
15.	Agency Specific Customised Training	
16.	Public Health in Rehabilitation	
17.	Financial Management of Emergencies	
18.	Livelihood Programmes in Emergencies	

5.8. Ex- staff

Name and Contact Details	M/F	Age	Current work	qualification	Years with agency	Total years of experience	Experience in emergency situation	Key expertise	In an emergency how they can assist

5.9. Infrastructure of organization

List of **offices with space** (*area or rooms*) and various facilities (*phone, internet, fax, photocopier, guest house, etc.*)

5.10. Number of vehicles available and their types

Type of vehicle	Number	Capacity	Any additional facilities like storage

SECTION II - EXPERIENCE IN DISASTER INTERVENTION

1. Does organization have **experience in disaster** intervention (Tsunami, Flood, Earthquake, Cyclone, Landslides, Industrial Disasters, Fire)

Disasters	Which Year	Geographical areas	Impact	Response By NGO		Who are the beneficiaries
				Watsan and Hygiene Promotion		
				Food Security, Nutrition and Food Aid		
				Shelter, Settlement and Non-Food items		
				Health Services		
				Others		
				Watsan and Hygiene Promotion		
				Food Security, Nutrition and Food Aid		
				Shelter, Settlement and Non-Food items		
				Health Services		
				Others		

2. Did organization dealt with the same target group during emergency, if yes or no what was the experience? *Also comment on how they selected target groups?*

3. What kinds of assessments were done for emergency situation and on which sector?

3.1. Independent / partnered

3.2. *If yes collect reports*

4. If organization distributed relief material in the earlier emergencies?

4.1. What was the system for procurement, warehousing and distribution mechanism

4.2. Are there any formats?

5. How many staff was deployed for the response?

5.1. Did they increased their human resources or used the existing resources?

6. While responding to emergency situation in the past is there any **impact on current programmes and activities** of the organization? (Improvement, Positive / Negative impact) how will the organisation manage if faced with similar situation in future.

7. What is the experience in working with **volunteers**?

8. What are the **lessons learned and good practices**? *If available collect documents*

9. Are they referring to **Sphere standards** while responding? If yes, *any example?*

SECTION III - CONTINGENCY PLAN

(Response Mechanism / Preparedness)

This section should lead to the contingency plan for the organization.

1. Contextual analysis is ready? *(if yes – OK, if no – let's start working on it) Discuss with the organization about what they have, importance of contextual analysis, how to do it, what should it contains, history of disasters, possibility, etc.)*

Perhaps also specific questions should be addressed here or later on how the contextual analysis informs the contingency planning. Firstly, with whom (other NGOs, state govt. district collectorate, block officials, panchayats, etc.) does the organisation need to co-ordinate and on which issues exactly. Secondly, the presence of other actors (government or non-government) could also inform the identification of a disaster response niche. Below questions are already asked on who the other actors are and how they can be contacted but it would also be good to take partners through their perceived interaction with these actors.

2. Is there any hazard specific existing **Early Warning System** *(Floods on downstream side of a dam / Cyclone in the area)* what are they and how it works? OR is there any ongoing project *(National Cyclone Mitigation Project / Multi Hazard Early Warning System)*

3. What are the major **Scenarios** in the area of operation of organization? *(discuss with organization about background, likelihood of occurrence, possible impact based on past experience, etc.)*

TABLE FOR SCENARIO SETTING

Your organisation is kindly requested to fill out the below scenario table, bearing in mind:

- a) the working area (State, District, Block, Village) that your organisation can and wants to cover (with the level of detail you can currently give, if it is currently difficult to indicate the villages then at least indicate the blocks).
- b) the capacities that your organisation has or wants to develop in the near future
- c) the type of hazard (drought, flood, earthquake etc.) that your organisation can and wants to respond to.
- d) the sectors (public health, livelihoods, WATSAN etc.) in which your organisation can and wants to respond.

Please see the below example for reference:

Possible scenarios/ Hazard & risks	Likelihood of it happening on a scale of 1-5	Potential impact & vulnerabilities	Your organisations response strategy, including the sector you can and want to cover	The working area (State, District, Block, Village) that your organisation can and wants to cover
Floods	1 (which means it is very likely floods will occur)	Loss of live and livestock; displacement of communities; water and sanitation systems collapse; crops and other livelihood assets gone; permanent loss of shelter/houses; epidemics likely; etc.	Setting up of temporary shelters; repairs of tank-bunds; provision of seeds; etc.	Tamil Nadu; Nagapattinam District; Sirkali Block; Villages a, b, c etc.

The actual table for your organisation to fill out:

Possible scenarios/ Hazard & risks	Likelihood of it happening on a scale of 1-5	Potential impact & vulnerabilities	Your organisations response strategy	The working area (State, District, Block, Village) that your organisation can and wants to cover
NATURAL HAZARD				
Scenario 1				
Scenario 2...				
Etc.				
CONFLICT				
Scenario 1...				
Scenario 2				
Etc.				

4. Scenario setting – as the organization faces the disaster in the outset
 (facilitate the organizational staff to document)

5. Response Plan (Generic) – at the level and capacity of the organization
 (facilitate the organizational staff to document)

6. PROGRAMME

In which areas does the organisation can involve should emergencies occur –
 Identify the core competencies of the organisation.

(the following table is to identify the priority / capacity areas of the organization)

Sector	Sub sectors	Details and extent
Public Health	Water	
	Sanitation	
	Hygiene Promotion	
	Vector control	
Livelihood	Food Aid	
	Nutrition	
	Cash for work	
	Market access	
	Restoration of rural infrastructure such as water bodies	
Shelter	Temp. shelter	
	Trans. Shelter	
	Permanent shelter	
	Settlement planning	
	N. F. I.	
Health Services	Health surveillance	
	Curative health care	
	Preventive health care	

Sector	Sub sectors	Details and extent
Others		

7. How organization can **prevent effects of** natural disasters on its own activities various programmes and activities (Does it has a plan in place)?

8. Preparedness of the Organization for Response

9. HUMAN RESOURCE

9.1. Identification of **current staff** to be deployed for emergency response – such as programme, logistics, finance, administration, management, Damage Assessment, Relief Management, communication and media, etc. Fixing roles and responsibilities for the above including their ToRs. *If yes, add information in the staff list, If not, help organization to develop a list. Make a personal profile* Indeed important, perhaps in addition to asking the questions one by one it would also be good to let the organisation describe what would happen in case of a disaster, who would take a lead role to do the assessment, who will all be involved in that, how will priorities be identified and beneficiaries selected and by whom, who will design the response program etc. Perhaps something like a simulation could be done during the meeting? A clear description on what will happen and who will do what within the organisation is arguably the core of the CP so the partners should try to plan this as much as possible.

9.2 COMMUNICATION AND MEDIA

Does staff equipped to generate and **analyze information** for better response. *If yes identify staff. If not identify training needs.*

9.3. Does staff equipped to operate **communication devices** like ham radio, fax machines, phones, internet, etc. for effective communication. *If yes identify staff. If not identify training needs.*

10. FINANCE

What kind of **financial procedures** are used in emergency, *if already developed – OK, if not facilitate to develop which will includes – opening of account, vouchers, budget allocations, recording expenditure, monitoring and evaluation, identify training needs if any, etc. Refer www.mango.org.uk*

11 Have organization created an **emergency response funds**? *If yes – details, If not - any possibility of development?*

12. Identification of **external resources** such as volunteers, resource persons, networks, experts, institutions, etc. for emergency response – such as programme, logistics, finance, administration, management, communication and media, etc.

If yes, collect the list, If not; help organization to develop a list

13. POLICIES OF THE ORGANIZATION RELATED TO DISASTER RESPONSE
–(initiate to evolve such policies)

13.1. The HR policies of the organization for emergency team (*dealing with allowances, insurances, safety and security, etc.*)

13.2 The Security Policy of the organization

13.3. Media policy: How are they going to handle media –How are they going to

13.4. Networking with the other NGOs, INGOs and Government

13.5. Emergency relief fund – strategies

13.6. Gender policy (ex. Assessment team should have gender balance)

13.7. HIV/AIDS

13.8 Policies related to other vulnerable groups as per the mandate and understanding of the organization: such as differently-abled people, dalits, tribal, fishing community, women, children

13.9. Code of conduct of staff

13.10. Disaster response policy in non-operational areas (what will be the basis of response for example: target community / disaster specific / comfort to handle the disaster / availability of resources)

14. CONTACT DETAILS RELATED TO DISASTER RESPONSE : Does organization have the following contact details – collect whatever they already have initiate the process to have more elaborate list.
(Phone, email, fax, address, contact persons and other relevant information)

14.1. Government departments

14.2. INGO's / NGO's / Networks / CBO's /Clubs /Donars

14.3. Institutions

14.4. Corporate Sectors

14.5. Media – print, electronic

14.6. Does organization have lists **of traders, prices, material**, etc.? Have they entered into any contract with any of these traders? *If not facilitate organization to develop*

14.6.1 Food,

- 14.6.2 Non Food,
- 14.6.3 Health,
- 14.6.4 Shelter,
- 14.6.5 Electrical related

14.7. Ware House or have access to warehouse? *If yes, details like location, area of warehouse, safety of material, etc both in the city and operational Areas*

14.7.1. What are the **control systems and procedures** (documentation – *procurement policy, waybills, various formats like inwards / outwards, etc.*)

14.8. Transport – Materials, Vehicles, Trucks, Ambulances, Boats

Vehicles - Identification of organization owned / rented vehicles to be deployed for emergency response and a list of local agencies / transporters who can rent vehicles is ready?

Type	Details of the availability	Contact details (person/s, phone, address)
Ambulance		
Vehicles (Cars/jeeps)		
Trucks		
Water tankers		
Tractors		
Lifters		
Bulldozer		
Cranes		

14.9. Check lists / formats / questionnaire /logistics / assessment Are there any formats developed by organization, *if yes collect copies, if not facilitate organization to develop them for assessments, interventions, proposal, press release, information sharing within and outsidess, agreements and contracts for procurements and services, appraisals and reviews,*

14.10. Minimum standard (sphere – red cross) for the organization specific

14.11 Minimums standard food aid table (based on 2100 k.calories)

15. OPERATIONAL AREA LEVEL DETAILS

15.1. Ware House or have access to warehouse? *If yes, details like location, area of warehouse, safety of material, etc both in the city and operational Areas*

15.2. Village level route map - Does organization have **maps of the area** (road map, administrative map, topo-sheets, etc. initiate the process to procure / make

15.3. Village level Task Force (if there are)

- 15.4. village level Vulnerable Group
- 15.5 List of volunteers/resource persons
- 15.6. Village level Resource Person
- 15.7 village level hazardous Place
- 15.8 Village level Safe- High-level place
- 15.9 **Village contingency plans:** Are there any village contingency plans developed by villages in the area and what is the role of organization in supplementing them. If villages have no contingency plan, how organization will help them to develop? *Identify separate training needs for community and organization.*

16. ASSESSMENT OF LEARNING NEEDS

Training planned by the organization for their staff? *Identification of training needs for the team for effective response in the field.*

What are different types of support required for the organization such as trainings, etc.

	No – Not confident... surely need a basic training	Reasonably sure, but need enhanced capacity building
Do you feel that your staff has sufficient understanding of SPHERE Standards and know how to apply it?		
Do you feel that your emergency response team could conduct a Rapid Needs Assessment of affected communities and develop a response strategy?		
Could you design, construct and commission drinking Water systems and gender sensitive Sanitation options in an emergency situation		
Would you be able to identify priority Hygiene risks and behaviors and mobilize community partnerships to solve public health issues?		
Could your team design a		

	No – Not confident... surely need a basic training	Reasonably sure, but need enhanced capacity building
range of appropriate, Shelter Options for different phases of emergency response?		
Do you feel that your staff is prepared to develop Logistics strategies and provide support during the humanitarian emergencies?		
Do you feel your organization is able to analyze the information and formulate a project ?		
Are you confident that your staff is able to implement the project effectively and efficiently?		
Do you have staff with skills for monitoring and evaluation ?		