**Contingency Plan Checklist**

While column 1 to 4 are referring either to the CP “How to do it” document, the column 5 and 6 have to be filled by National Society and their technical assistance to follow the process. This checklist is helping with identifying which section requires the most work. The key results (column 3) of the Analysis and Development phases represent the main content of the contingency plan document. The key results of the Preparation, Implementation and Review phases do not need to be included in the contingency plan documents as such, but should accompany the process to ensure that the plans are appropriate, applicable, effective, known and shared.

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| **Phase** | | **Section in the CP “How to do it” document & “CP template” document** | | **Steps and actions** | | **Process Key Result** | | **What is already existing?**  (Content of National Society existing plans) | | **What has to be done?**  (suggested revision/elaboration) | |
| PREPARE | | Refer to Annexe 1.1 CP “how to do it” document p. for template (p11) | | National Society commits to contingency planning process   * National Society management determines **why** and **for what** they want **to carry out a contingency planning process**. * National Society management decides **resources allocated, team** and **coordination requirements** for contingency planning process. | | CP process ToRs | |  | |  | |
| Refer to Annexe 1.2 CP “how to do it” document p. for template (p12) | | Data collection for contingency planning   * Assigned **multidisciplinary team reviews data** * Assigned **multidisciplinary team collects data** | | Data tracking table | |  | |  | |
| Refer to Annexe 1.3 CP “how to do it” document p. for template (p12) | | Plan to conduct contingency planning process   * Assigned **multidisciplinary team develops a work schedule** for the contingency planning process * **National Society management validates the work schedule** | | Work schedule | |  | |  | |
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| ANALYSE | | CP template document p.3 | | National Society in its country context   * **Determine the areas** (geographical, economical, social, political and sectorial) * How National Society fits into the **National Disaster Risk Management Framework (NDRM)**. * **Review National Society mandate** and **role** related to NDRM framework and National Society capacities. | | NS operational environment  NS response mandate / role | |  | |  | |
| CP template document p 4 to 6 | | Determine the risk to plan for   * Carry out **hazards/threats analysis.** * Risk definition and develop the **Risk Matrix.** * **Prioritize** hazards and threats to define your risk, root causes and underlying factors analysis. | | Risk Matrix  Hazards / threats list and prioritization | |  | |  | |
| CP template document p7 to 10 | | Scenario development   * **Vulnerabilities analysis** and **capacities** to face identified risk. * Define **assumptions**, **triggers, thresholds** (indicators). * Elaborate your different scenarios  1. **Best case scenario** 2. **Most likely scenario** 3. **Worst case scenario** | | Vulnerabilities & capacities table  Scenario table | |  | |  | |
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| DEVELOP | | CP template document p11 to 14 | | Develop your operational strategy and plan   * Define the scope of your response by identifying your **objectives** and **sectors of intervention** based on your National Society’s current capacities. * Develop your **operational plan** per response phases (time of response) and type of scenario. | | Response strategy and Operational plans | |  | |  | |
| CP template document p 16  & Annexes | | Operational plan resources management   * Develop **budget** for your operational plan. * List **human resources needed** for the plan and how to manage them (including surge request). * Determine **support services operating modalities** during response time (finance, supply chain, ICT). | | Response budget  HR table  Support services SoPs | |  | |  | |
| CP template document p 17 to 20 & Annexes | | Response operation management   * Determine your response operation management structure = **set roles and responsibilities**. * Define **activation** and **communication mechanisms**. * Elaborate and discuss your **coordination arrangements.** * Establish **security requirements.** * Define **response** **reporting** requirements and **formats.** | | Roles & responsibilities table  Response Management SoPs  Reporting format | |  | |  | |
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| IMPLEMENT | | Refer to CP “how to do it” document – Annex 2.1 | | Work on your National Society readiness for response   * Based on your National Society response operational plan, **list and prioritize per sector, the activities** your National Society has to carry out to be ready for response. * **National Society readiness action plan** has to cover tools development, dissemination and trainings for all sectors. | | NS actions for readiness plan | |  | |  | |
| Refer to CP “how to do it” document – Annex 2.2 | | Inform, use, test and train   * Develop and implement **trainings on protocols** as necessary. * Conduct **table top** and **simulation** exercises. | | Trainings, testing and simulations | |  | |  | |
| Refer to CP “how to do it” document – Annex 2.3 | | Identify and mobilize resources   * **National Society readiness action plan budget**. * **Mobilize resources** for readiness. | | NS readiness & resources mobilization table | |  | |  | |
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| REVIEW | Refer to CP “how to do it” document – Annex 3.1 | | Update   * **Improve/update new procedures** (return of testing exercises and responses). * **Improve/update contingency plans**. | | Updated response operational plans and procedures | |  | |  | |
| Refer to CP “how to do it” document – Annex 3.2 | | Evaluate   * Evaluation of the CP plan’s using **real time evaluation.** * Evaluation of the CP plan’s using **post–disaster evaluation.** | | CP evaluation reports  Updated CPs  Updated National Society readiness action plan | |  | |  | |
| CP template document p20 sharing table | | **Share**   * with entire National Society/PNS/Movement partners. * with external partners and government counterparts. | | Validating, sharing and updating the plan table (p20, CP template document) | |  | |  | |