

***Contingency Plan Template***

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**Outlines of Plan**

**Project Name Here**

**Prepared BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Approved BY:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Contingency Plan**

**Executive Summary**

* Outline of objectives
* Summary of contingency(s) and scenarios
* Prioritization of contingencies
* Intervention strategy and planning summary

**Hazard and Risk Analysis**

* What hazards and risks to programmers and staff exist?
* Hazard and resulting risks analysis (using framework from Pandemic Planning and Preparedness
* Guidance for the United Nations System section 7.2)
* Risk mitigation strategies
* Challenges to particular sectors –gaps and capabilities when working with partners.

**Contingency for … [one for each contingency in multiple contingency plans]**

Disruption of sectoral programs and effect on staff safety based on hazard and risk analysis e.g. Education programs disrupted by closing of schools etc.; or, food supplies to urban populations disrupted by closure of markets etc. Each will require its own contingency plan for a given scenario.

* Summary of contingency
* Brief summary of planning scenarios

**Scenario …** [one for each scenario]

Account of a possible course of events that could occur forming the basis for planning assumptions: e.g. rapid onset pandemic with 40% population affected and high mortality, lasting for 6 weeks leading to… etc. The framework scenarios for the UN System are outlined in section 7.1

* Scenario specific hazard and resulting emergency
* Likely triggers (alert mechanisms, WHO and Government, plus means to communicate)
* Scenario specific Risk Analysis (likelihood of occurrence and consequences should the scenario unfold. See 7.2 in UNSIC Pandemic Preparedness Guidelines)

Pandemic Planning and Preparedness Guidelines for the United Nations System Page 47/53

* Population affected: UN staff/dependents and, separately, population of potential beneficiaries
* Anticipated Duration of Emergency

**Contingency plan for ….** [One for each scenario and prioritized contingency: i.e. there may be a number of programs affected by each scenario. Each will require its own plan for that scenario. The UNCT plan should outline the key system objectives and functions, and include sectoral overviews] Details of how agency/team will maintain prioritized operations and staff safety based for each of the prioritized contingencies on scenario. E.g. Staff and dependents health maintained during rapid onset Pandemic influenza. Or, Essential education/health/food etc. programs maintained during rapid onset pandemic influenza.

**Response Strategy**

* Objectives of Proposed Interventions
* Appropriateness of Proposed Longer Term Relief and/or Development Activities
* Links to National plans and priorities
* Links to Country Team plans and priorities.

**Program implementation**

* Immediate actions
* Needs Assessment of group identified in contingency
* Preparedness and response actions
* Monitoring and Reporting Arrangements
* Coordination Arrangements with National Authorities and other partners

**Resources: materiel required for interventions**

* Resources available
* Resources required
* Actions to provide identified resources

**Logistics**

* Transport
* Storage
* Telecommunications
* Security

**Budget: estimated costs for preparedness and intervention**

* Direct costs
* Indirect, transport and other costs
* Support costs

**Internal management plan for business continuity**

* Decision-making Structure
* Triggers
* Coordination structures
* Staff requirements
* Critical staff
* Non-critical staff
* Office and Sub-office Requirements
* Human Resource Management (policies and actions including issues related to medical, leave, travel, pay, and establishment of tracing unit)
* Staff Training and Guidance
* Medical (incl. psychological aspects)
* Security
* Media/Public Information Strategies

**Preparedness Actions and Plan Updating**

* Preparedness actions matrix: actions, status (complete, not-started, partially complete); responsible agency/individual and timeline.
* Response actions matrix: Columns should include Pandemic Level; Triggering event; UN/Agency Action; Security Considerations; Staff Actions.
* Testing of plan and preparedness
* Contingency Plan Update Schedule

**Annexes and Attachments**

* List of UN and affiliated agencies present in-country
* List of Heads of Agencies and contacts
* List of critical PI staff and alternates
* Fever clinics
* Health care facilities and UN Examining Physicians
* Security warden system (international and national staff)
* Responsibilities under the UN Security Plan (individual staff members and Heads Of
* Agencies)
* List of Area Security Coordinators (ASC) and Deputy Area Security Coordinators (DASC)
* Table of implementation/action points of the UN Contingency Plan
* Procurement and stockpiling list/overview
* Procurement costs per agency
* Note of agreement (with physicians and clinics)
* Communications plan
* Q&A for UN staff on Avian and Human Influenza

 Basic Hygiene