**Emergency Response Plan Template**

*Organization Name:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Plan Creation Date:* \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*Plan Review & Update Schedule:* Every [6 months/1 year/etc.]

**Section 1: Introduction**

*Purpose of the Emergency Response Plan:*

This Emergency Response Plan (ERP) provides a structured and coordinated approach to responding to unforeseen emergencies, including natural disasters, political unrest, or other crises that may impact the operations and constituents of [Organization Name].

**Section 2: Emergency Contact Information**

*Primary Emergency Contact:*

* Name:
* Title:
* Phone:
* Email:

*Secondary Emergency Contact:*

* Name:
* Title:
* Phone:
* Email:

*Local Authorities:*

* Police:
* Fire Department:
* Medical:
* Other relevant authorities:

**Section 3: Risk Assessment**

*Identified Risks:*

[List identified risks specific to the organization's context and location]

*Potential Impact:*

[Brief description of the potential impact of the identified risks on the organization and its operations]

**Section 4: Emergency Response Team**

*Team Structure:*

* Incident Commander:
* Operations Section Chief:
* Planning Section Chief:
* Logistics Section Chief:
* Finance/Administration Section Chief:

*Team Roles & Responsibilities:*

[Detail the specific roles and responsibilities of each team member]

**Section 5: Response Procedures**

*Immediate Action Protocols:*

* Evacuation Plan:
* Shelter-in-Place Plan:
* Communication Plan:
* First Aid and Medical Emergency Plan:

*Long-Term Response Strategies:*

* Continuity of Operations Plan (COOP):
* Resource Management:
* Staff Support and Care:
* Beneficiary Assistance Programs:

**Section 6: Communication Plan**

*Internal Communication:*

* Methods of contacting staff (phone tree, email, etc.):
* Regular update schedule during an emergency:

*External Communication:*

* Communication with beneficiaries:
* Liaison with local authorities and emergency services:
* Media and public relations management:

**Section 7: Resource Management**

*Inventory of Resources:*

* Emergency supplies (food, water, medical kits, etc.):
* Equipment (vehicles, generators, etc.):
* List of available shelters or safe spaces:

*Resource Acquisition and Distribution:*

* Suppliers and donation management:
* Distribution strategies:

**Section 8: Training and Drills**

*Training Schedule:*

* First aid and CPR:
* Emergency response drills:
* Specific training related to identified risks:

*Drill Schedule:*

* Fire drills:
* Evacuation drills:
* Shelter-in-place drills:

**Section 9: Plan Maintenance**

*Review and Update Procedure:*

* Schedule for reviewing the ERP:
* Process for making updates:
* Recordkeeping of changes:

**Section 10: Appendices**

*Appendix A: Maps and Floor Plans* *Appendix B: Emergency Contact List* *Appendix C: Inventory Lists* *Appendix D: Agreements with External Agencies*

**Approval**

*This plan has been approved by:*

* Name:
* Title:
* Signature:
* Date:

*Note: This ERP template is intended to be adapted to the specific needs and context of the organization. It should be reviewed regularly and updated as necessary. It is essential to ensure that all staff are trained in emergency response procedures and that the plan is easily accessible to all.*

**Risk Management and Mitigation Plan Template for Civil Society Organizations**

**1. Organization Name:**

[Name of the Organization]

**2. Introduction:**

[Brief introduction explaining the purpose of the risk management and mitigation plan and its importance for the organization]

**3. Risk Identification:**

* External Risks: [Identify risks related to the external environment, such as political instability, security threats, etc.]
* Operational Risks: [List risks associated with the organization's day-to-day operations]
* Financial Risks: [Outline financial risks, including funding instability and financial mismanagement]
* Compliance Risks: [Identify risks related to legal and regulatory compliance]

**4. Risk Assessment:**

* Risk Severity: [Evaluate the potential impact of each identified risk]
* Risk Likelihood: [Assess the probability of each risk occurring]
* Priority Ranking: [Prioritize the risks based on severity and likelihood]

**5. Risk Mitigation Strategies:**

* Preventive Measures: [Detail actions to prevent risks from occurring]
* Contingency Plans: [Outline plans to address risks if they materialize]
* Monitoring Systems: [Establish systems to monitor ongoing risks]

**6. Roles and Responsibilities:**

[Define roles and responsibilities for risk management within the organization]

**7. Communication Plan:**

* Internal Communication: [Plan for communicating risk-related information within the organization]
* External Communication: [Strategy for external communication regarding risks, especially with stakeholders and partners]

**8. Training and Capacity Building:**

[Outline training programs to build staff capacity in risk management and mitigation]

**9. Review and Update:**

* Review Schedule: [Set a schedule for regular reviews of the risk management plan]
* Update Mechanism: [Establish a mechanism for updating the plan based on new risks or changes in the operational environment]

**10. Documentation and Reporting:**

[Detail the process for documenting risk assessments and mitigation efforts and reporting to relevant stakeholders]

**11. Approval:**

* Approving Authority: [Name and position]
* Signature:
* Date:

**Staff Safety and Security Plan Template for Civil Society Organizations**

**1. Organization Name:** [Name of the Organization]

**2. Introduction:**

[Briefly describe the purpose of the safety and security plan and its importance for your organization]

**3. Scope:**

[Define the scope of the plan, covering who it applies to and the various situations it addresses]

**4. Risk Assessment:**

* Contextual Risks: [Identify potential risks specific to the Afghan context, such as political instability, conflict zones, etc.]
* Operational Risks: [List risks related to the organization's operations, including travel, event management, etc.]
* Environmental Risks: [Describe risks arising from environmental factors, such as natural disasters]

**5. Safety Protocols:**

* Office Security: [Detail security measures for office premises, such as entry controls, secure storage, etc.]
* Field Work Safety: [Outline safety measures for fieldwork, including travel protocols, communication plans, etc.]
* Emergency Procedures: [Provide procedures for handling emergencies like medical incidents, security threats, etc.]

**6. Staff Training:**

* Security Awareness: [Plan for regular security awareness training sessions for staff]
* Emergency Response Training: [Details of training in first aid, emergency evacuation, etc.]

**7. Communication Plan:**

* Regular Check-ins: [Establish protocols for regular check-ins, especially during field assignments]
* Emergency Contacts: [List emergency contact numbers and procedures]

**8. Incident Reporting:**

* Reporting Mechanism: [Define how and to whom security incidents should be reported]
* Incident Log: [Maintain a log of all security incidents for review and future planning]

**9. Review and Update:**

* Regular Review Schedule: [Plan for regular reviews and updates of the safety and security plan]
* Feedback Mechanism: [Establish a mechanism for staff to provide feedback on security matters]

**10. Approval:**

* Approving Authority: [Name and position]
* Signature:
* Date: