

Timeline



- Each group must make a list of all the actions to be carried out at the different stages of an emergency response
- Tell the group to put the actions in order of priority
- Use the White cards – one card for every action
- Do this exercise on the floor
- Then combine the groups actions (removing duplications and stick on the wall)
- As well as programming actions, don't forget the support functions (fin/logs/HR/admin)

BEFORE	First days/weeks	MONTH 1	MONTH 1-3	MONTHS 3-6
Identify who should participate in a needs assessment	Needs Assessment Contact the partners	Establish a feedback mechanism Visas for new/visiting staff	Real Time Evaluation (RTE) Budget monitoring	Full evaluation Planning for the following 6 months
Get partner details (location, bank details, staffing, focal points, sectors etc.)	Update the team and HQ of the situation	Backfilling of staff as necessary		
Monitor Early Warning Systems				Reflection day on the response (what
Develop a PPD to respond to emergencies	Verify partner bank details	Develop an operating plan	Ensure Trócaire system	
Identify partners	Request a transfer of funds (Emerg 10%/other)	Report on the response		
Get familiar with the Needs Assessment template	Report on the situation (sitrep)	Regular support visits to partners	Support visit from HQ/donors	
Share with partners information on how to access Trócaire	Identify the needs, priorities and initial funds	Post Distribution Monitoring (PDM) Support partners to access NFIs from clusters		
Establish Ways of Working (WOW) with partners during an	Have daily team meetings Verify and monitor the security situation	Develop a calendar for the preparation of donor		
Sign a Terms of Reference/MOU with partners	Visit the affected zone			
Review the security plan	Design an initial strategy for first 1-3 months	Training of staff and partners on donor		
Develop an organogram	Develop a budget			
Share with partners the formats used during emergencies (e.g.	Develop an M&E system Identify staff support required Fulfil Trócaire systems requirements e.g. Agresso			
	Contact the donors			
Sensitise staff on procedures used during emergencies and	Distribute NFIs Induction of new staff			
Clarify the level of communication required at local, national, regional,	Support partners with logistics if necessary			

Action Plan

Emergency

Country:

Date Approved:

CD:

Date for Revision:

No. (in
order of priority)

Actions

Responsible

Resources Required

Deadline

Roles and Responsibilities

Roles and

FIRST DAYS/WEEKS

POSITION

ACTION/RESPONSIBILITIES

Country Director

FAM

Livelihoods PO