

INTRODUCTION

Nepal is a highly disaster prone country. Different disasters occur in frequent pace which cause loss of lives in hundreds and sometimes in thousands such as earthquake in 1988 and flood in 1993. Flood and landslides destroy and damage infrastructures that require rehabilitation with expenses worth millions of US dollars. Various studies show that 90 % of Nepalese are exposed constantly to more than two types of disasters. An average figure shows about 938 persons lost their lives in Nepal in the last two decades. (ref. MoHA) Nepal ranks in 11th position with respect to relative vulnerability to earthquake and 30th country with respect to flood. Similarly, Nepal suffers a loss of hundred million rupees every year due to disaster.

Given this background and presence of CARE in Nepal, recent changes in organizational policy and strategy, CARE internationally is beginning to build capacity of staff across the CARE countries to work on disaster and alleviate the sufferings of people. CARE is aggressively making an effort to integrate disaster risk reduction into its regular program to reach maximum number of target population in order to reduce their vulnerability to hazards.

EXECUTIVE SUMMARY (CARE'S EPP AND ERT)

An emergency preparedness plan has been developed by CARE Nepal staff with their participation based on the potential scenarios, which may possibly unfold. The scenarios are based on the historical events of disasters, which the people in Nepal have faced and will continue to face. Incorporation of ideas from people of various international organizations and government officers are the source of information, who were actively engaged in disaster response at different times in the past. During the EPP process, staff members have undergone intensive discussions both at the central and project levels.

During the EPP process, two clusters were consulted, which have high probability of floods and earthquake. After the formation of the Emergency Response Team, the work was divided among various groups both at field and central levels. The general exercise is to prepare the practical and useful Emergency Preparedness Plan of CARE Nepal. The following are the specific objectives:

- (i) to assess the disaster scenarios in Nepal,
- (ii) to determine the existing level of preparedness,
- (iii) to identify the existing gaps between desired and existing levels of preparedness and taking into consideration the most destructive aspects of the disasters to prepare an Emergency Preparedness Plan in order to suggest specific measures to bring CARE Nepal to a desired level of preparedness.

The ERT members after much deliberation decided to take flood, drought and earthquake scenarios as the major hazards, which are causing deaths and destruction to properties in Nepal. The earthquake prone districts are in the periphery closer to seismically active and heavily populated Kathmandu valley, whereas the five districts of south eastern part of the country are affected by flood and regular inundation problems. They are periodically flood hit leading to the displacement of 400,000 populations and destroying large quantities of agricultural crops. Similarly, the western remote mountain districts of Jajarkot, Kalikot and Humla, Bajura, Bajhang, Dailekh and Rukum are the worst drought affected districts, where currently WFP Nepal is operating with considerable investment of emergency food aid program for more than 25,000 families. Epidemics have caused significant numbers of deaths, around 12,000 in the country, during the last 22 years (source data MHOA). However, the government seemed to look at all those deaths as resulting from inefficient health facilities and lack of efficient service delivery, instead of considering it as a disaster.

It was observed that the identification of potential risks due to hazards and risk reduction measures in all three scenarios completed with greater enthusiasm and ownership among the participants in the workshop settings. Identification of measures from prevention through recovery from hazards has been completed with activities, which demands greater need of resource and skill among staff. Similarly, the integration of activity measures into regular programs remains a bit of a challenge because of the priority of ongoing programs. The ERT carried out a detailed gap analysis of human resource, internal capacity with respect to equipments, finance and procurement. The major area of emergency work of CARE Nepal is to develop various guidelines and human resources followed by administrative system for emergencies as reflected in the action plan.

1. Formation of Emergency Response Team

ERT FUNCTION	TITLE NAME OF THE STAFF	BACK UP STAFF	PREPAREDNESS RESPONSIBILITIES	RESPONSE RESPONSIBILITIES
Overall strategic oversight	Alka Pathak, Country Director		Overall strategic guidance decision making in line with CN strategic Plan. Understand and internalize government and donor's policy, plan and strategy about DRR Establish good rapport with relevant government ministries and line agencies Ensure ERT preparedness capacities to respond to disaster Sensitize entire ERT team on gender diversity and social inclusion issues	Ensure Mobilization of BEF and other CI instruments and mechanisms Ensure Effective and immediate mobilization of ERT and its link with CEG/EHAU/ARMU units after the disaster Coordinate and liaise with government, donors, national, international networks within and outside CARE for immediate and effective relief Ensure that the response quality is in line with CI Humanitarian principles and charter and sphere standards at the operational level
Emergency Response Coordinator	Diawary Bouare, Assistant Country Director	Krishna Sharma, Organizational Development coordinator	Understand and internalize government and donor's policy, plan and strategy about DRR Establish good rapport with relevant government ministries and line agencies Strengthen partnership and networking with national and international DRR network Ensure ERT preparedness capacities to respond disaster Sensitize entire ERT team on gender diversity and social inclusion issues	Mobilize ERF Effective and immediate mobilization of ERT after the disaster Coordinate and liaise with government, donors, national, international networks within and outside CARE for immediate and effective relief Ensure that the response quality is meeting Good Enough guide standard at the operational level
Field Coordinator	Jay Shankar Lal, Program Coordinator	Nirmala Sharma, Program Coordinator	Be aware of disaster frequency, trends, context and the types Regular coordination and contact for disaster situation update with field representatives Establish monitoring and evaluation mechanisms for disaster response	Overall coordination of Disaster response (operation) Coordinate and communicate between field representatives and Centre. Liaise with key stakeholders (local NGOs, Government, UN, disaster networks and private sectors) at the field (disaster sites) level for adequate response Coordinate with all teams in CO for related tasks to mobilize the response. Monitor adequate implementation of response and prepare scheduled. Situation Report, support to conduct different level assessment.

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Logistics/ Procurement	Sudarshan Raj Sharma, Program Support Liaison Officer	Chuda Basnet	Prepare generic list of relief materials according to major disaster types. Prepare emergency vendor list, keeping in mind gender sensitivity (equipments, materials, transporters) Maintain record of warehouse and stock material of other organization. Maintain procurement contract	Procure materials, maintain ware house, transport & deliver materials to the affected sites. Ensure quality of materials to be procured, support distribution of relief materials with appropriate packaging. Ensure appropriate communication equipments (telephone, cell phone, sat phone operations in the field offices and CO) are in place Provide transportation instruction and arrange for immediate transportation options (charter helicopter, CARE Vehicle or other transportation means) depending upon far to access district and easy to access district.
Media Relation and Information management	Information Manager/Officer	Sandesh Singh Hamal	Maintain updated database emergency related events Maintain linkages /contact with networks for early warning systems Prepare standard templates to communicate with media, government, national and international agencies Establish relationship with local and national media	Collect , process and share information as per needs for rapid assessment team, proposal writing team and media relations team Act as media focal person
Security	Padam Poudel, Program Operation Advisor	Sudarshan Raj Sharma	Ensure security guidelines specific to disaster and conflict are in place. Orient staff on handling (keeping GED in mind) possible dispute during distribution.	Work to maximize safety of CARE staff, partners and their dependents in emergency situation. Oversee security issues specifically for women, children, differently able and old people Track and update daily security situation during response.
Administration	Krishna Sharma, Organization Development Coordinator	Kishore Rimal	Ensure and establish all administrative policy, procedures and systems are in place to align the emergency situation.	Ensure and establish all administrative system and procedure are in place. Establish carious onsite office requirements
Human Resources	Moon Gurung, HR Manager	Nisha Kharel	Prepare a human resource policy hire plan for most likely scenario Identify potential staff including partner and prepare staff roster Explore and prepare national and regional	Work to deploy staff in their specific tasks ensuring GED Immediately organize trainings or orientations to staff Request potential human resources among CI

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			external expert roster. Prepare JD of each staff.	member's countries.
Finance	Deepak Upadhaya, Finance Controller	Bimal Baral	Prepare budget forecast for most likely disaster scenario. Establish CO ER fund and procedure for utilizing it Ensure emergency financial policy and procedure in place Ensure the establishment of an efficient financial system for effective implementation of the program	Ensure Cash liquidity flow system functioning Ensure timely disbursement of payments Support preparation of budget estimate during proposal development. Assist in monitoring status of fund utilization and reporting.
9. IT and Telecommunication	Purna Bajracharya, Information System Manager	Shisu Dangol	Maintain/ Update website with linkage with relevant DRR related information's sources Maintain update of different alternative communication system in case of disaster with linkage with similar organization's system (UN, government system) Build capacity of ERT members on use of alternative communication systems	Activate and ensure the smooth function of the communication system. And to do what is in preparedness column
Fundraising (Program design/proposal writing)	Karuna Onta, Program Development Coordinator	Murari Adhikari	Vulnerability Assessment/Update Donor, profile, policy, guideline, information management Short template for proposal writing Coordination with information team	Mobilizing rapid assessment team Proposal design and writing following CI programming principles and standard Support quality assurance process and monitoring evaluation
Field Office Representative	Janakpur Cluster Rita Dhakal Doti Cluster Ram Sharan Pyakhurel Nepalgunj Cluster Drona Koirala	Sitesh Tiwari, Khakindra Bhandari, Chuda Basnet	Establish local/district level network including government and other agencies Establish communication mechanisms from field level to the Field Coordinator Prepare FLERT and develop their capacity development plan and communicate to HR Strengthen relationship with community, stakeholders (including media) for preparedness	Field representative can mobilize resources and means .for the localized disasters. He/she can mobilize the team in the region but the fund will be provided by the central office. Mobilize FLERT(Field Level ERT) and collect rapid information about casualties and inform field coordinator Facilitate/deliver relief services to the survivors and ensure quality and standard Ensure gender needs have been addressed during relief distribution