

# Hazard Contingency Plan (ETSC-Nepal)



## Education Training and Service for Community (ETSC) Nepal HAZARD CONTINGENCY PLAN

District	Office: Makawanpur District, Nepal Working District: Makwanpur/Bara
Prepared Date	September 2019
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# Hazard Contingency Plan (ETSC-Nepal)

## SECTION 1 - CONTEXT ANALYSIS

Nepal lies in the central part of the Himalayan belt. Because of its location characterized by a rugged topography, very high relief, variable climate conditions, complex geographical structures with active tectonic processes and continued seismic activities, Nepal is prone to natural disasters. Obviously, the country requires a strong coping strategy and DRM to minimize the negative effects of natural disasters. But various human interventions have hastened the occurrences of natural disasters. Due to this, the vulnerable groups, mainly the poor and the marginalized people from the rural and urban areas, are facing economic hardships and bearing all kinds of burden. Insufficient knowledge on DM, emerging climate risks, low literacy rates, inadequate physical infrastructure, poor forecasting facilities and unplanned settlements have worsened the situation. Frequent problems related with the livelihoods have hit the vulnerable people the most. Agriculture is the hardest hit sector.

Several studies have also shown that Nepal is exposed to a multitude of hydro-meteorological hazards, including floods, landslides, droughts, windstorms, hailstorms, cloudbursts, fires and epidemics. Of the 77 districts, 49 are prone to floods and/or landslides, 23 to wildfires, and one to windstorms (NDR, 2009). According to one study, Nepal is ranked the fourth most vulnerable country in the world in terms of climate change-induced hazards. A survey of 200 countries ranks Nepal in the 11<sup>th</sup> and the 30<sup>th</sup> places as the most vulnerable country in terms of earthquakes and floods respectively. The records between 1971 and 2010 reveal that climate-related disasters accounted for almost 25% of deaths, 84% affected by disasters, and 76% suffered economic losses.

As well as WHO always warns that Nepal is high risk country for COVID-19 pandemic spreading since the its outbreak.

<b>Political</b>	<ul style="list-style-type: none"> <li>● Stable Government System for 5 Years.</li> <li>● Three level government system. National, Provincial, and Local</li> <li>● Parliament members are directly elected every five year by the public.</li> <li>● Ministry of Home Affairs (MOHA) is the focal ministry for DRRM and managing the DRRM issues in Nepal.</li> <li>● At the Provincial level, there is provision of Province District and Disaster Risk Management (DRM) Council.</li> <li>● District Disaster Management Committee (DDMC) in the leadership of Chief District Officer.</li> <li>● Municipal Disaster Management Plan.</li> <li>● Each municipality has disaster management committee.</li> <li>● DRM Act 2017</li> <li>● Local Governance Act 2017 delegated more authority to local government of humanitarian preparedness and response activities.</li> </ul>
<b>Social</b>	<p>Nepalese communities are multi cultural, multi ethnicity, religious groups and governance has multiparty system. Traditional thoughts and values are still persisting on every topics including disaster and its causes.</p> <ul style="list-style-type: none"> <li>● Population growth rate = 1.35 %</li> <li>● Average life expectancy = 66.6 yrs.</li> <li>● Poverty by head count rate = 25.2 %</li> <li>● Faith Group Hindu, Muslim, Buddhist, Christian, Kirat</li> <li>● Diversified cultural community</li> <li>● No. of local churches in the targeted area;             <ol style="list-style-type: none"> <li>1) Makwanpur District: 255</li> <li>2) Bara District: 30</li> </ol> </li> </ul>
<b>Economic</b>	<ul style="list-style-type: none"> <li>● Nepal is one of the Least Developing Country (LDC)</li> <li>● Absolute Poverty line: 18.7 %( Economic Survey, 2018)</li> <li>● The country has economic growth rate = 7 %</li> <li>● Inflation Rate= 4.2 % (2018)</li> </ul>

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	<ul style="list-style-type: none"> <li>● Per capita Income 1034 US Dollar (2018/19)</li> <li>● National Drinking water facility in HH's = 88 %</li> <li>● High difference of income between poor and rich people.</li> <li>● Natural disaster especially flash flood and flood destroy the economy of the country specially agriculture and livestock farming in Terai region.</li> <li>● Active Tectonic Plate (Indian and Tibetan) horizontally covered all parts of Nepal.</li> <li>● Water and air pollution has a direct impact on human life, due to their impact on drinking water and water borne diseases like epidemic and air pollution causes respiratory problems.</li> <li>● Remittance contributed 25 % of total GDP in the country.</li> <li>● Unemployment rate is 11.4 %. High Educated young men and women unemployed as there are inadequate growth in production and service sector.</li> <li>● There is a high level of import from other countries (Specially India and China) that has an impact on the local production system due to open market economy.</li> </ul>
<p><b>Environment</b></p>	<p>Most of the part of Nepal is covered with hilly and mountain region. Country has been facing a lot of landslides and flood case because of haphazard excavation for road construction, deforestation, climate change impacts and so on.</p> <ul style="list-style-type: none"> <li>● Total protected area covered = 23.23 % (2018)</li> <li>● Forest covered = 44.74 % (Economic Survey Report 2018)</li> <li>● Chure region (Most fragile geology in compare with other region), Most of the part of Makwanpur and Bara districts are covered by Chure region.</li> <li>● Nepal is ranked 25<sup>th</sup> and 11<sup>th</sup> positions in biodiversity richness in the world and Asia respectively. Nepal occupies about 0.1 per cent of the global area. Active Tectonic Plate (Indian and Tibetan) horizontally covered all parts of Nepal.</li> <li>● Nepal in the 11<sup>th</sup> and the 30<sup>th</sup> places as the most vulnerable country in terms of earthquakes and floods respectively.</li> <li>● On 31 March 2019, a powerful "rainstorm" swept across two districts of southern Nepal at Bara and Parsa District killed 28 and injuring more than 1,100 people.</li> </ul> <p>Nepal is one of the developing country and facing the climate change impact. Unplanned development especially road construction development without Environment Impact Assessment (EIA), pollution and waste management problem is prevailed in urban cities. Uses of pesticides, crusher industry, cement industry and deforestation have caused flash flood in the Terai belt.</p>
<p><b>Technological</b></p>	<p>Coverage of mobile network, accessibility of internet in urban and rural areas of Nepal. Flying squad of Nepal Government, WFP's logistic capacity assessment and data arrangement, GIS and remote sensing.</p> <ul style="list-style-type: none"> <li>● Electronic and communication connectivity, drone, helicopter.</li> <li>● The emerging technologies introduced in the agriculture and livestock sectors which helped to diversify the agricultural and livestock products in Terai region, SRI technologies, river bed farming, Flood resilient crops.</li> <li>● Every local government has digital information centre.</li> <li>● Warehouse, Local FM, Early warning system (DHM), Hydro Meteorological Station in each major river of the country, Local paper and other mass media.</li> </ul>
<p><b>Legal</b></p>	<p>UN Cluster system activation mechanism is ensured and tested regularly. Respective ministries have been developing their cluster contingency plan for regular basis. Monsoon preparedness contingency plan is updated yearly by respective government ministries.</p> <ul style="list-style-type: none"> <li>● National Disaster Risk Reduction Act 2074</li> <li>● National disaster risk reduction guideline and policy 2018-30.</li> <li>● Local Disaster and Climate Resilience Plan for Local Governance Guidelines</li> <li>● Local Level Disaster Reduction Plan</li> <li>● R/Municipal city Disaster Management Plan</li> <li>● Local Government Act 2017</li> </ul>

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- NDRMA National Disaster Risk Management Authority

Who are the main actors?

- Cluster Committee Structure
- Government Level
- Local Government R/M and wards
- Social Organization/I/NGO / Nepal red cross, Plan, UN agencies, Bal Kalyan, Asmita Nepal, Maiti Nepal, Him Rights, Tiny hands.

*Please refer Annex 1 for Main actors for the details*

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What are the main vulnerabilities (who, what and where)?

### Who?

- ✓ Farmers ✓ Women ✓ People with disability ✓ Small Businessmen ✓ Day labor ✓ Children ✓ Pregnant women
- ✓ Elderly people ✓ Tamang ✓ Chepang ✓ Bankariya ✓ Dalit

*Please refer of Main Vulnerabilities in Annex 2*

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### What?

- ✓ Damage houses and crops ✓ Destroy roads and embankments ✓ Loss of life ✓ Loss of livestock ✓ Poor people loss their livelihood ✓ Hampered child education ✓ Destroy trees ✓ cultivated land ✓ Destroy fodder ✓ Break out of diseases ✓ River bank erosion ✓ Inundation

**Where?** Makawanpur district of Bagmati Province and Bara district of Province no. 2.

**East Rapti, Kulekhani Dam, Bakaiya and Bagmati Basin.**

**What are the capacities to respond (of the government, other agencies etc)?**

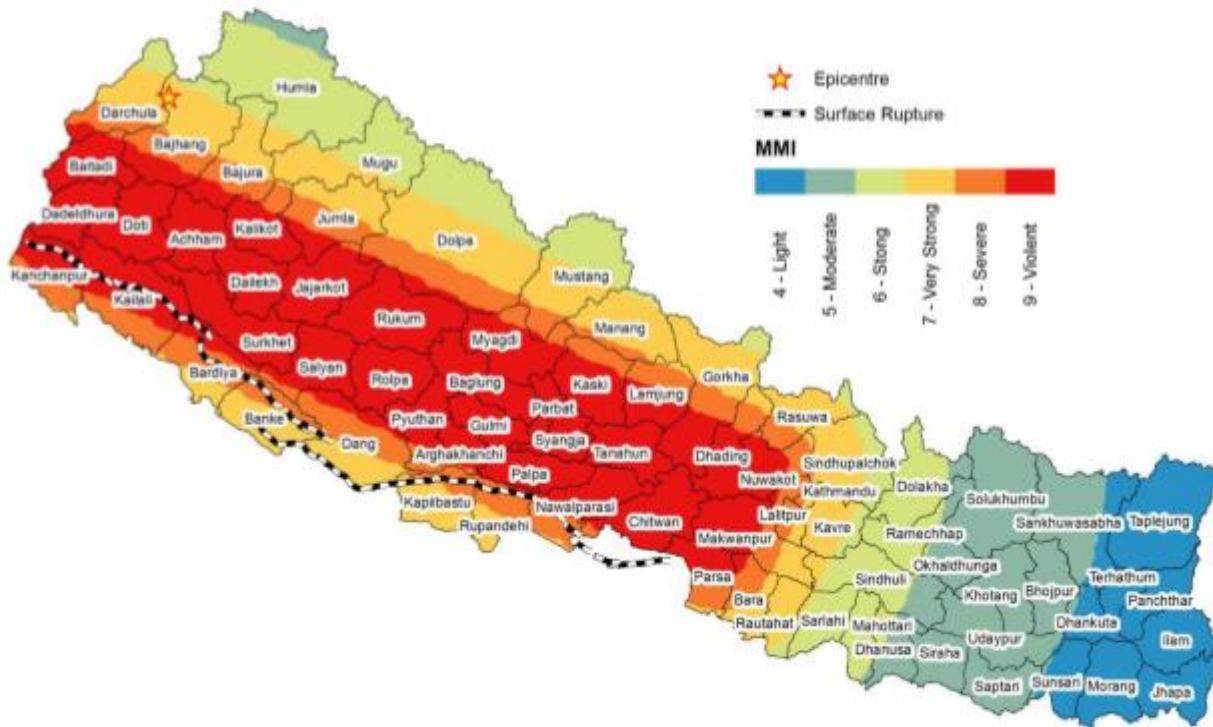
- ✓ NDRMA at the National Level under Ministry of Home Affairs
- ✓ Province Disaster Management committees
- ✓ District Disaster Management Committees
- ✓ Rural/ Municipal Disaster Management Committee
- ✓ Ward Level Disaster Management Committee
- ✓ Government of Nepal allocated 5 % of their budget for DRM
- ✓ Emergency Fund allocation and management is existing at the local level.
- ✓ Arm police Force with DM Department
- ✓ Rescue and Relief and Provincial Warehouse.
- ✓ WFP, Donor Agency, INGO's, NGO's

*Please refer Available Capacities and Equipment's and Resources in Annex 3 in details*

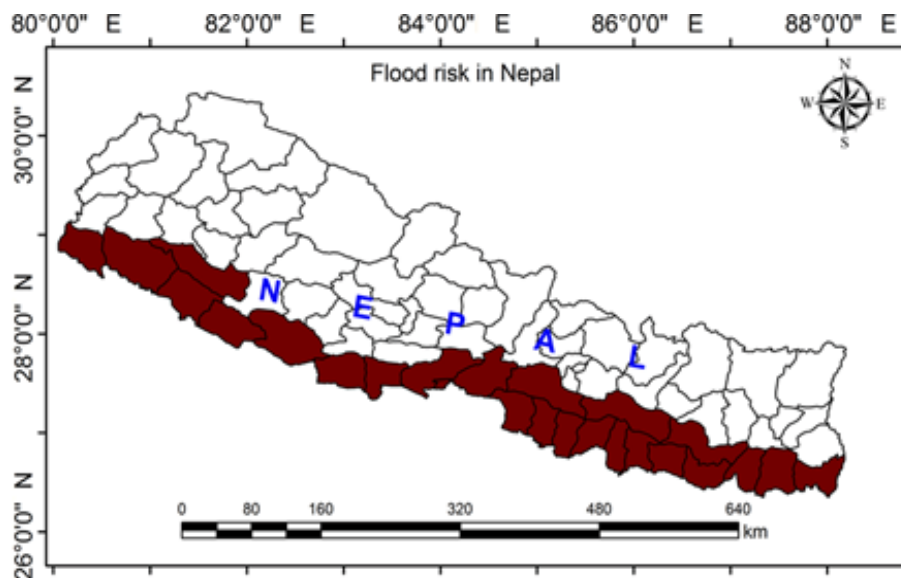
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## SECTION 2 - SCENARIO MAPPING

# SITUATION & RISK ANALYSIS

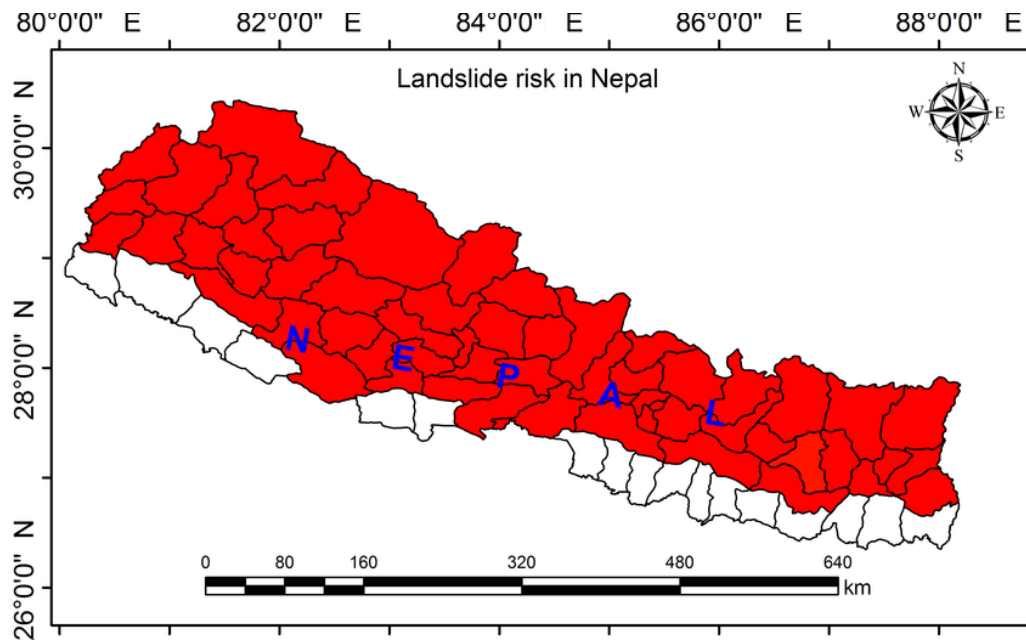


Source: Durham University, January 2016



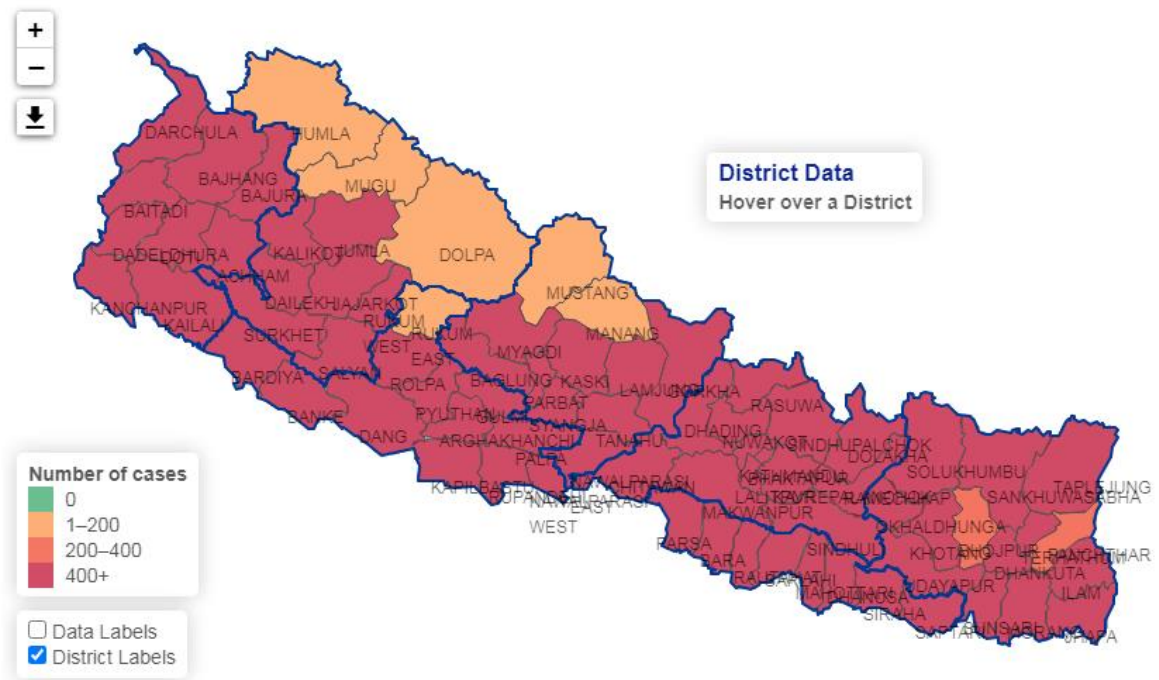
Source: Assessment of Social Vulnerability, D. Gautam (2017)

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Source: Assessment of Social Vulnerability, D. Gautam (2017)

## Covid-19 Cases Map Representation



Source: MoHP May (2021)

## Hazard Contingency Plan (ETSC-Nepal)

Hazard Mapping					
Probability and Impact Levels	Impact/consequences				
Likelihood of a 30 year period (probability in %)	Insignificant	Minor	Moderate	Important	Major
Very likely (90-100%)		Forest Fire	Landslide	Pandemic (COVID)	Earthquake
Likely (66-100%)				Flood	
About as likely as not (33 to 66%)					
Unlikely (0-33%)			Drought		
Very unlikely (0-10%)			Epidemic		

Hazard:	Scenario	What is the likely impact (number of people affected)?, Which locations will be most affected (will it impact the whole country or certain regions)? What are the likely needs?
<b>Pandemic (COVID-19)</b>	<b>Most likely Case</b>	<p>Location of affected area:</p> <ol style="list-style-type: none"> <li>Makwanpur District:</li> </ol> <p>Hetauda Sub-metropolitan city, Manahari RM, Bakaiya RM, Thaha Municipality, Bagmati RM, Bhimfedi RM</p> <p>Source: Makwanpur DPRP 2021</p> <p>No. of Affected: About 500 infected people, death toll 50, local wise lockdown or prohibitory order</p> <p>Main needs:</p> <ol style="list-style-type: none"> <li>Equipped and Sophisticated Hospital System</li> <li>Quarantine and isolations centers</li> <li>Medical supplies and medicines</li> <li>Awareness on the pandemic</li> <li>Testing labs and human resources</li> </ol>

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	<p><b>Worse case</b></p>	<p>Location of affected area:</p> <ol style="list-style-type: none"> <li>1. Makwanpur District:</li> </ol> <p>Hetauda Sub-metropolitan city, Manahari RM, Bakaiya RM, Thaha Municipality, Bagmati RM, Bhimfedi RM  Source: Makwanpur DPRP 2021</p> <ol style="list-style-type: none"> <li>2. Bara District: Nijgadh Municipality, Kalaiya Sub Metropolitan city, Jitpur Simara Sub Metropolitan City.</li> </ol> <p>Source: Bara DHO 2020 and Makwanpur DHO 2020  No. of Affected: About 1500 infected people, death toll 100, lockdown or prohibitory order in the district and nationwide lockdown</p> <p>Main needs:</p> <ol style="list-style-type: none"> <li>1) Equipped and Sophisticated Hospital System</li> <li>2) Quarantine and isolations centers</li> <li>3) Medical supplies and medicines</li> <li>4) Awareness on the pandemic</li> <li>5) Testing labs and human resources</li> <li>6) Nutritious food for the patient</li> <li>7) Help desk in the Hospital</li> <li>8) Livelihood support</li> <li>9) Food relief supports</li> <li>10) Psycho social Counseling</li> </ol>
<p><b>Lighting</b></p>	<p><b>Most likely/ Worst case Scenario</b></p>	<p>Location of affected area:</p> <ol style="list-style-type: none"> <li>1. Makwanpur District:</li> </ol> <p>Hetauda Sub-metropolitan city, Manahari RM, Bakaiya RM, Thaha Municipality, Bagmati RM, Bhimfedi RM  Source: Makwanpur DPRP 2021  No. of Affected: About 50 HH affected and death toll 20</p> <p>Main needs:</p> <ol style="list-style-type: none"> <li>1) Treatment for wounded people</li> <li>2) Medical support package for death family</li> <li>3) Relief package</li> <li>4) Awareness on the lightning</li> </ol>
<p><b>Landslide</b></p>	<p><b>Most Like Case</b></p>	<p><b>Location of affected area:</b></p> <ol style="list-style-type: none"> <li>1. Makwanpur District:</li> </ol> <p>Makwanpur Gadhi Rural Municipality, Indrasarobar Gaupalika, Thaha Municipality, and Rakshirang Rural Municipality  Source: Makwanpur DPRP 2021</p> <p><b>No. of Affected: About 3000 HH's (450,000 Populations)</b> losses their agriculture crops and damages and they become shelter less, Livelihood become vulnerable, Stagnant of Income sources.</p> <p><b>Main needs:</b></p> <ol style="list-style-type: none"> <li>1) Emergency Food support (Dry food, Rice, pulse, Potato, Oil, Salt. Drinking water, Saline, etc.)</li> <li>2) Agriculture support Seed, fertilizer</li> <li>3) Housing Rehabilitation to rebuilt houses.</li> </ol> <p><b>Location of affected area:</b></p>





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SECTION 3 - INDICATORS					
Hazard	What are the early warning indicators	What are the Severity indicators/ Triggers?	Source of Information	Who Monitors?	How often are they monitored?
<b>Pandemic COVID-19</b>	<p><b>Most likely</b></p> <p>Most common symptoms in COVID-19 patients: Fever, dry cough, tiredness</p> <p>Less common symptoms COVID-19 patients: aches and pains, sore throat, diarrhea, conjunctivitis, headache, loss of taste or smell, a rash on skin, or discoloration of fingers or toes patients increasing</p>	<ul style="list-style-type: none"> <li>• Number of infected and symptoms of COVID-19 people increasing</li> <li>• Prohibitory order or lockdown from local and provincial government</li> <li>• Hospital bed houseful</li> </ul>	<p>Ministry of Health and Population Nepal, Ministry of Home Affairs, District Administration Office, DAO, Hetauda Municipality, Provincial Social development Ministry</p>	<p>Senior Responsible Program Staff/ Disaster Focal Person</p>	<p>Every update disseminated from Ministry of Health and Population and Provincial Social Development Ministry</p>
	<p><b>Worse case</b></p> <p>Most common symptoms in COVID-19 patients: Fever, dry cough, tiredness</p> <p>Less common symptoms COVID-19 patients: aches and pains, sore throat, diarrhea, conjunctivitis, headache loss of taste or smell a rash on skin, or discoloration of fingers or toes patients increasing</p>	<p>Number of infected and symptoms of COVID-19 people increasing</p> <ul style="list-style-type: none"> <li>• Prohibitory order or lockdown from local and provincial government and nationwide</li> <li>• Hospital bed houseful</li> <li>• Death toll increasing</li> <li>• Nationwide health emergency proclamation from the government</li> </ul>	<p>Office of Prime minister, Ministry of Health and Population Nepal, Ministry of Home Affairs ,District Administration Office, DAO, Hetauda Municipality, Provincial Social development Ministry</p>	<p>Senior Responsible Program Staff/Disaster Focal Person</p>	<p>Every update disseminated from Ministry of Health and Population and Provincial Social Development Ministry</p>
<b>Lightning</b>	<p><b>Most likely/ Worse case</b></p> <ul style="list-style-type: none"> <li>• Thunderstorm</li> </ul>	<ul style="list-style-type: none"> <li>• Thunderstorm days increasing</li> </ul>	<p>District Administration Office, DDMC,</p>	<p>Executive Chief, Disaster</p>	<p>Every day in the thunderstorm</p>

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	<ul style="list-style-type: none"> <li>Raining</li> <li>Monsoon</li> <li>Lightning</li> </ul>	<ul style="list-style-type: none"> <li>Monsoon increasing</li> <li>Wounded people increasing in number</li> <li>Death toll rises</li> </ul>	District Police office	Focal Person	time or Monsoon period
<b>Landslide</b>	<p><b>Most Likely</b></p> <ul style="list-style-type: none"> <li>Downpour, Continuous Raining</li> <li>Deforestation</li> <li>Haphazard excavation</li> </ul> <p><b>Worse Case:</b></p> <ul style="list-style-type: none"> <li>At least one-week heavy rain fall</li> <li>National and International Level call severe destruction</li> <li>Emergency call for Help</li> </ul>	<ul style="list-style-type: none"> <li>About 300 mm raining</li> <li>Large agree crops damages</li> <li>5000 HHs partially damages in landslide prone area of Makwanpur district</li> <li>10 no. of people killed</li> </ul> <ul style="list-style-type: none"> <li>Above 600 mm raining</li> <li>Large agree crops damages</li> <li>15000 HHs partially damages and inundated in Bara and Flood prone area of</li> <li>Death toll rises</li> </ul>	<ul style="list-style-type: none"> <li>Department of Hydro Metrology), Flood forecasting Unit of Ministry of Home Affairs, local news paper</li> <li>Department of Hydro Metrology), Flood forecasting Unit of Ministry of Home Affairs, DAO</li> </ul>	<p>Senior Responsible Program Staff/ Disaster Focal Person</p> <p>Senior Responsible Program Staff/ Disaster Focal Person</p>	<p>Every week in flooding time</p> <p>Every day in flooding time</p>
<b>Earthquake</b>	<p><b>Most Likely:</b></p> <ul style="list-style-type: none"> <li>National Seismological Unit Information and Seismological prone district information</li> <li>Observe unusual changes in animal behaviour.</li> <li>Earthquake Magnitude Scale: 6-7 Richter</li> </ul> <p><b>Worst Case:</b></p> <ul style="list-style-type: none"> <li>Many Aftershocks</li> <li>Emergency call of need and supports</li> <li>I/National call of</li> </ul>	<ul style="list-style-type: none"> <li>50 no. of people killed and 2000 people injured</li> <li>30000 House and building damages</li> <li>10000 Livestock killed</li> </ul> <ul style="list-style-type: none"> <li>50 plus no. of people killed and 10,000 people injured</li> <li>50000 House and</li> </ul>	<p>National Seismological Centre, MOHA, Media and News</p> <p>National Seismological Centre, MOHA, Media and News,</p>	<p>Executive Chief and Disaster Focal person</p>	<p>Every day aftermath of Earthquake</p> <p>Every hour aftermath of Earthquake</p>

## Hazard Contingency Plan (ETSC-Nepal)

	emergency and supports • Earthquake Magnitude Scale: 7 to above Richter scale	building damages • 150000 Livestock killed			
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### SECTION 4- RESPONSE ACTIVITIES

Hazard: 1 COVID-19 Pandemic	Activities
<b>Programming</b>	<p><b>EARLY ACTION 1 or 2 Weeks:</b></p> <ul style="list-style-type: none"> <li>• Observed the situation and send the situation reports to the donors/Funding Partners</li> <li>• Overview the contingency plan</li> <li>• Situation report updated and shared with respective stakeholders including staff.</li> <li>• Market analysis</li> <li>• Find out the hospital situations, patients number health centers vulnerable locations that need supports for treatment</li> </ul> <p><b>DAYS:</b></p> <ul style="list-style-type: none"> <li>• Emergency meeting with staff for update situation</li> <li>• Preparation for plans</li> <li>• Vehicles ready for transportation</li> <li>• Prepare a response team,</li> </ul> <p><b>Most Likely Case:</b></p> <ol style="list-style-type: none"> <li>1. Send situation report to the donor</li> <li>2. Initial Rapid Assessment</li> <li>3. Provide health safety awareness to the most vulnerable community through radio jingle and social medias and videos</li> <li>4. Prepare disaster assessment report</li> </ol> <p><b>Worst Case:</b></p> <ol style="list-style-type: none"> <li>1. Send situation report to the donor</li> <li>2. Initial Rapid Assessment</li> <li>3. Provide health safety awareness to the most vulnerable community through radio jingle and social medias and videos</li> <li>4. Prepare disaster assessment report</li> <li>5. Develop Proposal and send to funding partners</li> <li>6. Preparation for Pandemic Response Project from Organization coordination with R/Municipality, DDMC.</li> <li>7. Support necessary medicine and Personal hygiene for affected patients who cannot afford</li> <li>8. Sanitation, Hygiene Materials supported along with awareness through radio and TV media</li> <li>10. Support the local health centers the essential things for patients care and safety.</li> </ol>

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<p><b>Delivery Partnerships</b></p>	<p>Most Likely Case:  Implementing Partnership:  a. Churches for Volunteer Mobilizations  b. Red Cross for Initial Rapid Assessment  c. DDRMC for Government authority and approval  Funding partnership Tearfund and Women Day of Prayer Australia and Germany for Relief Item and Budget  Worst Case:  Implementing Partnership:  a. ETSC, Local Palika and Ward office, Churches for Volunteer Mobilizations  b. Red Cross for Initial Rapid Assessment  c. DDRMC for Government authority and approval and DAO  Funding partnership: Tearfund and World Women Day of Prayer Austria and Germany, UMN and INF for Relief Item and Budget;</p>
<p><b>Quality / M&amp;E</b></p>	<p>Most Likely Case:  A) Need assessment  B) Selection of capable staffs and community volunteers  C) Proper selection of most vulnerable locations and families and distribution  D) Procurements of quality goods, packaging and storing in safe place  E) Following Organizations and Partners Code of conduct  F) Gender Policy, Disaster Management Policy and Guideline  G) Proper documentation of distribution process  H) Reporting  Worst Case:  A) Need assessment  B) Selection of capable staffs and community volunteers  C) Proper selection of most vulnerable locations and families and distribution  D) Gender Policy, Disaster Management Policy and Guideline  E) Procurements of quality goods, packaging and storing in safe place  F) Following Core Humanitarian Standard and Code of conduct  G) Proper documentation of distribution process  H) Reporting  <b>Post Distribution Monitoring (PDM): After every time distribution</b>  <b>Real Time Evaluation (RTE): While implementing the response program</b>  <b>M and E Tools: PRA Tools</b></p>
<p><b>Delivery Partnerships</b></p>	<p>Most Likely Case:  A) Secured collection place of relief distribution  B) Transportation  C) Volunteers  D) Office  E) Labor  F) Procurement committee  G) Distribution team  H) Stationary &amp; supplies  I) Banking/money  J) Accommodation  Worst Case:  A) Secured collection house using police security  B) Transportation using Police Security  C) Volunteers Mobilizations</p>

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- D) Labor mobilization and short term recruit
- E) Procurement committee
- F) Distribution team
- G) Communication and Management
- H) Stationary & supplies
- I) Support from local Administration
- J) Banking
- K) Security
- L) Accommodation

[Please refer Annex 5 for Available Vendors and Suppliers with Contact Details](#)

### Funding

**In case of emergency ETSC Nepal has decided to use Rs. 100,000/- for immediate mobilizing the staff and volunteers to the affected areas. But that fund will be reimbursed after getting approval from Funding partner/Donor Agency.**

#### Most Likely Case:

ETSC has the regular partnership with following mention funding who will support on emergency.

- A) Tear fund
- B) World women day of prayer Germany and Australia

#### Total Budget:

SN	Activities	Quantity	No. of Unit	Unit cost (Rs.)	Day	Total (Rs.)
1	Prepare 1 no. of Volunteers for Pandemic response	1	1	1000	30	30,000
2	Medical supplies distribution to health post, quarantine center, and communities	10	10	4000	1	400000
	<b>Total</b>					<b>430,000</b>
4	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	66000	1	172,000
	<b>Total</b>					<b>602,000</b>

#### Worst Case:

- A) Tear fund
- B) UN Agency
- C) World Women Day of Prayer Germany and Australia
- D) INF
- E) UMN
- F) World Vision International

#### Total Budget :

SN	Activities	Quantity	No. of Unit	Unit cost (Rs.)	Day	Total (Rs.)
1	Prepare 2 no. of Volunteers for Pandemic response	2	1	1000	30	60,000

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	2	Medical supplies distribution to health post, quarantine center, and communities	25	10	4000	1	1,000,000
	3	Sanitation Kit	100	1	3500	1	350000
		<b>Total</b>					<b>1,410,000</b>
	4	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	66000	1	564000
		<b>Total</b>					<b>1,974,000</b>
<p><a href="#">Please refer Annex 4 for Name of the Funding/Partners, Contact Details, Email and Sector to be collaborated</a></p>							
<b>Communications, Media, Advocacy</b>	<p><b>Most Likely Case:</b>  <b>In case of emergency Executive Chief Mr. Surya Prakash Rai will be the focal person in sign up and share the document through media donor partners and government agency with the supports of M and E.</b></p> <ol style="list-style-type: none"> <li>Disseminate situation report with stakeholders</li> <li>Advocate with donors and government,</li> <li>Good case study</li> <li>Photographs</li> <li>Print &amp; electronic media</li> <li>Communication with local Government, INGOs/NGOs/CBOs k) Religious leader</li> </ol> <p><b>Worst Case:</b>  <b>In case of emergency donor media foal person will guide our focal point to sign up and share the document through media, donor partners and government agency with support of Monitoring and Evaluation.</b></p> <ol style="list-style-type: none"> <li>Disseminate situation report with stakeholders</li> <li>Advocate with donors and government</li> <li>Good case study</li> <li>Photographs</li> <li>Print &amp; electronic media</li> <li>Communication with local Government, INGOs/NGOs/CBOs</li> <li>Religious leader</li> </ol>						
<b>Hazard:2 Lightning</b>	<b>Activities</b>						
<b>Programming</b>	<p>EARLY ACTION 1 or 2 Weeks:</p> <ol style="list-style-type: none"> <li>Observed the situation of NDRRMA and DHM along with DAO, Makwanpur</li> <li>Alert the volunteers and other committees</li> <li>Overview the contingency plan</li> <li>Situation report updated and shared with respective stakeholders including staff.</li> <li>Find out the vulnerable locations affected communities during thunderstorm and monsoon.</li> </ol> <p>DAYS:</p> <ol style="list-style-type: none"> <li>Emergency meeting with staff for update situation</li> <li>Prepare a response team,</li> <li>Emergency meetings with Govt., DAO and staffs for response.</li> </ol>						

## Hazard Contingency Plan (ETSC-Nepal)

	<p>d. Volunteers should get ready for the response</p> <p><b>Most Likely Case:</b></p> <ol style="list-style-type: none"> <li>1. Send situation report to the funding partners donor</li> <li>2. Initial Rapid Assessment</li> <li>3. Prepare 1 no. of volunteers for response</li> <li>4. Help to DDMC through provide some available support</li> <li>5. Awareness though TV and radio</li> <li>6. Prepare disaster assessment report</li> <li>7. Prepare Response report</li> </ol> <p><b>Worst Case:</b></p> <ol style="list-style-type: none"> <li>1. Prepare Volunteers for response</li> <li>2. Communication with different respective stakeholder due to situation update</li> <li>3. Proposal Writing to the Donor.</li> <li>4. Help to DDMC through available supports</li> <li>5. Market analysis and report</li> <li>6. Need assessment and situation analysis and report</li> <li>7. Take project approval/Relief distribution from DDRMC/ Local Government</li> <li>8. Provide some cash/kind support to the death from lightning family though DDMC</li> <li>9. Provide HH's utensils package to the affected people/HH's</li> <li>10. Mobilize resources and transport these affected communities for distributions</li> </ol> <p>Prepare Disaster Response Report</p>
<p><b>Delivery and Partnerships</b></p>	<p><b>Most Likely Case:</b></p> <p>Implementing Partnership:</p> <ol style="list-style-type: none"> <li>a. Churches and Volunteer Mobilizations</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval</li> <li>d. Funding partnership Tearfund and Women Day of Prayer Australia and Germany for Relief Item and Budget</li> </ol> <p><b>Worst Case:</b></p> <p>Implementing Partnership:</p> <ol style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations and Ilaka Police Administration</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval and DAO</li> </ol> <p>Funding partnership: Tearfund and World Women Day of Prayer Austria and Germany, UMN and INF for Relief Item and Budget;</p> <p>Please refer Annex 4 for Name of the Funding/Partners, Contact Details and Email and Sector to be collaborated</p>
<p><b>Quality &amp; M&amp;E</b></p>	<p><b>Most Likely Case:</b></p> <ol style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Following Organizations and Partners Code of conduct</li> <li>E) Gender Policy, Disaster Management Policy and Guideline</li> <li>F) Proper documentation of and support to the affected HH's or injured people</li> <li>G) Reporting</li> </ol> <p><b>Worst Case:</b></p> <ol style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Following Organizations and Partners Code of conduct</li> </ol>



## Hazard Contingency Plan (ETSC-Nepal)

- E) Gender Policy, Disaster Management Policy and Guideline
- F) Proper documentation of and support to the affected HH's or injured people
- G) Reporting

**Post Distribution Monitoring (PDM): After every time distribution**

**Real Time Evaluation (RTE): While implementing the response program**

**M and E Tools: PRA Tools**

### Funding

**In case of emergency ETSC Nepal has decided to use Rs. 100,000/- for immediate mobilizing the staff and volunteers to the affected areas. But that fund will be reimbursed after getting approval from Funding partner/Donor Agency.**

**Most Likely Case:**

ETSC has the regular partnership with following mention funding who will support on emergency.

- A) Tear fund
- B) World women day of prayer Germany and Australia

**Total Budget:**

SN	Activities	Quantity	No. of Unit	Unit cost	Day	Total (Rs.)
1	Prepare 1 no. of Volunteers for Search & rescue	1	1	1000	3	3000
2	Provide support to lightning affected family either cash or kind	5	1	10000	1	50000
3	Awareness though FM and TV	2	10	2000	2	80,000
	<b>Total</b>					<b>133,000</b>

**Worse Case:**

- A) Tear fund
- B) UN Agency
- C) World Women Day of Prayer Germany and Australia
- D) INF
- E) UMN
- F) World Vision International

**Total Budget:**

SN	Activities	Quantity	No. of Unit	Unit cost	Day	Total (Rs.)
1	Prepare 2 no. of Volunteers for Search & rescue	2	1	1500	5	15,000
2	Initial Rapid Assessment	1	1	10000	1	10000
3	Provide support to lightning affected family either cash or kind	50	1	10000	1	500000
4	Awareness though FM and TV	5	10	3000	5	750,000
	<b>Total</b>					<b>1,275,000</b>

## Hazard Contingency Plan (ETSC-Nepal)

	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 5%; text-align: center;">7</td> <td style="width: 40%;">Admin Cost 40 % (Per diem, Accommodation, Travel, communication)</td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 15%; text-align: center;">694000</td> <td style="width: 10%; text-align: center;">1</td> <td style="width: 10%; text-align: center;">510000</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>1785000</b></td> </tr> </table>	7	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	694000	1	510000		<b>Total</b>					<b>1785000</b>
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	<b>Total</b>					<b>1785000</b>									
<p><b>Communication, Media, Advocacy</b></p>	<p><b>Most Likely Case:</b></p> <p><b>In case of emergency Executive Chief Mr. Surya Prakash Rai will be the focal person in sign up and share the document through media donor partners and government agency with the supports of M and E.</b></p> <ol style="list-style-type: none"> <li>a. Disseminate situation report with stakeholders</li> <li>b. Advocate with donors and government,</li> <li>c. Good case study</li> <li>d. Photographs</li> <li>e. Print &amp; electronic media</li> <li>f. Communication with local Government, INGOs/NGOs/CBOs k) Religious leader</li> </ol> <p><b>Worst Case:</b></p> <p><b>In case of emergency donor media foal person will guide our focal point to sign up and share the document through media, donor partners and government agency with support of Monitoring and Evaluation.</b></p> <ol style="list-style-type: none"> <li>a. Disseminate situation report with stakeholders</li> <li>b. Advocate with donors and government</li> <li>c. Good case study</li> <li>d. Photographs</li> <li>e. Print &amp; electronic media</li> <li>f. Communication with local Government, INGOs/NGOs/CBOs Religious leader</li> </ol>														
<p><b>Hazard: 3 Flood</b></p>	<p><b>Activities</b></p>														
<p><b>Programming</b></p>	<p><b>EARLY ACTION 1 or 2 Weeks:</b></p> <ul style="list-style-type: none"> <li>• Observed the situation and inform the donors</li> <li>• Alert the volunteers and other committees</li> <li>• Overview the contingency plan</li> <li>• Situation report updated and shared with respective stakeholders including staff.</li> <li>• Market analysis</li> <li>• Find out the vulnerable locations that needs repair for strengthening the embankment or roads that can protect flood water from inundating</li> </ul> <p><b>DAYS:</b></p> <ul style="list-style-type: none"> <li>• Emergency meeting with staff for update situation</li> <li>• Preparation for Shelter management</li> <li>• Vehicles ready for transportation</li> <li>• Prepare a response team,</li> </ul> <p><b>Hours:</b></p> <ul style="list-style-type: none"> <li>• Emergency meetings with Govt. and staffs for response.</li> <li>• Make Volunteers and staff get ready for the response.</li> </ul> <p><b>Most Likely Case:</b></p> <ol style="list-style-type: none"> <li>1. Send situation report to the donor</li> </ol>														

## Hazard Contingency Plan (ETSC-Nepal)

	<ol style="list-style-type: none"> <li>2. Initial Rapid Assessment</li> <li>3. Prepare 5 no. of Volunteers for Search &amp; rescue</li> <li>4. Help to DDMC through provide 5 no. of volunteers for shelter Management.</li> <li>5. Provide 100 no. of dry food pack &amp; drinking water in the shelter (affected place)</li> <li>6. Prepare disaster assessment report</li> <li>7. Prepare need assessment report</li> </ol> <p><b>Worst Case:</b></p> <ol style="list-style-type: none"> <li>1. Prepare 10 no. of Volunteers for Search &amp; rescue</li> <li>2. Communication with different respective stakeholder due to situation update</li> <li>3. Help to DDMC through provide 10 no. of volunteers for shelter Management</li> <li>4. Market analysis and report</li> <li>5. Need assessment and situation analysis and report</li> <li>6. Take project approval/Relief distribution from DDRMC/ Local Government</li> <li>7. Provide 200 no. of dry food pack &amp; drinking water in the shelter (affected place)</li> <li>8. Provide 200 no. of tents/pals for shelter management (affected people)</li> <li>9. Provide 200 HH's utensils package to the affected people.</li> <li>10. Mobilize resources and transport these affected communities for distributions</li> </ol>
<p><b>Delivery Partnerships</b></p>	<p><b>Most Likely Case:</b> Implementing Partnership:</p> <ol style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval</li> </ol> <p>Funding partnership Tearfund and Women Day of Prayer Australia and Germany for Relief Item and Budget</p> <p><b>Worst Case:</b> Implementing Partnership:</p> <ol style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations and Palika Police Administration</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval and DAO</li> </ol> <p>Funding partnership: Tearfund and World Women Day of Prayer Austria and Germany, UMN and INF for Relief Item and Budget;</p> <p><i>Please refer Annex 4 for Name of the Funding/Partners, Contact Details and Email and Sector to be collaborated</i></p> <hr/>
<p><b>Quality / M&amp;E</b></p>	<p><b>Most Likely Case:</b></p> <ol style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Procurements of quality goods, packaging and storing in safe place</li> <li>E) Following Organizations and Partners Code of conduct</li> <li>F) Gender Policy, Disaster Management Policy and Guideline</li> <li>G) Proper documentation of distribution process</li> <li>H) Reporting</li> </ol> <p><b>Worst Case:</b></p> <ol style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Gender Policy, Disaster Management Policy and Guideline</li> <li>E) Procurements of quality goods, packaging and storing in safe place</li> <li>F) Following Core Humanitarian Standard and Code of conduct</li> </ol>

## Hazard Contingency Plan (ETSC-Nepal)

	<p>G) Proper documentation of distribution process H) Reporting</p> <p><b>Post Distribution Monitoring (PDM): After every time distribution</b> <b>Real Time Evaluation (RTE): While implementing the response program</b> <b>M and E Tools: PRA Tools</b></p>																					
<p><b>Logistics and Security</b></p>	<p><b>Most Likely Case:</b></p> <p>A) Secured collection place of relief distribution package B) Transportation C) Volunteers D) Office E) Labour F) Procurement committee G) Distribution team H) Stationary &amp; supplies I) Banking/money J) Accommodation</p> <p><b>Worst Case:</b></p> <p>A) Secured collection house using police security B) Transportation using Police Security C) Volunteers Mobilizations D) Labour mobilization and short term recruit E) Procurement committee F) Distribution team G) Communication and Management H) Stationary &amp; supplies I) Support from local Administration J) Banking K) Security L) Accommodation</p> <p><i>Please refer Annex 5 for Available Vendors and Suppliers with Contact Details</i></p> <hr/>																					
<p><b>Funding</b></p>	<p><b>In case of emergency ETSC Nepal has decided to use Rs. 100,000/- for immediate mobilizing the staff and volunteers to the affected areas. But that fund will be reimbursed after getting approval from Funding partner/Donor Agency.</b></p> <p><b>Most Likely Case:</b> ETSC has the regular partnership with following mention funding who will support on emergency.</p> <p>A) Tear fund B) World women day of prayer Germany and Australia</p> <p><b>Total Budget:</b></p> <table border="1" data-bbox="316 1671 1485 1995"> <thead> <tr> <th>SN</th> <th>Activities</th> <th>Quantity</th> <th>No. of Unit</th> <th>Unit cost (Rs.)</th> <th>Day</th> <th>Total (Rs.)</th> </tr> </thead> <tbody> <tr> <td>1</td> <td>Prepare 5 no. of Volunteers for Search &amp; rescue</td> <td>5</td> <td>1</td> <td>1000</td> <td>3</td> <td>15000</td> </tr> <tr> <td>2</td> <td>Provide 100 no. of dry food package &amp; drinking water in the shelter (affected place)</td> <td>100</td> <td>1</td> <td>1500</td> <td>1</td> <td>150000</td> </tr> </tbody> </table>	SN	Activities	Quantity	No. of Unit	Unit cost (Rs.)	Day	Total (Rs.)	1	Prepare 5 no. of Volunteers for Search & rescue	5	1	1000	3	15000	2	Provide 100 no. of dry food package & drinking water in the shelter (affected place)	100	1	1500	1	150000
SN	Activities	Quantity	No. of Unit	Unit cost (Rs.)	Day	Total (Rs.)																
1	Prepare 5 no. of Volunteers for Search & rescue	5	1	1000	3	15000																
2	Provide 100 no. of dry food package & drinking water in the shelter (affected place)	100	1	1500	1	150000																

## Hazard Contingency Plan (ETSC-Nepal)

3	Shelter Kit Distribution (Tarpaulin and Blanket)	100	1	3500	1	350000
	<b>Total</b>					<b>515000</b>
4	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	66000	1	206000
	<b>Total</b>					<b>7,21,000</b>

**Worst Case:**

- A) Tear fund
- B) UN Agency
- C) World Women Day of Prayer Germany and Australia
- D) INF
- E) UMN
- F) World Vision International

**Total Budget :**

SN	Activities	Quantity	No. of Unit	Unit Cost (Rs.)	Day	Total
1	Prepare 10 no. of Volunteers for Search & rescue	10	1	1500	5	75000
2	Initial Rapid Assessment	1	1	10000	1	10000
3	Provide 200 no. of dry food pack & drinking water in the shelter (affected place)	200	2	1500	1	600000
4	Shelter Kit Distribution (Tarpaulin and Blanket)	200	1	3500	1	700000
5	Provide 150 HH's utensils package to the affected people.	150	1	1000	1	150000
	<b>Total</b>					<b>1535000</b>
6	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	614000	1	614000
	<b>Total</b>					<b>2,149,000</b>

*Please refer Annex 4 for Name of the Funding/Partners, Contact Details, Email and Sector to be collaborated*

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**Communications, Media, Advocacy**

**Most Likely Case:**

**In case of emergency Executive Chief Mr. Surya Prakash Rai will be the focal person in sign up and share the document through media donor partners and government agency with the supports of M and E.**

- a. Disseminate situation report with stakeholders
- b. Advocate with donors and government,
- c. Good case study
- d. Photographs
- e. Print & electronic media

## Hazard Contingency Plan (ETSC-Nepal)

	<p>f. Communication with local Government, INGOs/NGOs/CBOs k) Religious leader</p> <p><b>Worst Case:</b>  <b>In case of emergency donor media focal person will guide our focal point to sign up and share the document through media, donor partners and government agency with support of Monitoring and Evaluation.</b></p> <ul style="list-style-type: none"> <li>a. Disseminate situation report with stakeholders</li> <li>b. Advocate with donors and government</li> <li>c. Good case study</li> <li>d. Photographs</li> <li>e. Print &amp; electronic media</li> <li>f. Communication with local Government, INGOs/NGOs/CBOs</li> <li>g. Religious leader</li> </ul>
<p><b>Hazard: 4 Landslide</b></p>	<p><b>Activities</b></p>
<p><b>Programming</b></p>	<p><b>Most Likely Case:</b>  <b>EARLY ACTION 1 or 2 Weeks:</b></p> <ul style="list-style-type: none"> <li>a. Observed the situation and inform the donors</li> <li>b. Alert the volunteers and other committees</li> <li>c. Overview the contingency plan</li> <li>d. Situation report updated and shared with respective stakeholders including staff.</li> <li>e. Market analysis</li> <li>f. Find out the affected locations from Landslide</li> </ul> <p><b>DAYS:</b></p> <ul style="list-style-type: none"> <li>a. Emergency meeting with staff for update situation</li> <li>b. Participating in DDMC</li> <li>c. Preparation for Shelter management</li> <li>d. Vehicles ready for transportation</li> <li>e. Prepare a response team,</li> </ul> <p><b>Hours:</b></p> <ul style="list-style-type: none"> <li>A) Emergency meetings with Govt. and staffs for response.</li> <li>B) Make Volunteers get ready for the response.</li> </ul> <p><b>Most Likely Case:</b></p> <ul style="list-style-type: none"> <li>A) Initial Rapid Assessment in collaboration Red Cross and DAO and Nepal Army.</li> <li>B) Team formation, Search and rescue</li> <li>C) Communication with different respective stakeholder due to situation update</li> <li>D) Need assessment and situation analysis and report</li> <li>E) Market analysis and report</li> <li>F) Take project approval from Local Government</li> <li>G) Prepare 5 no. of Volunteers for Search &amp; rescue</li> <li>H) Prepare need assessment report</li> <li>I) Help to DDMC through provide 5 no. of volunteers for shelter Management.</li> <li>J) Provide 100 no. of dry food pack &amp; drinking water in the shelter (affected place) for 100 nos of affected HH's.</li> <li>K) Shelter Kit Distribution (Tarpaulin and Blanket) for 100 no. of most affected HH's</li> <li>L) Prepare disaster Response Report</li> </ul> <p><b>Worse Case:</b></p> <ul style="list-style-type: none"> <li>A) Initial Rapid Assessment in collaboration Red Cross and DAO and Nepal Army.</li> <li>B) Team formation, Search and rescue</li> <li>C) Communication with different respective stakeholder due to situation update</li> <li>D) Need assessment and situation analysis and report</li> <li>E) Market analysis and report</li> </ul>

## Hazard Contingency Plan (ETSC-Nepal)

	<ul style="list-style-type: none"> <li>F) Proposal for Donor Partner</li> <li>G) Take project approval from Local Government</li> <li>H) Prepare 10 no. of Volunteers for Search &amp; rescue</li> <li>I) Help to DDMC through provide 10 no. of volunteers for shelter Management.</li> <li>J) Provide 200 no. of dry food pack &amp; drinking water in the shelter (affected place) for 200 no of affected HH's.</li> <li>K) Shelter Kit Distribution (Tarpaulin and Blanket) for 200 no. of most affected HH's from Landslide</li> <li>L) Provide and Distribute Utensils package for 150 no. of Most affected HH's</li> <li>M) Distribute the Pal and tents for 200 no. of most affected HH's.</li> <li>N) Prepare disaster Response Report</li> </ul>
<p><b>Delivery and Partnerships</b></p>	<p><b>Most Likely Case:</b>  Implementing Partnership:  <ul style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval</li> </ul> Funding partnership Tearfund and Women Day of Prayer Australia and Germany for Relief Item and Budget</p> <p><b>Worst Case:</b>  Implementing Partnership:  <ul style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations and Ilaka Police Administration</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval and DAO</li> </ul> Funding partnership: Tearfund and World Women Day of Prayer Austria and Germany, UMN and INF for Relief Item and Budget;</p> <p><i>Please refer Annex 4 for Name of the Funding/Partners, Contact Details and Email, Sector to be collaborated</i></p> <hr style="border: 0.5px solid blue;"/>
<p><b>Quality &amp; M&amp;E</b></p>	<p><b>Most Likely Case:</b>  <ul style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Procurements of quality goods, packaging and storing in safe place</li> <li>E) Following Organizations and Partners Code of conduct</li> <li>F) Gender Policy, Disaster Management Policy and Guideline</li> <li>G) Proper documentation of distribution process</li> <li>H) Reporting</li> </ul> </p> <p><b>Worst Case:</b>  <ul style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Gender Policy, Disaster Management Policy and Guideline</li> <li>E) Procurements of quality goods, packaging and storing in safe place</li> <li>F) Following Core Humanitarian Standard and Code of conduct</li> <li>G) Proper documentation of distribution process</li> <li>H) Reporting</li> </ul> </p> <p><b>Post Distribution Monitoring (PDM): After every time distribution</b>  <b>Real Time Evaluation (RTE): While implementing the response program</b>  <b>M and E Tools: PRA Tools</b></p>

## Hazard Contingency Plan (ETSC-Nepal)

<b>Logistic and Security</b>	<p><b>Most Likely Case:</b></p> <ul style="list-style-type: none"> <li>A) Secured ware house</li> <li>B) Transportation</li> <li>C) Volunteers</li> <li>D) Office</li> <li>E) Labour</li> <li>F) Procurement committee</li> <li>G) Distribution team</li> <li>H) Stationary &amp; supplies</li> <li>I) Banking/money</li> </ul> <p><b>Worst Case:</b></p> <ul style="list-style-type: none"> <li>A) Secured ware house</li> <li>B) Transportation</li> <li>C) Volunteers</li> <li>D) Office</li> <li>E) Labour</li> <li>F) Procurement committee</li> <li>G) Distribution team</li> <li>H) Communication</li> <li>I) Stationary &amp; supplies</li> <li>J) Support from local Administration</li> <li>K) Banking</li> <li>L) security</li> <li>M) accommodation</li> </ul>																																																	
<b>Funding</b>	<p><b>In case of emergency ETSC Nepal has decided to use Rs. 100,000/- for immediate mobilizing the staff and volunteers to the affected areas. But that fund will be reimbursed after getting approval from Funding partner/Donor Agency.</b></p> <p><b>Most Likely Case:</b> ETSC has the regular partnership with following mention funding who will support on emergency.</p> <ul style="list-style-type: none"> <li>A) Tear fund</li> <li>B) World women day of prayer Germany and Australia</li> </ul> <p><b>Total Budget:</b></p> <table border="1" style="width: 100%; border-collapse: collapse; margin-bottom: 10px;"> <thead> <tr> <th style="width: 5%;">SN</th> <th style="width: 45%;">Activities</th> <th style="width: 10%;">Quantity</th> <th style="width: 10%;">No. of Unit</th> <th style="width: 10%;">Unit Cost (Rs.)</th> <th style="width: 5%;">Day</th> <th style="width: 15%;">Total (Rs.)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Prepare 5 no. of Volunteers for Search &amp; rescue</td> <td style="text-align: center;">5</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1000</td> <td style="text-align: center;">3</td> <td style="text-align: right;">15000</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Provide 100 no. of dry food package &amp; drinking water in the shelter (affected place)</td> <td style="text-align: center;">100</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1500</td> <td style="text-align: center;">1</td> <td style="text-align: right;">150000</td> </tr> <tr> <td style="text-align: center;">3</td> <td>Shelter Kit Distribution (Tarpaulin and Blanket)</td> <td style="text-align: center;">100</td> <td style="text-align: center;">1</td> <td style="text-align: center;">3500</td> <td style="text-align: center;">1</td> <td style="text-align: right;">350000</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>515000</b></td> </tr> <tr> <td style="text-align: center;">4</td> <td>Admin Cost 40 % (Per diem, Accommodation, Travel, communication)</td> <td style="text-align: center;">1</td> <td style="text-align: center;">1</td> <td style="text-align: center;">66000</td> <td style="text-align: center;">1</td> <td style="text-align: right;">206000</td> </tr> <tr> <td></td> <td><b>Total</b></td> <td></td> <td></td> <td></td> <td></td> <td style="text-align: right;"><b>721,000</b></td> </tr> </tbody> </table> <p><b>Worse Case:</b></p> <ul style="list-style-type: none"> <li>A) Tear fund</li> <li>B) UN Agency</li> </ul>	SN	Activities	Quantity	No. of Unit	Unit Cost (Rs.)	Day	Total (Rs.)	1	Prepare 5 no. of Volunteers for Search & rescue	5	1	1000	3	15000	2	Provide 100 no. of dry food package & drinking water in the shelter (affected place)	100	1	1500	1	150000	3	Shelter Kit Distribution (Tarpaulin and Blanket)	100	1	3500	1	350000		<b>Total</b>					<b>515000</b>	4	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	66000	1	206000		<b>Total</b>					<b>721,000</b>
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## Hazard Contingency Plan (ETSC-Nepal)

- C) World Women Day of Prayer Germany and Australia
- D) INF
- E) UMN
- F) World Vision International

**Total Budget:**

SN	Activities	Quantity	No. of Unit	Unit cost (Rs.)	Day	Total (Rs.)
1	Prepare 10 no. of Volunteers for Search & rescue	10	1	1500	5	75000
2	Initial Rapid Assessment	1	1	10000	1	10000
3	Provide 200 no. of dry food pack & drinking water in the shelter (affected place)	200	2	1500	1	600000
4	Shelter Kit Distribution (Tarpaulin and Blanket)	200	1	3500	1	700000
5	Provide 150 HH's utensils package to the affected people.	150	1	1000	1	150000
6	Distribute tents and Pals for 200 HH's (Most affected)	200	1	1000	1	200000
	<b>Total</b>					<b>1735000</b>
7	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	694000	1	694000
	<b>Total</b>					<b>2,429,000</b>

**Communication, Media, Advocacy**

**Most Likely Case:**

**In case of emergency Executive Chief Mr. Surya Prakash Rai will be the focal person in sign up and share the document through media donor partners and government agency with the supports of M and E.**

- a. Disseminate situation report with stakeholders
- b. Advocate with donors and government,
- c. Good case study
- d. Photographs
- e. Print & electronic media
- f. Communication with local Government, INGOs/NGOs/CBOs k) Religious leader

**Worst Case:**

**In case of emergency donor media foal person will guide our focal point to sign up and share the document through media, donor partners and government agency with support of Monitoring and Evaluation.**

- a. Disseminate situation report with stakeholders
- b. Advocate with donors and government
- c. Good case study
- d. Photographs
- e. Print & electronic media
- f. Communication with local Government, INGOs/NGOs/CBOs Religious leader

**Hazard 5 Earthquake**

**Activities**

## Hazard Contingency Plan (ETSC-Nepal)

<b>Programming</b>	<p><b>EARLY ACTION 1 or 2 Weeks:</b></p> <ol style="list-style-type: none"> <li>a. Observed the situation and inform the donors</li> <li>b. Alert the volunteers and other committees</li> <li>c. Overview the contingency plan</li> <li>d. Situation report updated and shared with respective stakeholders including staff.</li> <li>e. Market analysis</li> <li>f. Find out the vulnerable locations affected from Earthquake and aftershock.</li> </ol> <p><b>DAYS:</b></p> <ol style="list-style-type: none"> <li>a. Emergency meeting with staff for update situation</li> <li>b. Preparation for Shelter management</li> <li>c. Vehicles ready for transportation</li> <li>d. Prepare a response team,</li> </ol> <p><b>Hours:</b></p> <ol style="list-style-type: none"> <li>a. Emergency meetings with Govt., DAO and staffs for response.</li> <li>b. Volunteers should get ready for the response</li> </ol> <p><b>Most Likely Case:</b></p> <ol style="list-style-type: none"> <li>1. Send situation report to the donor</li> <li>2. Initial Rapid Assessment</li> <li>3. Prepare 5 no. of Volunteers for Search &amp; rescue</li> <li>4. Prepare for Relief Distribution work</li> <li>5. Help to DDMC through provide 5 no. of volunteers for shelter Management.</li> <li>6. Provide 100 no. of dry food pack &amp; drinking water in the shelter (affected place)</li> <li>7. Prepare disaster assessment report</li> <li>8. Prepare Response report</li> </ol> <p><b>Worst Case:</b></p> <ol style="list-style-type: none"> <li>1. Prepare 10 no. of Volunteers for Search &amp; rescue</li> <li>2. Communication with different respective stakeholder due to situation update</li> <li>3. Proposal Writing to the Donor.</li> <li>4. Help to DDMC through provide 10 no. of volunteers for shelter Management</li> <li>5. Market analysis and report</li> <li>6. Need assessment and situation analysis and report</li> <li>7. Take project approval/Relief distribution from DDRMC/ Local Government</li> <li>8. Provide 200 no. of dry food pack &amp; drinking water in the shelter (affected place)</li> <li>9. Provide 200 no. of tents/pals for shelter management (affected people)</li> <li>10. Provide 200 HH's utensils package to the affected people.</li> <li>11. Mobilize resources and transport these affected communities for distributions</li> <li>12. Prepare Disaster Response Report</li> </ol>
<b>Delivery and Partnerships</b>	<p><b>Most Likely Case:</b></p> <p>Implementing Partnership:</p> <ol style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval</li> </ol> <p>Funding partnership Tearfund and Women Day of Prayer Australia and Germany for Relief Item and Budget</p> <p><b>Worst Case:</b></p> <p>Implementing Partnership:</p> <ol style="list-style-type: none"> <li>a. Churches for Volunteer Mobilizations and Ilaka Police Administration</li> <li>b. Red Cross for Initial Rapid Assessment</li> <li>c. DDRMC for Government authority and approval and DAO</li> </ol> <p>Funding partnership: Tearfund and World Women Day of Prayer Austria and Germany, UMN and INF</p>

## Hazard Contingency Plan (ETSC-Nepal)

	<p>for Relief Item and Budget;</p> <p><i>Please refer Annex 4 for Name of the Funding/Partners, Contact Details and Email and Sector to be collaborated</i></p> <hr/>
<p><b>Quality &amp; M&amp;E</b></p>	<p><b>Most Likely Case:</b></p> <ul style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Procurements of quality goods, packaging and storing in safe place</li> <li>E) Following Organizations and Partners Code of conduct</li> <li>F) Gender Policy, Disaster Management Policy and Guideline</li> <li>G) Proper documentation of distribution process</li> <li>H) Reporting</li> </ul> <p><b>Worst Case:</b></p> <ul style="list-style-type: none"> <li>A) Need assessment</li> <li>B) Selection of capable staffs and community volunteers</li> <li>C) Proper selection of most vulnerable locations and families and distribution</li> <li>D) Gender Policy, Disaster Management Policy and Guideline</li> <li>E) Procurements of quality goods, packaging and storing in safe place</li> <li>F) Following Core Humanitarian Standard and Code of conduct</li> <li>G) Proper documentation of distribution process</li> <li>H) Reporting</li> </ul> <p><b>Post Distribution Monitoring (PDM): After every time distribution</b></p> <p><b>Real Time Evaluation (RTE): While implementing the response program</b></p> <p><b>M and E Tools: PRA Tools</b></p>
<p><b>Logistics and Security</b></p>	<p><b>Most Likely Case:</b></p> <ul style="list-style-type: none"> <li>A) Secured ware house</li> <li>B) Transportation</li> <li>C) Volunteers</li> <li>D) Office</li> <li>E) Labour</li> <li>F) Procurement committee</li> <li>G) Distribution team</li> <li>H) Stationary &amp; supplies</li> <li>I) Banking/money</li> </ul> <p><b>Worst Case:</b></p> <ul style="list-style-type: none"> <li>A) Secured ware house</li> <li>B) Transportation</li> <li>C) Volunteers</li> <li>D) Office</li> <li>E) Labour</li> <li>F) Procurement committee</li> <li>G) Distribution team</li> <li>H) Communication</li> <li>I) Stationary &amp; supplies</li> <li>J) Support from local Administration</li> <li>K) Banking</li> <li>L) security</li> <li>M) accommodation</li> </ul>

## Hazard Contingency Plan (ETSC-Nepal)

*Please refer Annex 5 for Available Vendors and Suppliers with Contact Details*

### Funding

**In case of emergency ETSC Nepal has decided to use Rs. 100,000/- for immediate mobilizing the staff and volunteers to the affected areas. But that fund will be reimbursed after getting approval from Funding partner/Donor Agency.**

**Most Likely Case:**

ETSC has the regular partnership with following mention funding who will support on emergency.

- A) Tear fund
- B) World women day of prayer Germany and Australia

**Total Budget:**

SN	Activities	Quantity	No. of Unit	Unit cost	Day	Total (Rs.)
1	Prepare 5 no. of Volunteers for Search & rescue	5	1	1000	3	15000
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3	Shelter Kit Distribution (Tarpaulin and Blanket)	100	1	3500	1	350000
	<b>Total</b>					<b>515000</b>
4	Admin Cost 40 % (Per diem, Accommodation, Travel, communication)	1	1	66000	1	206000
	<b>Total</b>					<b>721,000</b>

**Worse Case:**

- A) Tear fund
- B) UN Agency
- C) World Women Day of Prayer Germany and Australia
- D) INF
- E) UMN
- F) World Vision International

**Total Budget:**

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## Hazard Contingency Plan (ETSC-Nepal)

	people.					
6	Distribute tents and Pals for 200 HH's (Most affected)	200	1	1000	1	200000
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<p><b>Communication, Media, Advocacy</b></p>	<p><b>Most Likely Case:</b>  <b>In case of emergency Executive Chief Mr. Surya Prakash Rai will be the focal person in sign up and share the document through media donor partners and government agency with the supports of M and E.</b></p> <ul style="list-style-type: none"> <li>a. Disseminate situation report with stakeholders</li> <li>b. Advocate with donors and government,</li> <li>c. Good case study</li> <li>d. Photographs</li> <li>e. Print &amp; electronic media</li> <li>f. Communication with local Government, INGOs/NGOs/CBOs k) Religious leader</li> </ul> <p><b>Worst Case:</b>  <b>In case of emergency donor media foal person will guide our focal point to sign up and share the document through media, donor partners and government agency with support of</b></p> <p><b>Monitoring and Evaluation.</b></p> <ul style="list-style-type: none"> <li>a. Disseminate situation report with stakeholders</li> <li>b. Advocate with donors and government</li> <li>c. Good case study</li> <li>d. Photographs</li> <li>e. Print &amp; electronic media</li> <li>f. Communication with local Government, INGOs/NGOs/CBOs</li> <li>g. Religious leader</li> </ul>
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### SECTION 5 - Business Continuity Plan

How will the hazard impact on your current programmes, your existing year plans and your long term strategy?

What impact will the hazard have on your office infrastructure, IT, transportation, assets etc?

- a) Due to building damaged or inundate official regular activity will disrupt.
- b) Cannot move anywhere if transportation system disrupt.
- c) Due to the electrical items damage it is not possible to work in the office normally.
- d) Office document & equipment's get hamper.
- e) Power supply disconnections/ disruptions and making most needed documentation non-functional.
- f) Internet connection disruptions, making internal and external communication totally ineffective.

What day to day processes might be impacted (i.e. financial) and how can you mitigate the impact?

- a) Communication with Selecting and placement of capable and experiences staff and community volunteers.
- b) Ensuring staff and community volunteer's safety and security is ensured including their accommodations and food

## Hazard Contingency Plan (ETSC-Nepal)

needs.

- c) Procurement, transportation and storage of materials (logistical support) for office staff and volunteers.
- d) Maintaining the Cash in Office, agreement with Banking institutions, Staff's stock amount used in the condition of reimbursement and Volunteer support.
- e) Coordinating and cooperating with others, so that most affected and selected families can be reached and filling in the gaps and unaddressed needs.
- f) Procuring or assigning furniture and equipment needed to operate and address the emergencies according to the organizational disaster policy.

What activities do we need to keep running? What activities can operate with skeleton support?

- a) Communicate with vendor & suppliers for required items.
- b) Materials purchase as per policy (PR, PO GRN PRN)
- c) Establishing temporary emergency ware/collection house.
- d) Increasing size of response team/volunteers
- e) Monitoring safety & security of the staffs
- f) Proposal development and financial preparation could be done via online/ remotely for fund raising purpose
- g) If supports done through remotely from KTM or other places, system set up, Beneficiaries registration in data base.
- h) Humanitarian Standard, Quality check of relief items, staff orientation, Response Plan preparation
- i) Regular programs may be halted for a period of time.
- j) Communicating with resource sharing partners, informing them of extent of damages, present and future needs and possible resources that may be needed
- k) Keeping contact with government and non-government organizations who are planning to respond to the needs of communities affected and seeking cooperation and coordination with them to reach unreached locations and communities.
- l) Selecting Project Office/s and equipping these with required furniture and equipment, so that staff operating has the required tools to operate smoothly and effectively.
- m) Organizing orientation to staff team members and community volunteers with defined role and responsibilities, so that all can work in a team to respond to the needs.

Issue Addressed	Solutions	Action	Owner	Time to Completion	Budget
Building Damaged	Tents	1st week with identifying possible alternative office/ purchase tents	Admin/Finance Depart	5 Days	Rs. 7,000
Transportation system disrupted	Find alternative way	May be working from safe place/house	Admin team	5 days	-
Drinking Water or Water Purifier	Filters, Water Guard	Purchase	Admin Team	2-5 days	Rs. 10000
Electricity Disrupted	Alternative Power	Purchase solar	Admin Department	15 days	Rs. 60000
Electric items damage	Alternative electrical items should use or purchase	Purchase alternative electrical items	Admin Department	1 week	Rs. 100,000
Office document & equipment's may destroy	Backup/Google drive	Use Backup/Google drive or external	Program Department	1 week	-

## Hazard Contingency Plan (ETSC-Nepal)

		hard drive			
Mobile/ Network Disconnected	Use near by the telecommunication office	Searching	Admin Department	1 Months	Rs. 5000
Road communication destroy	Use alternative way	Seeking and Searching	Staff	1 Month	-
Financial Resources	Communication with donor partner, Create contingency fund	Develop proposal as per donors template	Program Department	15 days	Rs. 20,000

### SECTION 6 - Preparedness Plan (ACTIONS YOU WILL UNDERTAKE WITHIN THE NEXT 12 MONTHS TO HELP PREPARE)

Action Required	Owner	Date	Frequency	Budget
<b>Security/ IT</b>				
Collect the emergency numbers (police, hospital, fire service, ambulance, Nepal Army, Nepal Police and Armed Police Force)	Program Department	End of April 2020	1	Rs. 1000
Ensure all staffs know organizational and humanitarian code of conduct & policies.	Executive Chief	End of August 2020	1	Rs. 30000
Collect appropriate transport information (trucks, local transport), so that go for response in due time.	Program Department	End of April, 2020	2	Rs. 1000
Select volunteers for need assessment, materials distribution, engage for procurement	Program Department	End of May 2020	1	Rs. 5000
Planning of Labour for materials loading and unloading, packaging, distribution in future emergency response Administration	Admin/ Finance Department	End of May 2020	1	Rs. 5000
Select volunteers for search, rescue and relief	Program Team	End of June 2020	2	Rs. 5000
Prepare for communication systems	Program Team	End of May 2020	2	Rs. 10000
Select vendor for procure Stationary & supplies as required	Admin/Finance Team	End of May 2020	1	Rs. 5000
Collect all relevant information regarding disaster and emergency, website, Resource Person	Program team	End of March 2020	2	Rs. 1000
Search, rescue and first aid ToT for 20 no. people of ETSC-Nepal's staff, executive team, volunteers and RM focal person for 2 days.	Program Team	End of March 2020	1	Rs. 80000

## Hazard Contingency Plan (ETSC-Nepal)

Coordination and Participation with DDMC	Program Team	Regular	Regular	Rs. 40000
<b>FINANCE</b>				
Develop Organizational finance policy during disaster	Program team/Finance team	End of May 2020	2	Rs. 5000
Communicating with donors for fund flow	Executive Chief	End of May 2020	1	-
Banking for fund flow, maintain financial transaction with vendor or third party	Finance Team	End of May 2020	1	Rs. 2000
<b>Human Resource (HR)</b>				
Train up 25 staff & volunteers about organizational & humanitarian code of conduct for 2 days	Executive Board and Chief	End of May 2020	1	Rs. 50,000
Mobilize staffs & volunteers for need assessment, materials distribution, engage for procurement	Program Team and Executive Chief		1	Rs. 35,000
Train 20 no. of staff, volunteers, Rural Municipalities disaster focal person for Initial Rapid and need Assessment, MIRA, Material distribution and procurement process for 2days	Program Team and Executive Chief	May 30 <sup>th</sup> 2020	1	Rs. 150000
Develop Organizational Disaster Policy	Program Team and Executive Chief	June 30 <sup>th</sup> 2021	1	Rs. 100000
Build the capacity of 6 staff and expose them to new learning experiences in line agency and DRR institutions.	Program Team and Executive Chief	September 2021	1	Rs. 100000
Simulation Exercise for staff and volunteers (semi-annually)	Program Team and Executive Chief	December 2021	4	Rs. 100000
Translate Organizational Contingency Plan in Nepali	Program Team and Executive Chief	December 2020	1	Rs. 20000
<b>Programming - EARLY ACTION</b>				
Listening the news from different media & updated	Project Coordinator/Officers		1	-
Communicate with Local Government and other government related officials for well preparedness and action	Project Coordinator/Officers	During Disaster Time	1	-



## Hazard Contingency Plan (ETSC-Nepal)

Selecting the volunteers for well response	Project Coordinator/Officers	During Disaster Time	1	-
Keep ready for volunteers action	Project Coordinator/Officers	During Disaster Time	1	-
Communication with enlisted vendors	Admin/ Finance Department	During Disaster Time	1	-
Evacuate the vulnerable community people to the shelter	Project Coordinator/Officers	During Disaster Time-	1	-
Inform trained staff's members and community volunteer to ready to move to affected locations on shortage possible notice time	Project Coordinator/Officers	During Disaster Time	1	Rs. 1000
Market analysis	Admin/Finance Department	During Disaster Time	1	Rs. 5000
Find out the vulnerable locations that needs support	Project Coordinators/ Officers	During Disaster Time	1	Rs. 10000
Overview the contingency plan	Executive Chief, PC	During Disaster Time	1	-
Prepare a response team, who can be mobilized and send them to the disaster affected locations and set up contact with local organizations and local government	Project Coordinators/ Officers	During Disaster Time	1	Rs. 100000
Take necessary steps for shifting vulnerable families to nearest safe places	Project Coordinators/ Officers	During Disaster Time	1	
Emergency stock check and mobilize for transferring to affected location	Admin/Finance Team	During Disaster	1	-
<b>Programming - POST-DISASTER RESPONSE</b>				
Initial Rapid Assessment and share to funding partner, UN Agency etc.	Program Team	3 days	1	Rs. 25000
Prepare situation report	Program Coordinator	5 days	1	Rs. 15000
Prepare response plan & budget and sharing with donor	Program team	1-2 week	1	-
Develop Proposal for Response	Project Coordinator/EC	2-3 weeks	1	Rs. 30000

## Hazard Contingency Plan (ETSC-Nepal)

Warehouse for storing the emergency materials until distribution	Administration	20 days	1	Rs. 30,000
Transportation for material to distribution locations, hire vehicle for staff movements	Administration and Program Team	1 week	1	Rs. 20,000
Mobilize volunteers for need assessment, materials distribution, engage for procurement	Program and Admin/Finance team	15 Days	1	-
Office hire for emergency response	Admin/Administration Department	1 week	1	Rs. 10,000
Hire Labour for materials loading and unloading, packaging, distribution	Administration	15 days	1	Rs. 15,000
Engage procurement committee for procure materials maintain all procedure	Administration	7 days	1	-
Form distribution team for smoothly distribution the materials	Program Team	1 week	1	-
Communication	Program Team	15 Days	1	-
Stationary & supplies required for logistic support	Admin/Finance Team	1 week	1	Rs. 5,000
Support from local administration for finalize affected locations, families, security and other related tasks	Program Team	20 days	As per need	
Banking for fund flow and maintain financial transaction with vendor or third party	Admin/Finance Department	30 days	1	

### SECTION 7 – Monitoring

How often will you review, revise and share these contingency plans?

Review the plan and policy in annually.  
 Share with management team.  
 Share with board of trustee.  
 Share with staff.  
 Share with donors.  
 Review other policies in terms of emergency (HR, Finance, Purchase etc.)  
 Context analysis review according to the District Disaster Preparedness and Response Plan

Who will ensure the above specific indicators are monitored with feedback being provided on indicators?

Executive Chief, Project Coordinator and Disaster Focal Person

Have any capacity building gaps been identified? Which technical and support teams will you need to discuss these with)?  
 How will you ensure you build these plans into your current programming and team meetings?

## Hazard Contingency Plan (ETSC-Nepal)

ETSC Nepal has recently conducted organizational Self-Assessment in three areas of Leadership and Governance, Influence and Preparedness and Response. In order to enhance the capacity of the organization ETSC has a program called Disaster Management Capacity Strengthening Plan for two years. Following mention program activities will be conducted for two years in order to strengthening the organizational capacity in disaster preparedness and response. Develop Organizational Disaster Policy.

1. Collect the disaster emergency numbers.
2. Train 25 no. people including staff & volunteers about organizational & humanitarian code of conduct and policies for 2 days.
3. Effective training for IRA and MIRA tools for Assessment during disaster for ETSC Staff and Local Government staff for 10 number of people.
4. Train 20 no. of person including staff, volunteer, Rural Municipality representative for need assessment, material distribution and engage for procurement for 2 days.
5. Procure Utensils and other material support during emergency likes; Pals, tents, life jacket, water boat (collection house), etc.
6. Prepared/ Update Bakaiya/Manahari RM's disaster preparedness and response plan.
7. Search, rescue, and first aid training (ToT) for staff, volunteers, and organizational Human Resource enhancement for 30 no. of people.
8. Translate ETSC –Nepal's Contingency Plan in Nepalese language.
9. Simulation Activities/exercise for ETSC Nepal (Team) for 2 days workshop.

Which stakeholders do you need to share and discuss this plan with (including other partners as well as your head office, other actors etc.)?

ETSC- Nepal Executive Board  
 Staffs  
 Partners (Tearfund Nepal, World Women Day of Prayer Austria and Germany, INF, UMN)  
 District Disaster Management Committee  
 Rural Municipality Level Disaster management committee  
 Local Government

MONITORING PLAN				
	Person Ultimately Responsible for Monitoring and Updating	Recommended Monitoring Frequency	Section Changes Made	Date of Changes
Context	Executive Chief, Program Coordinator	Quarterly		
Indicators	Executive Chief, Program Coordinator, Disaster Focal Person	Yearly		
Business Continuity Implementation	Executive Chief, Program Coordinator	Yearly		
Preparedness actions Implementation	Executive Chief, Program Coordinator Disaster Focal person	Yearly		

# Hazard Contingency Plan (ETSC-Nepal)

## ANNEXS

### Annex 1: List of Main Actors in the Makwanpur District

SN	Organization's Name	Focal person	Phone No.
1.	District Administration Office, Makwanpur	Dev Chandra Gartaula	9851093686, 057-520495
2.	Nepal Army	Amil Budhathoki (Pramukh Senani)	9855015655
3	Nepal Police	Yagya Prasad Bhattarai	100, 057-520099
3.	Armed Police Force	Shyam Koirala	1114, 98501272395
4	District Coordination Committee (DCC)	Ram Krishna Thapa	9855067323
5.	Hetauda Sub Metropolitan City	Hari Bahadur Mahat	9855067032
6.	Thaha Municipality	Lobsher Bista	9855067692
7	Bagmati RM	Sarkesh Ghalan	9855072072
8	Bakaiya RM	Damodar Khanal	9855070697
9	Makwanpur Gadhi RM	Bidur Humagain	9855073810
10	Bhimfedi RM	Hidam Lama	9855068286
11	Indrasarobar RM	Jiwan Lama	9855088145
12	Kailash RM	Tanka Moktan	9855068590
13	Rakshirang RM	Rajkumar Malla	9855069405
14	Manahari RM	Ek Raj Upreti	9845071614
15	Plan International Makwanpur Unit	Dipendra Singh Samanta	9848775098
16.	Nepal Red Cross, Makwanpur	Khemraj Sapkota	9855068258
17	Patrkar Mahasang	Hari Prasad Humagain	9855068961
18	Samudayik Urja and Paryabaran Bikas Manch	Tulasi Rijal	9845027933
19	Nepal Telecom	Sanjeeb Kumar Deb	9851037100
20	Nepal Electricity Authority	Shambhu Yadab	9841400454
21	ETSC Nepal	Surya Rai	9819259624

### Annex 2: Main Vulnerabilities from Landslide, Flood, and Earthquake

Preparedness estimated Population	Population %	Affected Total Population (25000)			Displaced Population (15000)		
		Male	Female	Total	Male	Female	Total
HH's No.				5000			30000
Reproductive Active Age's Female	25 %		3188			1913	
60 plus above Age Population	30%	3765	3825	7500	2205	2295	4500
Children Up to 19 Yrs Old	46 %	5635	5865	11500	3381	3519	6900
Extreme Poverty Population	33 %	4043	4208	8250	2426	2525	4950

## Hazard Contingency Plan (ETSC-Nepal)

Maternity and Pregnant women	5 %		638	638		386	386
6-9 Ages Children Number	11 %	1348	1403	2750	809	842	1650
Number of Dalit	11 %	1348	1403	2750	809	842	1650
Malnutrition Population (Age 6-59)	26 %	3000	3500	6500	1700	2200	3900

**Source: DDP RP 2021, Makwanpur**

### Annex 3: Available Capacities and Equipment's and Resources in Makwanpur District DDMC

SN	Available Equipment's and Resources in the District	Available Numbers in (DDMC)
1	Agni Samak Yantra	15
2	Gas Cutter	5
3	Saw Cutter	5
4	Breaker	5
5	Generator 1 KV A	1
6	Motor Boat	2
7	Tube	30
8	Rope	1000 Meter
9	Life jacket	100
10	Fire shoot	2
11	Stretcher	30
12	First Aid Kit	50
13	Pik Sovel, Yas	50
14	Gas Mask Set	10
15	Oxygen Cylinder	5
16	Drill machine Heavy	5
17	Sack with Sand	4000
18	Tar and jail	20
18	Tent and Pal	5000
20	Touching set	3
21	Potable Water tank	5
22	Water pump	5
23	Solar light	100
24	Solar Panel	5
25	Torch Light	40
26	Traumatic Care 1) Hetauda Hospital 2) Hetauda Orthopaedic 3) Chure Hill Hospital	50 bed 10 bed 15 Bed
27	Water Purifier	15000 People

**Source: DDP RP 2021, Makwanpur**

### Annex 4: Lists of Funding/Partners

## Hazard Contingency Plan (ETSC-Nepal)

SN	Organization's Name	Focal person	Email	Phone No.
1.	Tearfund Nepal	Pranaya Chhetri (Country Director)	pranaya.chhetri@tearfund.com	9810338203
2.	United Mission to Nepal (UMN)	Khitiz Raj Prasai	umn@umn.org.np	1 4268900
3.	International to Nepal Fellowship (INF)	Philip Morris (Nepal Country Office Director)	<a href="mailto:INFO@INF.ORG">INFO@INF.ORG</a>	061 520111
4.	Plan International Makwanpur Unit	Dipendra Singh Samanta		9848775098

### Annex 5: Updated sheet of vendors and suppliers with contact details:

SN	Vendors and Suppliers Name (Address)	Contact no.	Sectors
1	Ma Durga Khadya Store (Hetauda 2)		Food items
2			Food Items
3			Food Items
4			Drinking Water
5			Hardware suppliers
6	Mahendra Purifier (Hetauda 4)	9866384777	Hardware
7			Utensils
8			Utensils
9			Utensils
10	Neupane Kagaj Udhog, Hetauda 10	057-523638	Stationary
11	Chaulagain Surgical (Hetauda 10)		Medical
12	Golbal Surgical (Hetauda 9)		Medical
13	Star Computer System Hetauda 4	057-523333	IT