



FIELD READY TÜRKİYE
SAHAYA HAZIR İNOVASYON DERNEĞİ

Contingency Plan Policy

I. Identify Key Risks:

1. Natural Disasters:
 - Identify potential natural disasters in operational areas.
 - Assess how these disasters might impact operations.
 - Conduct risk mapping exercises to identify vulnerable areas and populations.
 - Collaborate with local authorities and communities to understand historical disaster patterns.
 - Analyze climate change projections to anticipate future risks.
2. Security Risks:
 - Monitor political and security situations regularly.
 - Assess potential risks associated with operating in different regions.
 - Provide staff with training on personal safety and situational awareness.
3. Health Crises:
 - Recognize the impact of health-related crises.
 - Stay informed about global and local health conditions.
 - Develop contingency plans specific to various health emergencies, such as pandemics or disease outbreaks.
 - Establish partnerships with local health authorities and organizations for coordinated response efforts.

II. Actions in Response:

1. Natural Disasters:
 - Develop comprehensive evacuation plans for staff and communities.
 - Conduct regular drills to practice evacuation procedures with staff and community members.
2. Security Risks:
 - Establish effective communication and evacuation plans for staff.
 - Collaborate closely with local authorities and security experts.
 - Implement a crisis communication plan to disseminate timely information to staff during security incidents.
 - Develop procedures for securing assets and facilities in high-risk situations.
3. Health Crises:
 - Develop robust health and safety protocols for both staff and beneficiaries.
 - Enable remote work capabilities and virtual communication channels.
 - Implement infection control measures in all facilities and workspaces.
 - Provide staff with personal protective equipment (PPE) and training on its proper use.



- Develop protocols for cases of illness among staff and beneficiaries.

identifying and isolating suspected

III. Communication and Coordination:

1. Internal Communication:

- Establish clear and reliable communication channels for staff during crises.
- Implement an emergency notification system to alert staff of urgent developments.
- Set up remote communication systems for virtual work.
- Conduct regular communication drills to ensure staff are familiar with communication protocols.

2. External Communication:

- Establish liaisons with media outlets to manage external communication during crises.
 - Develop a crisis communication plan to address inquiries from donors, partners, and the public.
 - Designate spokespersons trained in crisis communication to represent the organization externally.
 - Maintain transparency with donors and partners regarding the situation.
 - Provide regular updates on the organization's response efforts.
- #### 3. Coordination with Partners:
- Foster ongoing communication with local authorities and partners.
 - Collaborate on joint contingency planning and response effort.

IV. Financial Preparedness:

1. Emergency Funding:

- Create a reserve fund for emergency response efforts.
- Establish protocols for accessing emergency funds quickly during crises.
- Partner with donors supporting rapid response initiatives.

2. Budget Flexibility:

- Develop a flexible budget for reallocating funds during emergencies.
- Establish clear criteria for budget adjustments.
- Maintain a reserve fund specifically designated for unexpected expenses related to crisis response.

V. Staff Training and Support:

1. Training Programs:

- Conduct regular training for staff on emergency response procedures.
- Ensure staff are familiar with evacuation plans and safety protocols.

VI. Regular Testing and Updating:



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1. Scenario Testing:

- Conduct regular drills to assess the effectiveness of plans.
- Evaluate the effectiveness of communication systems, evacuation procedures, and decision-making protocols.
- Use feedback from drills to improve plans.

2. Plan Review:

- Review and update the contingency plan annually or as needed.
- Incorporate lessons learned from actual emergencies into plan updates.