

CONTINGENCY PLANNING CHECKLIST

CHECKLIST	STATUS		
RISK ASSESSMENT	NOT STARTED	IN PROGRESS	COMPLETED
Review risk assessment, with overlay of natural hazards and COVID-19 hotspots and integrate data from a pandemic/epidemic/outbreak (active cases, recoveries, deaths) to aid in crafting risk maps/evacuation maps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Gather and identify differentiated disaster impacts based on sex, age, and vulnerability disaggregated data, including persons with underlying medical conditions (heart conditions, respiratory illnesses, immunocompromised individuals, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Update existing Scenarios with the context of COVID - Identify scenarios related to WASH, e.g., lack of water supply and sanitation facilities, poor hygiene practices, etc, and its possible consequences on health and spread of disease - Will there possibly be a correlation between number of displaced population and increase in COVID cases? With possible increase in cases due to displacements and congestion in ECs, what will the effects be on the capacities of the health care system in the LGU?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct livelihood assessments - Are there livelihood options for evacuees that will potentially stay in evacuation centers for a significant amount of time?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct stakeholders analysis - Identify medical and health organizations, institutions, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct capacities and vulnerabilities assessment - What are the identified capacities and vulnerabilities of LGUs and communities prior to COVID? What has changed due to COVID?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct an information and communication audit/needs assessment to map out communication channels (e.g., Facebook, TV, group chats, in-person communication), information sources (e.g., gov't agencies, LGU, friends, media orgs), and types of information (related to hazards and COVID-19) that communities have access to, and those they need access to	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify who among the potential typhoon-/flood-affected population are high risk to COVID, and what their specific needs are	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
EARLY WARNING SYSTEM	NOT STARTED	IN PROGRESS	COMPLETED
Review existing EWS based on updated risk assessment which incorporates COVID-19 considerations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review warning signals and ensure giving ample time (lead time) for LGUs and communities to prepare and take actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create increased awareness about EWS especially if there are changes introduced due to COVID-19; ensure that all community members and leaders are aware of the new protocols.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Communicate correct and timely community response to warnings and new evacuation procedures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure repeated information dissemination on IPC measures - sample Messages: for evacuation, mention designated evacuation areas, rooms assignments, what to bring during evacuation (aside from the usual things, add face masks, alcohol, and soap)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTER			
Conduct after action review of (revised) EWS to incorporate lessons and good practices	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
FOOD, NFI, LIVELIHOOD	NOT STARTED	IN PROGRESS	COMPLETED
BEFORE			
Update Distribution List based on medical and health-related needs per family	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure adequate supplies are available for the duration of the evacuation. Anticipate NFI needs like face masks and alcohol to ensure proper practice of IPC measures	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish or revise Relief Distribution Protocols that consider required physical distancing measures and proper disinfection, including floor plan for distribution sites	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Review partnerships with suppliers, with orientation to IPC measures and establish new partnerships with medical suppliers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Place repacking centers in well-ventilated areas, ensure regular disinfection, and arrange schedule to ensure centers are not crowded	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DURING			
Organize and clearly mark the allocated spaces for the distribution sites. Ensure all those involved in the distribution (LGUs, stakeholders and beneficiaries) practice IPC measures and is equipped with complete PPEs	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Orient community members on relief distribution protocols. Ensure crowd control and proper disinfection at distribution area	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Facilitate individual health screening for staff, volunteers, crowd control, and beneficiaries	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify current needs and resources, and adjust present livelihood activities to bridge the gaps while also considering IPC measures - need for reusable face masks - engage local groups and individuals engaged in tailoring - need for transport services - engage local tricycle, jeepney drivers, etc - facilitate access of communities to quality and affordable food and other supplies - organizing mobile palengke - what are the support needed by those who have ongoing livelihood activities to ensure safety?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Through consultations, identify alternative livelihood activities that comply with IPC standards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow health protocols on waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
SHELTER/CCCM	NOT STARTED	IN PROGRESS	COMPLETED
BEFORE			
Attach/include risk maps showing data on identified communities at risk to particular hazards, e.g., typhoon, flood, and indicate areas where there are COVID cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include data on physical resources including critical infrastructures (e.g. bridges and other access points, government buildings, schools, isolation and quarantine facilities)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Review the existing evacuation plan and design/facilities in current designated evacuation centres			
- what are the requirements for evacuation and transportation procedures that ensure IPC measures?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- to ensure physical distancing, what should be the maximum number of individuals an evacuation centre should accommodate?			
- what are the physical structures that should be added? What are needed designated spaces? E.g., partitions, identification of restricted areas, physical distancing markings, area for health check			
Design evacuation centres to have facilities for immediate isolation of IDPs, should the need arise, and/or ensure that mechanisms are in place for transfer of individuals from ECs to designated quarantine facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify other existing structures and open spaces that may be used as evacuation centres, both public and private			
- are there vacant/ unused buildings or other structures? are these safe to be used as ECs? what is the floor area? how many can be accommodated? are there existing WASH facilities? what is their status? Are toilets and faucets working?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- for open spaces, what are the shelter structures needed?			
Properly incorporate IPC standards and other health and safety measures into camp management policies			
- assigned areas for families	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- are there needed restrictions in accessing various areas within the EC?			
- strict monitoring of entry and exit in the EC			
Consider existing disaster (pandemic) in conduct of PDRA and RDANA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DURING			
Adhere to IPC Standards in all camp activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish mechanisms that reduce the risk of disease transmission in all camp activities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish and mobilize community-based surveillance on case definition and alert notification	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure complete and accurate data for various sectors - men, women, girls, boys, older persons, persons with disability, pregnant and lactating women	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disinfect camps and facilities regularly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Follow strictly protocols on medical waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
HEALTH/WASH	NOT STARTED	IN PROGRESS	COMPLETED
BEFORE			
Identify and set-up adequate WASH facilities, supplies, and IEC activities needed e.g., toilets, handwashing stations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish community quarantine facilities (CQF) / temporary treatment facilities for confirmed and possible COVID patients; capacity should be based on projected number of cases	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify safety measures needed for population who are at high COVID risk among the potential typhoon-affected communities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengthen the capacities (i.e. IPC measures, community-based isolation facilities management, sanitation and hygiene measures, and hazardous waste management) of communities/purok, BHERT, BHWS, etc	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DURING			
Prioritize evacuees who are in strict home quarantine and must be supervised by medical staff	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish strategies that will ensure IPC standards in assisting the evacuees and amongst the evacuees during the evacuation process.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Coordinate with CCCM Cluster of the following:			
- Setting up of CQFs/Temporary treatment facilities	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- Mechanisms for reduction of disease transmission			
- IPC Standards			
Coordinate with Logistics in the transport of patients	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure sanitation and disinfection protocols, including proper waste disposal	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
PROTECTION	NOT STARTED	IN PROGRESS	COMPLETED
Ensure safety and dignity of affected population, and that their humanitarian needs are met and adhere to the "do no harm" principle	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Identify measures to mitigate and address potential protection issues as identified in the scenarios, for various sectors - women, men, girls, boys, persons with disability, older persons, pregnant and lactating women			
Examples:			
- There are global studies indicating that there are increased incidences of domestic violence during the pandemic - how can we address this?	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
- In evacuation centres, women, boys, and girls face increased risk of gender-based violence - what are the steps to make sure they are safe - when they use toilets, take a bath, fetch water, sleep, etc			
- For persons with psychosocial disability, older persons, or those with chronic illness, there is limited or no access to essential maintenance medicines - how do we ensure sustained, safe access to medicines given mobility restrictions and limited resources?			
DURING			
Ensure safe access especially of most vulnerable groups to relevant services; provide documentation e.g. IDs to enable access to services	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengthen safety and inclusive features of evacuation camps (well-lighted, locks in latrine/toilet facilities, etc.)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Consult IDPs about decisions that will affect them; encourage their participation in management of evacuation camps	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
STRUCTURE	NOT STARTED	IN PROGRESS	COMPLETED
BEFORE			
Convene local task force, clusters, EOC and IMT to discuss and harmonize typhoon and COVID19 contingency plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Include humanitarian organizations or CSOs and private sector as cluster members to provide support during emergency response	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct IPC/Health trainings for all cluster members	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Hire personnel that have medical and public health background	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish cross-border agreements with other LGUs (landscape approach in shared disaster risk) to have additional support in case of overwhelmed capacity & resources	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

EOC should have enough staff to coordinate both pandemic & typhoon response requirements	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct simulation exercise of worst case scenario during a pandemic (ex. evacuation due to extreme flooding) to ensure that lead and members of response cluster know their roles and responsibilities (response clusters, EOC, ICS)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Involve IDPs, CSOs/NGOs/CBOs/POs in cluster/EOC/ICS structures in the design of readiness and response plans	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DURING			
There should be one spokesperson to communicate accurate and updated information to the public	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTER			
Deactivation of ICS and CP for typhoon only, however, EOC should continue observing IPC measures for COVID19; Action plan for COVID19 should remain active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Conduct debriefing session and check on staff wellness (mental, emotional & physical well-being)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Downscale typhoon response activities but continue focus on COVID19 actions	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
RISK COMMUNICATIONS AND COMMUNITY ENGAGEMENT	NOT STARTED	IN PROGRESS	COMPLETED
BEFORE			
Conduct communication audit/assessment/analysis to plan risk communication efforts	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create awareness campaigns (brochures, flyers, videos, tarpaulins, etc) that highlight both threat severity and people's ability to mitigate it	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Strengthen capacities of PIA/PIO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish what platforms will be used to update barangays and community members of the status of the situation and the frequency of updates to be given out	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Establish mode of communication anticipating possible temporary shutdowns of cell sites/inavailability of usual modes of communication	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Prepare platforms where messages and information will be sent out and ensure effectivity of platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DURING			
Create/Utilize Public Warning System (during) throughout the typhoon/disaster if possible to ensure that people around the community are aware of what is happening/the need for urgency	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
If common mode of communication is not longer feasible due to the effects of the disaster, establish team or line of communication through other non-digital means	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Provide regular, timely updates using the established platforms or alternative platforms	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Monitor feedback mechanism and keep coordinating with other clusters to track any information and communication needs that may emerge as the situation develops	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Seek out and address rumors, misunderstandings, mis/disinformation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Regularly update and coordinate using agreed upon platform	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
AFTER			
Collect feedback and/or conduct analysis of communications efforts previously employed/ utilized which can include community consultations	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Create awareness or informational campaigns on how to cope or recover from the effects of the recent calamity	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Disseminate information on programs or activities launched for rehabilitation, prevention, and or mitigation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
GENERAL TIPS			
conduct an information and communication audit/needs assessment to better understand audiences and the overall context	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use accessible/preferred channels, trusted sources, and timely, actionable information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure message consistency across your official sources/channels	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid derogatory language; using empathetic language breeds trust and helps fight stigma; keep in mind that it is in everyone's best interest to address stigma, as people will be more likely to seek medical help instead of concealing their condition	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Avoid an overemphasis on the dangers of the risk (leading to high perceived threat) combined with insufficient emphasis on what people can do to control and mitigate the risk (leading to low perceived self-efficacy), which may lead audiences to feel helpless and fearful and, as a result, reject safety messages	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Actively seek out and address rumors, misinformation, disinformation	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Tailor-fit the message to the audience in terms of content, language, etc.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Make social media content visual and shareable	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure that access to information is inclusive, and communication flow two-way	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Ensure clear communication, community participation, and feedback mechanism as these will help minimize transmission of the virus, contain the spread of COVID_19, and it will reduce fear, misinformation, confusion, and tension.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>