



Association of International NGOs in Nepal

An informal network of INGOs working in Nepal

<http://www.ain.org.np>

AIN Contingency Plan Template

Organisational Contingency plan helps to deal during emergencies and for this, preparedness must become a way of life. In the event of different security incidents including political unrest, strike, donation demand etc, all staff must know how to act safely during different security incidents so that minimum or no impact occurs amongst the staff members and to the organisation. The contingency plan template is developed to help organisations to think about and prepare for such emergencies when arises. Regular updates on contingency plan as well as training and rehearsal to all staff members of the organisation is required as preparedness once detail contingency plan is made. This template is only for the refence and organisation may amend as necessary referring to individual organisational policies and plans while preparing contingency plan.

1. Incident Management Team at head office and field level

Purpose:

Incident Management Team (IMT) will be nominated at the local level (field offices) and in head office beforehand who will take necessary decision and action in the event of a security incident such as:

- Security matters arising in projects
- Major accidents
- IED explosion
- Donation demand
- Strikes/curfew
- Political unrest
- Medical pandemic
- Detention
- Others.... (add as necessary)

Scope:

Incident Management Team (IMT) will be nominated at the local level and in head office who will take necessary decision and action as needed depending upon the situation.

Incident Management team members (At head office)			
S No	Name	Alternate person	Contact number and email address
1			
2			
3			
4			

5			
Incident Management team members (At filed office)			
1			
2			
3			
4			
5			

Emergency Contact Numbers:

S No	Name of office/institutions	Address	Telephone #	Mobile phone #	Contact person
1.	Hospital				
2	Nursing Home				
3	Electricity				
4	Water Supply				
5	Airport		4113033/4113007/4 113234		
6	Police Control				
7	Ward Police				
8	CDO-Quarter				
9	Fire brigade		(101/4227215)		
10	Red Cross Ambulance and		(NRCS-4272761; NORVIC-4258554; Om Hospital- 4476225; Teaching- 4412505)		
11	Blood Bank or Transfusion Centre		(5186065/5186390)		
12	UN office				
13	Different Embassies (as relevant to organisation)				
14	Traffic Police		(103/4219641)		
15	Insurance Companies				
	Others.....				

Staff's Family members contact no (to be use if needed during emergency)

Staff member	Family member contact person's Name and relationship (Mention two members)

3. Telephone tree:

(Telephone tree to be developed in order to flow emergency message within short period)

Telephone tree is a system to communicate brief, important information or instructions to all staff in a relatively short period of time.

4. Security Guidelines documents

(Standard Operating Procedures on different security incident that organisation need to prepare as per individual organisation context and need)

S No	Security Guideline Document
1	Donation demand / financial support request
2	Telephone threat
3	Travel by bus/air/on foot
4	Kidnapping/hostage taking
5	Accidents in the workplace, Staff illness, Medical Emergency
6	Death
7	Earthquake
8	Fire Detection and Evacuation
9	Threat to staff member (telephonic/verbal /direct)
10	IED's
11	Disappearance of staff
12	Serious assault to staff
13	Direct threat to Organisation
14	Safety at home
15	Shooting and cross fire
16	Suspicious Mail
17	Political Instability/Strikes/Demonstrations and Curfews
18	Others...

5. Helicopter Charter detail

(Emergency air evacuation)

Name of Airline	Contact person and number

6. Sat phone contact list:

Satellite Phone Numbers of AIN Members for Contingency Plan

S #	Organization	Name	Satellite No
1	Action Aid Nepal		00663983410077
2	CARE Nepal	Lora Wuennenberg (CO)	0088216 87700258
	CARE Nepal	Dil Bahadur Gurung	0088216 87700259
3	CECI Nepal	Sita Ram Bhatta	0062868 13551276
4	HELVETAS	Bharat Pokharel	008821687730611
5	Helen keller international	Dale, Kathmandu	008821668131350
	Helen keller international	Kathmandu	008821668131358
6	Plan International Nepal	Country Office	0088216 87701269
7	Save the Children		8821687710347
	Save the Children	Rajeev B. Thapa	8821687700118
8	Restless Development	Ravindra Shakya	008821687710008
9	Terre des hommes	Kathmandu	0088 21687729282
10	The Asia Foundation Nepal	Meghan Nalbo	008821687700129
11	UMN	Joel Hafvenstein	0088216 87740376
	UMN	Binod Awale	0088216 87710348
12	FHI360	Anil Kumar Shrestha	008821687710072
13	LWF, Nepal	Gopal Dahal	008821687729159
14	ADARA Development	Pralhad Kumar Dhakal	0088216 87702001
15	WVIN-ND	Janes Ginting	008821687701731
16	WVIN-Security	Ramesh Thapa Magar	008821687701710
17	WWF	Field Staff	008821687701994
18	INF	Dhan Gurung/KTM	008821687701218
	INF	Chris Drew/KTM	008821687701453
19	ADRA Nepal	Bidya Shrestha	00-8821687729578
20	OXFAM GB, Nepal	Kathmandu	00-8821687701634
	OXFAM GB, Nepal	Kathmandu	00-8821687701594

S #	Organization	Name	Satellite No
21	MercyCorps	Kathmandu	00-8821687729271
	MercyCorps	Kathmandu	00-8821687729201
22	VSO Nepal		00-8821687729213
23	Mission East	Kathmandu	00-8821654255480
24	The dZi Foundation	KTM Office	00-8821687702219
25	FELM Nepal	Juha	00-8821651192722
26	ICCO Nepal	Bidyanath Bhurtel	00-870776456879
27	ADARA Development	Pralhad K Dhakal	00-88 2168770 2001
28	Handicap International	Willy Bergogne	00-88 216 877 01234
	Handicap International	Mohan Bhatta	00-88 216 877 01317
29	PSI Nepal		00-870776100015
	PSI Nepal		00-870776100014
30	NDI Nepal	Kathmandu	00-8821687701975
	NDI Nepal		00-8821687729038
31	SNV Nepal	Country Director	00-88-21-6877-01507
	SNV Nepal	Kathmandu, Security	00-88-21-6877-01629
32	FCA Nepal	Sofia Olsson	00-88-16-2141-9230
33	Dan Church Aid/DCA		00-87-07-7614-5984
	Dan Church Aid/DCA	Krishna Thapa	00-87-07761-45985
34	Raleigh International Nepal	Country Office use	00-881622459874
35	BBC Media Action	Country Director	00-8821687702373
	BBC Media Action		00-8821687701176
36	International Alert	Man Kumar Rai	00-21668610074
37	Mountain Child		00-881623459237
38	Fida International		00-8821687701479
39	Malteser International		00-881631554849
40	WaterAid Nepal	Country Office	00-88 2167 5115 093
41	Mariestopes Nepal		00-8821621782615

Notes:

- This template helps AIN members to prepare safety guidelines and procedures for staff members and organisation's safety and security.
- It is not mandatory to use all the points mentioned in the template and may amend as necessary.
- If the organisation have own contingency plan, it is not necessary to make a separate one again.

Updated: 27 June 2019