PEER PLAN Haiti, December 2019

1. Overview of the emergency context.

Haiti has a risk rating of 6.6 in a scale of 1-10, on the INFORM Index, placing it in the high risk category. Natural Hazard risk is indicated to be 6.8 and conflict risk is 7.6. Of the Natural Hazards, earthquake, cyclone, flood, drought and tsunami are noted, with risk levels being respectively, 9.7; 7.2; 4.3; 3.9 and 6.3. Socio economic vulnerability and lack of development are cited as the dominant reasons for the high risk, while there is limited coping capacity across the board. The Cyclone season commences from 1st of May through to 30th of November every year and during this period is susceptible to heavy rain and tropical storms.

On 19 March 2020 the Haitian Government released an official statement announcing that the first 2 confirmed cases of COVID-19 were identified in Haiti and declared a State of Health Emergency throughout the nation. Within this statement, the government announced specific measures to avoid the spread of the virus, including: limiting gatherings to 10 people, principle of social distancing, closure of the airport, land and sea entry points, curfew between 8 p.m. and 5 a.m. across the country, closure of schools and places of worship, increasing input supply for hospitals, and quarantine for people from risk areas for 14 days. Hand washing, physical distancing and the wearing of face masks were circulated by executive order. To date a total of 9,331 cases have been reported and 234 deaths recorded. COVID-19 has been a compounding factor for a myriad of other issues in Haiti, and has exacerbated protection risks and vulnerabilities. That said, any emergency response will need to accommodate the new COVID-19 context and a potential resurgence of cases.

The ERT conducting the analysis of hazards that go into the PEER, have focused on Cyclone, Floods and Earthquakes.

The analysis of hazards from EM-DAT suggest the following

- During the 1900 to 2017 period there were 28 Storm events, these are the more significant storms indicating a frequency of 1 storm every 3.8 years. Of this load there were 13 storm events affecting at least 40,000 people (8,000 households) this provides an event every 1.69 years, with a 74% likelihood of a storm occurring in the next 2 years
- For flooding, the data suggests a 50% chance of significant flooding in the next 2 years
- For Earthquakes, there are 8 events since 1922, indicating a frequency of an earthquake every 12 years.

2. Hazard Risk Prioritization

The team identified cyclones, floods and earthquake as the priority hazard risks affecting Haiti, all information in subsequent sections refer to hazard data from Haiti.

Cyclone	• There is a 185% certainty of a damaging cyclone in the next 5 years, or 37% each year. A damaging cyclone was agreed to impact in excess of 8,000 Households. • Likelihood in 5 years is over 100%, 37% next year and 62% over two years, there is then a reasonable chance of a cyclone in 2 years.
Earthquake	While we cannot use return periods for predicting earthquakes, we do know from the historical record that there were 8 events in the last 100 years, this averages as 1 event every 12.5 years. The last earthquake was in 2018, where 40,000 people we affected.

Flooding	There are 29 floods over the last 100 years, so P is 73% in 5 years and 29% in 2 years. Looking at the chart above, over the next 2 years, there is a 1 in 4 chance of a flood in the next 2 years (equates to 29% in 2 years), this provides a 25% likelihood in 5 years.

As such in the next 2 years the programme plans for a Cyclone, over the next 5 years the programme plans for Cyclone and Flood and over the next 10 years the programme plans for Cyclone, Flood and Earthquake. This information pertains to national coverage, it is not possible to disaggregate specifically to a particular location in Haiti, and nonetheless it provides a decision-making framework for prioritising risks in any given planning cycle, such as stated below. The programme will continue to monitor the context in relation to the COVID-19 virus and provide a response as needed, but the incidence rate and rate of morbidity remains lower than expected.

Risk Planning Table for 3 hazards

Hazard	2019-2021	2022-2025	2026-2029
Risk Level	Med-High	Med-High	Med-High
Cyclone	Cyclone	Cyclone	Cyclone
Flood		Flood	Flood
Earthquake			Earthquake

3. Response Thresholds

Indicative emergency response thresholds

Impact	Threshold	Cite Soleil	Port au Prince	Wider
No Households affected	< 500	y	N	N
	500 – 8000	y	y	N
	>8,000	y	y	y

As the table shows, Concern will respond to any emergency in Cite Soleil directly, but for <500 Households affected, will prioritise community led actions. Concern will prioritize response in Cite Soleil, even if there is need in other locations, however, the response in other locations will be based on perceived gaps in response and Concerns ability to fill those gaps. Where there is no emergency in Cite Soleil, but there is in Port au Prince, provided the threshold is reached, Concern will respond to any emergency in Port au Prince.

At a National level, concern will monitor hazards, but will only response to the higher threshold and when the case for intervention is proven. As such, PEER will require Concern to strengthen connection into National response networks and to access information on wider National hazard risk.

Where a response is required beyond Cite Soleil, Concern will look to respond initially through local partners and Government, only when that is not possible will Concern respond directly. Crisis modifiers will be explored as part of ongoing DRR Echo projects.

4. Agreed Minimum Preparedness Actions

The Minimum Preparedness Actions for risk monitoring are as follows	Updated PEER actions to be completed within the next PEER reporting cycle
1. There is a 185% certainty of a damaging cyclone in the next 5 years, or 37% each year. A MEAL Unit, in collaboration with ERT has agreed a defined list of SMART risk monitoring indicators, that are captured into routine programme monitoring databases. To be completed within 3 months and then included in the updated PEER.	1. All teams to review plans, as far as possible to keep regular programmes going in event of a rapid emergency deployment and develop required action plans, with the understanding that under specific emergency conditions, normal programming may need to be suspended and all programme teams supporting the emergency response.

2. ERT agrees the key risk tolerance thresholds and have defined the response strategy at that point.	2. All functional lead managers to review the scenario and assess the quality of the MPA to respond to the emergency, submitting a management report to the AC for approval
3. There is a risk monitoring protocol attached to each key risk indicator and the field teams are collating information and updating ERT on at least a quarterly basis	3. The ERT has completed a desk top simulation of the scenarios being planned for and has reviewed requirements for a complex disaster, report attached.
4. The MEAL team has defined a revised protocol for risk monitoring once key tolerance thresholds are met.	4. Risk monitoring system is in place and a data management protocol for assessing indicators developed and reviewed by ERT
	5. Logistics has circulated to all ERT current status of emergency supplies and advised ERT of lead times for key procurements
	6. System of approvals and payment thresholds revised to enable rapid scale up of a response if required.
	7. All ERT staff trained in essential aspects of emergency response

1. **PEER MPA**

ADMIN	Person Resp	Due Date	Completed	Management Response
The Office has an up to date staff organigram for emergency response, with up to date contact details, including concern staff and key partners and stakeholders.	HR/Admin Manager & PD	Q1 2021		Restructuring planned in Q1with the program teams. Draft of emergency team to be consolidated To add in JD and prepare database
The office maintains an inventory of visibility stock, such as hats, t-shirts, stickers, pins, banners, jackets etc, as required by the visibility plan.	GSM	Q1 2021		Updating ongoing of visibility plan and material to match new visibility policy
In conjunction with the ERT, the welcome briefing pack is reviewed and updated	CD +GSM	Q4 2019	Q4 2019	Welcome briefing kit was just reviewed
The procedures for national and international staff access to emergency locations are defined, streamlined and approved to include work permits as necessary, visas, authorizations, ID cards, and staff and visitor work requirements.	HR/Admin Manager & CD	Q1 2020		Procedures to be updated – prepare a one pager on this
Concern Office coordinates with the DPC at national level in relation to emergency response and liaises with rescue teams (Red Cross, CCPC, CLPC, EIC)	DRR Manager & PD	Ongoing	Ongoing	Update/ work on links
Develop/update internal control systems to prevent and identify fraud and corruption and train staff on these system (CHS 9.5, 8.3)	GSM + CFC	Ongoing	Ongoing	Appropriate systems are in place with regular induction training for new staff and refresher trainings for existing staff
Communications and advocacy	Person Resp	Due Date	Complete	Management Response
A communications strategy and plan is established, that deals with all media, external and internal communications needs at country office and sub-office and partner levels.	PD & CD	Q2 2021	To be done	Matrix Communication strategy contacts
All key communication networks during emergency response, are identified and maintained, including security trees, key internal and external contact persons, media contact and organisations, as part of the communications plan	PD, CD & GSM	Q2 2021		
An Emergency response communications team is developed and they meet at least bi-annually, or more frequently as the emergency context directs.	CD to liaise with Dublin	Q2 2021		
A dedicated staff member is identified to handle all external communication requirements, including those of the donors	CD to liaise with Dublin	Q2 2021		
Stock media statement and external communication templates are prepared	Dublin	Q1 2021		
An advocacy plan/framework is developed to deliver key messages to high level external decision makers	CD, PD, Dublin	Q2 2021		Advocacy plan will be revised for overall program
All ER staff are inducted into media communications protocols	Grants Manager	Q2 2021		
There is necessary media and approved communications equipment available at key sites in accordance with the EPP and individual identified to deploy this equipment as required, such as cameras, video devices	CD to liaise with Dublin	Q1 2021		
Fundraising and Donors	Person Resp	Due Date	Complete	Management Response
There is an emergency fundraising strategy in place covering all critical scenarios	CD	Q1 2021		To be included in the Funding strategy
Concept note templates for key donors are prepared.	PD + DO	Q1 2021		With support of grant officer (TBR)

	Person Resp	Due Date	Complete	Management Response
Ensure that all key staff are familiar with the cluster mechanism of coordination and funding	PD + CD	ongoing	ongoing	PD and CD part of main coordination mechanisms
On agreement of new emergency funding the finance team prepares a donor reporting and management induction for all emergency response staff	CFC in coordination with PM	As need arise	As need arise	
Identify a key fundraising staff member to work on response concept note/proposal when there is an emergency. If this is an existing staff member, ensure this is agreed with their line manager and included in their Job Descriptions	PD with PM	As need arise	As need arise	
Ensure that all necessary fundraising actions are in line with the emergency response strategy and that PEER is updated accordingly	SMT	Ongoing	Ongoing	
Finance	**Person Resp**	**Due Date**	**Complete**	**Management Response**
A financial systems guideline during emergencies is produced, which is clear, comprehensive and explains processes in a easily digestible format, such as flow charts	CFC/CD	Q1 2021		Summary of key procedures communicated to the staff. Delegation of Authority revised according to the level of Emergency taking into consideration all parameters (Program complexity and risks, budget size, etc...)
An emergency response and management plan for finance teams is created to cope with financial demands during emergency responses	CFC/CD with Dublin support	review on-going	Done,	Updates on specific procedures as required and shared with staff. Financial Set Ups proceeded as required
A Training plan is included in the annual budget for emergency response budgeting, including critical budgeting protocols and timeframes	CFC/ Finance team & SMT	April 2020 in BR1	Ongoing	Provision for specific training for keys staff included in next budget revision Training on budget preparation, budget monitoring, donors compliance provided by finance team.
The finance director/CFC has approved an emergency cash handling policy for the country office, which has been communicated and included In the staff training plan	CFC/CD with HQ finance support	As needed		Existing procedures for payments in cash reviewed and adapted based on level of the emergency then shared with Staff
All office and sub office staff are trained in emergency financial systems to ensure effective payments and real time monitoring.	CFC & Finance team	On-going		Training session for BHs on procedures organized Remainder on specific procedures during monthly staff meeting
The finance director has conducted a stress test for financial systems in the event of a Type 1,2 and 3 emergency, coordinated through the RRRU and updated the financial plan accordingly	SMT	Q2 2021		
HR	**Person Resp**	**Due Date**	**Complete**	**Management Response**

		Person Resp	Due Date	Complete	Management Response
All staff, volunteers and contractors including partners have signed the most recent organisational code of conduct and protection policy (including gender based violence, sexual exploitation and abuse) and related updated safeguarding policies		HR/Admin Manager	Ongoing	Ongoing	
HR in conjunction with the wider team prepares a skills map for emergency response which is used to guide training and recruitment		HR/Admin Manager & PD	Draft by Q1		
HR prepares in conjunction with ERT a recruitment plan which for level 1,2,and 3 responses, which details the responsibility to respond and includes required generic JD and which minimises recruitment duration to facilitate speedy deployment.		HR/Admin Manager & PD	Draft Q1		
Prepare induction modules for newly-recruited staff that include responsibility to respond		SMT	Q1 2021		
Establish a training database of all staff and undertake a skills mapping exercise to identify gaps, in conjunction with RRRU.		HR/Admin Manager & PD	Draft by Q1		
Emergency response training plan is included in the country budget		PD	to integrate in regular coordination	NA	
Ensure staff and volunteers have appropriate medical and travel insurance and have received copies of the certificates, clarify medevac procedures		HR/Admin Manager	Ongoing	ongoing	
Deployment packs are developed for all staff designated as emergency responders including volunteers and partner staff, this should include do's and don'ts this is prepared with the ERT		HR/Admin Manager, GSM & PD	Q1		
Stress test HR procedures for emergency response and update templates.		SMT	End of Q1		
IT		**Person Resp**	**Due Date**	**Complete**	**Management Response**
Ensure all staff and offices have the minimum required number of assets and equipment, including CODAN, GPS devices, Printers, Servers, Computers, chargers etc and ensure that these are all functioning correctly		IT Manager			Listing of available and functioning equipment – list of emergency deployment IT equipment
Ensure that all staff travelling to and in the communities have access to reliable and functional mobile communications (handheld, vehicle, SatPhone devices etc)		IT Manager	Ongoing	Ongoing	
Ensure all IT staff are orientated in donor requirements and budgeting processes, to ensure that IT equipment needs are accounted for in emergency response budgets		IT Manager	Ongoing	Ongoing	
Stress Test IT procedures for emergency response and update the EPP with key recommendations		IT Manager	Q2		
An IT Support back up plan is developed, in case of a system failure		IT Manager	Ongoing	Ongoing	
Logistics		**Person Resp**	**Due Date**	**Complete**	**Management Response**
Vehicle and Transport	Maintain effective operational capacity of vehicles in the event of emergency in accordance with the specified Contingency Plan requirements and ensure that Concern and donor visibility standards are met.	GSM	Ongoing	Q1 2020	Visibility on vehicles must be updated with new visibility guidelines
	Transport route and supply planning has been undertaken in line with the contingency plans.	GSM in coordination with CD and PD	Ongoing		To be updated based on security situation

	Vehicle management systems have been stress tested and appropriate secondary recommendations identified and included in the emergency preparedness plan.	GSM	Q2 2021		
Procurement and supply	Develop a best practice how to note for emergency response addressing essential procurement and supply compliance issues	GSM	Q1 2021		Identify suppliers for Framework contract agreement
	International procurement system is reviewed to be the most efficient	GSM & HQ log	Q2 2021		Must anticipate custom backlog
	Identify suppliers of emergency good needs and pre-qualify suppliers	GSM	Q2 2021		
	Verify that pre-positioning is / is not required and establish effective management system for this	SMT			Pre-positioning exist at national level and not feasible due to size of current programmes
	Streamline tender specifications for bulk order and verify open bid processes for lower value orders	GSM	Q2 2021		Develop framework agreement cntract
	Establish a procurement waiver policy in conjunction with finance	GSM & CFC	Q2 2021		Based on updated procurement manual
Storage	Identify storage facilities where required, if already in place, ensure that goods inventories and stock management practices are good enough	GSM	Q2 2021		To be pre-identified to be usable if needs arise
	Conduct a simulation for goods management during an emergency	GSM	Q2 2021		
Assets	Review asset management plan in line with the needs during and after emergency response and update accordingly	GSM, PD &CFC	Q2 2021		
Distribution	Identify distribution points in accordance with the contingency plans	GSM & PD	Q2 2010 for CS, as need arise for new sites		
	Establish distribution management plans in conjunction with security and programmes.	PM, PD & GSM	Q2 2021 for CS, as need arise for new areas		
Operations	Identify forward sites/bases for emergency response	GSM, PD & CD	Based on need		
	Assess the hibernation kits and hibernation protocols at field locations	GSM	Q1 2021		
	Review all field office operational systems to ensure compliance to approved logistical requirements.	GSM	Q1 2021		Duvivier office to function as a sub-office from February 2020
Coordination	Ensure representation on critical logistical coordination groups	GSM	Ongoing		Participation in logistics cluster

System	Stress test Emergency Program Support Systems (administration, vehicles, warehousing)	SMT	Q2 2021		
Security		**Person Resp**	**Due Date**	**Complete**	**Management Response**
Review hibernation, withdrawal and withdraw plans for emergency response		GSM & CD	Q1 2021		Update of current plan
Assess staff safety and security at office sites		GSM, HR/Admin Manager, CD	Q1 2021		
Identify visa and security clearance requirements for staff deployment and evacuation		GSM, HR/Admin Manager, CD	Q1 2021		Update of current plan
Review the security awareness of all staff and provide necessary security and/or hostile environment training.		GSM, HR/Admin Manager, CD	Q1 2021		
Ensure first aid kits are available for staff		GSM	Q4 2019		First aid kits available
Security arrangements at field distribution sites and field offices have been assessed		GSM	Ongoing		
Create and establish Security Management Plan (see appendix) and procedures (RED date, communications tree, etc.), appropriate to the country context		GSM	Ongoing		Under review
Security Focal Point provides training on security incident reporting		GSM	Ongoing with update Q1 2021		
Stress test security management protocols and update the EPP		GSM	Q1 2021		
Update context specific security guidelines and policies and share with all staffs and ERT members		GSM & CD	Q1 2021		
Programmes (hn+fsl)		**Person Resp**	**Due Date**	**Complete**	**Management Response**
Programmes have undertaken a detailed PHCA and specific vulnerabilities identified		PD	Q4 2019		Updated Peer plan
Integrated Seasonal Calendars developed (hazards and livelihoods)		PD	Q4 2019		Updated peer plan
Comprehensive community risk assessment complete		PD	Q2 2020	Ongoing	As part of DRR activities
Hazard risks are monitored on a regular basis		PD	Ongoing	Ongoing	
Specific hazard based scenarios have been prepared for all critical risks for the programme		PD	Q4 2021		Updated peer plan
An outline scenario/s based contingency plan is developed by RRRU		PD	Q4 2021		Updated peer plan
The contingency plan is reviewed by the systems director/GSM and specific actions agreed and updated in ALERT		CD	Q1 2021		
Programme team define the critical response thresholds and triggers and uploads these into ALERT		PD	Q1 2021		
Programmes teams have developed a system of data capture for existing early warning systems for the defined hazards		PD & M&E	Q1 2021		
EWS data is regularly analysed by RRRU		PD	Ongoing		
Green/Amber and ALERT thresholds are defined for the emergency response		PD	Q4 2021		Updated peer plan
A crisis modifier is defined in the programme corresponding to key disaster scenarios		PD	Q1 2021		
CRM		**Person Resp**	**Due Date**	**Complete**	**Management Response**

The country programme has, or includes in the CSP, an emergency response strategy which is regularly reviewed and updated	PD	Ongoing		
A surge strategy is developed for the category 3 responses, based on provisional need and skills assessments.	PD & CD	Q1 2021		To be finalized
The emergency response team has identified the disaster risks and has created a risk management and assessment protocol.	PD & ERT	Q1 2021		
Critical disaster response thresholds are defined and monitored for each risk an6d included into the contingency plans	PD	Q4 2021		
A Contingency plan is available for each key 8hazard/risk facing the country, categorising them into Type 1,2 and 3.	PD	Q4 2021		
The emergency response team has drafted concept notes for emergency response based on the disaster response scenarios developed for the contingency plan	PD & PM	Q2 2022		
The Emergency Focal Point has identified necessary additional training required, based on capacity need assessments in conjunction with HR	PD & PM	Q1 2021		
All ERT members have been trained in the key elements of emergency response, i.e. rapid need assessments, CHS, P4, Code of Conduct and BBR.	PD	Ongoing		
An Emergency Response Team, including sector leads are identified and an Emergency Focal Point identified and reviewed/updated	PD & PM	Ongoing		
ERT designates an in country CHS lead and workplan developed	PD	Q1 2021		
The management system for each category emergency response is defined and included in the emergency response strategy	PD & PM	Q4 2021		
For each hazard risk defined, there is an early warning information data management system in place and activated, this is reviewed in line with the emergency response strategy.	PM & PD	Q1 2021		
The country office has reviewed and updated the need assessment system The country office has a mechanism for Joint Need Assessments	PD	Q1 2021		
For each emergency scenario simulation exercises are undertaken as relevant	PD & PM	Q2 2021		
Partner register for emergency response is reviewed, assessed and updated regularly	PD & CD	Q1 2021		
The ERT has mapped the key cluster and stakeholders in the country and has representation in the key clusters and coordination groups in the country	PD & CD	Ongoing		
CHS	**Person Resp**	**Due Date**	**Complete**	**Management Response**
Train all staff on the common humanitarian standards, CRM, the Concern Code of Conduct and P4 and child safeguarding and Concern's approach to emergencies	PD	Ongoing		
All staff are trained in PEER	PD	Q2 2021		
An accountability training programme is developed for emergency response staff and general staff involved in emergency response	PD	Q1 2021		
Training plan is developed to address these needs	PD	Q1 2021		