

Contingency Planning



Popular but wrong response...

What is Contingency Planning?

- To systematically identify:**
- What could go wrong?**
- Asking: “What if...”**
- Not only once, but on-going**

What would you do

if you had

10 minutes?



Golden Rules of Crisis Response

Pre-crisis: Be prepared!



Oh, crap!
Was that
TODAY?



Be informed!

REGAN

- **Fill in personal emergency data sheet**
- **Identify risks**
- **Take precautions**
- **Stay informed**

I THINK WE MAY NEED TO
UPDATE OUR DISASTER RECOVERY PLAN.
THIS ONE SUGGESTS WE ALL RUN
AROUND IN CIRCLES SHOUTING
'WHAT DO WE DO?!!' 'WHAT DO WE DO?!!'



Build local support network:

- Locals who know the language/culture**
- Who know the legal procedures
(police, funeral etc.)**
- Local pastors,**
- Missionaries from other agencies**
- Lawyer**
- Doctor**
- Psychologist**

Create awareness

- **Discuss possible crises in staff meeting**
- **Who is in charge when leader is gone?**
- **Practice a fire drill at the base**
- **Organize a First Aid course**

During Crisis



**KEEP
CALM
AND
FOCUS**

Take responsibility

Is everyone safe?

- **Go to/stay at a safe location**
- **Give first aid**
- **Call for help**

Form crisis response team

- **Assess situation**
- **Gather facts**
- **Inform key leaders**
- **Who is needed on the team?**
- **How to stay in touch?**
- **Get local support**

Communication:

- -quickly -clearly -wisely!
- Who needs to know?
- Who communicates?
- Keep a log
- Appoint Media spokesperson
- Confidentiality
- NO facebook posts!

After the Crisis

- Be aware of possible trauma
- Critical Incident Stress
Debriefing
- Evaluate