# Council For International Development -_core - WHITE BACKGROUND

***Note:*** *An Emergency Management Policy should be tailored according to the organisation’s size and operations. This template can be changed according to organisational context. This template can assist with understanding some of the policy requirements for CID Code of Conduct mandatory obligation* ***B.5 Emergency Management****.*

**[Organisation]**

**Emergency Management Policy**

This policy will be reviewed triennially, and details recorded as below.

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| **Version** | **Date** | **Author/s** | **Approved by** | **Review Date** | **Comments** |
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1. **Purpose**

[ORGANISATION] undertakes emergency management activities as part of its contribution to the aid and development sector. [ORGANISATION] believe providing humanitarian assistance is of critical importance to alleviate human suffering in times of crisis and access to humanitarian assistance is a fundamental human right. Through coordination with partners and third parties, [ORGANISATION] provides humanitarian assistance in natural disaster emergency situations according to internationally agreed standards and principles of ethical practice.

1. **Scope**

This policy is intended to apply to all *[ORGANISATION]* emergency management activities. This policy is applicable to all *[ORGANISATION]*personnel. This policy also extends to *[ORGANISATION]*partners and associates.

1. **Definitions**

**Disaster:** A disaster is a calamitous event resulting in loss of life, great human suffering and distress, and large-scale material damage.

**Emergency Management:** Involves plans, structures and arrangements established to engage the normal endeavours of government, voluntary and private agencies in a comprehensive and coordinated way to respond to the whole spectrum of humanitarian needs in relation to humanitarian emergencies. This includes preparedness, mitigation, response, rehabilitation, reconstruction, development and prevention activities.

**International Standards**

[ORGANISATION] is committed to ensuring all emergency management processes follow internationally recognised best practice and ethical guidelines. This will involve the understanding and incorporation of the ‘International Red Cross and Red Crescent Movement and NGOs in Disaster Relief Code of Conduct’ principles into our work. We also adhere to the Sphere Humanitarian Charter, Core Humanitarian Standard (CHS), International Humanitarian law, Human Rights Law, Refugee Law, New Zealand law and to related companion documents (such as the Livestock Emergency Guidelines and Standards (LEGS) and Minimum Standards in Disaster Response) and international conventions. We regularly assess our compliance with all relevant regulations and guidelines by:

* Reviewing our systems to ensure we meet the international emergency management industry standard
* Informing our stakeholders of the relevant emergency management regulations and guidelines through our meetings, website, field manuals, trainings and donor requests
* Providing regular trainings to staff, interns, volunteers and other individuals working in tandem with our organisation
* Should our organisation need to distribute pharmaceuticals and other donations, we effectively follow the principles embodied in guidelines covering drug donations to developing countries. This includes:
* Ensuring prior consent is obtained before distributing
* Verifying whether any pharmaceuticals are on the list of essential drugs of the recipient country, or if no such list exists, the WHO Model List of Essential Medicines
* Ensuring any pharmaceuticals comply with the recipient country’s quality standards and are authorised for use in the recipient country
* Ensuring all donated pharmaceuticals do not expire within 12 months upon arrival to the recipient country

1. **Coordination with other actors**

[ORGANISATION] will engage collaboratively with like-minded partners and third parties throughout the emergency management process, to provide high quality humanitarian relief. We recognise developing robust arrangements with other actors improves aid effectiveness, as outlined in cornerstone statements like the Paris Declaration, the Accra Agenda for Action and the Busan Outcome Statement. These arrangements can involve government, voluntary personnel, private agencies, intergovernmental organisations (such as the United Nations), donors, beneficiaries, other international development partners like the International Committee of the Red Cross (ICRC) and any other relevant third parties who support our mission aims. Where possible, we work to provide humanitarian relief in conjunction with local capacities. However, [ORGANISATION] always seeks to maintain its independence and will not become instruments for political, military or economic gain.

Working collaboratively includes actively communicating with supporting partners within the mission parameters to develop a comprehensive emergency management plan. The development of this network will allow our organisation to improve its emergency management responses and overall disaster relief outcomes. We actively seek methods of expanding our networks by:

* Requiring field staff to attend a set amount of networking events and reflecting on these events
* Signalling our intent to work collaboratively directly to relevant actors, on our website and in field manuals and engagement guidelines

1. **Resources**

* Core Humanitarian Standard (CHS) - <https://corehumanitarianstandard.org/the-standard>
* Paris Declaration on Aid Effectiveness and Accra Agenda for Action - <http://www.oecd.org/dac/effectiveness/34428351.pdf>
* Red Cross Code of Conduct: <https://www.icrc.org/en/doc/assets/files/publications/icrc-002-1067.pdf>
* Safety with Dignity - <https://drc.ngo/media/2113379/actionaid_safety-with-dignity.pdf>
* Sphere Standards – <https://handbook.spherestandards.org/en/sphere/#ch001>