

I N T R O D U C T I O N

The purpose of this catalogue is to provide information on the range of available emergency response tools and the means by which they can be requested. The development of such tools is part of a strategy to enhance UNHCR's capacity to respond to emergencies, including repatriations, which was devised at the end of 1991. Many Sections in UNHCR have a key role in maintaining and developing these resources, which have already been extensively used in emergency situations. The need to introduce additional emergency response tools or adapt existing ones is constantly under review. The Catalogue is, therefore, updated on a regular basis so as to incorporate amendments and additional tools.

New tools, based on the Plan of Action to Strengthen UNHCR's Capacity to Prepare and Respond to Emergencies (see page 60), include the creation of technical posts inside EPRS, part time EPROs, a new MOU with UN Volunteers and the creation of rosters of former UNHCR national and international staff. These new initiatives will be reflected in the next update of the catalogue.

It should be emphasized that the resources listed in this catalogue are intended for emergency response, which includes repatriation operations. Given the need to ensure a minimum capacity and maintain a high level of readiness, it is not usually possible to use these tools for ongoing operations for which response to needs should be planned within the UNHCR annual operations cycle.

EPRS welcomes feedback on the effectiveness of the tools as well as suggestions for additions.

EPRS/Division of Operational Support
May 2000

While this catalogue may be of interest for information purposes to people and agencies external to UNHCR, it is intended for use by UNHCR staff involved in emergency response including repatriation operations.

The catalogue may be obtained by direct request to:

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C O N T E N T S

EMERGENCY STAFF

Internal Stand-by-arrangements

- 1** Senior Emergency Preparedness & Response Officer (EPRO)
- 2** Senior Emergency Administrator (SEA)
- 3** Emergency Finance and Administrative Assistants (EFAAs)
- 4** Emergency Response Team Roster
- 5** Senior Management Pool
- 6** Field Safety Advisors

External Stand-by-arrangements

- 7** Norwegian and Danish Refugee Council Emergency Staff
- 8** United Nations Volunteers
- 9** RedR (Australia)
- 10** Save the Children (Sweden/Norway)
- 11** US Public Health Service - Centers for Disease Control (CDC)
- 12** Telecoms Sans Frontières (TSF)
- 13** Technical Consultants

STAFF SUPPORT

- 14** Staff and Office Accommodation
- 15** Swedish Rescue Services Agency (SRSA)
- 16** Personal Travel Kits
- 17** Field Kits
- 18** Office Kits
- 19** First Aid Kit
- 20** Computer Equipment
- 21** Telecommunications Equipment
- 22** Geographic Information and Maps
- 23** Field Vehicles
- 24** Visibility Material
- 25** Emergency Operations Room

OPERATIONS SUPPORT ITEMS

- 26** Central Emergency Stockpile
- 27** Tents
- 28** Plastic Sheeting
- 29** Prefabricated Warehouses
- 30** Blankets
- 31** Kitchen Sets
- 32** Jerry Cans
- 33** Emergency Kit for Unaccompanied Children

- 34 Emergency Health Kit
- 35 Health Kits for Emergency Situations

OPERATIONS SUPPORT SERVICES

- 36 Security Equipment
- 37 Emergency Capacities of Non-Governmental Organizations
- 38 Government Service Packages
- 39 Norwegian Emergency Preparedness System (NOREPS)
- 40 Standby Arrangement for Trucks and Aircraft (Emercom of Russia)

OPERATIONS MANAGEMENT TOOLS

- 41 Contingency Planning: A Practical Guide for Field Staff
- 42 Planning of Voluntary Repatriation: A Practical Check List for Field Staff
- 43 Refugee Registration Package
- 44 Handbook for Emergencies
- 45 Opening an Office: Checklist for the Emergency Administrator
- 46 Knowledge and Information Systems (KIMS)
- 47 Essential UNHCR Publications & References for the Emergency Manager
- 48 Security Awareness Documentation
- 49 Commodity Distribution

FINANCIAL RESOURCES

- 50 UNHCR Operational Reserve
- 51 (UN) OCHA Central Emergency Revolving Fund (CERF)

EMERGENCY TRAINING

- 52 Emergency Management Training Programme
- 53 Workshop on Emergency Management (WEM/ERT)
- 54 Emergency Training on Demand (TOD)
- 55 Security Training
- 56 Distance Learning Modules

SUMMARY OF SUPPORT

- 57 UNHCR Stand-by arrangements
- 58 UNHCR Government Service Packages
- 59 Framework Agreements with Suppliers
- 60 UNHCR Plan of Action – Strengthening UNHCR’s Capacity for Emergency Preparedness and Response.