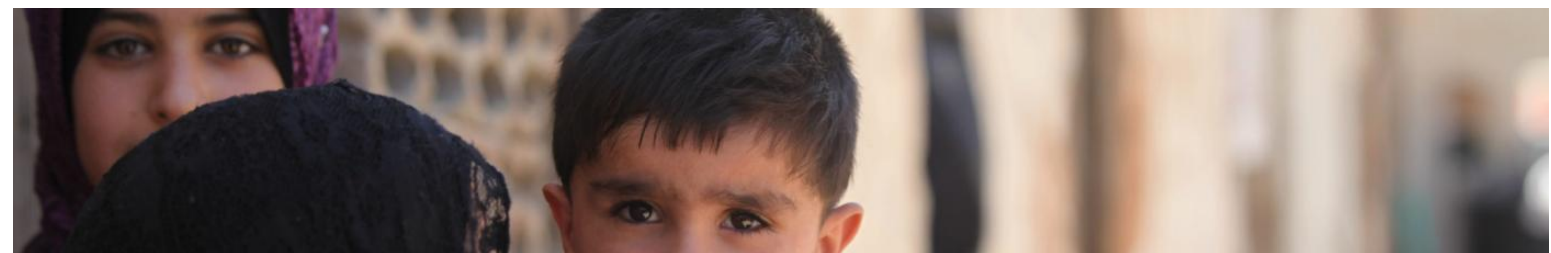




# Inter-Agency Contingency Plan for Syrian Refugees





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## Executive Summary

This Inter-Agency Contingency Plan for Syrian Refugees (CP) is the blueprint for responding to major contingency events that would significantly affect the continuation of the regular UNHCR-led refugee response. It considers a possible mass influx of Syrian refugees into Lebanon and large-scale secondary movements of Syrian refugees within Lebanon, most likely precipitated by the conflict in Syria.

The purpose of this CP is to ensure that UNHCR and humanitarian partners are prepared in case of a mass influx of refugees from Syria and/or the secondary movement of Syrian refugees within Lebanon on a scale that threatens to overwhelm the capacity of the current humanitarian operation in Lebanon. National level preparedness activities and contingency response actions have been developed around a national population planning figure of 150,000 Syrian refugees entering Lebanon over a period of 30 days (or 5,000 individuals each day), whilst each area – Bekaa, Tripoli + 5 Districts, Akkar, South and Beirut & Mount Lebanon – has also developed area-level preparedness activities and response actions around population planning figures that would necessitate contingency plan activation at the area-level only.

Other potential emergency scenarios – that of a significant internal displacement within Lebanon, a disease outbreak or major epidemic, a natural hazard (such as an earthquake) or a spill-over of the Syrian conflict or tensions with neighbouring countries ('regional entanglement') – are not considered in this CP, since they fall beyond the scope of a *refugee* contingency plan. Such scenarios are addressed by the Humanitarian Country Team (HCT) Contingency Plan.

The CP was originally drafted in late 2012 and shared with all partners, but as the numbers of Syrian refugees entering Lebanon exceeded the numbers planned for, the original CP became out-dated, requiring substantial revision with new planning figures, inclusion of a range of new actors not involved in the previous plan and, above all, an effort to make it operationally relevant to guide preparedness and response actions at field level. The process of revising the refugee CP was developed by UNHCR in consultation with Inter-Agency partners and involved workshops and consultations in the four field areas – Bekaa, the North, the South, and Beirut & Mt Lebanon – in early 2013 and early 2014. The objective of these workshops was to define the CP scenarios and characteristics of the response, and to detail a list of preparedness actions and tasks at both national and area level that would guide action during the preparedness and response phases. This CP is the result of those efforts to develop preparedness and response capabilities and promote resilience and coordination at the national and area (field) levels. It contains standardized templates which describe the response plans of each sector, along with key information concerning preparedness measures, operational and surge capacities.

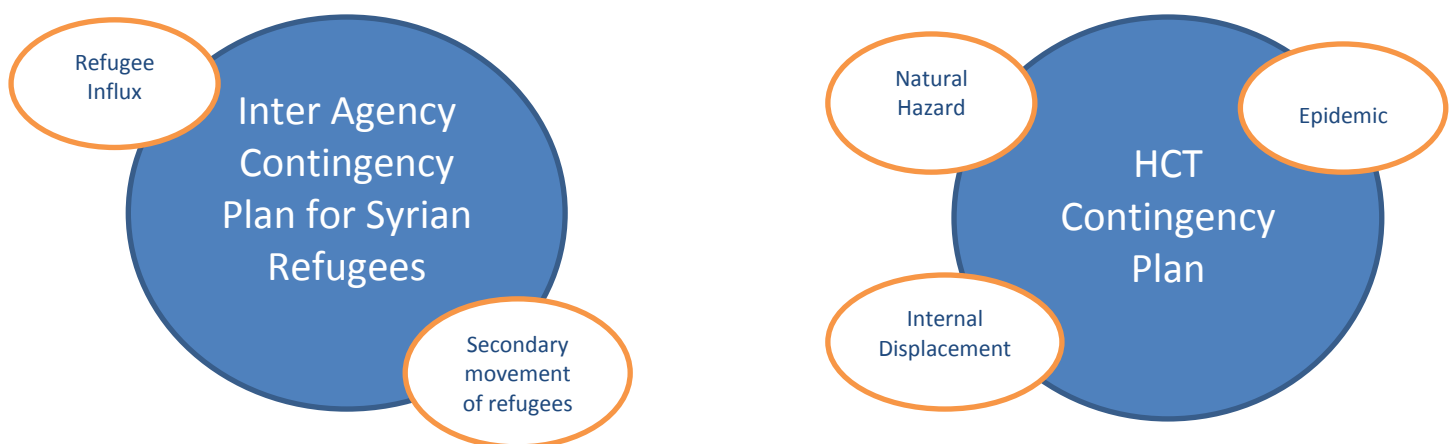
# Part I

## Introduction

The Inter-Agency Contingency Plan for Syrian refugees (CP) governs any refugee influx or large scale secondary movement of refugees within Lebanon. It is developed in the context of the refugee emergency created by the conflict in Syria and considers two scenarios; namely, a mass influx of refugees from Syria into Lebanon and the secondary movement of Syrian refugees within Lebanon.<sup>1</sup> The CP has been developed around a national population planning figure of 150,000 Syrian refugees entering Lebanon over 30 days (or 5,000 individuals each day). This figure is based on national average rates of registration over the past 12 months to February 2014.

The CP seeks to provide practical operational guidance and procedures to be followed by humanitarian relief agencies if either scenario were to eventuate. As it is not a political analysis, this CP does not consider underlying causes in any detail. However, it is axiomatic that a mass influx into Lebanon is likely to be caused by an escalation of hostilities in Syria and/or a decisive military outcome for one or other of the parties to the conflict, and that a large-scale secondary movement within Lebanon is likely to be precipitated by direct intervention by either of the parties to the conflict in Syria, by an outbreak of hostility between refugees and the host population, or by the re-opening of longstanding fault-lines between different Lebanese groups. In the event of an outbreak of hostilities in Lebanon, significant internal displacement, either of Syrian refugees or of Lebanese citizens, or both, could reasonably be expected.

Notwithstanding that a mass influx and/or large-scale secondary movement could bring with it the real possibility of a major disease epidemic, this CP does not address this scenario, as it is referred to in the Contingency Plans of the Humanitarian Country Team (HCT CP) and in particular the WHO.<sup>2</sup> Similarly, this CP considers the response to a 'regional entanglement' only insofar as such a conflict would likely displace large numbers of refugees in several directions at once, with generalized insecurity across the country severely constraining the operational environment for humanitarian agencies. The HCT CP covers a wider range of possible scenarios than the present CP, including internal displacement of the non-refugee population and natural hazards, as demonstrated pictorially below.



<sup>1</sup> Mass influx of Palestinian refugees from Syria and/or disturbances in Palestinian camps is dealt with in the UNWRA Contingency Plan.

<sup>2</sup> However, it is recommended that all Sector Working Groups and Area Teams review the relevant annex to the HCT CP and derive an additional set of preparedness and response actions to cover this possibility.



This Inter-Agency Contingency Plan for Syrian Refugees is divided into four parts (including the annexes). **Parts I and II** cover the background of the CP, scenarios and triggers for the activation of national and area-specific CPs, and risk assumptions about the Lebanese context in which this CP has been written and would operate.

The core element of the CP is **Part III**, which focuses on the operationalization of the CP at both area and national levels. The first section comprises the Area level Contingency Plans for the 5 Area Teams – Bekaa, Tripoli + 5 Districts, Akkar/Qobayat, South, Beirut & Mt Lebanon, with their respective preparedness activities and response tables. The focus of this CP is at the Area level, since a national CP will only be activated if an Area level CP is insufficient to meet the needs generated by the contingency event. At the end of Part III, the preparedness activities, response strategies and responses to be taken at the national level (with corresponding action that should be taken at area level) upon activation of the national level contingency plan, are presented.

Operational strategies for both national and area levels are presented by sector. Actions to be taken in the event of activation of a CP at either National or Area level are also presented on a time-frame basis, setting out actions to be taken in the first 24 and 48 hours and beyond. However, the emphasis of this CP is on thorough preparedness rather than on detailed prescriptive response actions once the contingency event has occurred.

**Part IV** contains annexures including the current Inter-Agency Coordination Structure, a Multi-Sectoral Rapid Group Assessment Form, which has been modified to be used also in contingency events, as well as the Border Monitoring, Reception & Registration plan in case of a mass influx.

## Part II

# 1. Planning Scenarios, National and Area-Specific Triggers

The Contingency Plan will operate at two control levels (national/Beirut level and area level), depending on the particular scenario that eventuates. Each control level has detailed preparedness and response activities, which are set out in Part III. Early warning signs of a potential critical event can trigger the rollout of the contingency plan, at either Area or National level.

**Activation of a National level CP** is predicated upon a new mass influx of Syrian refugees into Lebanon or large-scale secondary movement of Syrian refugees within Lebanon exceeding current trends *and* where activation of an Area CP is insufficient to deal with the emergency. Notwithstanding this, activation of a Contingency Plan at national level should endeavour to be as light as possible, respecting the decentralisation. The continued operation and normal functioning of those field offices/areas not directly impacted by the triggering event should not be affected by the national CP, even if staff from those offices have been 'pulled' to provide surge capacity in other parts of the country.

Activation of a National level CP by the Representative is envisaged where there has been activation of one or more area CPs and where the capacities of one or more Area CPs is exceeded on account of one or more of the following contingency events occurring:

- i. Continuous mass influx of refugees (averaging 5,000 persons per day) over a period of 30 days, reaching 150,000 individual arrivals (30,000 HH) in one month into one or more areas;<sup>3</sup> and/or
- ii. Secondary movement of refugees already in Lebanon, either within the area or to another area within Lebanon.

**The activation of area-specific CPs** is predicated on a lower scale of influx into a single governorate or district and/or a lower number of refugees moving into a different area and the decision to activate an area-specific CP lies with the UNHCR Head of Office in consultation with the Representative. Population planning figures have been agreed upon for each area based on what partners consider would be sufficient to overwhelm the capacity at local level. Area team preparedness activities and contingency responses are set out in Part III, detailing population planning figures for each respective area.

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<sup>3</sup> Note that the RRP6 projects a rate of about 52,500 individuals/10,500 HH per month (an average of 2,500 individuals per day).

## 2. Risk Assumptions & Operational Considerations<sup>4</sup>

The activation of a national or area-level CP will likely occur against a backdrop of an escalation of hostilities in Syria, leading to a decisive outcome for one of the parties to the conflict (which would be the catalyst for a mass influx in a short space of time), exceeding current shelter capacity and the provision of other basic services, and potentially resulting in significant tensions between refugee and host community populations. Combatants may also enter with women and children refugees and access is likely to be severely constrained especially for humanitarian staff.

### Response in general

Shelter needs already exceed shelter options, and there are few options to alleviate this. The Council of Ministers is deliberating on the establishment of 'transit sites' and, in case of an emergency, urgent authorisation for the establishment of such sites would be sought. Almost by definition, all people who are forced to resort to living in a 'transit site', informal settlement (IS) or formal settlement of any kind will require assistance. It would neither be warranted nor cost-efficient to try to target assistance within such sites; rather, it should be on a blanket basis. Notwithstanding this, a mass influx situation would probably allow only for the provision of essential life-saving assistance (healthcare, water and sanitation, food and essential NFIs, shelter). Furthermore, such assistance may have to be provided only at key locations where the numbers of refugees will be the greatest, and agencies might inevitably have to focus their efforts on these key centres, rather than providing country-wide assistance to wherever refugees have settled, as is currently the case.

### Host Communities

The Syrian crisis and refugee influx has had destabilizing consequences for Lebanon. A recent World Bank published assessment<sup>5</sup> points to a reduction in GDP growth by 2.85 per cent each year since the crisis began. The majority of refugees (86 per cent) are living in communities where the majority of vulnerable Lebanese (66 per cent) also reside. Both refugees and vulnerable Lebanese are severely affected by the poor quality of public services, hard-to-get-by job opportunities and inflation in the price of basic goods, such as fuel and rent. This, together with the deterioration in the security situation is already leading to growing tensions between the host community and refugees. A substantial influx of refugees could further exacerbate such tensions, potentially constraining humanitarian access.

### Humanitarian access

In a deteriorated security environment, particularly in a situation of generalised violence and a breakdown in law and order across the country, certain parts of the country may be rendered too insecure, resulting in increased restrictions on the movement of humanitarian staff working for the many INGOs and UN agencies in Lebanon. This will further constrain the humanitarian response and may affect continuity of operations as many INGOs and UN Agencies may only be able to implement life-saving humanitarian programmes by 'remote control', shifting the burden to local organizations, most with limited capacity. Partnerships with national and community-based organizations are thus being cemented and rosters of trained staff on standby are being maintained.

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<sup>4</sup> These risk assumptions and operational considerations are in addition to the sector-specific activities and response actions set out in the national and area-specific tables in Part III.

<sup>5</sup> *Lebanon - Economic and Social Impact Assessment of the Syrian Conflict (ESIA)*, World Bank, 20 September 2013.

The Lebanese Red Cross and other local actors must be mapped for their potential capacity. If not already in place, partnerships should be developed with them now and determine any capacity needs that require strengthening. The planning must also be coordinated, or the relatively few local organizations will become the objects of competition between agencies wishing to implement through them.

#### Coordination Arrangements

In the event of a mass influx, a core group of sector leaders would meet on a more frequent basis than they currently do, but with an agenda limited to essential decisions. Adjustments may be made to the sectoral coordination cycle in order to allow agencies to focus on essential life-saving activities. The aim will be to achieve an optimum balance between the need to collect timely and accurate information and make key coordination decisions, while maximizing the time for the managers of implementing agencies to be in the field supervising and/or supporting the delivery of assistance. The coordination structure is shown graphically at Annex A.

As a preparedness measure it is crucial to keep the government entities including municipalities, MOSA and the security forces well informed of the CP and receive their support. Strengthening networks and communication with the authorities and all partners on CP planning issues is a priority.

During a mass influx, one of the challenges will be to coordinate interventions of external entities (faith-based/private and other non-traditional donors) and ensure their approach follows the strategy established through coordination mechanisms (in terms of impartiality of assistance, common standards for targeting based on vulnerability assessment, etc.), and ensuring that minimum standards of assistance are adhered to (e.g. shelter standards vis-à-vis site planning).

Upon activation of the CP at the national-level, an Emergency Cell (EC) will be operated by the Inter-Agency Coordination Unit, who will monitor the contingency event, ensure overall coordination in Lebanon, and monitor and support all aspects of the contingency response. It will be responsible for providing regular updates and briefings on the situation. Located in UNHCR Lea Building, Beirut (1st floor balcony room), the Cell will act as a physical location for the sharing of information and meetings among key stakeholders and as an operations control centre. It should be equipped with at least two laptops with internet connection, a colour printer, detailed maps of all areas of Lebanon, a hand-held radio, fixed landline, mobile phone and meeting space.

#### Formal Tented Settlements/Transit Sites

Available rental accommodation has been exhausted and collective centres are at saturation point, while GOL has not authorised the establishment of transit sites, although some sites have been located, planned and the necessary partners identified. Consequently, refugees are resorting to growing and dispersed informal settlements (IS), where it is more difficult and inefficient to assist them, and harder to improve shelter conditions, water, sanitation and hygiene.

#### Protection

At present, 13% of refugees cross into Lebanon via unofficial border entry points. In an influx, this percentage could rise dramatically. Among the refugees there could be injured and wounded civilians and combatants, the latter of which could increase the potential for tension and conflict within the refugee population. In a mass influx there will be more separated and unaccompanied children and potentially an increase in domestic violence incidents.



### Monitoring at the Borders & Other Key Locations<sup>6</sup>

Information from the borders is vital but lacking, so a monitoring system must be established. Although GOL supports border monitoring by the agencies, under the current arrangements/capacity a mass influx might occur but not be perceived immediately, since most new families do not become apparent for the first few days, and sometimes weeks. Currently the only way is to consult the municipalities, since most know the scale of the influx into their area. This reinforces the need for each area to have a single agency responsible for monitoring the number of new arrivals (and of refugees in total), and reporting this on a regular basis. These agencies should establish communication with and supporting the monitoring/management role of the municipalities in their nominated places. The plan for border monitoring, reception and registration in a mass influx is at Annex D.

### Reception

Entry will continue at the existing border points but with greatly increased numbers of refugees entering than at present. The above border monitoring function should perform two additional functions. The first is a preliminary screening to assess their condition and needs, with particular attention to be paid to injured civilians and extremely vulnerable individuals (EVI), who may need to be fast-tracked to registration (i.e. to receive hospital treatment, if eligible). The second is to establish communication with the new arrivals, to explain to them what they should receive in terms of protection and assistance, and to refer them to relatives already present, or to transit sites.

### Registration

In a mass influx the existing capacity of registration centres would be insufficient to meet the numbers of refugees likely to register, in a timely manner, resulting in an increase in the waiting period between first appointment and registration interview. A registration centre with a waiting period of 40 days or more may result in that centre moving into Emergency Registration mode. Mobile registration centres may also be needed and the capacity for this should be created now.

Maintaining the civilian nature of the refugee population and the identification and segregation of armed elements among refugees will become a major challenge in a mass influx situation. As there is insufficient capacity and resources to conduct registration at the border, registration will not take place at the border; instead, newcomers will be identified and provided with information materials on registration and directed to the registration centre closest to the area in which they choose to settle. Registration staff should receive training on exclusion in order to distinguish and preserve the distinction between combatants and civilians.

### Stocks

Many agencies currently procure relief items from local suppliers. However, a mass influx will result in a sudden increase in demand making the local market volatile and unreliable, as well as more costly. To mitigate this risk some agencies have been building stockpiles of locally procured goods for immediate use in an emergency, located closer to the areas which may be first affected by a mass influx or secondary movement. Inventories of current contingency stocks are shared weekly with Inter-Agency partners. UNHCR sources its supplies from global stockpiles in Dubai which ensures their value for money and quality. The delivery lead time of three to four weeks from Dubai (unless airlifted in which it would be within a week) necessitates the pre-procurement and storage of these items in Lebanon.

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<sup>6</sup> The Plan for border monitoring, reception and registration in a mass influx is at Annex B.

## Part III

# Operational Plans, Preparedness & Response

Each level of responsibility – national and area-specific – has defined a set of preparedness actions to be taken now, and some pre-planned responses to guide action in the early days of activation of either national or area-specific CP, organised on a sector by sector (or issue by issue) basis. The aim is to ensure that the necessary physical resources, relationships and procedures are already in place to ensure rapid implementation of the plan in each area and sector, whichever actual scenario occurs.

The preparedness phase commenced prior to the publication of this plan. The response phase will be launched as soon as the onset of a mass refugee influx emergency is recognized and continues until the situation is stabilized to the extent of allowing resumption of the current Regional Response Plan.

## A. Area Level Contingency Plans

### I. Summary of National & Area Specific Population Planning Figures

Up to a certain point the rate of influx is more important than absolute numbers, since a high rate has the potential to overwhelm response capacity almost immediately and with little or no warning. Notwithstanding this, the below population figures have been agreed upon as likely necessitating activation of the CP:

Area	Current daily rate of influx <sup>7</sup> (21 day period)		No. that would overwhelm current response capacity (30 day period)	
	Ind.	HH	Individuals (est.)	Households (est.)
Bekaa	800	166	≥ 2400 per day x 3 days	≥ 500 per day x 3 days
Tripoli + 5 districts	124	31	≥ 1050 per day x 3 days	≥ 260 per day x 3 days
Akkar	76	19	≥ 1000 per day x 3 days	≥ 250 per day x 3 days
South	265	66	≥ 1000 per day x 3 days	≥ 250 per day x 3 days
Beirut & Mt. Lebanon	900	265	≥ 1300 per day x 3 days	≥ 380 per day x 3 days

## II. Bekaa Area Team Contingency Plan

### A. Background and Assumptions

- Contingency Planning Population Figure: 2,400 individuals per day over three consecutive days

The Bekaa Area Team considers that 2,400 individuals arriving in any area in the Bekaa over three consecutive days could overwhelm existing capacity and necessitate a contingency response. Moreover, movement within the Bekaa of any significant number of refugee households could necessitate a localized contingency response, where local capacity would otherwise be exceeded.

<sup>7</sup> Figures based on average number of refugees registered per day over a 21 day period per relevant UNHCR Registration Centre, in the 6 months to February 2014.

The Bekaa is comprised of a number of distinct areas, each with their own demographic profile, confessions and attendant security implications. Partner capacities differ markedly throughout the Bekaa. Accordingly, despite a regional contingency population planning figure for the Bekaa, a significantly smaller influx into an area with already limited humanitarian access, or two or more small influxes into two different parts of the Bekaa, could warrant activation of the CP for the whole of the Bekaa. Preparedness and contingency planning in the Bekaa is thus not merely an exercise in numbers, and must also factor in humanitarian access and the impact of assistance and distributions, which may have already been provided by some actors before the CP is fully activated. Transparency and information sharing among agencies now, is thus emphatically encouraged.

An increase in hostilities in border areas coupled with the increased presence of armed elements in traditional transit areas close to the Syrian border could result in refugees crossing through alternative or previously unused entry points and severely constrain humanitarian access and continued operations in those border areas. Preparedness activities that develop remote operating capabilities and strengthen relationships with reliable local partners are therefore strongly encouraged, as is the pre-positioning of stocks in more than one area of the Bekaa. Moreover, prolonged or severe insecurity in border areas could trigger onward movements towards Central and West Bekaa, with refugees possibly seeking refuge in the major urban areas of Baalbek and Zahle, following existing sectarian divisions.

## B. Scenarios/Triggers

- Scenario 1:

**Influx** from Syria into one or more areas in the Bekaa simultaneously, resulting from escalation of conflict in Syria, especially if leading to a decisive outcome for one of the parties to the conflict. Refugees entering Lebanon will either stay in the town of first reception, or move North or further inland, to Central/West Bekaa.

- Scenario 2:

**Scenario 1 + secondary movement** of hundreds of refugee families away from border areas in the Bekaa, in response to border incursions and significant deterioration of the security situation.

## C. Bekaa Area Team Preparedness Activities

PREPAREDNESS ACTIVITY	DEADLINE FOR ACTIVITY <sup>8</sup> / ACTIVITY STATUS (dd/mm/yy/ not yet commenced/on-going/completed)	ACTORS RESPONSIBLE
<b>MANAGEMENT, COORDINATION &amp; INFORMATION MANAGEMENT</b>		
Agree upon a minimum number of persons for a secondary movement within the Bekaa that would trigger the CP	25/04/2014	Bekaa Area Team
Communicate IA Contingency Plan for Syrian Refugees to all partners	Not yet commenced (as soon as approved)	UNHCR Sub Office Bekaa
All partners with Contingency Plans to share with other agencies	25/04/2014	All agencies
Agree upon and send to all partners timeline for preparedness activities	25/04/2014	
Agree upon one humanitarian agency to be designated to assess the contingency event.		
Develop a plan for continuity of operations in the event of prolonged closure of main highways, with all the attendant logistic complications and identify alternative routes identified, for the movement of relief items by truck	20/05/2014 (next ASMT meeting)	Bekaa ASMT Team
Where possible, monitor flows through unofficial border entry points through the establishment of focal persons in a number of areas.	On-going	Bekaa UNHCR team
(Coordination) Establish a strong early warning system and focal point network to ensure accurate estimation of scale of influx to facilitate timely and forceful requests for release of stocks or reinforcements.	On-going	All agencies
Establish focal point network with clear delineation of agency roles and responsibilities	25/04/2014	All agencies
Undertake comprehensive mapping of all agencies on sector basis, clarifying lead responsibilities and focal points for each agency and set out in an All Services Leaflet	25/04/2014	Sector leads
Develop plan for managing critical operations by 'remote control', and coordinate efforts to prepare for this.	25/04/2014 (on-going through local coordination meetings held on a bi-weekly basis regionally)	All agencies

<sup>8</sup> Most of these activities will require bi-monthly periodic assessment and continuous monitoring. The date given should therefore be understood only as the initial date.

Establish a coordination mechanism to coordinate the division of tasks per agency; the prepositioning of stocks and delivery pipeline; the actual stocking of stocks.	Not yet commenced	Taskforce to be established at outset
Ensure all medications for chronic diseases are stocked and available for replacement and specifically ensure prepositioning of war trauma kits, contingency stocks of primary healthcare supplies and medications for chronic diseases	On-going	Medical agencies
Allocate (and physically move) key stocks needed into the regions and establish a strategic reserve at national level for major emergencies.	On-going	All agencies
Develop a 'buddy system' tying a local NGO to an international one along sectoral lines with focus on building capacity	25/04/2014 (Initial plan completed for Aarsal. Model to be replicated across the Bekaa )	Bekaa Area Team Sector Coordinators
Develop alternative transportation arrangements, in case roads are cut or access is curtailed	20/05/2014 (next ASMT meeting)	BEKAA ASMT Team
Develop plan to manage critical operations by 'remote control', and coordinate efforts to prepare for this.	On-going	All agencies
Compile list of information management focal points	25/04/2014	All agencies
Distribute the Multi-Sector Rapid Assessment form	Awaiting form from UNHCR Beirut Coordination	UNHCR Sub Office Bekaa (with support from IA/IM and IA Sectors)
Strengthen the support to local municipality officials	On-going	UNHCR Sub Office Bekaa and MOSA
Identify space for and prepare emergency cell/centre with contacts, maps, lists	25/04/2014	UNHCR Bekaa team
Map local operational NGOs/CBOs and municipalities, identifying their capacities as they will often be the first to respond and may be the only ones that can if international staff members prevented from working in the area due to the security situation.	25/04/2014	Sector leads and UNHCR
Compile list of NGO area focal points for the region that could respond to the sector or coordinate the response in that area.	25/04/2014	UNHCR Bekaa team
All agencies to share with UNHCR Bekaa Business Continuity Plans and lists of essential international staff and functional titles.	25/04/2014	All agencies and INGOs

Map locations of staff living locations so they could respond to a crisis in that area if the need arises	25/04/2014	All agencies
Actively continue to discuss the issue of 'Transit Sites' with GOL at high level, to ensure that all actors understand that 'camps' will inevitably arise during a mass influx	On-going	UNHCR Branch Office with the input of UNHCR Sub Office Bekaa
Develop capacity mapping template for all agencies		UNHCR IM Beirut office
Establish list of roles and responsibilities of agencies, local authorities and private sector actors vis-à-vis delivery of services and share with all agencies	On-going	MOSA with support of UNHCR Branch office
Develop list of pool of local staff/volunteers and expand trainings to this group who may be called upon for an influx.	25/04/2014	All agencies
Establish information points in selected shelter locations for the provision of information and messages to be passed between refugees, posting notices of distributions/registrations etc; map these locations and share with agencies	25/04/2014 (On-going in Aarsal – to be replicated, where feasible, in other areas of the Bekaa)	All agencies – upon joint agreement of information
<b>SECURITY &amp; FIELD SAFETY</b>		
Increase inter-agency security coordination especially on issues such as evacuation by sharing security plans/rules	on-going	Bekaa ASMT group/SSCL
Analyse and prepare for possibility of road blockages in light of potential refugee concentrations, as some roads/checkpoints might be completely closed, preventing movement in or out.	On-going	
Plan for restricted access from or within Bekaa Area in event that security situation prevents humanitarian access.	20/05/2014 (next ASMT meeting)	Bekaa ASMT group and SSCL
Ensure the Lebanese security authorities are aware of their responsibility to ensure humanitarian access if certain roads cut.		UNHCR Beirut office
<b>LOGISTICS</b>		
Map out transportation options in case of need to relocate refugees to identified sites	25/04/2014	UNHCR/IOM
<b>REGISTRATION</b>		
Expand use of barcode readers to distributions to enhance cross-checking- work on linking information gather through barcoding to ProGres.		UNHCR Beirut
Establish regular sharing of registration schedules of NGOs	On-going	All agencies

<b>PROTECTION</b>		
Establish a focal point agency per site to reduce duplication of assessment by multiple agencies	25/04/2014	All agencies
Identify and train protection focal points within the refugee population and host communities.	On-going	UNHCR Bekaa team
<p>Establish a special Protection Crisis Team, with trained staff from the UN and implementing partners, for early identification of those at high risk or with specific needs because of special vulnerability.</p> <p>NB: Upon activation of CP, Team to be operational in areas with the largest number of protection concerns, e.g. where large numbers have crossed through unofficial border entries.</p> <p>NB: The normal response to vulnerable protection cases is to move them away from the area, however if insecurity in those areas prevents this, then there are few options to provide safe accommodation for them in Bekaa Area. Consideration should be given to this situation.</p>	25/04/2014	UNHCR and protection partners
Enhance border monitoring for pre-screening to better ensure advance warning of large flows heading to other areas.	On-going	UNHCR with MOSA
Provision of protection training on presence of combatants in cross-border flows for staff	On-going in the framework of CCCM trainings. Trainings provided in Aarsal to serve as blueprint for other areas in the Bekaa	UNHCR Sub Office Bekaa in consultation with UNHCR Branch Office
Identify temporary reception sites	On-going	UNHCR
Strengthen network of refugee representatives who may be called upon to find accommodation, etc., in an emergency	On-going	UNHCR CS with ROV network
<b>SHELTER</b>		
Negotiate with local authorities locations for 'transit sites').	On-going	UNHCR Branch Office, MOSA and Security Authorities
Continue to look for alternative shelter solutions through pre-identification of sites on government and vacant land – even 'farm' sites after appropriate disinfection – based on pre-set minimum criteria and the full involvement of municipalities, together with tents, 'sealing-off kits' and WASH facilities as needed.	On-going	Shelter agencies countrywide
Harmonize specifications of SOKs to ensure they are interchangeable among agencies		Shelter sector lead

Identify large shelters and/or areas that could accommodate formal settlements  (NB: National Shelter Working Group to identify other actors– outside the country – which might reinforce the response in the event of heightened emergency, and make provisional partnership agreements with them in advance.)	25/04/2014	Bekaa Shelter Working Group
Quantify the available shelter stock in the area, notwithstanding that a renewed effort to explore shelter options (collective centres, open spaces) is unlikely to yield much that is new, given the limited shelter options in Bekaa, as elsewhere in the country).	25/04/2014	Bekaa Shelter working group
Disseminate clear criteria for shelter referral system	Completed	UNHCR Sub Office Bekaa
<b>NFIs/CRIs</b>		
Map the availability of key stocks; allocate and physically move/pre-position key stocks and adequate reserves needed into the region, ensuring stocks in more than one area in the Bekaa.	25/04/2014	Distribution partners coordinated by UNHCR
Maintain and update contingency stocks and share the information with UNHCR Bekaa		UNHCR NFI sector lead Beirut
Review warehouse capacity in the field office AOR	25/04/2014	UNHCR Sub Office Bekaa
Establish regular sharing of distribution schedules of NGOs	On-going	All agencies
<b>HEALTH</b>		
Compile a 'Yellow Pages' of available health services	25/04/2014	Medical agencies
Strengthen information on location of primary healthcare centres, possibility of additional MMUs to follow-up in the first instance with possible phase-out.	On-going	Medical agencies



#### D. Table of Suggested Actions for Initial Response Period for Bekaa Area CP

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>MANAGEMENT, COORDINATION, INFO MANAGEMENT &amp; FUNDRAISING</b>					
GOL (MOSA) + UNHCR + all relevant agencies / sectors	<ul style="list-style-type: none"> <li>▪ Senior Field Coordinator activates emergency cell centre for Bekaa Area</li> <li>▪ Activate CP response after verification of numbers &amp; inform UNSCOL, OCHA &amp; partners</li> <li>▪ Provide updates on roll-out of CP to all partners (in conjunction with External Relations and with support from UNHCR Sub Office)</li> <li>▪ GOL start providing population movement data on a daily basis (entries &amp; exits)</li> <li>▪ Agencies adjust / re-deploy staffing for initial 24 hrs response &amp; share lists of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations</li> </ul>		<ul style="list-style-type: none"> <li>▪ Review existing national / field level coordination structure &amp; adapt as necessary to the actual situation</li> <li>▪ Ensure regular consultation with ICRC, the Red Cross Movement &amp; any other relevant actors not formally in the coordination structure</li> <li>▪ UNHCR Branch Office together with UNHCR Sub Office Bekaa actively continues to discuss the issue of 'Transit Sites' and formal camps with GOL at high level</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sector working groups review priorities &amp; capacities in the light of the new emergency, &amp; report any alarming shortcomings</li> <li>▪ Coordinate any inter-agency or cross-sectoral rapid assessment &amp; present a 'gap analysis'</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>					
GOL (MOSA) + UNHCR	<ul style="list-style-type: none"> <li>PI staff issue daily updates with info from the field &amp; sectors</li> <li>Deploy the identified Comms / Reporting Officers to each area</li> </ul>	<ul style="list-style-type: none"> <li>Issue a joint press statement / conference following consultation with agency PI units</li> </ul>		<ul style="list-style-type: none"> <li>Initiate joint GOL-UN donor meeting &amp; repeat periodically</li> </ul>	
<b>REGISTRATION</b>					
UNHCR	<ul style="list-style-type: none"> <li>Switch to emergency registration process at all transit sites &amp; registration centres (Ensure distribution point distinct from registration point)</li> <li>Activate roster of standby registration staff &amp; redeploy some existing capacity to predetermined points</li> <li>Utilise registration to assess shelter needs</li> <li>Mass info mechanism engaged at borders, transit centres &amp; community centres</li> </ul>	<ul style="list-style-type: none"> <li>Depending on size of influx, prepare manifesting or fixing tokens at border points for refugee transportation</li> </ul>	<ul style="list-style-type: none"> <li>Engage additional local partners to support reception, registration &amp; identification of the vulnerable</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>PROTECTION</b>					
GOL (MOSA) + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Mobilize full-time presence at borders to ensure unhindered &amp; safe entry, immediate identification of vulnerable persons &amp; provision of information</li> <li>▪ Monitor protection situation / identify protection issues on ground, including physical safety at transit sites, etc.</li> <li>▪ Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders</li> <li>▪ Identify beneficiary needs and target special needs, including health.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centralize tracking of refugee movement from entry points within the country, &amp; communicate this rapidly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate with relevant partners regarding voluntary returns, possible TCN evacuation &amp; repatriation</li> <li>▪ Coordinate relocation of populations in need of relocation - if necessary establish humanitarian corridors</li> <li>▪ Liaise with LAF / ISF on documentation, detentions, application of guidelines on the quick identification &amp; treatment of persons with special needs</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>CHILD PROTECTION / PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>					
GOL (MOSA) + UNHCR + UNICEF	Liaise with other sector lead agencies to mitigate risks / ensure SGBV prevention & response is integrated into their own response	<ul style="list-style-type: none"> <li>Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk</li> </ul>	<ul style="list-style-type: none"> <li>Conduct psychosocial &amp; recreational activities in transit sites &amp; through mobile outreach</li> </ul>		
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies		<ul style="list-style-type: none"> <li>Disseminate IEC materials &amp; conduct awareness raising on child protection concerns</li> </ul>	<ul style="list-style-type: none"> <li>Tracing &amp; family reunification for UAM / SC &amp; referral to alternative care, esp. if in transit sites</li> <li>Implement emergency interim care for UAM &amp; provide shelter for children at risk</li> <li>Case management of children at risk – child recruitment, physical &amp; sexual violence / exploitation, trafficking</li> <li>Ensure SGBV is integrated into any emergency protection monitoring &amp; any inter-sectoral assessment</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>SHELTER / WASH</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Utilise agreed vulnerability criteria in order to radically prioritise most vulnerable for provision of shelter</li> <li>Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> </ul>	<ul style="list-style-type: none"> <li>Open new 'transit sites' &amp; extend existing ones to double their planned size if possible</li> <li>Hygiene promotion / awareness raising</li> <li>Provision of water to all main sites through connection to existing network / water trucking</li> </ul>	<ul style="list-style-type: none"> <li>Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> <li>Construct emergency latrines (using pre-fabricated sanitation units) / defecation fields if no alternative</li> </ul>	<ul style="list-style-type: none"> <li>Set up water distribution tap-stands including pipe networks</li> <li>Construct emergency showers</li> <li>Undertake drainage works</li> <li>Distribute hygiene kits (including water containers or buckets)</li> </ul>	Distribute latrine / camp cleaning kits
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Deliver basic shelter and WASH assistance in line with identified needs.</li> </ul>	<ul style="list-style-type: none"> <li>Set up water storage facilities at all main sites</li> <li>Mass water treatment (chlorination)</li> <li>Distribute aquatabs/ water purification filters</li> <li>Test water quality</li> </ul>		<ul style="list-style-type: none"> <li>&amp; baby kits to those with infants</li> <li>Install solid waste bins &amp; arrange garbage disposal</li> </ul>	

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>FOOD / NON-FOOD ITEMS (NFIs) Distribution</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>Activate delivery pipelines for prepositioned stocks</li> <li>Prioritise in-kind food &amp; NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> <li>In the early stages of the response the emphasis should be on blanket relief provision to larger numbers, without overemphasis on detailed needs assessment, to ensure that no one in urgent need misses out.</li> </ul>	<ul style="list-style-type: none"> <li>Move from assessment at the household level to a 'group' level assessment approach</li> <li>Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> </ul>			
<b>HEALTH</b>					
GOL (MOPH, MOSA) + UNHCR + WHO + all relevant partner agencies	<ul style="list-style-type: none"> <li>Establish teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment</li> <li>Referral system for stabilised cases, on to the network of existing PHC &amp; SHC, &amp; extend their opening hours</li> <li>Malnutrition screening to be established</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; control health of population, particularly epidemic monitoring &amp; control</li> <li>Mobile clinics/outposts to deliver emergency response &amp; PHC at new sites or personnel, equipment &amp; medicines at existing facilities to increase capacity</li> </ul>	Establish staffed, equipped & properly resourced field hospitals		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EDUCATION</b>					
GOL (MEHE, MOSA) + UNHCR + UNICEF + all relevant partner agencies				Ensure that education data is collected, consolidated, analysed & disseminated, & perform M&E regularly	<ul style="list-style-type: none"> <li>▪ Initiate Two-Shift schooling country-wide, ensuring that fees, equipment &amp; running costs are covered</li> <li>▪ Set up child-friendly spaces in collective centres, transit sites, &amp; IS, so that some educational activities continue</li> <li>▪ In a mass but gradual refugee influx, establish tented schools in collective centres &amp; transit sites</li> </ul>

### III. Akkar Area Team Contingency Plan

#### A. Background and Assumptions

- Contingency Planning Population Figure: 1,000 individuals per day over three consecutive days

Even with a group intervention approach, Akkar District regional capacity in general will be overwhelmed by an influx of 1000 individuals or more each day over three consecutive days in one location in the Akkar/Qobayat Area, as there are already insufficient resources, triggering a need to call on extra staff or relocate staff within the country/region. This level of influx would trigger a move to a group assessment/response approach.

Some sectors including WASH and shelter would be overwhelmed by an influx of this scale after two consecutive days, as shelter options are already very limited and the wide disbursement of refugees makes identifying them more difficult. Again, the implication is that some form of formal settlements/transit sites will be necessary or at least a transit site to buffer the new arrivals until new collective centres are found or FTS opened.

In the event of an escalation of the conflict in Syria causing further displacement, many refugees from Syria might enter through unofficial border points which will result in restrictions on their onward movement inside Lebanon, especially in areas with numerous checkpoints (e.g. for assistance provided within Wadi Khalid and Akroum), which will necessitate intervention by humanitarian agencies. Local political considerations and/or the host population profile might prompt some districts, which might otherwise be considered to have the capacity to absorb more new arrivals, to take measures that restrict the settlement or movement of refugees. Refugees of the Alawite confession are expected to move mainly into the Sahel (coastal region) area.

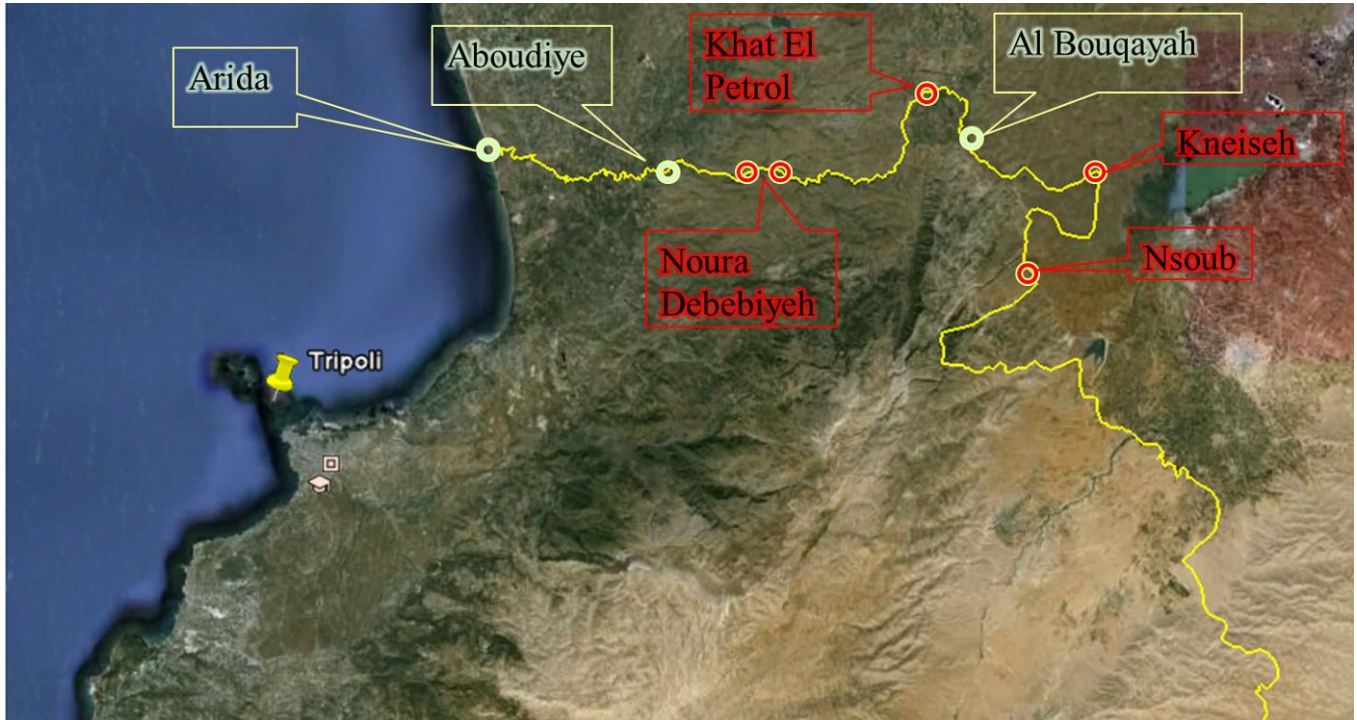
The security situation in the Akkar and Wadi Khaled areas already places significant limitations on operations, in terms of humanitarian access in particular, which will likely intensify in case of a mass influx or a deteriorated security situation. To begin with, should a mass influx occur as a result of an escalation of hostilities in Syria, border areas are likely to witness increased shelling, necessitating timely movement of refugees away from the border areas to safe reception areas.

From time to time, agencies may not be able to move from Akkar or within certain areas of Akkar, as checkpoints to Wadi Khalid and Akroum may be completely closed, preventing movement in or out. In particular, access for humanitarian actors to Wadi Khaled but not only, will be increasingly restricted as the security situation has already presented impediments for some humanitarian actors. Alternatives to the normal transportation route past the habitual flashpoints may be needed, including alternative road routes (contouring Tripoli and/or passing through Bekaa) and the possibility of bypassing the danger by sea from Tripoli to Abdeh fishing port if feasible. These are addressed in the Preparedness Activities Table below.

As trends have indicated that the majority of new arrivals move further south, an influx into Akkar/Qobayat Area may necessitate the activation of the National CP as both Qobayat Field Office and either T5 and/or Bekaa Sub Offices may be required to divert resources from their usual operations in order to cope with the new arrivals.



The map below shows the official (white) and unofficial (red) border entry points, based on population movements to date:<sup>9</sup>



## B. Scenarios/Triggers

- **Scenario 1:**  
**Influx** of 1,000 individuals over three consecutive days entering to one location (most likely from Homs and into Wadi Khaled) due to escalation of conflict in Syria;
- **Scenario 2:**  
**Influx** of 1,000 individuals over three consecutive days entering from Syria into two locations in the Akkar Area simultaneously;
- **Scenario 3:**  
**Scenario 1 or 2 + secondary movement** of refugees from Wadi Khaled into Akkar/Qobayat area;
- **Scenario 4:**  
**Secondary movement** of 1,000 refugees over three days from Bekaa (secondary movement or recently arrived from Syria and decided to move further North).

<sup>9</sup> NB: To date, 12 unofficial entry points mapped, though some are currently not active.

## C. Akkar Area Team Preparedness Activities

PREPAREDNESS ACTIVITY	DEADLINE FOR ACTIVITY <sup>10</sup> / ACTIVITY STATUS (dd/mm/yy/ not yet commenced/on-going/completed)	ACTOR RESPONSIBLE
<b>MANAGEMENT, COORDINATION &amp; INFORMATION MANAGEMENT</b>		
Agree upon a minimum number of persons for an influx that would trigger the CP	Completed	Akkar/Qobayat Area Team
Communicate Contingency Plan to partners	On-going	UNHCR Field Office Qobayat
Agree upon and send to all partners timeline for preparedness activities	On-going	Akkar team
Agree upon one humanitarian agency to be designated to assess the situation.	As soon as we hear about an influx	UNHCR field Office Qobayat
Develop a plan for continuity of operations in the event of severe prolonged fighting in Tripoli (Jabal Mohsen/Bab el-Tabbaneh and new areas of conflict i.e. Qobbeh, Abu Samra) leading to prolonged closure of the northern highway, with all the attendant logistic complications.	2 alternative roads already exist	Akkar/Qobayat Area Team in consultation with T5 Area Team
Establish a coordination mechanism to coordinate the division of tasks per agency; the prepositioning of stocks and delivery pipeline; the actual stocking of stocks.	completed	UNHCR Field Office Qobayat
Update inventory of combined resources of all partners	Routinely done on monthly basis; last done on 21/3/2013	Akkar/Qobayat Area Team
Develop capacity mapping template for all agencies	Completed	Akkar team
Distribute the Multi-Sector Rapid Assessment form	Awaiting form from UNHCR Beirut Coordination	UNHCR Field Office Qobayat (with support from IA/IM and IA Sectors)
Develop plan to manage critical operations by 'remote control', and coordinate efforts to prepare for this.	On-going	All agencies
Strengthen the support to local municipality officials	On-going	UNHCR Field Office Qobayat and MOSA)

<sup>10</sup> Most of these activities will require bi-monthly periodic assessment and continuous monitoring. The date given should therefore be understood only as the initial date.

Develop a 'buddy system' tying a local NGO to an international one per sector	Partially covered depending on the sector	Akkar/Qobayat Area Team Sector Coordinators
Share lists of essential/non-essential international staff (names and functional titles)	To be commenced	All agencies
Map local operational NGOs/CBOs and municipalities, identifying their capacities as they will often be the first to respond and may be the only ones that can if international staff members prevented from working in the area due to the security situation.	Pending	Akkar team
Identify space for and prepare crisis cell/centre with contacts, maps, lists	To be completed	Akkar team
Compile list of NGO area focal points for the region that could respond to the sector or coordinate the response in that area.	Completed	UNHCR Akkar
Map locations of staff residence so they could respond to a crisis in that area if the need arises	On-going	Akkar team
<b>SECURITY</b>		
Ensure the Lebanese security authorities are aware of their responsibility to ensure humanitarian access if XXXX road cut.	Training with ISF completed, training for LAF on the 22/4/2014	UNHCR Protection
Plan for restricted access from or within Akkar and to Wadi Khaled in event that security situation prevents humanitarian access.	On-going	Akkar team
<b>LOGISTICS</b>		
Develop alternative transportation arrangements, in case road through Tripoli is cut	2 alternatives roads exist to by-pass Tripoli	Akkar/Qobayat Area Team
Analyse and prepare for possibility of road blockage in light of potential refugee concentrations, since checkpoints to Wadi Khalid and Akroum might be completely closed, preventing movement in or out.	On-going	Akkar/Qobayat Area Team
<b>BORDER MONITORING, RECEPTION&amp; REGISTRATION</b>		
In close cooperation with Bekaa Area Team, enhance border monitoring for pre-screening to better ensure advance warning of large flows heading to other areas.	Daily monitoring on-going through border visit and network of ROV plus contact with GSO, Red Cross/ICRC etc.	UNHCR border monitoring team
Identify temporary reception sites in Akkar	1 identified in Wadi Khaled (Machta Hassan (DRC) and Koushera (Save the Children))	Akkar team

<b>PROTECTION</b>		
<p>Establish a special Protection Crisis Team, with trained staff from the UN and implementing partners, for early identification of those at high risk or with specific needs because of special vulnerability.</p> <p>NB: Upon activation of CP, Team to be operational in areas with the largest number of protection concerns, e.g. where large numbers have crossed through unofficial border entries.</p> <p>NB: The normal response to vulnerable protection cases is to move them away from the area, however if insecurity in those areas prevents this, then there are few options to provide safe accommodation for them in Akkar/Qobayat Area. Consideration should be given to this situation.</p>	Completed, including training of emergency registration team	Protection Working Group
Identify and train protection focal points within the refugee population and host communities.	Training scheduled for 17, 28 and 29 April 2014 for ROV	UNHCR Protection
Map out transportation options in case of need to relocate refugees to identified sites	We already have a roster of transporter to deliver goods to distribution sites	Akkar team
<b>SHELTER</b>		
<p>Identify large shelters and/or areas that could accommodate formal settlements</p> <p>(NB: National Shelter Working Group to identify other actors– outside the country – which might reinforce the response in the event of heightened emergency, and make provisional partnership agreements with them in advance.)</p>	To date we have available space in CC and have identified 2 plots that could be used as transit site	Akkar/Qobayat Area Shelter Working Group
Continue to look for alternative shelter solutions through pre-identification of sites on government and vacant land – even ‘farm’ sites after appropriate disinfection – based on pre-set minimum criteria and the full involvement of municipalities, together with tents, ‘sealing-off kits’ and WASH facilities as needed.	On-going	Akkar Shelter working group
Negotiate with local authorities locations for ‘transit sites’	On-going: couple of sites identified in Akroum and verbal agreement received	UNHCR Field Office Qobayat (with support from UNHCR Branch Office and MOSA)
Quantify the available shelter stock in the area, notwithstanding that a renewed effort to explore shelter options (collective centres, open spaces) is unlikely to yield much that is new, given the limited shelter options in Akkar District, as elsewhere in the country).	Completed	Akkar team

<b>NFIs/CRIs</b>		
Allocate (and physically move) key stocks needed into the regions and establish a strategic reserve at national level for major emergencies.  (NB: a strategic reserve to be established at national level for major emergencies.)	On-going	Akkar Team in coordination with Beirut
Review warehouse capacity in the field office AOR	Completed	UNHCR Field Office Qobayat
Consider establishing common warehouses in strategic locations in Akkar such as in Wadi Khalid and Halba (to serve both Akkar and Minnieh-Denniye Districts).	It is already the case in between all the partners	Akkar team
Map the availability of key stocks	Routinely done on monthly basis; last done on 21/3/2013	Akkar/Qobayat Area Team
Identify possible additional warehouse capacity in Akkar in order to pre-position a higher level of reserves in the Area.	On-going	UNHCR Field Office Qobayat
Maintain and update contingency stocks	On-going	UNHCR Field Office Qobayat
<b>HEALTH</b>		
Compile a 'Yellow Pages' of available health services	Completed	Health Coordinator Akkar

#### D. Table of Suggested Actions for Initial Response Period for Akkar Area CP

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>MANAGEMENT, COORDINATION, INFO MANAGEMENT &amp; FUNDRAISING</b>					
GOL (MOSA) + UNHCR + all relevant agencies / sectors	<ul style="list-style-type: none"> <li>▪ Senior Field Coordinator activates crisis cell centre for Akkar/Qobayat Area</li> <li>▪ Activate CP response after verification of numbers &amp; inform UNSCOL, OCHA &amp; partners</li> <li>▪ Provide updates on roll-out of CP to all partners (in conjunction with External Relations and with support from UNHCR Field Office)</li> <li>▪ GOL start providing population movement data on a daily basis (entries &amp; exits)</li> <li>▪ Agencies adjust / re-deploy staffing for initial 24 hrs response &amp; share lists of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations</li> </ul>		<ul style="list-style-type: none"> <li>▪ Review existing national / field level coordination structure &amp; adapt as necessary to the actual situation</li> <li>▪ Ensure regular consultation with ICRC, the Red Cross Movement &amp; any other relevant actors not formally in the coordination structure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sector working groups review priorities &amp; capacities in the light of the new emergency, &amp; report any alarming shortcomings</li> <li>▪ Coordinate any inter-agency or cross-sectoral rapid assessment &amp; present a 'gap analysis'</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>					
GOL (MOSA) + UNHCR	<ul style="list-style-type: none"> <li>PI staff issue daily updates with info from the field &amp; sectors</li> <li>Deploy the identified Comms / Reporting Officers to each area</li> </ul>	<ul style="list-style-type: none"> <li>Issue a joint press statement / conference following consultation with agency PI units</li> </ul>		<ul style="list-style-type: none"> <li>Initiate joint GOL-UN donor meeting &amp; repeat periodically</li> </ul>	
<b>REGISTRATION</b>					
UNHCR	<ul style="list-style-type: none"> <li>Switch to emergency registration process at all transit sites &amp; registration centres (Ensure distribution point distinct from registration point)</li> <li>Activate roster of standby registration staff &amp; redeploy some existing capacity to predetermined points</li> </ul>	<ul style="list-style-type: none"> <li>Depending on size of influx, prepare manifesting or fixing tokens at border points for refugee transportation</li> </ul>	<ul style="list-style-type: none"> <li>Engage additional local partners to support reception, registration &amp; identification of the vulnerable</li> </ul>		
UNHCR	<ul style="list-style-type: none"> <li>Mass info mechanism engaged at borders, transit centres &amp; community centres</li> </ul>				

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>PROTECTION</b>					
GOL (MOSA) + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Mobilize full-time presence at borders to ensure unhindered &amp; safe entry, immediate identification of vulnerable persons &amp; provision of information</li> <li>▪ Monitor protection situation / identify protection issues on ground, including physical safety at transit sites, etc.</li> <li>▪ Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders</li> <li>▪ Identify beneficiary needs and target special needs, including health.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centralize tracking of refugee movement from entry points within the country, &amp; communicate this rapidly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate with relevant partners regarding voluntary returns, possible TCN evacuation &amp; repatriation</li> <li>▪ Coordinate relocation of populations in need of relocation - if necessary establish humanitarian corridors</li> <li>▪ Liaise with LAF / ISF on documentation, detentions, application of guidelines on the quick identification &amp; treatment of persons with special needs</li> </ul>		



Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>CHILD PROTECTION / PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>					
GOL (MOSA) + UNHCR + UNICEF	Liaise with other sector lead agencies to mitigate risks / ensure SGBV prevention & response is integrated into their own response	<ul style="list-style-type: none"> <li>Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk</li> </ul>	<ul style="list-style-type: none"> <li>Conduct psychosocial &amp; recreational activities in transit sites &amp; through mobile outreach</li> </ul>		
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies		<ul style="list-style-type: none"> <li>Disseminate IEC materials &amp; conduct awareness raising on child protection concerns</li> </ul>	<ul style="list-style-type: none"> <li>Tracing &amp; family reunification for UAM / SC &amp; referral to alternative care, esp. if in transit sites</li> <li>Implement emergency interim care for UAM &amp; provide shelter for children at risk</li> <li>Case management of children at risk – child recruitment, physical &amp; sexual violence / exploitation, trafficking</li> <li>Ensure SGBV is integrated into any emergency protection monitoring &amp; any inter-sectoral assessment</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>SHELTER / WASH</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Utilise agreed vulnerability criteria in order to radically prioritise most vulnerable for provision of shelter</li> <li>▪ Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> <li>▪ Deliver basic shelter and WASH assistance in line with identified needs.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open new 'transit sites' &amp; extend existing ones to double their planned size if possible</li> <li>▪ Hygiene promotion / awareness raising</li> <li>▪ Provision of water to all main sites through connection to existing network / water trucking</li> <li>▪ Set up water storage facilities at all main sites</li> <li>▪ Mass water treatment (chlorination)</li> <li>▪ Distribute aquatabs / water purification filters</li> <li>▪ Test water quality</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> <li>▪ Construct emergency latrines (using pre-fabricated sanitation units) / defecation fields if no alternative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set up water distribution tap-stands including pipe networks</li> <li>▪ Construct emergency showers</li> <li>▪ Undertake drainage works</li> <li>▪ Distribute hygiene kits (including water containers or buckets) &amp; baby kits to those with infants</li> <li>▪ Install solid waste bins &amp; arrange garbage disposal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Distribute latrine / camp cleaning kits</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>FOOD / NON-FOOD ITEMS (NFIs) Distribution</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>Activate delivery pipelines for prepositioned stocks</li> <li>Prioritise in-kind food &amp; NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> </ul>	<ul style="list-style-type: none"> <li>Move from assessment at the household level to a 'group' level assessment approach</li> <li>Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> </ul>			<ul style="list-style-type: none"> <li>WFP to set up a system to monitor for malnutrition</li> </ul>
<b>HEALTH</b>					
GOL (MOPH, MOSA) + UNHCR + WHO + all relevant partner agencies	<ul style="list-style-type: none"> <li>Establish teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment</li> <li>Referral system for stabilised cases, on to the network of existing PHC &amp; SHC, &amp; extend their opening hours</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; control health of population, particularly epidemic monitoring &amp; control</li> <li>Mobile clinics/outposts to deliver emergency response &amp; PHC at new sites or personnel, equipment &amp; medicines at existing facilities to increase capacity</li> </ul>	<ul style="list-style-type: none"> <li>Establish staffed, equipped &amp; properly resourced field hospitals</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EDUCATION</b>					
GOL (MEHE, MOSA) + UNHCR + UNICEF + all relevant partner agencies				<ul style="list-style-type: none"> <li>▪ Ensure that education data is collected, consolidated, analysed &amp; disseminated, &amp; perform M&amp;E regularly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiate Two-Shift schooling country-wide, ensuring that fees, equipment &amp; running costs are covered</li> <li>▪ Set up child-friendly spaces in collective centres, transit sites, &amp; IS, so that some educational activities continue</li> <li>▪ In a mass but gradual refugee influx, establish tented schools in collective centres &amp; transit sites</li> </ul>

## IV. Tripoli + 5 Districts Area Team Contingency Plan

### A. Background and Assumptions

- Contingency Planning Population Figure: 1,050 individuals per day over three consecutive days

The T5 (Tripoli + five districts) Area estimates that 1,050 families per day over three consecutive days would warrant activation of the CP. The plan may also be triggered as a result of a significant change in the combined situation in the North, including Akkar Area. Additionally, the security situation in Tripoli might prevent humanitarian actors from intervening where and when needed, even if they have the capacity. Even if no secondary movement occurs, T5 may still be impacted as humanitarian staff may be required to move to Akkar or Bekaa to support the response.

The security situation in the North and in the Tripoli district in particular (mainly Beddawi and Tripoli municipalities) already places significant limitations on operations, which will likely intensify in case of a mass influx or a deteriorated security situation. Growing inter-confessional and political tensions in Lebanon and in Syria (which have direct implication on the situation in Tripoli city) will likely affect the movement of humanitarian agencies. As is already the case, some areas of Tripoli city are completely inaccessible most of the time (Jabal Mohsen, Tabbaneh). It is likely that agencies from time to time will not be able to move within additional areas of Tripoli district, or will have to suspend their operations if offices are located in Tripoli city. The advantage is the recent delocalisation of some NGOs establishing offices outside of Tripoli (e.g. in Qalamoun, Minnieh, Koura), who can therefore have access to the rest of the refugee population even if Tripoli city and surroundings are in a lock-down. Alternatives to the normal transportation route past the habitual flashpoints may be needed, including alternative road routes. These are addressed in the Preparedness Activities Table below.

The T5 Area, having no direct border with Syria, would be severely challenged to respond to a secondary movement of an influx of 210 households (1,050 individuals) over three consecutive days. This influx is predicted to come from either the north (Akkar) or from the east (Bekaa). This number is slightly lower than other contingency planning area figures given the reduced absorption capacity in T5 Area in light of the particularities of four districts (religious profile with growing resistance to accept Syrian refugees) and security situation in the Tripoli district. Should an influx require simultaneous interventions in all districts of the Northern Governorate (and/or other regions), partner response capacity, currently assessed on the presumption that partners would be able to move resources between the districts/regions, would be overwhelmed. A simultaneous activation of contingency plans for Akkar and T5 Areas would similarly put additional strains on the response capacity. Activation of one of the two plans would allow for resources to temporarily be shifted from T5 Area to support Akkar Area, or vice versa. In a scenario where both plans are triggered this would no longer be possible. The target figure reflects a scenario of simultaneous activation of the two plans.

As in the rest of the country, the shelter options in the North are nearly exhausted but, unlike in the Bekaa, informal settlements (IS) are small and spread out, and only 30% of existing IS in Akkar could be expanded to absorb a new influx, which would most likely mean a secondary movement into T5 Area. The majority of the refugee population in T5 lives in an urban setting where shelter capacity is extremely limited and simply not available for poorer refugees, although the number of IS has expanded to over 160. Shelter and WASH response capacities in the T5 Area would be overwhelmed by just double the current influx. While in other areas the establishment of some form of formal settlements might be an option, this would be very limited in T5 Area due to the general resistance of the population and authorities.

For the T5 Area, it has been assumed that re-supply of food and CRI stocks will be possible from Beirut for provision to refugees in the southern districts (Bcharre, Batroun, Koura) and from stocks prepositioned in the joint warehouse around Abdeh/Halba, but as no such joint warehouse was established and the only one in Northern Lebanon is located in Qobayat, prepositioning of CRI using warehousing capacities of partners might need to be explored. Given the security environment this prepositioned stock might best be split north/south of the city. T5 Area has distribution capacity for 3,000 households per day. Site distribution (in Abdeh for Minnieh-Denniyeh and Mina, Tripoli for the 5 other districts) is preferred over outreach distribution for logistic and security reasons.

## B. Scenarios/Triggers

- Scenario 1:

**Secondary movement** of refugees from northern border areas to T5 Area, resulting from escalation of the conflict in Syria.

- Scenario 2:

**Secondary movement** of Syrian refugees within T5 Area to other areas within T5 Area, as a consequence of sectarian tensions in T5 Area.

- Scenario 3:

**Secondary movement** of refugees from Bekaa through Akkar to T5 (secondary movement or recently arrived from Syria and decided to move further North).

- Scenario 4:

**Secondary movement** of refugees within T5 to other areas within T5, resulting from decisions of municipalities and/or districts to impose curfews, evict Syrian refugees and limit the “quota” of refugees in their territories.

## C. T5 Area Team Preparedness Activities

PREPAREDNESS ACTIVITY	DEADLINE FOR ACTIVITY <sup>11</sup> /ACTIVITY STATUS (dd/mm/yy/ not yet commenced/on- going/completed)	ACTORS RESPONSIBLE
<b>MANAGEMENT, COORDINATION &amp; INFORMATION MANAGEMENT</b>		
Agree upon a minimum number of persons for a secondary movement into T5 (or an influx into a border region) that would trigger the CP	Completed	T5 Area Team <sup>12</sup>
Communicate Contingency Plan, including preparedness mechanisms, to partners.	On-going – To be shared once finally approved	UNHCR Sub Office Tripoli
Agree upon one humanitarian agency to be designated to assess the situation.	On-going – To be decided in first Inter-Agency Meeting following approval of the plan	T5 Area Team
Develop capacity mapping template for all agencies	On-going	SO Tripoli
Develop a ‘buddy system’ tying a local NGO to an international one per sector	On-going	T5 Area Team Sector Coordinators
Develop plan to manage critical operations by ‘remote control’, and coordinate efforts to prepare for this.	May 15	All agencies
Strengthen the support to local municipality officials	On-going	UNHCR Sub Office T5 and MOSA)
Share Business Continuity Plans and lists of essential/non-essential international staff (names and functional titles).	May 1	T5 Area Team
Compile list of NGO area focal points for the region that could respond to the sector or coordinate the response in that area.	Completed	Sector Leads
Distribute the Multi-Sector Rapid Assessment form and provide training to partners on how to conduct the rapid assessment.	Distribution to be done once form received from UNHCR Beirut Coordination, then training within two weeks of approval.	UNHCR Sub Office Tripoli (with support from IA/IM and IA Sectors)

<sup>11</sup> Most of these activities will require bi-monthly periodic assessment and continuous monitoring. The date given should therefore be understood only as the initial date.

<sup>12</sup> Area Team is understood as the Humanitarian Actors in T5 acting jointly as part of regular UNHCR led coordination.

Map local operational NGOs/CBOs and municipalities, identifying their capacities as they will often be the first to respond and may be the only ones that can if international staff members prevented from working in the area due to the security situation.	May	UNHCR SO Tripoli, Sector Leads
Identify space for and prepare crisis cell/centre with contacts, maps, lists	May 1	UNHCR SO Tripoli
Maintain the map of locations of staff residences so they could respond to a crisis in that area if the need arises.	Completed	UNHCR SO Tripoli
<b>SECURITY &amp; FIELD SAFETY</b>		
Plan for restricted access from or within T5 Area in event that security situation prevents humanitarian access.	On-going	BO Supply / SO Tripoli
Ensure the Lebanese security authorities are aware of their responsibility to ensure humanitarian access if road cut.	On-going	BO nationally and SO at local level
<b>LOGISTICS</b>		
Develop a plan for continuity of operations in the event of severe prolonged fighting in Tripoli (Jabal Mohsen/Bab el-Tabbaneh and new areas of conflict i.e. Qobbeh, Abu Samra) leading to prolonged closure of the northern highway, with all the attendant logistic complications.	IA: Task Force to be established at the first Inter-Agency Meeting following approval of the plan.  UNHCR: May 1	T5 Area Team
Develop alternative transportation arrangements, in case the Northern highway is cut south of Tripoli and north of Tripoli (Abu Ali roundabout/Beddawi)	Completed	T5 Area Team
Map out transportation options In case of need to relocate refugees to identified sites.	May 1	SO Tripoli
Analyse and prepare for possibility of road blockage in light of potential refugee concentrations, since checkpoints might be completely closed, preventing movement in or out.	On-going	T5 Area Team
Test-run the seven alternative routes already identified, for the movement of relief items by truck, and examine the option of movement from Tripoli to Akkar by sea as a last resort.	May 1	UNHCR SO Tripoli
<b>REGISTRATION</b>		
Identify temporary reception sites in T5	May 1	SO Tripoli
All Arabic speaking staff to undertake 3 registration cases per month to be familiar with the process and form surge capacity.	Upon approval of this plan	SO Tripoli



<b>PROTECTION</b>		
<p>Establish a special Protection Crisis Team, with trained staff from the UN and implementing partners, for early identification of those at high risk or with specific needs because of special vulnerability.</p> <p>NB: Upon activation of CP, Team to be operational in areas with the largest number of protection concerns, e.g. where large numbers have crossed through unofficial border entries.</p> <p>NB: The normal response to vulnerable protection cases is to move them away from the area, however if insecurity in those areas prevents this, then there are few options to provide safe accommodation for them in T5 Area. Consideration should be given to this situation.</p>	To be completed first PWG following the approval of this plan	T5 Area Team
Identify and train protection focal points within the refugee population and host communities.	On-going	BO (guidance), SO Tripoli
<b>SHELTER</b>		
Negotiate with local authorities locations for 'transit sites'	May 1	UNHCR Sub Office Tripoli(with support from UNHCR Branch Office and MOSA)
<p>Identify large shelters and/or areas that could accommodate formal settlements</p> <p>(NB: National Shelter Working Group to identify other actors– outside the country – which might reinforce the response in the event of heightened emergency, and make provisional partnership agreements with them in advance.)</p>	On-going	Area Shelter Working Group
Continue to look for alternative shelter solutions through pre-identification of sites on government and vacant land – even 'farm' sites after appropriate disinfection – based on pre-set minimum criteria and the full involvement of municipalities, together with tents, 'sealing-off kits' and WASH facilities as needed.	On-going	T5 Area Shelter Working Group

<b>NFIs/CRIs</b>		
Review warehouse capacity in the field office AOR	Completed	UNHCR Sub Office Tripoli
Maintain and update contingency stocks and share the information with UNHCR SO	May 1	BO Supply, SO + allocated partners operating prepositioned stock warehouses
Establish a mechanism to coordinate the division of tasks per agency and by sectors; the prepositioning of stocks and delivery pipeline; the actual stocking of stocks.	Completed – Sectors and in particular Distribution Sector	T5 Area Team
Allocate (and physically move) key stocks needed into the regions and establish a strategic reserve at national level for major emergencies.	May 1	BO Beirut, SO Tripoli and the various Sectors
Consider establishing common warehouses in strategic locations in Akkar such as in Abde/Halba (to serve both Akkar and Minnieh-Denniye Districts).	May 1	UNHCR SO Tripoli
<b>HEALTH</b>		
Compile a 'Yellow Pages' of available health services	May 1	Health Sector
Ensure that Globe Med has a system to handle the processing of a rapid increase of cases.	May 1	BO PHU

#### D. Table of Suggested Actions for Initial Response Period for T5 Area CP

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>MANAGEMENT, COORDINATION, INFO MANAGEMENT &amp; FUNDRAISING</b>					
GOL (MOSA) + UNHCR + all relevant agencies / sectors	<ul style="list-style-type: none"> <li>▪ Head of Office activates crisis cell centre for T5</li> <li>▪ Activate CP response after verification of numbers &amp; inform UNSCOL, OCHA &amp; partners</li> <li>▪ Provide updates on roll-out of CP to all partners (in conjunction with External Relations and with support from UNHCR Sub Office)</li> <li>▪ GOL start providing population movement data on a daily basis (entries &amp; exits)</li> <li>▪ Agencies adjust / re-deploy staffing for initial 24 hrs response &amp; share lists of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations</li> </ul>		<ul style="list-style-type: none"> <li>▪ Review existing national / field level coordination structure &amp; adapt as necessary to the actual situation</li> <li>▪ Ensure regular consultation with ICRC, the Red Cross Movement &amp; any other relevant actors not formally in the coordination structure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sector working groups review priorities &amp; capacities in the light of the new emergency, &amp; report any alarming shortcomings</li> <li>▪ Coordinate any inter-agency or cross-sectoral rapid assessment &amp; present a 'gap analysis'</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>					
GOL (MOSA) + UNHCR	<ul style="list-style-type: none"> <li>PI staff issue daily updates with info from the field &amp; sectors</li> <li>Deploy the identified Comms / Reporting Officers to each area</li> </ul>	<ul style="list-style-type: none"> <li>Issue a joint press statement / conference following consultation with agency PI units</li> </ul>		<ul style="list-style-type: none"> <li>Initiate joint GOL-UN donor meeting &amp; repeat periodically</li> </ul>	
<b>REGISTRATION</b>					
UNHCR	<ul style="list-style-type: none"> <li>If usual registration capacity exceeded, switch to emergency registration process at all transit sites &amp; registration centres (Ensure distribution point distinct from registration point)</li> <li>Activate roster of standby registration staff &amp; redeploy some existing capacity to predetermined points</li> <li>Mass info mechanism engaged at borders, transit centres &amp; community centres</li> </ul>	<ul style="list-style-type: none"> <li>Depending on size of influx, prepare manifesting or fixing tokens at border points for refugee transportation</li> </ul>	<ul style="list-style-type: none"> <li>Engage additional local partners to support reception, registration &amp; identification of the vulnerable</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>PROTECTION</b>					
GOL (MOSA) + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>Mobilize full-time presence at borders to ensure unhindered &amp; safe entry, immediate identification of vulnerable persons &amp; provision of information</li> <li>Monitor protection situation / identify protection issues on ground, including physical safety at transit sites, etc.</li> <li>Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders</li> <li>Identify beneficiary needs and target special needs, including health.</li> </ul>	<ul style="list-style-type: none"> <li>Centralize tracking of refugee movement from entry points within the country through the Northern border and Mina port, &amp; communicate this rapidly</li> </ul>	<ul style="list-style-type: none"> <li>Coordinate with relevant partners regarding reception measures</li> <li>Coordinate relocation of populations prioritization those most vulnerable ones and/or with high protection risks - if necessary establish humanitarian corridors.</li> <li>Liaise with LAF / ISF on documentation, detentions, application of guidelines on the quick identification &amp; treatment of persons with special needs</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>CHILD PROTECTION / PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>					
GOL (MOSA) + UNHCR + UNICEF	<ul style="list-style-type: none"> <li>▪ Liaise with other sector lead agencies to mitigate risks / ensure SGBV prevention &amp; response is integrated into their own response</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct psychosocial &amp; recreational activities in transit sites &amp; through mobile outreach</li> </ul>		
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies		<ul style="list-style-type: none"> <li>▪ Disseminate IEC materials &amp; conduct awareness raising on child protection concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Identify the UASC and conduct tracing &amp; family reunification for UAM / SC &amp; referral to alternative care, esp. if in transit sites</li> <li>▪ Implement emergency interim care for UAM &amp; provide shelter for children at risk</li> <li>▪ Case management of children at risk and GBV survivors– child recruitment, physical &amp; sexual violence / exploitation, trafficking</li> <li>▪ Ensure SGBV is integrated into any emergency protection monitoring &amp; any inter-sectoral assessment</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>SHELTER / WASH</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Utilise agreed vulnerability criteria in order to radically prioritise most vulnerable for provision of shelter</li> <li>Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> </ul>	<ul style="list-style-type: none"> <li>Open new 'transit sites' &amp; extend existing ones as far as possible</li> <li>Hygiene promotion / awareness raising</li> <li>Provision of water to all main sites through connection to existing network / water trucking</li> <li>Establish list of all empty units in collectives and SSU, whether construction is complete or On-going.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> <li>Construct emergency latrines (using pre-fabricated sanitation units) / defecation fields if no alternative</li> <li>Fill all available empty units in collectives and SSU</li> </ul>	<ul style="list-style-type: none"> <li>Set up water distribution tap-stands including pipe networks</li> <li>Construct emergency showers</li> <li>Undertake drainage works</li> <li>Distribute hygiene kits (including water containers or buckets) and baby kits to those with infants</li> </ul>	<ul style="list-style-type: none"> <li>Distribute latrine / camp cleaning kits</li> </ul>
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Rapid assessment.</li> <li>Coordination with partners /action plan, including North Lebanon Water Establishment.</li> </ul>	<ul style="list-style-type: none"> <li>Set up water storage/distribution line f at all main sites</li> <li>Mass water treatment (chlorination)</li> <li>Distribute aquatabs/ water purification tablets</li> <li>Test water quality</li> </ul>	<ul style="list-style-type: none"> <li>Deliver basic shelter and WASH assistance in line with identified needs.</li> </ul>	<ul style="list-style-type: none"> <li>Install solid waste bins &amp; arrange garbage disposal</li> </ul>	

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>FOOD / NON-FOOD ITEMS (NFIs) Distribution</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>Activate delivery pipelines for prepositioned stocks</li> <li>Prioritise in-kind food &amp; NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> </ul>	<ul style="list-style-type: none"> <li>Move from assessment at the household level to a 'group' level assessment approach</li> <li>Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> </ul>			<ul style="list-style-type: none"> <li>WFP to set up a system to monitor for malnutrition</li> </ul>
<b>HEALTH</b>					
GOL (MOPH, MOSA) + UNHCR + WHO + all relevant partner agencies	<ul style="list-style-type: none"> <li>Establish teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment</li> <li>Referral system for stabilised cases, on to the network of existing PHC &amp; SHC, &amp; extend their opening hours</li> <li>GML to be informed and instructed (with BO assistance) to increase staffing.</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; control health of population, particularly epidemic monitoring &amp; control</li> <li>Mobile clinics/outposts to deliver emergency response &amp; PHC at new sites or personnel, equipment &amp; medicines at existing facilities to increase capacity</li> </ul>	<ul style="list-style-type: none"> <li>Establish staffed, equipped &amp; properly resourced field hospitals</li> </ul>		



Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EDUCATION</b>					
GOL (MEHE, MOSA) + UNHCR + UNICEF + all relevant partner agencies				<ul style="list-style-type: none"> <li>Ensure that education data is collected, consolidated, analysed &amp; disseminated, &amp; perform M&amp;E regularly</li> </ul>	<ul style="list-style-type: none"> <li>Initiate Two-Shift schooling country-wide, ensuring that fees, equipment &amp; running costs are covered</li> <li>Set up child-friendly spaces in collective centres, transit sites, &amp; IS, so that some educational activities continue</li> <li>In a mass but gradual refugee influx, establish tented schools in collective centres &amp; transit sites</li> </ul>

## V. South Area Team Contingency Plan

### A. Background and Assumptions

- Contingency Planning Population Figure: 1,000 individuals per day over three consecutive days.

One critical difference between the South and other areas is the existence and significant presence of UNIFIL. The activation of UNIFIL's contingency plan would impose significant security regulations that would impact heavily on the continuity of humanitarian work. Decreased UN movement may entail NGOs taking on more responsibilities.

Compounding this is the distribution of refugees across more than 200 villages in the South region, parts of which are quite mountainous, which further hinders access. In addition, multiple checkpoints, primarily along the border area and in Hasbaya, by various entities (UN, LAF, ISF, HA), could further hamper humanitarian access. As in other areas, the pattern of settlement tends to follow existing geographical divisions between the sects in Lebanon, and a significant influx from Syria could pose problems along confessional lines.

In the event of an influx, addressing vulnerable protection cases and shelter needs will likely prove most difficult, since insecurity may prevent relocation (the normal response to vulnerable protection cases), and even with current shelter targets, shelter options in the South are extremely limited, as they are elsewhere across Lebanon.

In the South, the most alarming trigger for a mass secondary displacement of refugees would be armed hostilities. This would impact heavily on humanitarian actors and humanitarian NGOs may be required to take on more responsibilities. An international conflict on the scale of 2006 has not been considered under this contingency plan.

### B. Scenarios/Triggers

- Scenario 1:

**Influx** of refugees to Hasbaya due to escalation of conflict in Syria. An influx of refugees greater than 1,000 individuals each day over three days in one location would overwhelm agencies, triggering a need to call on extra staff or relocate staff within the country/region.

- Scenario 2:

**Scenario 1 + influx** of refugees from the Bekaa (secondary movement or recently arrived from Syria and decided to move further South).

- Scenario 3:

**Secondary movement** of refugees resulting from an international conflict that would cause secondary movement of refugees. UNIFIL would activate its contingency plan, which would influence the work of humanitarian agencies.



- Scenario 4:

**Secondary movement** of refugees as a result of internal hostilities between refugees and Lebanese, between Lebanese only, and/or within the Palestinian camps. The main highway between Saida and Tyre could easily be cut by physical means or by general insecurity, seriously restricting the movement of humanitarian supplies (and thus assistance) for the refugee response, hampering normal market functioning, and at the same time, possibly limiting further refugee influxes into the area, at least temporarily. As in other areas, insecurity could also cut off certain areas where refugees are residing, preventing access to refugees and the host population.

## C. South Area Team Preparedness Activities

<b>PREPAREDNESS ACTIVITY</b>	<b>DEADLINE FOR ACTIVITY<sup>13</sup>/ACTIVITY STATUS (dd/mm/yy/ not yet commenced/on-going/completed)</b>	<b>ACTORS</b>
<b>MANAGEMENT, COORDINATION &amp; INFORMATION MANAGEMENT</b>		
Communicate Contingency Plan to partners and local authorities	On-going	UNHCR Field Office Tyre
Develop a 'buddy system' tying a local NGO to an international one per sector	15 May	South Lebanon Sector Coordinators
Develop plan to manage critical operations by 'remote control', and coordinate efforts to prepare for this.	30 April 2014	All agencies
Share Business Continuity Plans and lists of essential/non-essential international staff.	30 April 2014	All agencies
Prepare coordination and support arrangements with UNIFIL	On-going	UNHCR Field Office Tyre
Strengthen the support to local municipality officials	On-going	UNHCR Field Office Tyre and MOSA
Prepare crisis cell/centre with contacts, maps, lists	On-going	UNHCR Field Office Tyre
Map locations of staff living locations so they could respond to a crisis in that area if the need arises	30 April 2014	All agencies
Map local operational NGOs/CBOs and municipalities, identifying their capacities to act as first responders.	30 April 2014	South Lebanon Sector Coordinators
<b>SECURITY &amp; FIELD SAFETY</b>		
Ensure the Lebanese security authorities are aware of their responsibility to ensure humanitarian access if road from Saida cut.	15 May 2014	UNHCR Field Office Tyre
Develop alternative transportation arrangements, in case the main highway between Saida and Tyre is cut, including the possibility of bypassing the danger by sea, if feasible.	15 May 2014	South Lebanon IA Team

<sup>13</sup> Most of these activities will require bi-monthly periodic assessment and continuous monitoring. The date given should therefore be understood only as the initial date.

<b>PROTECTION</b>		
Identify and train protection focal points within the refugee population and host communities.	On-going	UNHCR Field Office Tyre/South Lebanon Protection WG
Prepare a Protection Crisis Team, with trained staff from the UN and partners, for early identification of those at high risk or with specific needs.  NB: Upon activation of CP, Team to be operational in areas with the largest number of protection concerns, e.g. where large numbers have crossed through unofficial border entries.	Not yet commenced	UNHCR Field Office Tyre/South Lebanon Protection WG
<b>SHELTER</b>		
Negotiate with local authorities locations for 'transit sites'	On-going	UNHCR Field Office Tyre (with support from UNHCR Branch Office and MOSA)
Identify large shelters and/or areas that could accommodate formal settlements	On-going	South Lebanon Shelter Working Group
Quantify the available shelter stock in the area	15 May 2014	South Lebanon Shelter WG
Compile list of NGO area focal points for the Cazas that could respond to the sector or coordinate the response in that area.	30 April 2014	South Lebanon Sector Leads
Distribute the Multi-Sector Rapid Assessment form and make sure all organizations are trained on its usage	Awaiting form from UNHCR Beirut Coordination	UNHCR Field Office Tyre (with support from IA/IM and IA Sectors)
Strengthen linkages at different levels between UNHCR and UNIFIL, also with the possible exchange of permanent liaison officers (probably CIMIC trained).	On-going	UNHCR Field Office Tyre
Clarify relationship between UNHCR and UNIFIL concerning the refugee response, contingency planning and support arrangements, especially security aspects.	On-going	UNHCR Field Office Tyre / UNHCR Security Unit Beirut
<b>NFIs/CRIs</b>		
Review warehouse capacity in the field office AOR	30 April 2014	UNHCR Field Office Tyre
Map the availability of key stocks and pre-position a higher level of reserves in the South.	15 May 2014	South Lebanon Sector Coordinators
Maintain and update contingency stocks	Continuous	All Sectors
<b>HEALTH</b>		
Compile a 'Yellow Pages' of available health services	Completed	UNHCR Field Office Tyre

#### D. Table of Suggested Actions for Initial Response Period for South Area CP

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>MANAGEMENT, COORDINATION, INFO MANAGEMENT &amp; FUNDRAISING</b>					
GOL (MOSA) + UNHCR + all relevant agencies / sectors	<ul style="list-style-type: none"> <li>▪ Senior Field Coordinator activates crisis cell centre for Tyre</li> <li>▪ Activate CP response after verification of numbers &amp; inform UNSCOL, UNIFIL, OCHA &amp; partners</li> <li>▪ Provide updates on roll-out of CP to all partners (in conjunction with External Relations and with support from UNHCR Field Office)</li> <li>▪ GOL start providing population movement data on a daily basis (entries &amp; exits)</li> <li>▪ Agencies adjust / re-deploy staffing for initial 24 hrs response &amp; share lists of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations</li> </ul>		<ul style="list-style-type: none"> <li>▪ Review existing national / field level coordination structure &amp; adapt as necessary to the actual situation</li> <li>▪ Ensure regular consultation with ICRC, the Red Cross Movement &amp; any other relevant actors not formally in the coordination structure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sector working groups review priorities &amp; capacities in the light of the new emergency, &amp; report any alarming shortcomings</li> <li>▪ Coordinate any inter-agency or cross-sectoral rapid assessment &amp; present a 'gap analysis'</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>					
GOL (MOSA) + UNHCR	<ul style="list-style-type: none"> <li>PI staff issue daily updates with info from the field &amp; sectors</li> <li>Deploy the identified Comms / Reporting Officers to each area</li> </ul>	<ul style="list-style-type: none"> <li>Issue a joint press statement / conference following consultation with agency PI units</li> </ul>		<ul style="list-style-type: none"> <li>Initiate joint GOL-UN donor meeting &amp; repeat periodically</li> </ul>	
<b>REGISTRATION</b>					
UNHCR	<ul style="list-style-type: none"> <li>Switch to emergency registration process at all transit sites &amp; registration centres (Ensure distribution point distinct from registration point)</li> <li>Activate roster of standby registration staff &amp; redeploy some existing capacity to predetermined points</li> <li>Mass info mechanism engaged at borders, transit centres &amp; community centres</li> </ul>	<ul style="list-style-type: none"> <li>Depending on size of influx, prepare manifesting or fixing tokens at border points for refugee transportation</li> </ul>	<ul style="list-style-type: none"> <li>Engage additional local partners to support reception, registration &amp; identification of the vulnerable</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>PROTECTION</b>					
GOL (MOSA) + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Mobilize full-time presence at borders to ensure unhindered &amp; safe entry, immediate identification of vulnerable persons &amp; provision of information</li> <li>▪ The special Protection Crisis Team moves into the areas with the largest number of protection concerns, for instance where large numbers have crossed through unofficial border entries.</li> <li>▪ Dedicated teams triage persons to identify immediate protection needs</li> <li>▪ Monitor protection situation / identify protection issues on ground, including physical safety at transit sites, etc.</li> <li>▪ Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centralize tracking of refugee movement from entry points within the country, &amp; communicate this rapidly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate with relevant partners regarding voluntary returns, possible TCN evacuation &amp; repatriation</li> <li>▪ Coordinate relocation of populations in need of relocation - if necessary establish humanitarian corridors</li> <li>▪ Liaise with LAF / ISF on documentation, detentions, application of guidelines on the quick identification &amp; treatment of persons with special needs</li> </ul>		



Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>CHILD PROTECTION / PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>					
GOL (MOSA) + UNHCR + UNICEF	<ul style="list-style-type: none"> <li>Liaise with other sector lead agencies to mitigate risks / ensure SGBV prevention &amp; response is integrated into their own response</li> </ul>	<ul style="list-style-type: none"> <li>Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk</li> </ul>	<ul style="list-style-type: none"> <li>Conduct psychosocial &amp; recreational activities in transit sites &amp; through mobile outreach</li> </ul>		
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies		<ul style="list-style-type: none"> <li>Disseminate IEC materials &amp; conduct awareness raising on child protection concerns</li> </ul>	<ul style="list-style-type: none"> <li>Tracing &amp; family reunification for UAM / SC &amp; referral to alternative care, esp. if in transit sites</li> <li>Implement emergency interim care for UAM &amp; provide shelter for children at risk</li> <li>Case management of children at risk – child recruitment, physical &amp; sexual violence / exploitation, trafficking</li> <li>Ensure SGBV is integrated into any emergency protection monitoring &amp; any inter-sectoral assessment</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>SHELTER / WASH</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Utilise agreed vulnerability criteria in order to radically prioritise most vulnerable for provision of shelter</li> <li>▪ Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> <li>▪ If road to Saida cut and humanitarian access not possible, and no other alternatives available, implement life-saving interventions through local municipalities and CBOs in the areas concerned.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open new 'transit sites' &amp; extend existing ones to double their planned size if possible</li> <li>▪ Hygiene promotion / awareness raising</li> <li>▪ Provision of water to all main sites through connection to existing network / water trucking</li> <li>▪ Set up water storage facilities at all main sites</li> <li>▪ Mass water treatment (chlorination)</li> <li>▪ Distribute aquatabs/water purification filters</li> <li>▪ Test water quality</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> <li>▪ Construct emergency latrines (using pre-fabricated sanitation units) / defecation fields if no alternative</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set up water distribution tap-stands including pipe networks</li> <li>▪ Construct emergency showers</li> <li>▪ Undertake drainage works</li> <li>▪ Distribute hygiene kits (including water containers or buckets) &amp; baby kits to those with infants</li> <li>▪ Install solid waste bins &amp; arrange garbage disposal</li> </ul>	<ul style="list-style-type: none"> <li>▪ Distribute latrine / camp cleaning kits</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>FOOD / NON-FOOD ITEMS (NFIs) Distribution</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Prioritise in-kind food &amp; NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> <li>▪ Meet basic needs first; provide newcomer kits, shelter, food. Note that assistance is more likely to be provided on a 'group' rather than an individual basis, since it will not be logistically feasible to provide assistance on an individual basis, directly to a refugee's temporary 'home'.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Move from assessment at the household level to a 'group' level assessment approach</li> <li>▪ Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> <li>▪ If road to Saida cut and humanitarian access not possible, and no other alternatives available, implement life-saving interventions through local municipalities and CBOs in the areas concerned.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assess current warehousing and stocking facilities and, if needed, identify further secure pre-stocking locations (warehouses, etc.) with in the area for storing of commodities and NFI to be distributed.</li> <li>▪ Identification of additional safe distribution points in coordination with stakeholders (municipalities, local authorities)</li> </ul>	<ul style="list-style-type: none"> <li>▪ Assess the suitability and need for an EMMA (Emergency Market Mapping Assessment)</li> </ul>	<ul style="list-style-type: none"> <li>▪ WFP to set up a system to monitor for malnutrition</li> <li>▪ If agreed, conduct the EMMA</li> <li>▪ Analyse the actual capacity of the shops participating on monetized distribution programmes of food and non-food items and increase the amount of shops in preparation for a transition to a cash-based approach</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>HEALTH</b>					
GOL (MOPH, MOSA) + UNHCR + WHO + all relevant partner agencies	<ul style="list-style-type: none"> <li>Establish teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment</li> <li>Referral system for stabilised cases, on to the network of existing PHC &amp; SHC, &amp; extend their opening hours</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; control health of population, particularly epidemic monitoring &amp; control</li> <li>Mobile clinics/outposts to deliver emergency response &amp; PHC at new sites or personnel, equipment &amp; medicines at existing facilities to increase capacity</li> </ul>	<ul style="list-style-type: none"> <li>Establish staffed, equipped &amp; properly resourced field hospitals</li> </ul>		
<b>EDUCATION</b>					
GOL (MEHE, MOSA) + UNHCR + UNICEF + all relevant partner agencies				<ul style="list-style-type: none"> <li>Ensure that education data is collected, consolidated, analysed &amp; disseminated, &amp; perform M&amp;E regularly</li> </ul>	<ul style="list-style-type: none"> <li>Initiate Two-Shift schooling country-wide, ensuring that fees, equipment &amp; running costs are covered</li> <li>Set up child-friendly spaces in collective centres, transit sites, &amp; IS, so that some educational activities continue</li> <li>In a mass but gradual refugee influx, establish tented schools in collective centres &amp; transit sites</li> </ul>

## VI. Beirut & Mt Lebanon Area Team Contingency Plan

### A. Background and Assumptions

- Contingency Planning Population Figure: 1,300 individuals per day over three consecutive days

Although there are no borders to be concerned about in the Beirut/Mount Lebanon Area, in addition to the rural setting of much of Mount Lebanon, the urban setting of the City of Beirut lends the Area significant 'pull factors' compared to the rest of the country, as many refugees have moved to Beirut and its suburbs in search of better opportunities. For this reason, any large influx could impact upon Beirut quickly – within a few days. Accommodation costs are high and any mass influx could be sudden and overwhelming and easily exceed accommodation options in the city. Any response should thus try to strike the difficult balance of being sufficient, but without increasing 'pull factors' to the city, if at all possible.

The location of all Ministries, Lebanese government buildings and the national headquarters of most organizations, including UNHCR in Beirut, potentially increase the risk of a security incident compared with other Areas in the country. In addition, there is a tendency for the headquarters of any agency to take over direct management of the emergency response in the city, thus disempowering the field office responsible for managing it. This tendency is exacerbated by the fact that numerous agencies have little capacity exclusively dedicated to the Beirut and Mt Lebanon, implementing responses from the central office. Aside from increasing this capacity directly, this factor should be addressed by building an effective network of partners, not only international but also national, including social networks and local charitable organizations, which are generally short of resources.

The Mount Lebanon Area outside Beirut capital city comprises a mix of confessions leading to divisions between the different sects and a risk of increased tensions due to high density of living. Depending on the nature of the contingency event, people could be expected to move away from or to Beirut. Certain areas might become inaccessible due to an escalation of violence combined with non-state actors' tight controls hindering access and the capacity to provide assistance to those in need.

In the past, violent political clashes along confessional lines have resulted in parts of the city being cut off. Were this to occur during a contingency event, and/or in an area experiencing increased security incidents, humanitarian access to refugees and to NGO/UN offices may be significantly constrained, as would movement into and out of Beirut and access to the airport, especially given the limited routes to the airport and the Southern suburbs. In addition, the only points of evacuation for international staff – the Rafic Hariri International Airport and the Beirut Port – are located in Beirut. Overall local government capacity to plan a response is limited.

Accommodation in and around Beirut city is extremely limited and in case of influx, illegal squatting and living in substandard accommodation is highly likely.

In addition, given that the refugee population in the Mount Lebanon area tends not to live in large informal tented settlements, identification of locations might be more difficult to identify for humanitarian assistance and interventions.

In Beirut options for collective/transit shelters in case of sudden influx should continue to be explored. Shelter actors need to tackle the shelter problem in the urban areas proactively by liaising with the mayors of local areas, and looking for innovative solutions. These include the use of stadiums and other public areas (as was done at Bourj Hammoud and another stadium during the 2006 war), as well as multi-storey car-parks around the city. Most of the malls with large car-parking areas are likely to close, at least temporarily in such a situation.



## B. Scenarios/Triggers

As the Beirut/Mt Lebanon Area is not located beside a border, it is unlikely to be affected by a mass influx immediately. It is more likely to see secondary movement of refugees. As agencies are already operating at maximum capacity, a relatively low number of refugees moving into the area would overwhelm the area team's capacity, necessitating activation of a contingency response.

- Scenario 1:

**Secondary movement** of refugees from another Area to Beirut/Mt Lebanon Area, as a direct consequence of an escalation of the conflict in Syria, or as a consequence of internal conflict.

- Scenario 2:

**Secondary movement** of Syrian refugees from Beirut/Mount Lebanon or from another Area to other areas within Beirut/Mount Lebanon, resulting from sectarian tensions within Lebanon.

## C. Beirut/Mt Lebanon Area Team Preparedness Activities

PREPAREDNESS ACTIVITY	DEADLINE FOR ACTIVITY <sup>14</sup> / ACTIVITY STATUS (dd/mm/yy/ not yet commenced/on- going/completed)	ACTORS RESPONSIBLE
<b>MANAGEMENT, COORDINATION &amp; INFORMATION MANAGEMENT</b>		
Agree upon a minimum number of persons for a secondary movement within the Beirut/Mt Lebanon Area that would trigger the CP	Completed	Beirut/Mt Lebanon inter agency WG
Communicate IA Contingency Plan for Syrian Refugees to all partners	Completed; sharing draft	UNHCR Field Office Beirut/Mt Lebanon
All partners with Contingency Plans to share with other agencies	Pending final draft	Beirut/Mt Lebanon inter agency WG
Agree upon and send to all partners timeline for preparedness activities	completed	Beirut/Mt Lebanon inter agency WG
Agree upon one humanitarian agency to be designated to assess the contingency event	On-going	Beirut/Mt Lebanon inter agency WG
(Coordination) Establish a strong early warning system and focal point network to ensure accurate estimation of scale of influx to facilitate timely and forceful requests for release of stocks or reinforcements.	On-going	Beirut/Mt Lebanon inter agency WG
Establish focal point network with clear delineation of agency roles and responsibilities	On-going; to be completed by 31/05/2014	Beirut/Mt Lebanon inter agency WG
Undertake comprehensive mapping of all agencies (focusing particularly on CBOs and LNGOs) on sector basis, clarifying lead responsibilities and focal points for each agency and set out in an All Services Leaflet	Commenced; to be completed by 31/5/2014	Sector leads
Develop plan for managing critical operations by 'remote control', and coordinate efforts to prepare for this.	Not yet commenced	Beirut/Mt Lebanon inter agency WG
Develop capacity mapping template for all agencies	On-going	UNHCR IM Beirut Office

<sup>14</sup> Most of these activities will require bi-monthly periodic assessment and continuous monitoring. The date given should therefore be understood only as the initial date.

Establish a coordination mechanism to coordinate the division of tasks per agency; the prepositioning of stocks and delivery pipeline; the actual stocking of stocks.	On-going; to be completed by 31/05/2014	Taskforce to be established at outset
Develop a 'buddy system' tying a local NGO to an international one along sectoral lines with focus on building capacity	On-going; to be completed by 31/5/2014	Beirut/Mt Lebanon inter agency WG
All agencies to share with UNHCR Beirut/Mt Lebanon Business Continuity Plans and lists of essential international staff and functional titles.	On-going; to be completed by 31/5/2014	All agencies and INGOs
Compile list of NGO area focal points for the region that could respond to the sector or coordinate the response in that area.	On-going; to be completed by 31/5/2014	UNHCR Field Office Beirut/Mt Lebanon
Compile list of information management focal points	On-going; to be completed by 31/05/2014	All agencies
Distribute the Multi-Sector Rapid Assessment form	Awaiting form from UNHCR Beirut Coordination	UNHCR Field Office Beirut/Mt Lebanon (with support from IA/IM and IA Sectors)
Map local operational NGOs/CBOs and municipalities, identifying their capacities as they will often be the first to respond and may be the only ones that can if international staff members prevented from working in the area due to the security situation.	On-going; to be completed by 31/05/2014	Sector leads and UNHCR
Establish early warning communication system with other Field Offices to ensure adequate warnings of large flows possibly heading to the Beirut/Mt Lebanon Area.	On-going; to be completed by 31/05/2014	UNHCR with MOSA
Establish regular sharing of distribution/registration schedules of NGOs	On-going	Beirut/Mt Lebanon inter agency WG
Establish a focal point agency per site to reduce duplication of assessment by multiple agencies	On-going; to be completed by 31/05/2014	Beirut/Mt Lebanon inter agency WG
Establish list of roles and responsibilities of agencies, local authorities and private sector actors vis-à-vis delivery of services and share with all agencies	On-going; to be completed by 31/5/2014	Beirut/Mt Lebanon inter agency WG
Ensure communications system in place in order to alert Beirut/Mt Lebanon Area Team and all operational partners in advance of any impending mass arrival (particularly from crossing points in Bekaa and the North).	On-going; to be completed by 31/5/2014	Beirut/Mt Lebanon inter agency WG
Agencies continue efforts to find new partners especially in north Beirut where there is a dearth of services	On-going	Beirut/Mt Lebanon inter agency WG
Strengthen the support to local municipality officials	On-going	UNHCR Field Office Beirut/Mt Lebanon and MOSA
Establish effective liaison with relevant municipal authorities and state security forces (especially local ISF chiefs).	On-going	All agencies



<b>PUBLIC INFORMATION</b>		
Establish information points in selected shelter locations for the provision of information and messages to be passed between refugees, posting notices of distributions/registrations etc; map these locations and share with agencies	On-going	All agencies – upon joint agreement of information
<b>SECURITY &amp; FIELD SAFETY</b>		
Establish regular contact with agency/NGO security focal point	On-going	UNHCR Field Office Beirut/Mt Lebanon
Develop alternative transportation arrangements, in case roads are cut or access is restricted	On-going	Beirut/Mt Lebanon SMT Team
Identify space for and prepare emergency cell/centre with contacts, maps, lists	On-going; to be completed by 31/05/2014	UNHCR Field Office Beirut/Mt Lebanon
Map locations of staff living locations and areas of functional expertise so they could respond to a crisis in that geographical area if the need arises	On-going	All agencies
Analyse and prepare for possibility of road blockages in light of potential refugee concentrations, as some roads/checkpoints might be completely closed, preventing movement in or out.	On-going	Beirut/Mt Lebanon SMT Team
Plan for restricted access from or within Beirut/Mt Lebanon Area in event that security situation prevents humanitarian access. Events of 2006 and 2008 could indicate areas likely to be inaccessible.	On-going	
Increase inter-agency security coordination especially on issues such as evacuation by sharing security plans/rules	On-going	Beirut/ Beirut/Mt Lebanon SMT Team /SSCL
Increase security awareness of staff through trainings	On-going	All agencies
Ensure all staff have undertaken First Aid training	On-going	All agencies
<b>PROTECTION</b>		
Promote protection mainstreaming in all sectors to ensure protection awareness and ability to conduct case management in case not enough protection actors	On-going	Beirut/Mt Lebanon Protection Working Group
Identify and train protection focal points within the refugee population and host communities.	On-going	UNHCR Field Office Beirut/Mt Lebanon
Establish a special Protection Crisis Team, with trained staff from the UN and implementing partners, for early identification of those at high risk or with specific needs because of special vulnerability. NB: Upon activation of CP, Team to be operational in areas with the largest number of protection concerns. NB: The normal response to vulnerable protection cases is to move them away from the area, however if insecurity in those areas prevents this, then there are few options to provide safe accommodation for them in Beirut/Mt Lebanon Area. Consideration should be given to this situation.	On-going; to be completed by 31/05/2014	Protection Working Group

<b>COMMUNITY SERVICES</b>		
Strengthen network of refugee representatives who may be called upon to find accommodation, etc., in an emergency	On-going	UNHCR Field Office Beirut/Mt Lebanon Community Services with ROV network
<b>HEALTH</b>		
Ensure all medications for chronic diseases are stocked and available for replacement and specifically ensure prepositioning of war trauma kits, contingency stocks of primary healthcare supplies and medications for chronic diseases	On-going	Beirut/Mt Lebanon Health WG
Compile a 'Yellow Pages' of available health services	On-going	Beirut/Mt Lebanon Health WG
Strengthen information on location of primary healthcare centres, possibility of additional MMUs to follow-up in the first instance with possible phase-out.	Accomplished	Beirut/Mt Lebanon Health WG
Establish an Area Health Working Group to build the capacity of existing PHCs that would accept Syrian refugees, and also look at the creation of mobile medical units to assist in any mass influx or mass casualty situation, such as might be caused by conflict.	On-going	Beirut/Mt Lebanon Health WG
<b>LOGISTICS</b>		
Ensure sufficient vouchers and/or various forms of cash assistance available for distribution (this should also include a plan to ensure prepositioning and distribution of contingency stocks of those items which are not being monetized, such as sanitary items for women)	On-going	Beirut/Mt Lebanon NFI WG
<b>NFIs/CRIs</b>		
Map the availability of key stocks; allocate and physically move/pre-position key stocks and adequate reserves needed into the region, ensuring stocks in more than one area in the Beirut/Mt Lebanon.	On-going	Beirut/Mt Lebanon NFI WG
Map out transportation options in case of need to relocate refugees to identified sites	On-going	UNHCR Field Office Beirut/Mt Lebanon
Allocate (and physically move) key stocks needed into the regions and establish a strategic reserve for major emergencies.	On-going	Beirut/Mt Lebanon NFI WG
Review warehouse capacity in the field office AOR	On-going	Beirut/Mt Lebanon NFI WG

<b>SHELTER</b>		
Negotiate with local authorities locations for 'transit sites'	On-going	UNHCR Branch Office, MOSA and Security Authorities
Continue to look for shelter options in Mt Lebanon, including more locations suitable for transit sites, and also mapping the locations of schools as a last resort.	On-going	Beirut/Mt Lebanon Shelter WG
Identify large shelters and/or areas that could accommodate formal settlements	On-going	Beirut/Mt Lebanon Shelter Working Group
Quantify the available shelter stock in the area, notwithstanding that a renewed effort to explore shelter options (collective centres, open spaces) is unlikely to yield much that is new, given the limited shelter options in Beirut/Mt Lebanon, as elsewhere in the country).	On-going	Beirut/Mt Lebanon Shelter Working Group
Continue to look for alternative shelter solutions through pre-identification of sites on government and vacant land – even 'farm' sites after appropriate disinfection – based on present minimum criteria and the full involvement of municipalities, together with tents, 'sealing-off kits' and WASH facilities as needed.	On-going	Shelter agencies countrywide
Disseminate clear criteria for shelter referral system	On-going	UNHCR Field Office Beirut/Mt Lebanon
Maintain updated list of all contingency items available in warehouses and ensure sufficient stock	On-going	Shelter WG
Agree upon harmonized technical standards for WASH, Shelter	Completed	Shelter/WASH WG
<b>WASH</b>		
Maintain updated list of all contingency stock items available in Warehouses and ensure sufficient stock	On-going	Beirut/Mt Lebanon WASH Working Group
The Area team in close coordination with the national WASH Sector should increase water distribution capacity, primarily by establishing a series of standby arrangements for water trucking.	On-going	Beirut/Mt Lebanon WASH Working Group
Maintain updated quantity of HK/BK available in warehouses and ensure sufficient stock	On-going	UNHCR Field Office Beirut/Mt Lebanon
Agree upon harmonized technical standards for WASH, Shelter	Completed	Shelter/WASH WG

#### D. Table of Suggested Actions for Initial Response Period for Beirut/Mount Lebanon Area CP

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>MANAGEMENT, COORDINATION, INFO MANAGEMENT &amp; FUNDRAISING</b>					
GOL (MOSA) + UNHCR + all relevant agencies / sectors	<ul style="list-style-type: none"> <li>▪ Senior Field Coordinator activates crisis cell centre for Beirut/Mt Lebanon Area</li> <li>▪ Activate CP response after verification of numbers &amp; inform UNSCOL, UNIFIL, OCHA &amp; partners</li> <li>▪ Provide updates on roll-out of CP to all partners (in conjunction with External Relations and with support from UNHCR Field Office)</li> <li>▪ GOL start providing population movement data on a daily basis (entries &amp; exits)</li> <li>▪ Agencies adjust / re-deploy staffing for initial 24 hrs response &amp; share lists of staff</li> </ul>	<ul style="list-style-type: none"> <li>▪ Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations</li> </ul>		<ul style="list-style-type: none"> <li>▪ Review existing national / field level coordination structure &amp; adapt as necessary to the actual situation</li> <li>▪ Ensure regular consultation with ICRC, the Red Cross Movement &amp; any other relevant actors not formally in the coordination structure</li> </ul>	<ul style="list-style-type: none"> <li>▪ Sector working groups review priorities &amp; capacities in the light of the new emergency, &amp; report any alarming shortcomings</li> <li>▪ Coordinate any inter-agency or cross-sectoral rapid assessment &amp; present a 'gap analysis'</li> </ul>
<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>					
GOL (MOSA) + UNHCR	<ul style="list-style-type: none"> <li>▪ PI staff issue daily updates with info from the field &amp; sectors</li> <li>▪ Deploy the identified Comms / Reporting Officers to each area</li> </ul>	<ul style="list-style-type: none"> <li>▪ Issue a joint press statement / conference following consultation with agency PI units</li> </ul>		<ul style="list-style-type: none"> <li>▪ Initiate joint GOL-UN donor meeting &amp; repeat periodically</li> </ul>	

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>REGISTRATION</b>					
UNHCR	<ul style="list-style-type: none"> <li>▪ Switch to emergency registration process at all transit sites &amp; registration centres (Ensure distribution point distinct from registration point)</li> <li>▪ Activate roster of standby registration staff &amp; redeploy some existing capacity to predetermined points</li> <li>▪ Mass info mechanism engaged at borders, transit centres &amp; community centres</li> </ul>	<ul style="list-style-type: none"> <li>▪ Depending on size of influx, prepare manifesting or fixing tokens at border points for refugee transportation</li> </ul>	<ul style="list-style-type: none"> <li>▪ Engage additional local partners to support reception, registration &amp; identification of the vulnerable</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>PROTECTION</b>					
GOL (MOSA) + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Mobilize full-time presence at borders to ensure unhindered &amp; safe entry, immediate identification of vulnerable persons &amp; provision of information</li> <li>▪ Monitor protection situation / identify protection issues on ground, including physical safety at transit sites, etc.</li> <li>▪ Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders</li> <li>▪ Identify beneficiary needs and target special needs, including health.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Centralize tracking of refugee movement from entry points within the country, &amp; communicate this rapidly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate with relevant partners regarding voluntary returns, possible TCN evacuation &amp; repatriation</li> <li>▪ Coordinate relocation of populations in need of relocation - if necessary establish humanitarian corridors</li> <li>▪ Liaise with LAF / ISF on documentation, detentions, application of guidelines on the quick identification &amp; treatment of persons with special needs</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>CHILD PROTECTION / PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>					
GOL (MOSA) + UNHCR + UNICEF	<ul style="list-style-type: none"> <li>▪ Liaise with other sector lead agencies to mitigate risks / ensure SGBV prevention &amp; response is integrated into their own response</li> </ul>	<ul style="list-style-type: none"> <li>▪ Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk</li> </ul>	<ul style="list-style-type: none"> <li>▪ Conduct psychosocial &amp; recreational activities in transit sites &amp; through mobile outreach</li> </ul>		
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies		<ul style="list-style-type: none"> <li>▪ Disseminate IEC materials &amp; conduct awareness raising on child protection concerns</li> </ul>	<ul style="list-style-type: none"> <li>▪ Tracing &amp; family reunification for UAM / SC &amp; referral to alternative care, esp. if in transit sites</li> <li>▪ Implement emergency interim care for UAM &amp; provide shelter for children at risk</li> <li>▪ Case management of children at risk – child recruitment, physical &amp; sexual violence / exploitation, trafficking</li> <li>▪ Ensure SGBV is integrated into any emergency protection monitoring &amp; any inter-sectoral assessment</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>SHELTER / WASH</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Utilise agreed vulnerability criteria in order to radically prioritise most vulnerable for provision of shelter</li> <li>Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> <li>Deliver basic shelter and WASH assistance in line with identified needs.</li> </ul>	<ul style="list-style-type: none"> <li>Open new 'transit sites' &amp; extend existing ones to double their planned size if possible</li> <li>Hygiene promotion / awareness raising</li> <li>Provision of water to all main sites through connection to existing network / water trucking</li> <li>Set up water storage facilities at all main sites</li> <li>Mass water treatment (chlorination)</li> <li>Distribute aquatabs / water purification filters</li> <li>Test water quality</li> </ul>	<ul style="list-style-type: none"> <li>Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> <li>Construct emergency latrines (using pre-fabricated sanitation units) / defecation fields if no alternative</li> </ul>	<ul style="list-style-type: none"> <li>Set up water distribution tap-stands including pipe networks</li> <li>Construct emergency showers</li> <li>Undertake drainage works</li> <li>Distribute hygiene kits (including water containers or buckets) &amp; baby kits to those with infants</li> <li>Install solid waste bins &amp; arrange garbage disposal</li> </ul>	<ul style="list-style-type: none"> <li>Distribute latrine / camp cleaning kits</li> </ul>
<b>FOOD / NON-FOOD ITEMS (NFIs) Distribution</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>Activate delivery pipelines for prepositioned stocks</li> <li>Prioritise in-kind food &amp; NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> </ul>	<ul style="list-style-type: none"> <li>Move from assessment at the household level to a 'group' level assessment approach</li> <li>Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> </ul>			<ul style="list-style-type: none"> <li>WFP to set up a system to monitor for malnutrition</li> </ul>



Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>HEALTH</b>					
GOL (MOPH, MOSA) + UNHCR + WHO + all relevant partner agencies	<ul style="list-style-type: none"> <li>Establish teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment</li> <li>Referral system for stabilised cases, on to the network of existing PHC &amp; SHC, &amp; extend their opening hours</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; control health of population, particularly epidemic monitoring &amp; control</li> <li>Mobile clinics/outposts to deliver emergency response &amp; PHC at new sites or personnel, equipment &amp; medicines at existing facilities to increase capacity</li> </ul>	<ul style="list-style-type: none"> <li>Establish staffed, equipped &amp; properly resourced field hospitals</li> </ul>		
<b>EDUCATION</b>					
GOL (MEHE, MOSA) + UNHCR + UNICEF + all relevant partner agencies				<ul style="list-style-type: none"> <li>Ensure that education data is collected, consolidated, analysed &amp; disseminated, &amp; perform M&amp;E regularly</li> </ul>	<ul style="list-style-type: none"> <li>Initiate Two-Shift schooling country-wide, ensuring that fees, equipment &amp; running costs are covered</li> <li>Set up child-friendly spaces in collective centres, transit sites, &amp; IS, so that some educational activities continue</li> <li>In a mass but gradual refugee influx, establish tented schools in collective centres &amp; transit sites</li> </ul>

## B. National Level Contingency Plan

A national level Contingency Plan will be activated by the UNHCR Country Representative, following Inter-Agency consultation, where activation of an Area CP is or would be insufficient to deal with the emergency, and where a national response to fill the gaps is required. A National Contingency Plan does not need to operate country-wide however, and should not affect the continued operation and normal functioning of those areas not directly impacted by the triggering event, even if staff from those offices have been ‘pulled’ to provide surge capacity in other parts of the country. Any operation of a Contingency Plan at National level should endeavour to be as light as possible, respecting the decentralisation to the field.

The below population figures have been agreed upon as likely necessitating activation of a national level CP:

Area	Current daily rate of influx <sup>15</sup> (21 day period)		No. that would overwhelm current response capacity (30 day period)	
	Ind.	HH	Individuals (est.)	Households (est.)
National level	1680	420	5,000 per day x 30 days (150,000 in 30 days) (gradual)	37,500 per day x 30 days (gradual)
			≥ 5,000 in any single day (gradual)	≥ 1,250 on any single day (gradual)

The tables below set out actions to be taken in the initial contingency response period (within the first 24, 48 and 72 hours and thereafter) and preparedness and response actions per sector.


<sup>15</sup> Figures based on average number of refugees registered per day over a 21 day period per relevant UNHCR Registration Centre, in the 6 months to February 2014.

## I. National & Area Level Preparedness & Response Tasks upon Activation of National CP


<b>Actions to be taken at NATIONAL LEVEL</b>				<b>Actions at AREA LEVEL</b>
<b>Management, Coordination, Info Management &amp; Fundraising</b>				<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Determine & agree any special additional coordination mechanisms to manage response to a mass influx, particularly with key actors in GOL (MOI, MOD, LAF, ISF)	To be determined	GOL (MOSA) & UNHCR	Agree coordination modalities with local actors, authorities and NGOs, political parties (& UNIFIL), for 'remote control response' in certain dangerous locations
2	Map possible displacement scenarios, liaise with GOL to be prepared in case of restricted humanitarian access	To be determined	UNHCR	Hold simulation exercise for an influx into the respective area with a scenario involving a combination of difficult factors, & ensure GOL involvement
3	Agree on early warning signals that will trigger deployment of resources from outside Lebanon to agencies operating here, & from the national to area level	To be determined	UNHCR	Consult UNIFIL & verify it will continue to provide assistance in support of the hosting / local community, as well as emergency medical care to Syrian refugees
4	Develop a strategy for agencies to mobilize additional resources quickly (e.g. a joint flash appeal)	To be determined	UNHCR to call IA meeting	Pre-prepare more ERF applications (= OCHA administered life-saving fund)
5	Obtain from all agencies on a regular basis a self-assessment of their current level of preparedness (i.e. how many HH they can support, any physical reserve stocks &/or financial resources above and beyond this)	To be determined	UNHCR (Beirut) to design template that is available on-line	Support the agencies' self-assessment, making it clear whether stocks are national level or area level, & not to duplicate this info
6	Continue to discuss the issue of 'Transit Sites' with GOL, to ensure all actors understand the pros & cons of establishing them to cope with a mass influx	On-going	UNHCR	Continue to identify additional locations within the area, suitable for potential Transit Sites
7	Map possible displacement scenarios, liaise with GOL so as to be prepared in case of limitations of humanitarian access	To be determined	UNHCR & GOL (MOSA)	Establish inter-area agreements on mutual support and particularly for data sharing
8	Strengthen the current border monitoring system / introduce it ASAP with GOL support & LAF agreement	To be determined	UNHCR	Maintain a permanent presence & a public information function at the border to facilitate access to the refugees

9	Continue to enhance coordination with the Red Cross (ICRC, LRC & other societies) and other national organizations on contingency planning	On-going	UNHCR	Liaise with Lebanese Red Cross, and other national organizations in every district in the area
10	Review requirements for information management in a contingency response, particularly reporting from and to the field, & continue to develop SOPs & templates	On-going	UNHCR	Review IM, agree reporting protocols / standardized assessment templates & other forms to improve info flow
11	Maintain the 3W mapping, and produce maps of key facilities in each area, including locations of SDCs & Lebanese Red Cross	To be determined	UNHCR	Strengthen info sharing protocols between agencies/service providers, & outreach to local authorities, refugees & host communities
12	Create a core group to oversee 'operationalization' of the CP, and follow-up with Sector Leads & Heads of Field Offices to ensure they complete all assigned tasks	31/07/2013	UNHCR, GOL (MOSA)	Establish an Area Crisis Management Team with key actors (e.g. MOSA Regional Coordinator), to follow up on CP preparedness actions & take executive decisions
13	Stock emergency crisis cell in LEA building with maps, radio, and relevant equipment for immediate use upon activation of the national CP	To be determined	UNHCR	Stock emergency crisis cell in UNHCR field/sub-offices with maps, radio, and relevant equipment for immediate use upon activation of the national CP
14	Add contingency planning as a standing item to each sectoral & inter-agency working group meeting agenda to follow-up on status of preparedness activities	Immediately	Sector Leads	Add contingency planning as a standing item to each sectoral & inter-agency group meeting agenda to follow-up on status of preparedness activities
15	Pre-agree vulnerability & targeting criteria for sectors (Protection, Health, Shelter & WASH, Food & NFIs)	On-going	Sector Leads	Endorse group level assessment forms reflecting pre-agreement of vulnerability for relevant sectors
16	Determine the core tasks to be fulfilled in a crisis & prepare rosters of key staff to perform them	To be determined	All actors	Determine the core tasks to be fulfilled in a crisis & prepare rosters of key staff to perform them
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	GOL & UNHCR activate CP response after verification of numbers & inform UNSCOL, UNIFIL, OCHA & partners	On Day 1	GOL (MOSA) & UNHCR	Implement the strategy to obtain information directly from the border, 24/7
2	GOL to provide population movement data on a daily basis (entries & exits)	Daily, starting ASAP	GOL	Liaise with relevant authorities in areas of concern, to ensure humanitarian access (problem is staff safety)
3	Adjust and re-deploy staffing for initial 24 hrs response by relevant actors/prepare & share lists of staff	24 hrs	All actors	Redeploy staff from centre, another area or within it to respond adequately, particularly at transit sites


4	Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations	Within 48 hrs	GOL (MOSA)	Reconfirm potential of all predetermined locations for 'transit sites', & activate plans for their establishment
5	Review existing national/field level coordination structure & adapt as necessary to the actual situation	Within 1 week	UNHCR	Decide whether activities can be reduced in one sector in order to increase in other sectors
6	Ensure regular consultation with ICRC, the Red Cross Movement & any other relevant actors not formally in the coordination structure	Weekly	UNHCR	Regular consultation with ICRC, Red Cross Movement & other relevant actors, especially local CBOs
7	Coordinate any inter-agency or cross-sectoral rapid assessment & present a 'gap analysis'	Within 1 month	GOL, UNHCR	
8	Sector working groups review priorities & capacities in the light of the early response to the new emergency, & report any alarming shortcomings	Within 1 month	Sector Leads	
9	Liaise with relevant members of the UNCT to assess impact on other population groups (IDP, PRS, Host, etc)	Within 1 month	UNHCR, IOM	
10	Liaise with embassies regarding TCNs & assist with issue of documentation/evacuation through transit centres	Within 1 month	IOM	

	<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>			<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Revitalise the working group concerned with PI policy, to produce common messaging & template Q&As	To be determined	All agencies	Prepare area-specific PI lines / Q&As for quick response, in accordance with agencies' PI policies & the common messaging agreed at national level
2	Develop mass communication capacity, strategy, tools & messages, designed for use in the current emergency but also in case of any heightened crisis	On-going	UNHCR	Tailor messages to area, & communicate systematically with the refugees (at transit sites, community centres & upon registration) on the services they should expect
3	Pre-identify a Comms / Reporting Officer for rapid deployment to any area facing a new emergency	To be determined	UNHCR	Prepare media response by clarifying who may speak to the press, pre-identification of spokespeople & training


	<b>Response Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Deploy the identified Comms / Reporting Officers to each area	Within 24 hours	All agencies	Call forward Comms / Reporting Officers from national / Beirut level, to support the area
2	PI staff issue daily updates, with information feed from field & sectors through the IMU	Daily, starting ASAP	UNHCR	
3	ER staff to issue regular updates to donors (periodicity to be determined by actual situation on the ground).	Regularly, starting ASAP	UNHCR	
4	Issue a joint press statement / conference with GOL following consultation with agency PI units	Within 48 hours	GOL, UNHCR	
5	Initiate joint GOL-UN donor meeting & repeat periodically	Within 1 week	GOL, UNHCR	

 <b>SECURITY OF OPERATIONS (including the physical means of communication)</b>				<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Liaise with Lebanese security forces (ISF, LAF) to assess the security situation for refugees, staff & host communities	On-going	UNDSS	Contact local authorities (including security forces) in advance, to ensure they understand IHL & that they are responsible for the security of humanitarian personnel
2	In coordination with the UNDSS & following SMT decisions to establish an internal security plan & SOPs for staff movements & contingency response	On-going	UNHCR	Collect a comprehensive list of satellite telephone numbers in order to set up a satellite 'communication tree' covering each agency/location
3	Ensure that the warden system is updated & wardens are properly briefed on the changing environment	On-going	UNHCR	Establish clear coordination between UNHCR, UNRWA, UNIFIL & UNDSS (e.g. exchange Liaison Officers), & a back-up comms system for support
4	Ensure that all staff & partners are briefed on the latest security developments	On-going	UNHCR	Agree on a communications & coordination system for rapid passage of security information, to increase the safety of UN & NGO staff in the area
5	Seek clarification from GOL on the process to follow for NGOs to use radios for operations & safety, provided they meet the requirements of the LAF & ISF	To be determined	UNDSS & UNHCR	Review the possibility of allocating an existing UN radio channel to NGOs, to enable them to communicate for staff safety & operational purposes

6	Validate the training & briefing that has gone on, & test the communications 'trees' by implementing a country-wide security drill	To be determined	UNDSS	Determine whether it is possible to share (UN) radios with key (non-UN) counterparts in certain locations to enable remote control response
7	Assess telecommunications equipment requirement of UN agencies & partners, & procure necessary equipment	To be determined	UNDSS & UNHCR	
8	Ensure that the prescribed field security equipment is in place for all locations & staff	To be determined	All agencies	
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Advise on issues of illegal land occupation by refugees	As necessary	UNHCR FSU	
2	Advise on possible relocation of staff to the safer areas within the country &/or, ultimately, on evacuation	As necessary	UNDSS	


	<b>LOGISTICS</b>			<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Inventorize existing stocks of shelter materials, food & NFIs held by all agencies in country, to produce combined stock figure & be the basis of a common plan	To be determined	All Sector Leads	Confirm stocks of shelter materials, food & NFIs held by all agencies at area level, & map locations / quantities of these stocks / their availability to respond to a crisis
2	List 'frame agreements' of all agencies/sectors & ask relevant agencies to check that they will actually work	To be determined	LLF (Lebanon Logistic Forum)	Ask all agencies to share their 'frame agreements' - during the distribution coordination meeting
3	Identify hubs across the country for supplies to be stockpiled, & look for common warehousing, in existing facilities or by creating new ones (e.g. with Rubb Halls)	To be determined	LLF	Map the locations of all significant existing warehouses (including UNRWA, etc.) in the area & find locations for new warehouses if possible (e.g. Rubb Halls)
4	Identify key locations where reserve stockpiles are needed, because they may be cut-off	To be determined	LLF	Engage local partners for response & consider establishing stocks in local warehouses & in areas that may be inaccessible (e.g. Arsal, Hermel, Masharii Qaa)
5	Analyse the transportation network in Lebanon, for choke points & possible solutions to avoid logistic paralysis in an insecure environment	To be determined	LLF	Establish a monitoring system looking at transportation costs in the area, & keep a consolidated record tracking this (i.e. when the security situation changes)

6	Identify partners to assist in logistics & distribution at transit centre(s)	To be determined	UNHCR Programme/Admin/Supply	
7	Identify and allocate vehicles & drivers	To be determined	UNHCR Admin/Supply	

 <b>REGISTRATION</b>				<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Develop a database for emergency registration, a border screening methodology, form & database (also in Access?) for systemization of data	Completed	UNHCR Registration	Share the emergency registration strategy / process with local actors for information purposes
2	Prepare a roster of UNHCR staff to be deployed for registration activities in other locations as needed	In progress: Field to send inputs	UNHCR Registration	Train existing Area Registration Centre staff in the emergency screening & registration methodology
3	Develop an IP standby registration roster list	Completed	UNHCR Registration	Identify partner staff (incl. from MOSA) for deployment to support emergency screening & registration, & organise training in the methodology / processes
4	Develop capacity by training roster staff (UNHCR & partner) in emergency registration	Completed	UNHCR Registration	Host & support the training of UNHCR & partner staff rostered for emergency registration
5	Request Rubb Halls (up to three) + furniture for the transit centre(s)	Completed	UNHCR Registration	Identify potential areas for emergency registration (e.g. transit sites, community centres, & mobile locations)
6	Prepare, procure & preposition a stock of registration materials fixing tokens)	Completed	UNHCR Registration	Distribute the contingency stock of registration materials to registration centres at area level
7	Develop mass info (e.g. on registration, or visibility material) leaflets & other media for dissemination at borders, transit centre(s) & where needed	Completed	UNHCR Protection / Mass Comms	Distribute the stock of mass info materials to border crossings, registration & (potential) transit centres at area level
8	Identify personal contractor(s) for bus services between transit centre(s) & camps	TBD	UNHCR Admin	




9	Draw up inventory of IT equipment available for screening & registration - if necessary, procure 40 laptops	In Progress: ICT to send input	UNHCR Admin	
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Switch to emergency registration process for any field office whose waiting period exceeds 50 days.	Within 24 hours	UNHCR Registration	Carry out emergency registration, collecting basic bio-data & specific needs, at designated locations
2	Activate roster of standby registration staff & redeploy some of the existing capacity to predetermined points	Within 24 hours	UNHCR Registration	Mobilise & redeploy required emergency registration staff to new locations, & mobilise partner staffing
3	Mass information mechanism engaged at borders, transit centres & community centres	Within 24 hours	UNHCR Registration	Provide mass information regarding registration processes at the border & transit locations
4	Depending on size of influx, prepare manifesting or fixing tokens at border points for refugee transportation	Within 48 hours	UNHCR Registration	Utilise basic fixing tokens at border locations in order to transport refugees to transit locations
5	Engage additional local partners to support reception, emergency registration (ERD) & identification of the vulnerable	Within 72 hours	UNHCR Registration	Identify vulnerable persons at the entry points & during registration through referral form [refer to protection section below]


	<b>PROTECTION</b>	<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>		
<b>Preparedness Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Agree on border monitoring activities, information/protection desks & rapid pre-screening for vulnerability (i.e. before registration)	On-going	UNHCR, UNRWA with Protection Sector	Agencies agree to establish a focal point from a single agency for liaison at borders & other key locations, & additional staff (from all agencies) to monitor
2	Continue to liaise with Lebanese security forces to keep all official crossing points open & prevent refoulement	On-going	UNHCR	Establish a physical presence at Cheba'a' Hasbaya for monitoring, pre-screening, protection, referral & mass communication, & advocate to keep it open
3	Liaise with GOL (LAF, ISF, MOSA) & UNIFIL to plan & manage a remote response south of the Litani River, in case UNHCR & NGOs have no access	To be determined	UNHCR	Identify, map & brief CBOs beyond the Litani River so that they can collect basic bio-data & respond as necessary if UNHCR & NGOs cannot cross the river
4	Confirm emergency procedures and capacity to handle high risk or sensitive cases (if not falling already under CP and SGBV referral)	On-going	Protection Sector	Identify / create 'safe houses' for high risk protection cases / train staff in 'light' case management

5	Maintain updated contact information of relevant protection sector actors including chairs of field coordination mechanisms, including border monitoring capacity	On-going	Protection Sector	Identify / prepare a list of & train community focal points to monitor areas close to the border / flow points
6	Discuss with GOL protection issues in a mass influx (treatment, follow-up, detention, etc.) including vulnerable/undocumented TCNs who may be detained	To be determined	UNHCR, IOM	Mainstream protection in transit sites (layout, buildings) & ensure it is considered in all sectoral meetings
7	Review staffing requirements at national level to provide the field with more support for protection	On-going	UNHCR	Partners confirm number of protection staff per location & identify who to deploy rapidly to transit sites, etc.
8	Create a 'tool package' for new UNHCR Protection Staff & appropriate staff from partner agencies	On-going	Protection Sector	Conduct a training session for UNHCR & partner staff in pre-screening & vulnerability identification
9	Scrutinize mapping of official & unofficial border crossings / make contact with CBOs in those areas	On-going	UNHCR Area Offices	Identify & establish contact with CBOs in those areas that can report on groups arriving
10	Continue to liaise with LAF &/or GSO to ensure UNHCR access to border crossings maintained and ensure LAF &/or GSO designates liaison officers to UNHCR	On-going	UNHCR Management	
11	Liaise with IOM regarding their preparedness / plan to transfer, accommodate & evacuate TCNs	On-going	IOM	
12	Liaise with UNRWA regarding their preparedness / plan to record, transfer & accommodate PRS	On-going	UNRWA	
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Mobilize full-time presence at borders to ensure unhindered & safe entry, immediate identification of vulnerable persons & provision of information	Within 24 hours	GOL, UNHCR	Mobilise monitoring presence at borders / entry points to identify vulnerable, disseminate information, refer to Registration & relevant service providers
2	Mobilize protection monitoring capacity to identify protection issues on ground, including physical safety at transit sites, etc.	Within 24 hours	GOL, UNHCR, protection sector	Station protection focal points from NGOs to set up 'protection desks' at transit sites / other locations for monitoring, information dissemination, identification, basic counseling & referral of persons with specific needs
3	Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders	Within 24 hours	GOL, UNHCR, IOM	Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders
4	Centralize tracking of refugee movement from entry points within the country, & communicate this rapidly	Within 48 hours	UNHCR	Utilise border monitoring, pre-screening & IM capacity to try to trace & inform about onward


				movement.
5	Coordinate with relevant partners regarding voluntary returns, possible third-country evacuation & repatriation (IOM will coordinate with embassies TCN evacuation & issue of travel documents for undocumented migrants)	Within 72 hours	GOL, UNHCR, IOM	
6	Coordinate relocation of populations in need of relocation - if necessary establish humanitarian corridors	Within 72 hours	GOL, UNHCR	
7	Liaise with Lebanese security forces on documentation, detentions, application of guidelines on the quick identification & treatment of persons with specific needs	Within 72 hours, then on a daily basis	GOL, UNHCR	

 <b>CHILD PROTECTION</b>				<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
<b>Preparedness Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Identify emergency interim care for unaccompanied minors (UAM) & appropriate sites/locations & partners to provide emergency shelter for children at risk	On-going	UNHCR, UNICEF, GOL (MOSA)	Identify / create emergency interim care for UAM & appropriate sites / locations to provide emergency shelter for children at risk
2	Prepare & disseminate to partners SOPs, assessment & monitoring forms for Child Protection monitoring, identifying children at risk, tracing, reunification	To be determined	UNHCR, UNICEF, GOL (MOSA)	Train staff & partners in the methodology for CP in emergencies & use of assessment & monitoring forms
3	Identify & disseminate to all actors emergency referral pathways of child protection services per 'hub'	To be determined	UNHCR, UNICEF, GOL (MOSA)	Train staff & community volunteers in basic PSS / referrals
4	Prepare & procure contingency stocks of recreation & early childhood development (ECD) kits	To be determined	UNICEF	Establish a contingency stock of recreation & early childhood development (ECD) kits in the area
5	Develop IEC material with key messages on emergency child protection to raise awareness	To be determined	UNHCR, UNICEF, GOL (MOSA)	Identify appropriate CP actors & create lists of staff who can be deployed to create Child Friendly Spaces (CFS)
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk	Within 48 hours	UNHCR, UNICEF, GOL (MOSA)	Protection monitoring & identification of UAM / SC / children at risk at reception, registration & transit sites
2	Disseminate IEC materials & conduct awareness raising on child protection concerns	Within 48 hours	MOSA, UNHCR, UNICEF	CP concerns: birth registration, parental care, psychosocial support; UXO risk, childhood


				exploitation
3	Conduct psychosocial & recreational activities - in transit sites, & through mobile outreach	Within 72 hours	MOSA, UNHCR, UNICEF	Create Child Friendly Spaces (CFS) in transit sites
4	Tracing & family reunification for UAM / SC & referral to alternative care, particularly if in transit sites	Within 72 hours	ICRC, UNHCR, MOSA, UNICEF	Tracing & family reunification for UAM / SC & referral to alternative care, particularly if in transit sites
5	Implement the emergency interim care arrangements for UAM & provide emergency shelter for children at risk	Within 72 hours	MOSA, UNHCR, UNICEF	Temporary emergency shelter/child safe houses for UAM/children at risk
6	Case management of children at risk (child recruitment, physical & sexual violence/exploitation, trafficking)	Within 72 hours	MOSA, UNHCR, UNICEF	

	<b>PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>	<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>		
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Update contact information of SGBV-TF members including GOL counterparts & chairs of field SGBV coordination mechanisms	To be determined	SGBV-TF Coordinator	Update contact information of faith-based organizations, refugee FPs, women's & youth groups, SDCs & UPEL staff for info dissemination
2	Order & distribute a stock of PEP Kits to the PHCs & hospitals vetted for inclusion in the referral pathways	To be determined	UNFPA	Monitor PHC & hospitals identified to deliver clinical management of SV to ensure up to the standard
3	Continue On-going training of medical personnel on clinical management of sexual violence	To be determined	SGBV-TF Coordinator	Provide induction on SGBV prevention / response to other sector staff (including non-medical)
4	Disseminate minimum standards for the Dignity Kit & review the sanitary items provided through WASH Sector	To be determined	SGBV-TF Coordinator	Map the stocks of Dignity Kits & sanitary items held at area level, & pre-position more if deemed insufficient
5	Advocate that each case management agency has clear protocols on data security in case its personnel are evacuated	To be determined	SGBV-TF Coordinator	Develop internal protocols to continue managing data & protecting confidentiality, including data security, in case personnel are evacuated
6	Finalize key messages & IEC/visuals on the prevention of SGBV	To be determined	SGBV-TF Coordinator	Disseminate key messages & IEC to community / train social workers in emergency response
7	Disseminate to members SOPs, safety audit templates & emergency GBVIMS intake forms	To be determined	SGBV-TF Coordinator	Disseminate repertoires of services & referral pathways with contact details to other agencies / frontline workers


	<b>Response Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Liaise with other sector lead agencies to mitigate risks / ensure SGBV prevention & response is integrated into their own response	On Day 1	UNHCR, UNICEF	Increase mobile intervention to strengthen access to psycho-social / health services including set up of temporary safe spaces, esp. in transit sites
2	Ensure SGBV is integrated into any emergency protection monitoring & any inter-sectoral assessment	Within 72 hours	UNHCR, UNICEF	Identify more options for temporary shelter arrangements for women & girls at risk / SGBV survivors

	<b>SHELTER</b>	<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>		
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Continue high-level advocacy with GOL on necessity of formal refugee camps, especially in mass influx situation.	On-going	UNHCR	Support BO as needed, including On-going identification of potential sites.
2	Agree in advance with the protection sector on shelter vulnerability criteria; then create & use a standardized assessment approach	23-04-2014	Shelter, Protection & WASH Sectors	Apply the standardized assessment approach & form to assess vulnerability in the area; respond accordingly
3	Shelter capacity assessment & mapping: identify, map & rehabilitate all potential transit sites, collective shelters	On-going	Shelter & WASH Sectors, GOL (MOSA)	Make 1 agency responsible per locality for coordination, info sharing with municipalities & communities, etc. (Existing Shelter Lead and NGO Co-Lead)
4	Open space assessment': identify, assess & plan the layout of all possible transit sites / other locations along road sides, on unoccupied land, agricultural land, etc.	30-04-2014 Regular updates	Shelter & WASH Sectors, GOL (MOSA)	Identify more transit sites (minimum 30 sites in addition to any already identified) especially where high influx is anticipated
5	Map existing stocks of building 'sealing-off' kits available with all actors across all areas, & increase the stocks	15-04-2014 Regular updates	UNHCR	Increase the stock of 'sealing-off' kits in the area, to 5,000 HU's &/or 3 months stock (at current rate)
6	Assess the stock of tents &/or shelter boxes & increase to sufficient for at least 20,000 HH (5,000 in each of the 4 areas + 10,000 as a strategic reserve at national level)	15-04-2014 Regular updates	UNHCR	Preposition tents &/or T-shelters sufficient for 5,000 families in each of the 4 areas; develop new warehouses (1 in Bekaa & 1 in Akkar); coordinate their storage


	<b>Response Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Utilize agreed vulnerability criteria in order to radically prioritize most vulnerable for provision of shelter	On Day 1	UNHCR	In summer, coordinate with NFI partners for distribution of blankets; in winter open mosques, churches, schools
2	Open new 'transit sites' & extend existing ones to double their planned size if possible	Within 24 hours	UNHCR, GOL (MOSA)	Extend any existing 'transit sites' / open new sites where pre-identified & planned
3	Initiate an immediate rapid assessment of the locations of families on the move elsewhere	Within 72 hours	UNHCR	Carry out immediate assessment of location of families on the move elsewhere

 <b>WASH</b>				<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	In cooperation with Shelter Sector, identify options / locations to accommodate a mass influx, including sites for potential collective centres, reception areas, transit sites & 'camps'	On-going process	Shelter & WASH Sectors, GOL (MOSA)	In accordance with the division into different localities (as per Shelter), assign responsibility in that location also for WASH interventions to the same unique agency
2	Review & update lists of current stocks & available capacity for critical rapid response (e.g. water tankers)	April 30 2014	UNHCR, UNICEF	Review & update lists of current stocks at area level
3	Review staffing requirements & support mechanisms against current capacity	April 30 2014	UNHCR, UNICEF	Review staffing requirements & support mechanisms against current capacity at area level
4	Pre-position critical WASH materials for response at pre-identified key locations including potential transit sites	April 30 2014	UNHCR, UNICEF	Pre-position WASH materials for water storage & purification, sanitation, HK & BK, garbage containers, at key locations
	<b>Response Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Rapid needs assessment particularly of IS & potential transit sites not already been assessed & planned	Within 24 hours	UNHCR, UNICEF, GOL	Rapid needs assessment particularly of IS & potential transit sites not already been assessed & planned
2	Hygiene promotion / awareness raising	Within 48 hours	UNHCR, UNICEF, GOL	Hygiene promotion / awareness raising
3	Provision of safe water to all main sites according to minimum standards (15l/p/d through water trucking, installation of water tanks, etc.) #	Within 48 hours	UNHCR, UNICEF, GOL	Provision of water to all main sites according to minimum standards (15l/p/d through water trucking, installation of water tanks, etc.)
4	Set up water storage facilities at all main sites	Within 48 hours	UNHCR, UNICEF, GOL	Set up water storage facilities at all main sites

5	Mass water treatment (chlorination)	Within 48 hours	UNHCR, UNICEF, GOL	Mass water treatment (chlorination)
6	Distribute aquatabs / water purification filters	Within 48 hours	UNHCR, UNICEF, GOL	Distribute aquatabs / water purification filters and train users in the use of aquatabs
7	Test water quality	Within 48 hours	UNHCR, UNICEF, GOL	Test water quality to determine if water source is fit for human consumption
8	Distribute hygiene kits (including water containers or buckets) & baby kits to those with infants	Within 48 hours	UNHCR, UNICEF, GOL	Distribute hygiene kits (including water containers or buckets) & baby kits to those with infants
9	Ensure provision of WASH services and facilities to health posts/clinics/field hospitals	Within 48 hours	UNHCR, UNICEF, GOL	Ensure provision of WASH services and facilities to health posts/clinics/field hospitals
10	Initiate an immediate rapid assessment of the locations of families on the move elsewhere	Within 72 hours	UNHCR, UNICEF, GOL	Initiate an immediate rapid assessment of the locations of families on the move elsewhere
11	Construct emergency sanitation facilities according to minimum standards (1 toilet/50 persons, temporary superstructure in plastic sheeting)	Within 72 hours	UNHCR, UNICEF, GOL	Construct emergency sanitation facilities according to minimum standards (1 toilet/50 persons, temporary superstructure in plastic sheeting)
12	Set up water distribution tapstands including pipe networks	Within 1 week	UNHCR, UNICEF, GOL	Set up water distribution tapstands including pipe networks
13	Construct emergency showers	Within 1 week	UNHCR, UNICEF, GOL	Construct emergency showers
14	Undertake drainage works	Within 1 week	UNHCR, UNICEF, GOL	Undertake drainage works
15	Install solid waste bins & arrange garbage disposal	Within 1 week	UNHCR, UNICEF, GOL	Install solid waste bins & arrange garbage disposal
16	Distribute latrine / camp cleaning kits	Within 1 month	UNHCR, UNICEF, GOL	Distribute latrine / camp cleaning kits


 <b>FOOD SECURITY &amp; NUTRITION</b>				<b>Bekaa, North, South, Beirut &amp; Mt Lebanon</b>
	<b>Preparedness Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Maintain market monitoring system to track price increases/inflation	Already in place	WFP	Assess & map Food Sector partner capacity & stocks in the area
2	Confirm feasibility of scaling-up production, & make standby agreements for a total of 6,000 parcels/week	Already in place	WFP	Maintain a fixed level of contingency stocks at 7,500 parcels (50% of the required quantity) at all times

3	Ensure the targeting criteria is up to date, based on current Vulnerability Assessment, in order to apply targeted assistance to registered refugee	Already in place	WFP	Drawing upon the plans of the Shelter & WASH Sector working groups, plan distribution points at or near to likely sites for collective centres, transit sites & 'camps'
4	Estimate likely volume & locations, particularly in urban areas, for use of one-off food vouchers for new arrivals	To be determined	WFP	
5	Warn donors that a mass influx could result in short term food price inflation, so the vouchers' purchasing power may reduce at the same time as more will be needed	To be determined	WFP	
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Prioritise in-kind food distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations & planned associated distribution points	On Day 1	WFP	Closely coordinate Shelter, WASH, Food & NFI response at area level so that the assistance is coherent, consistent, & does not create unrealistic expectations
2	Roll out in-kind food distribution to newly arrived refugees	Within 48 hours	WFP	Distribute food parcels or E-vouchers as appropriate, to refugees not living in 'camp' type situations, & continue assisting the registered, if funds permit
3	Start transitioning from in-kind assistance to voucher/e-cards and cash for food	Within 1 month	WFP	Utilise the simplified targeting criteria to quickly identify the other vulnerable &/or needy families, who are not living in an IS, transit sites or collective centres


	<b>NON-FOOD ITEMS (NFI), including CORE RELIEF ITEMS (CRI)</b>	<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>		
<b>Preparedness Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Revise the SOP of the Working Group to improve the contents of the NFI kit, improve the household assessment, create a new standardized PDM approach, generate a newcomer database, and revise the "Rapid Group Assessment Form".	On-going	NFI Sector Working Group	Assess & map NFI Sector partner capacity & stocks in the area, based on the quantity of standard kits available
2	Predefine targeting criteria for a mass displacement, based on standard procedures prioritizing vulnerable groups (children, elderly, sick persons, etc.).	To be determined	NFI Sector Working Group	Drawing upon the plans of the Shelter & WASH Sector working groups, plan distribution points at or near to likely sites for collective centres, transit sites & 'camps'



3	Make Sure that there are contingency stocks of all items (for 20,000 HH) in the country with more available at regional level as strategic reserves.	To be determined	NFI Sector Working Group	Establish a reserve stock of all NFIs sufficient for 2,000 HH actually within each area, & seek funds for more.
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Prioritise in-kind NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations & planned associated distribution points	On Day 1	UNHCR	Closely coordinate Shelter, WASH, Food & NFI response at area level so that the assistance is coherent, consistent, & does not create unrealistic expectations
2	Utilise the simplified targeting criteria to quickly identify the other vulnerable &/or needy families, who are not living in an IS, transit sites or collective centres	Within 48 hours	UNHCR	Distribute NFI kits or E-vouchers as appropriate, to refugees not living in 'camp' type situations, & continue assisting the registered, if funds permit

	<b>HEALTH</b>			<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
<b>Preparedness Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Map current capacity of partners at national level, set up info / coordination agreements & a matrix of services dividing roles according to comparative advantage	To be determined	UNHCR, WHO, GOL (MOPH, MOSA)	Map current capacity of partners at area level, set up info / coordination agreements & a matrix of services dividing roles according to comparative advantage
2	Define key medical items for the contingency response, & inventorize the stocks held at national level	To be determined	UNHCR, WHO, GOL (MOPH)	Define key medical items (medicines, supplies & equipment), & inventorize the stocks held at area level
3	Map out existing Primary Health Care (PHC) & Secondary Health Care (SHC) facilities at country level	To be determined	UNHCR, WHO, GOL (MOPH)	Map out existing PHC & SHC facilities at area level
4	In consultation with MOPH assess the risk of Scenario 3, & ensure that the response is properly planned	To be determined	UNHCR, WHO, GOL (MOPH)	Ensure the response to a major epidemic, complicated by the refugees, is properly planned by all area offices
5	Identify partners to provide emergency health care at transit centre(s) (possibly Red Cross)	To be determined	Health Sector Lead (UNHCR)	
6	Raise awareness, provide vaccines, hygiene kits, medication, shampoo to all schools with support from Education Sector	On-going	MEHE, MOPH, UNICEF, UNHCR	Support the awareness raising & practical measures to combat lice, scabies & other infectious conditions
<b>Response Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Establish teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment	Within 24 hours	UNHCR, WHO, GOL (MOPH,	Establish teams at entry points (legal & illegal) with security coverage at critical locations

			MOSA), LRC	
2	Referral system for stabilised cases, on to the network of existing PHC & SHC, & extend their opening hours	Within 24 hours	UNHCR, LRC	Referral system to the network of existing PHC & SHC, & extend their opening hours
3	Monitor & control health of population, particularly epidemic monitoring & control	Within 48 hours	UNHCR, WHO, , MOPH	Monitor & control health of population, particularly epidemic monitoring & control
4	Mobile clinics/outposts to deliver emergency response & PHC at new sites or personnel, equipment & medicines at existing facilities to increase capacity	Within 48 hours	UNHCR, WHO, GOL (MOPH)	Mobile clinics/outposts to deliver emergency response & PHC at new sites or personnel, equipment & medicines to increase capacity at existing facilities
5	Establish staffed, equipped & properly resourced field hospitals	Within 72 hours	UNHCR, WHO, GOL (MOPH)	Establish staffed, equipped & properly resourced field hospitals
6	Health education & outreach to the population	Within 1 month	UNHCR	Health education & outreach to the population

 <b>EDUCATION</b>				<b>Bekaa, T5, Akkar, South, Beirut &amp; Mt Lebanon</b>
<b>Preparedness Actions (National)</b>		<b>Deadline</b>	<b>Responsible</b>	<b>Preparedness Actions (Area)</b>
1	Assess & map tented settlements for access to education, number of school age children, proper studying environment & space for school tents	July 2014	GOL (MEHE), UNICEF, UNHCR	Set up temporary schools in tents at likely sites for collective centres, transit sites & 'camps' through site assessment, planning & prepositioning stocks in the area
2	Support health and hygiene interventions in all schools	On-going	MEHE, MOPH, UNICEF, UNHCR	Support the awareness raising & practical measures to combat lice, scabies & other infectious conditions
3	Conduct a Joint Education Capacity & Needs Assessment, looking at all public & private schools across the country	On-going	MEHE, UNICEF, UNESCO, UNHCR	Support Joint Education Capacity & Needs Assessment - map school situation, locations & capacity, across area
5	Plan how to set up temporary learning spaces in collective centres, transit sites, IS & other forms of 'camps', where some educational activities can continue	On-going	GOL (MEHE), UNICEF, UNHCR	Map locations, centres, partners who are capable (& build the capacity of other partners) to do remedial classes & ALPS for newcomers & children outside schools
6	Procure and preposition additional education supplies sufficient for 1 month's mass influx (e.g. ~150,000 school	On-going	GOL (MEHE), UNICEF,	Map suitable warehouses and pre-position education supplies in each area

	age children), 'Schools-in-a-Box', Recreational Kits & school tents/prefabs at key locations across the country		UNHCR	
7	Obtain authorisation from GOL (MEHE) for educational activities to take place in any form of tented settlement	On-going	UNICEF, UNHCR	
8	Provide teacher training, enhanced facilities, school supplies, & rehabilitation	On-going	GOL (MEHE), UNICEF, UNHCR	
9	Reinforce MEHE through deployment of an Emergency Education Team	On-going	GOL (MEHE), UNICEF, UNHCR	

	<b>Response Actions (National)</b>	<b>Deadline</b>	<b>Responsible</b>	<b>Response Actions (Area)</b>
1	Include Education in any rapid inter-sectoral assessment	ASAP	UNICEF, UNHCR	Include Education in any rapid inter-sectoral assessment
2	Ensure that education data is collected, consolidated, analysed & disseminated, & perform M&E regularly	Within 1 week	GOL (MEHE), UNICEF, UNHCR	Ensure that education data is collected, consolidated, analysed & disseminated, & perform M&E regularly
3	Implement two-shift policy in mass-influx area and ensure that fees, equipment & running costs are covered	Within 2 weeks	GOL (MEHE)	Initiate Two-Shift schooling country-wide including in private schools
4	Set up temporary learning spaces, establish tented schools in collective centres & transit sites, & enlarge existing school facilities to expand capacity	Within 1 month	GOL (MEHE), UNICEF, UNHCR	Initiate remedial classes & ALPS for newcomers & children outside schools; support the establishment of temporary schools in tents at collective centres & transit sites, & also inside existing school facilities to expand capacity
5	Intensify community outreach to ensure enrolment	Within 2 months	GOL (MEHE), UNICEF, UNHCR	
6	Map availability of incentive teachers & provide them with training, facilities & supplies	On-going	GOL (MEHE), UNICEF, UNHCR	Support mapping of availability of incentive teachers & provide appropriate training, facilities & supplies
7	Advertise for, select & recruit additional teachers as necessary	Within 2 months	GOL (MEHE), UNICEF, UNHCR	

## II. Table of Suggested Actions for Initial Response Period (National)

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>MANAGEMENT, COORDINATION, INFO MANAGEMENT &amp; FUNDRAISING</b>					
GOL (MOSA) + UNHCR + all relevant agencies / sectors	<ul style="list-style-type: none"> <li>Activate CP response after verification of numbers &amp; inform UNSCOL, UNIFIL, OCHA &amp; partners</li> <li>GOL start providing population movement data on a daily basis (entries &amp; exits)</li> <li>Agencies adjust / re-deploy staffing for initial 24 hrs response &amp; share lists of staff</li> </ul>	<ul style="list-style-type: none"> <li>Seek urgent authority from the Council of Ministers to establish 'transit sites' at predetermined locations</li> </ul>		<ul style="list-style-type: none"> <li>Review existing national / field level coordination structure &amp; adapt as necessary to the actual situation</li> <li>Ensure regular consultation with relevant actors not formally in the coordination structure</li> </ul>	<ul style="list-style-type: none"> <li>Sector working groups review priorities &amp; capacities in the light of the new emergency, &amp; report any alarming shortcomings</li> <li>Coordinate any inter-agency or cross-sectoral rapid assessment &amp; present a 'gap analysis'</li> <li>If necessary, revise funding requirements and present to donors.</li> </ul>
<b>EXTERNAL RELATIONS &amp; PUBLIC INFORMATION</b>					
GOL (MOSA) + UNHCR	<ul style="list-style-type: none"> <li>PI staff issue daily updates with info from the field &amp; sectors</li> <li>Deploy the identified Comms / Reporting Officers to each area</li> <li>ER staff to send regular updates to donors.</li> </ul>	<ul style="list-style-type: none"> <li>Issue a joint press statement / conference following consultation with agency PI units</li> </ul>		<ul style="list-style-type: none"> <li>Initiate joint GOL-UN donor meeting &amp; repeat periodically</li> </ul>	

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>REGISTRATION</b>					
UNHCR	<ul style="list-style-type: none"> <li>Activate roster of registration staff &amp; redeploy staff to field as needed</li> <li>Activate roster of IP standby registration staff &amp; communicate work plan for immediate implementation</li> </ul>	<ul style="list-style-type: none"> <li>Depending on size of influx, prepare fixing tokens at border points for refugee transportation</li> <li>Set up identification desks for staff to process 'identification of new comers' using the 2-D bar code reader.</li> <li>Discuss and agree on whether or not 'appointment desk' will be needed. If yes, technical set up to take place.</li> </ul>	<ul style="list-style-type: none"> <li>Engage additional local partners to support reception, registration &amp; identification of the vulnerable through inter-agency referral form</li> <li>Deploy registration staff (IP or UNHCR) to start identification of new comers and issuing fixing tokens</li> <li>Set up 'appointment desk' if agreed and issue appointments, with fast track system for PSN.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct preliminary data analysis on flow and profile of individuals to project near future impact on registration centres.</li> </ul>	<ul style="list-style-type: none"> <li>Activate Emergency registration in any registration centre whose waiting period exceeds 40 days.</li> <li>Provide data analysis report on situation, including figures registered, profiling and protection/specific needs.</li> </ul>
UNHCR	<ul style="list-style-type: none"> <li>Mass info mechanism engaged at borders, transit centres &amp; community centres with distribution of registration leaflets and banners</li> </ul>				

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>PROTECTION</b>					
GOL (MOSA) + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Mobilize full-time presence at borders to ensure unhindered &amp; safe entry, immediate identification of vulnerable persons &amp; provision of information</li> <li>▪ Mobiliser resources to monitor the protection situation / identify protection issues on ground, including physical safety at transit sites, etc.</li> <li>▪ Ensure safe transport from border areas to transit sites, camps, other designated areas away from borders</li> </ul>	<ul style="list-style-type: none"> <li>▪ Start protection monitoring to identify protection issues on ground, including physical safety at transit sites, etc.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Coordinate with relevant partners regarding voluntary returns, possible TCN evacuation &amp; repatriation</li> <li>▪ Coordinate relocation of populations in need of relocation - if necessary establish humanitarian corridors</li> <li>▪ Liaise with LAF / ISF on documentation, detentions, application of guidelines on the quick identification &amp; treatment of persons with special needs</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>CHILD PROTECTION / PREVENTION &amp; RESPONSE TO SEXUAL &amp; GENDER BASED VIOLENCE (SGBV)</b>					
GOL (MOSA) + UNHCR + UNICEF	<ul style="list-style-type: none"> <li>Liaise with other sector lead agencies to mitigate risks/ensure SGBV prevention &amp; response is integrated into their own response</li> </ul>				
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies		<ul style="list-style-type: none"> <li>Set up child protection monitoring at the border entry points to identify UAM / SC / children at risk</li> <li>Disseminate IEC materials &amp; conduct awareness raising on key child protection in emergencies concerns, such as risks for separation, UXO/ERW risks, etc.</li> </ul>	<ul style="list-style-type: none"> <li>Conduct psychosocial and recreational activities in transit sites and through mobile outreach</li> <li>Tracing &amp; family reunification for UAM / SC &amp; referral to alternative care, esp. if in transit sites</li> <li>Implement emergency interim care for UAM &amp; provide shelter for children at risk</li> <li>Case management of children at risk – child recruitment, physical &amp; sexual violence / exploitation, trafficking</li> <li>Ensure SGBV is integrated into any emergency protection monitoring &amp; any inter-sectoral assessment</li> </ul>		

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>SHELTER</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Utilize agreed vulnerability criteria in order to radically prioritize most vulnerable for provision of shelter</li> </ul>	<ul style="list-style-type: none"> <li>Open new 'transit sites' &amp; extend existing ones to double their planned size if possible</li> <li>Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> </ul>	<ul style="list-style-type: none"> <li>Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>Pitching of tents/temporary shelters as per standard site planning of the transit sites.</li> </ul>	<ul style="list-style-type: none"> <li>Continued needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> </ul>



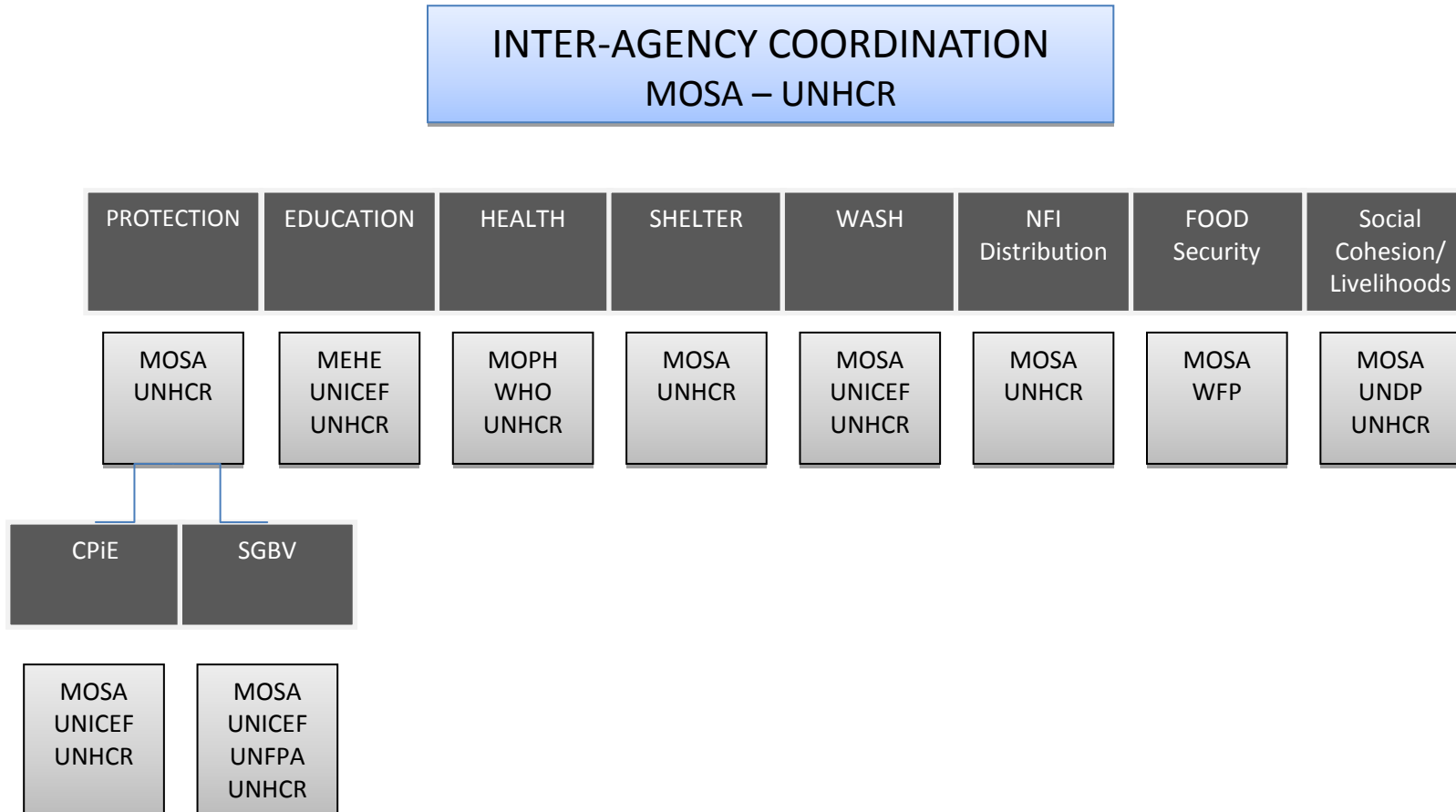
Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>WASH</b>					
GOL (MOSA) + UNHCR + UNICEF + all relevant partner agencies	<ul style="list-style-type: none"> <li>Utilize current vulnerability criteria in order to radically prioritize most vulnerable for provision of WASH services</li> <li>Rapid needs assessment particularly of IS &amp; potential transit sites not already been assessed &amp; planned</li> </ul>	<ul style="list-style-type: none"> <li>Provision of water to all main sites through water trucking</li> <li>Set up water storage facilities at all main sites</li> <li>Mass water treatment (chlorination)</li> <li>Distribute aquatabs / water purification filters</li> <li>Test water quality</li> <li>Distribute hygiene kits (including water containers or buckets) &amp; baby kits to those with infants</li> </ul>	<ul style="list-style-type: none"> <li>Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> <li>Construct emergency latrines / defecation fields if no alternative</li> <li>Set up water distribution tap-stands including pipe networks</li> </ul>	<ul style="list-style-type: none"> <li>Provision of water to all main sites through connection to existing network/ increasing pumping hours through provision of fuel)</li> <li>Construct emergency showers</li> <li>Undertake drainage works</li> <li>Install solid waste bins &amp; arrange garbage disposal</li> <li>Hygiene promotion / awareness raising</li> </ul>	<ul style="list-style-type: none"> <li>Distribute latrine / camp cleaning kits</li> </ul>
<b>NON-FOOD ITEMS (NFIs) Distribution</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>Prioritise NFI distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> </ul>	<ul style="list-style-type: none"> <li>Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> </ul>			

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>FOOD SECURITY</b>					
GOL (MOSA) + WFP + UNHCR + all relevant partner agencies	<ul style="list-style-type: none"> <li>▪ Prioritise in-kind food distributions at IS, transit sites, collective centres, etc., having already mapped out the likely locations &amp; planned associated distribution points</li> </ul>	<ul style="list-style-type: none"> <li>▪ Roll out in-kind food distribution to newly arrived refugees.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Initiate an immediate rapid assessment of the locations of families on the move elsewhere</li> </ul>	<ul style="list-style-type: none"> <li>▪ Explore the possibility of rapid e-card roll-out if UNHCR sets up rapid registration centres.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Utilise the simplified targeting criteria to quickly identify the other vulnerable &amp;/or needy families, who are not living in an IS, transit sites or collective centres</li> <li>▪ Start transitioning from in-kind assistance to voucher/e-cards and cash for food.</li> <li>▪ Consider second month of blanket in-kind food assistance to the yet-to-be registered cases, in the event of delays in registration process.</li> <li>▪ FSSWG to support Nutrition sub-group in distribution of supplementary feeding packages for mitigating malnutrition among children.</li> <li>▪ Initiate safety net assistance to vulnerable individuals within excluded households.</li> </ul>

Actor(s)	Within first 24 hrs	Within first 48 hrs	Within first 72 hrs	Within first week	Within first month
<b>HEALTH</b>					
GOL (MOPH, MOSA) + UNHCR + WHO + all relevant partner agencies	<ul style="list-style-type: none"> <li>Establish health teams at entry points to conduct triage / epidemic control / health monitoring / rapid assessment</li> <li>Refer system cases on to the network of existing PHC &amp; SHC &amp; extend their opening hours</li> </ul>	<ul style="list-style-type: none"> <li>Monitor &amp; control health of population, particularly epidemic monitoring &amp; control</li> <li>Mobile clinics/outposts to deliver emergency response &amp; PHC at new sites or personnel, equipment &amp; medicines at existing facilities to increase capacity</li> </ul>	<ul style="list-style-type: none"> <li>Establish staffed, equipped &amp; properly resourced field hospitals or existing SHC services</li> </ul>	<ul style="list-style-type: none"> <li>Analyse health data/HIS/EWARNS/resources used.</li> <li>Strengthen existing healthcare services to support increased load.</li> </ul>	<ul style="list-style-type: none"> <li>Analyse health data/HIS/EWARNS/resources used.</li> <li>Response planning based on data analysis.</li> <li>Establish longer term supply chains</li> </ul>
<b>EDUCATION</b>					
GOL (MEHE, MOSA) + UNHCR + UNICEF + all relevant partner agencies				<ul style="list-style-type: none"> <li>Ensure that education data is collected, consolidated, analysed &amp; disseminated, &amp; perform M&amp;E regularly</li> </ul>	<ul style="list-style-type: none"> <li>Initiate Two-Shift schooling country-wide, ensuring that fees, equipment &amp; running costs are covered</li> <li>Set up child-friendly spaces in collective centres, transit sites, &amp; IS, so that some educational activities continue</li> <li>In a mass but gradual refugee influx, establish tented schools in collective centres &amp; transit sites.</li> </ul>

# Part IV – Annexures

## Annex A – Inter Agency Coordination Structure



*In the event of activation of a National or Area level CP, MOSA will play a leading role in the management and coordination of the response through its Regional Coordinators and other government bodies. Other key government actors will be the Ministry of Interior (MOI), Ministry of Defence (MOD), Army (LAF) and Internal Security Forces (ISF). MOSA ought to be involved in decisions on any change in the coordination structure.*

## Border Monitoring, Reception & Registration Plan

The following provides an outline of operational steps that may be required should the conflict in Syria result in a mass influx of persons fleeing Syria for Lebanon. It also outlines the preparatory actions that need to be undertaken immediately (section 4) should the overall plan be adopted. The note is intended to complement and further operationalize contingency plans already in place at UNHCR Lebanon. It is primarily concerned with:

- Border monitoring, reception and registration activities;
- Response during the crucial first 72 - 96 hours.

It does not address camp planning/management issues.

### 1. ASSUMPTIONS AND OBJECTIVES

#### Triggers

The initiation of the stepped-up response is called for by the UNHCR Representative in case of:

- Reliable reports of an influx of 150,000 individuals arriving over a 30 day period or 30,000 individuals crossing official or unofficial border crossings over a 24 hour period;
- Reliable reports from inside Syria that populations exceeding 30,000 persons are amassed close to the Lebanese border;
- Other reliable indications of an imminent significant influx.

#### Populations

- 1) Syrians - assumed to constitute the vast majority of arrivals.
- 2) Palestinians - assumed to constitute the second largest group (According to UNRWA, as at April 2014 there are between 450,000 and 500,000 Palestinians residing in Syria).
- 3) Iraqis – 28,919 registered in Syria as at March 2014.
- 4) Other refugees – 5,699 non-Iraqi refugees registered with UNHCR Syria as at March 2014.
- 5) Other Third Country Nationals (TCNs) - primarily migrant workers from Indonesia, Philippines, Sudan, South Sudan, Ethiopia, India, Bangladesh and various Arab countries. (Syria hosted an estimated 120,000 migrant workers by end of June 2012, though many are believed to subsequently have returned to their home countries, or otherwise moved onward).
- 6) Lebanese returnees.

#### Entry points

##### ▪ Scenario 1 (Official Border Remains Open)

It is assumed that in case of widespread panic in urban Damascus, the vast majority (> 75 %) of persons arriving in Lebanon will cross through Masnaa border crossing, with smaller numbers crossing elsewhere along the border.

##### ▪ Scenario 2 (Official Border Congested or Closed)

If Masnaa border crossing becomes very congested or if it is closed by either Syrian or Lebanese authorities, it is assumed that persons will enter Lebanon through multiple border crossings north and south of Masnaa, and possibly also through the northern border.

## **Assumptions**

### Reception at Border and Possible Transit Sites

The plan rests on the assumed need to facilitate the movement of persons as quickly as possible and avoid congestion at official or unofficial border crossings. This may also involve the establishment, within hours, of transit centres with immediate access to, but at a safe distance from, the border. In order to ensure orderly reception, the number of transit centres should be kept to a minimum and efforts need to be made to channel as many persons as possible into one, two or maximum three main transit centres.

### Camps/Formal Settlements

Either as combined transit centres with camp/formal settlement accommodation or as stand alone camps/formal settlements following referral from transit centres, a key assumption is that existing shelter options will be exhausted, that it will be necessary for UNHCR to establish camps/formal settlements and that this will be permitted by the Lebanese authorities. Further assumptions include:

- 1) For practical as well as protection reasons, different camps/formal settlements will need to be established for different populations. As a minimum, two camps/formal settlements would be established. One larger camp, exclusively for Syrian refugees, with another smaller transit camp for TCNs (including both migrant workers and non-Syrian refugees).
- 2) Most humanitarian organizations, especially the international ones, will require several days in order to respond and deploy resources.

### Standby Staff

UNHCR and implementing partners have developed a roster of trained staff on standby to be deployed to areas in need of additional support. They may be involved in a variety of roles from crowd control, reception, identification of persons with specific needs to the emergency registration process.

### Regular/On-going activities

An increased influx will not only necessitate a massive response at the border, but will also put strain on the existing offices. To the greatest extent possible, regular registration activities would be on-going in Beirut, North, Bekaa and South, and staff in these locations cannot be significantly depleted.

## **Main Objectives**

During the early stages of the response, the focus will be on i) protection, in particular security of the person and life-saving interventions, and ii) gathering, analyzing and presenting population data.

The main objectives for the reception stage are:

- Prevention of deportations, border closures and rejection at the border;
- Provision of emergency assistance and shelter;
- Population profiling and data management;
- Direction of refugees (Syrians, Iraqi refugees, other asylum-seekers) to appropriate registration centres
- Evacuation and transit shelter (Third Country Nationals).

## 2. ACTIVITIES

### Border monitoring

#### ▪ Scenario 1 (Official Border Remains Open)

UNHCR staff will conduct border monitoring/liaison at Masnaa border crossing, keeping track of arrival and departure numbers and ensuring all arrivals are permitted to enter Lebanon and are not stranded at the border or in 'No Man's Land'.

#### ▪ Scenario 2 (Official Border Congested or Closed)

UNHCR staff will conduct border monitoring/liaison (as per above) at up to three main official or unofficial entry points. At other entry points, UNHCR must rely on partners (for example Community Based Organisations) for information on population movements, such as the arrival of large groups.

### Reception at Border and Referral to Transit Sites

Depending on the rate and direction of the influx, UNHCR will conduct monitoring at the border crossing points and facilitate access to the territory and movement away from the border as quickly as possible. In cases of large congestion at the border crossing, 1-3 main transit centres, managed by UNHCR, can be established with immediate access to but at a safe distance from the border. Reception activities are to be available to all persons requiring assistance or information and will include:

- Messaging – Provision of written and verbal information about UNHCR and partner activities, shelter locations, rights and obligations of asylum-seekers and refugees, evacuation information to TCNs etc;
- Population profiling at transit centres – The recording and systematization of rudimentary bio-data, particular vulnerabilities, intended final destination in Lebanon or abroad as well as availability and type of accommodation in Lebanon can be recorded through the identification of newcomers mechanism (2D barcode reader) or at transit centres;
- Ration cards can be issued to identified newcomers following identification;
- EVI identification – Identification of extremely vulnerable individuals, primarily unaccompanied/separated children, disabled and persons with acute medical needs, with such identification being ensured by the border screening as well as through ocular identification on-site by UNHCR and partner staff;
- Emergency health care;
- Provision of food and NFIs – limited provision of water, basic foodstuff and hygiene kits as needed;
- Referrals – referral to camps or other shelter facilities, TCN transit facilities, hospitals, embassies and/or UNHCR partners;
- Transportation – for those needing to settle in the camps, transfer by bus to be provided by UNHCR.

### Formal Settlements for Syrians

- In addition to distribution and camp management, which is not covered in this Plan, UNHCR will conduct registration of Syrian refugees in the camps/formal settlements, if established, in a simplified manner through so called emergency registration.
- Emergency registration (ERD) will be undertaken within 24 hours of arrival to the camp.
- Those Syrians who do not wish to stay in the camp and/or already have access to accommodation will be informed at the transit centre of the possibility to register with UNHCR in Beirut and in the field.

### Transit camp for Third Country Nationals (TCNs)

While IOM would be expected to manage the situation of TCNs, including through provision of transit accommodation and assistance where needed, UNHCR's logistical and protection capacities may be required, in particular at the outset of the influx. At a minimum, UNHCR will:

- Register Iraqi and other refugees already registered with UNHCR Syria;<sup>16</sup>
- Counsel, register and, at a later stage, conduct RSD for new TCN asylum-seekers.

### 3. STAFFING AND LOGISTICS

#### Staffing

UNHCR must be able to deploy a large number of staff to the border areas (i.e. crossing points, transit centres and camps) within hours. However, as increased population movements will also result in added pressure on existing UNHCR field offices, staff in those locations cannot all be relocated. This consideration is elaborated below.

The following staffing requirements are minimum requirements for the initial five to seven days. Rosters of national and international staff on-call have been prepared in order to ensure that staff can be deployed on very short notice and assume their emergency functions within hours.

#### Border Monitoring and Reception at Border

- Border Team Leader(s) will be deployed to the most affected border crossing points, working in teams of 2-3 during twelve hour shifts.
- 6 protection Staff – identifying/referring extremely vulnerable cases and responding to immediate protection needs.
- 20 volunteers (e.g. from the Red Cross, World Vision, UNRWA and/or Arc en ciel) – conducting rapid, visual identification of persons with specific needs and those who require assistance in reaching transit centres.
- 6 drivers.

If security does not permit access, particularly to unofficial crossing points as in Scenario 2, then CBOs and municipalities may be relied upon for information and to provide information to new arrivals and direct them to transit centres.

#### Reception at Transit Centre(s)

The following staff will work at the transit centre(s) in twelve hour shifts:

- 2 Transit Centre Team Leaders per centre – overseeing the transit centre activities, reporting to the Assistant Representative (Protection).
- 6 protection staff per centre – identifying/referring extremely vulnerable cases and responding to immediate protection needs.
- 6 field staff per centre – overseeing distribution, arranging camp transfer and handling logistical issues;
- 20 volunteers per centre – (e.g. from the Red Cross, World Vision, UNRWA and/or Arc en ciel) assisting in reception and provision assistance to new arrivals, if needed these staff can also be used for emergency registration.
- 10-20 registration staff per centre – to conduct 2D barcode scanning of IDs and issue ration cards.
- 1 IT Staff per centre.
- 6 drivers per centre.

In addition, fully equipped medical personnel (e.g. from the Red Cross) need to be present at the transit facility at all times.

#### Camp/Formal Settlement (Syrians)

If agreed by the authorities, the following staff structure would work at the refugee camp, depending on the size of the camp, in twelve hour shifts:

- 2 Camp Team Leaders

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<sup>16</sup> This will be ERD (emergency registration) and not fully fledged registration.



- 1 Registration Officer
- 13 Registration Assistants
- 1 Protection Officer
- 8 Protection Assistants
- 2 IT Staff

#### Transit Camp (TCNs)

UNHCR would not need a permanent presence in the transit camp for TCNs, and the following staff would work one twelve hour shift per day:

- 2 Protection Assistants

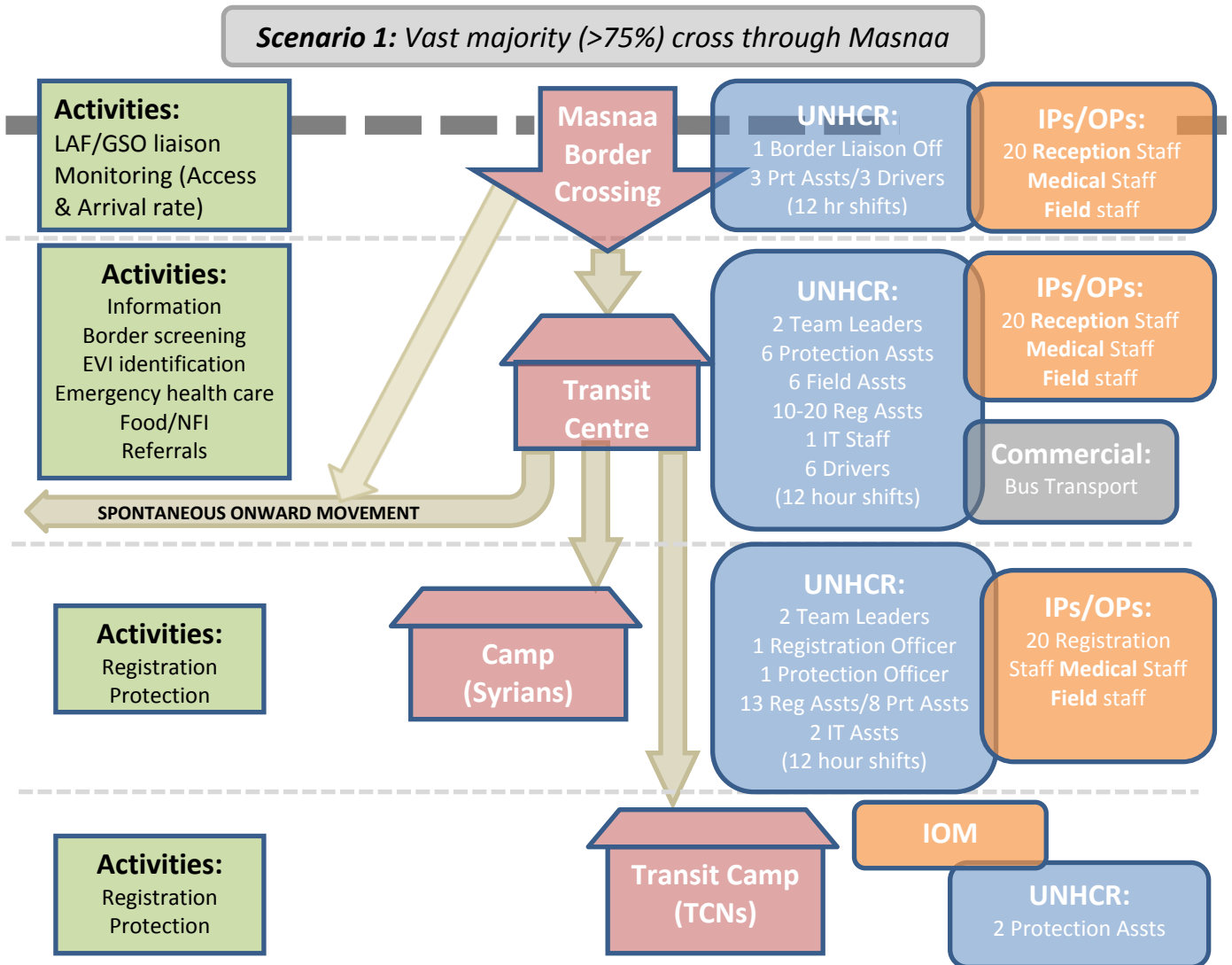
#### **Reception and registration capacity**

Under the above staffing structure, UNHCR has the daily capacity to conduct border screening for up to 12,000 persons as well as emergency registration in the camp for 400 families (1,600) at a rate of 20 families per registration assistant. These figures are in addition to registration being undertaken in Beirut and at existing field offices.

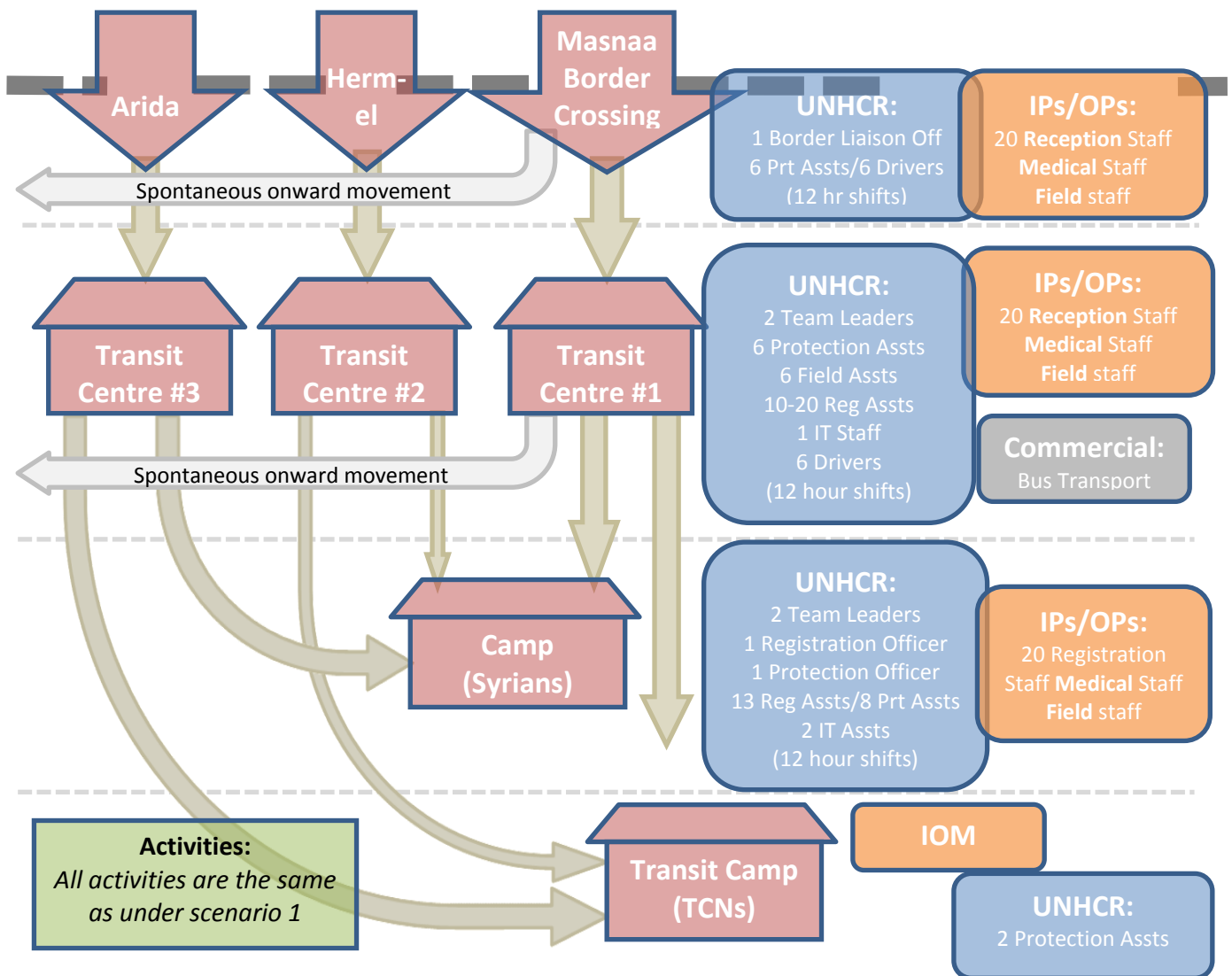
#### **Logistics**

- The transit centres will initially be constituted by Rubb Halls (up to three need to be held in reserve for this).
- Light-weight tents can serve as more confidential interview/counseling areas in proximity to the transit centre(s).
- At least three (in scenario 1) to six (in scenario 2) UNHCR vehicles must be dedicated to the staff at the border and at the transit centre.
- Registration and office space in the camp is required, which requires tables, chairs and separators between each room.
- 50 laptops are needed for border screening and registration activities.
- Dedicated space for printers must be ensured to print out the certificates.
- Additional logistical requirements will be defined by UNHCR Management and Registration.

4. MASS INFLUX SCHEMATICS



**Scenario 2: Crossings through different border points**



## Guidance for Multi-Sector Rapid Group Assessment Form

### Introduction

The purpose of this form is to rapidly assess communities of refugees in order to identify communities, and possibly households, who need assistance or support pertaining to health and nutrition, shelter, water, sanitation, hygiene, protection, education, etc. This form is meant to be used to interview key informants about their respective communities.

Depending on time available, the assessment team may choose to interview one or more “Key Informants” respondents as a group, or separately. These key informants may be community representatives, or other members of the community who are accessible, observant, and willing to share information. The multi-sectoral assessment aims to get a best estimate from a reliable source, with knowledge that it may not capture all the required information. Assessors should use their discretion and skip any questions they sense the respondent may consider offensive.

Areas **greyed** out on the form are considered the most critical information to obtain. In an emergency or contingency event such as a mass influx or secondary movement of refugees within Lebanon, the assessment can be shortened by completing only the sections of the form highlighted in grey.

Sections 1-11 are intended to be answered through the interview process, and sections 12-15 are meant to be filled out through direct observation. Section 16 is for the assessor/s to propose recommended actions.

**Important:** Distribute the UNHCR registration brochure in addition to all relevant hotline numbers and fliers. Assessors must carry with them information leaflets on registration and services/assistance available upon registration including legal, health and education assistance, to provide to those refugees who have not registered and to those who have special protection needs – disabilities, pregnant, etc.

### Confidentiality

This exercise should not record identifying data on sensitive information related to individual protection issues. Assessment teams should know (and have the contact of the lead case management agency of the area and UNHCR protection/community services focal point) to whom to refer individuals and families with protection concerns for immediate support.

### Gender considerations

Where possible, the assessment team should comprise males and females. Ideally, female key informants should be selected.

### Before beginning the interview

- Introduce yourself and the agency you represent.
- Give a brief description of your agency and what it is doing in Lebanon if you consider it necessary.
- Explain the purpose of your visit and politely ask the “key informants” if you can ask them some questions about their community and their living conditions.
- Don’t rush through the questions.
- Explain that the whole process may take one hour (or more) of their time.
- Be courteous and respectful.
- At the end of the assessment, thank the participants sincerely for their time and cooperation and explain that you will walk around the inhabited area to make observations of the community and households.

## Definitions

- **Household (HH):** Among registered refugees, a household is a family unit with a single registration number. Among non-registered refugees, a household is a family unit sharing meals, living under a common roof.
- **Refugee community:** Urban and/or rural agglomerations ( $\geq 3$  households) of refugee households. These communities can be tented settlements or households living in multi or single family dwelling units, and/or households living in unfinished buildings, garages, or shops in urban or rural areas.
- **Room:** This is a living space used by a household in a refugee community. A room can be a tent, makeshift shelter, or a space in an unfinished shelter, or a room in a house or apartment.
- **Host:** A non-refugee providing accommodation to refugee households.
- **Separated child** is a child separated from both parents, or from their previous legal or customary primary care-giver, but not necessarily from other relatives. This may include a child accompanied by other adult family members.
- **Unaccompanied child** (unaccompanied minor) is a child who has been separated from both parents and other relatives and are not being cared for by an adult who, by law or custom, is responsible for doing so.
- **Person with physical disability, seriously ill child, person with chronic illness** is a rapid indication of persons who are unable to move without support.
- **Protection risks** are factors that threaten community member's (including children's) physical security and safety, freedom of movement, access to services, and other human rights. These can be actual or perceived threats.
- **Don't know** is meant to indicate when a respondent does not know an answer.
- **No response** indicates when a respondent does not answer a question, or an interviewer skips the question.

**MULTI SECTORAL RAPID ASSESSMENT  
GROUP LEVEL FORM  
Revised June 2014**

1. Assessor's Details	
Date of assessment DD/MM/YYYY: __/__/____	
Assessor's organization:	Assessor's name: Email and contact number:

2. Data Collection	
2.1. Location	
Governorate:	
Village/Location:	
Settlement type: <input type="checkbox"/> Collective Center (public) <input type="checkbox"/> Collective Center (Private) <input type="checkbox"/> Informal Settlement <input type="checkbox"/> Formal Settlement <input type="checkbox"/> UNRWA Refugee Camp <input type="checkbox"/> Host family <input type="checkbox"/> Other, specify _____ (NB: Please specify if refugees in transit/on the move)	GPS Coordinates: Longitude: Latitude:  P-Code (from master list):

3. Key Informants
Community representative(s)/Key informant(s)
Name _____ Phone no. _____
Name _____ Phone no. _____
Name _____ Phone no. _____
Name _____ Phone no. _____

4. Estimation of Population and Persons With Specific Needs Or Protection Risks										
4.1. Displaced Population Estimates										
No. of Families	Females 19-59	Males 19-59	Children under 5		Children aged 6-11		Children aged 12-18		Adults above 60	
			Boys	Girls	Boys	Girls	Boys	Girls	Male	Female
4.2. Displaced population by nationality (number of individuals)										
Syrian (arriving after March 2011)	Palestine Refugees from Syria	Lebanese (returnees)	Syrians arrived before March 2011	Other (Please Specify)	Other (Please Specify)					
No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response	No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response	No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response	No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response	No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response	No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response	No. _____ <input type="checkbox"/> Don't Know <input type="checkbox"/> No Response				
4.3. Places of origin (for Syrians and Syrian Palestinian refugees only) (*if multiple locations, mention all)										
Villages: _____					Regions: _____					
<input type="checkbox"/> Don't know <input type="checkbox"/> No Response					<input type="checkbox"/> Don't know <input type="checkbox"/> No Response					

4.4. Number of Persons with specific needs/protection risks				
<b>Persons with Disability</b>		<b>Seriously/Chronically ill</b>		<b>Injured</b>
<input type="checkbox"/> Don't know <input type="checkbox"/> No response		<input type="checkbox"/> Don't know <input type="checkbox"/> No response		<input type="checkbox"/> Don't know <input type="checkbox"/> No response
<b>Separated Children</b>		<b>Unaccompanied children</b>		<b>Child headed HHs (household head &lt;=18)</b>
<input type="checkbox"/> Don't know <input type="checkbox"/> No response		<input type="checkbox"/> Don't know <input type="checkbox"/> No response		<input type="checkbox"/> Don't know <input type="checkbox"/> No response
<b>Pregnant</b>		<b>Female-headed HHs</b>		<b>Others (specify)</b>
<input type="checkbox"/> Don't know <input type="checkbox"/> No response		<input type="checkbox"/> Don't know <input type="checkbox"/> No response		
<b>Of all pregnant women, how many are:</b>		<b>Out of the female headed households how many are:</b>		
<b>Adults</b>	<b>Girls under 18</b>	<b>Un-married Women</b>	<b>Widows</b>	
<input type="checkbox"/> Don't know <input type="checkbox"/> No response	<input type="checkbox"/> Don't know <input type="checkbox"/> No response	<input type="checkbox"/> Don't know <input type="checkbox"/> No response	<input type="checkbox"/> Don't know <input type="checkbox"/> No response	

5. Protection	
<b>5.1. How many (%) in the community fled Syria for the following reasons (check all that apply): purpose of question?</b>	
<input type="checkbox"/> Generalized violence in place of origin _____% <input type="checkbox"/> Fear of individual targeting/persecution _____% <input type="checkbox"/> Other, please specify: _____%	<input type="checkbox"/> Economic insecurity or lack of services _____% <input type="checkbox"/> Actual harm suffered by individual or family members _____% <input type="checkbox"/> No Response <input type="checkbox"/> Don't know
<b>5.2. Displacement pattern (tick all that apply):</b>	
How many people arrived in the settlement during the last four weeks? _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response From where? Country _____ Region/Governorate _____ Village _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	
How many people left the settlement during the last four weeks? _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response To where? Country _____ Region/ Governorate _____ Village _____ _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	
<b>5.3. Security and safety concerns</b>	
Is there adequate lighting in the settlement? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> No Response Is there any threat of eviction? <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> No Response  If YES, what is the source of the threat of eviction? <input type="checkbox"/> Local Authority <input type="checkbox"/> Mayor <input type="checkbox"/> Landlord <input type="checkbox"/> Other _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	
<b>5.4. Are women and children exposed to any protection risks?</b>	
(Protection risks are factors that threaten community members' (including children's) physical security and safety, freedom of movement, access to services, and other human rights. They can be actual or perceived threats) <input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> No Response <b>yes, immediately inform the Protection Unit who will inquire further.</b>	
<b>5.5. How did the households in this community group access the Lebanese territory? (Check all that apply)</b>	
<input type="checkbox"/> Official entry – location: _____ (indicate number of households if known)  <input type="checkbox"/> Unofficial entry – location: _____ (indicate number of households if known)  <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	

**5.6. How many refugee families in this community are not registered?**

Number: \_\_\_\_\_  Don't know  No Response

**What are the reasons for not being registered?(check all that apply?)**

Don't know about UNHCR  
 Fear of being reported  
 Fear of crossing checkpoint  
 Missing IDs  Other, please specify: \_\_\_\_\_  
 Costs of transportation  
 No interest  
 Don't have documentation to move around  
 Live too far from UNHCR registration center  
 Don't know  
 No Response

**6. Shelter**

**6.1. What type of shelter are community members currently living in? (Check all that apply)**

Tent  Garage/Shop  Apartment/house  
 Worksite  Unfinished house  Collective centre  
 Public building  School  Church/Mosque  
 Other (SPECIFY): \_\_\_\_\_  Don't know  No Response

**How many rooms within the assessed site?** \_\_\_\_\_  Don't know  No Response

**What is the average size per room in the site?** \_\_\_\_\_  Don't know  No Response  
*For example: 4m x 5m (20m<sup>2</sup>)*

If members of the community are living in an informal settlement, the land is:  
 Public land (government or municipality owned)  
 Private . NB: If private, provide name(s) and phone number(s) of owner(s) (if available):  
 \_\_\_\_\_  
 Other (SPECIFY): \_\_\_\_\_  
 Don't know  
 No Response

**6.2. What are the average monthly rental costs per household?**

\_\_\_\_\_  No rent paid  Don't know  No Response  
*State average rent and tick currency.*  
 USD  LBP

**6.3. Electric Power**

Does the community use or have access to electricity/a generator?  
 Yes  No  Don't know  No Response  
 Who covers the cost?  Refugees  Municipality  Improvised connection  
 Other (SPECIFY): \_\_\_\_\_  
 Don't know  No Response

**7. WASH**

**7.1. What is the current water source for domestic use (other than drinking)? (Check all that apply)**

Tap water connected to municipality network  Purchased bottled water  
 Water trucking (if yes, frequency \_\_\_\_/\_\_\_\_)  Other source (specify) \_\_\_\_\_  
 Well  Don't know  
 River  Do not have access to water source for domestic use

**7.2. What is the current drinking water source? (Check all that apply)**

Tap water connected to municipality network  Purchased bottled water  
 Water trucking (if yes, frequency \_\_\_\_/\_\_\_\_)  Other source (specify) \_\_\_\_\_  
 Well  Don't know  
 River  Do not have access to safe source of drinking water

**7.3. Distance to the current drinking water source (if outside of shelter):**

Less than 2 min (---<100m)  More than 10 min (----> 1km)  
 Between 5 and 10 min (500m< ----< 1 km)  Don't know  
 Between 2 and 5 min (100m< --- < 500m)  No Response

**7.4. Availability of toilets/latrines:**

Yes  
 If yes, number of toilets/latrines: \_\_\_\_\_  
 No

**7.5. Are there separate toilets/latrines for male and female?**

Yes  No  Don't know  No Response



8. Employment / Financial stability	
<b>8.1. How many community members worked in the past two weeks?</b> Number: _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No response Please provide breakdown as follows, if possible:	
Adults	Children
_____ <input type="checkbox"/> Don't know <input type="checkbox"/> No response	_____ <input type="checkbox"/> Don't know <input type="checkbox"/> No response
Average number of days worked in the last fortnight	
Adults	Children
_____ <input type="checkbox"/> Don't know <input type="checkbox"/> No response	_____ <input type="checkbox"/> Don't know <input type="checkbox"/> No response
<b>8.2. What were the three main sources of cash in the community in the last two weeks? (Check up to 3)</b>	
<input type="checkbox"/> Work <input type="checkbox"/> Informal commerce/petty trading <input type="checkbox"/> Remittances	
<input type="checkbox"/> Savings, sale of assets <input type="checkbox"/> Loans/debts <input type="checkbox"/> Assistance, gifts	
<input type="checkbox"/> Begging <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	
<b>8.3. Have there been any changes in the last 6 months regarding the population financial stability or economic difficulties?</b>	
<input type="checkbox"/> No <input type="checkbox"/> Declined <input type="checkbox"/> Improved <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	
<b>8.4. Has the group engaged in any of the following in the last two weeks in order to purchase food or basic goods? (Check all that apply)</b>	
<input type="checkbox"/> Borrowing food or relied on help from friends or relatives <input type="checkbox"/> Spending days without eating <input type="checkbox"/> Reducing number of meals eaten per day or portion/size of meals <input type="checkbox"/> Restricting consumption by adults so young/small children can eat <input type="checkbox"/> Spending savings <input type="checkbox"/> Selling goods (TV, jewelry, etc) <input type="checkbox"/> Selling income-generating assets/means of transport (sewing machine, bicycle, car, livestock)	<input type="checkbox"/> Buying food on credit or borrowing money <input type="checkbox"/> Reducing essential non-food expenditures (education, health, etc.) <input type="checkbox"/> Having school age children (6 -15 y) involved in income generation <input type="checkbox"/> Begging <input type="checkbox"/> Don't know <input type="checkbox"/> No response
9. Access to food/market	
<b>9.1. What are the main concerns related to food in your community (tick up to 3 concerns)?</b>	
<input type="checkbox"/> No cooking facilities <input type="checkbox"/> No utensils <input type="checkbox"/> No cooking fuel <input type="checkbox"/> Distance to markets <input type="checkbox"/> No income, money, resources to purchase enough food <input type="checkbox"/> Other (Specify) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No response	
<b>9.2. What is the proportion of households in the community that are receiving e-cards to buy food?</b>	
<input type="checkbox"/> <25% <input type="checkbox"/> 25-50% <input type="checkbox"/> 50-75% <input type="checkbox"/> >75% <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	
<b>9.3. Have there been any changes in products sold in the market/shops in the last 6 months?</b>	
<input type="checkbox"/> Yes If Yes, please indicate if change was in: <input type="checkbox"/> Availability If so, indicate whether: <input type="checkbox"/> Increase or <input type="checkbox"/> Decrease <input type="checkbox"/> Price If so, indicate whether: <input type="checkbox"/> Increase or <input type="checkbox"/> Decrease <input type="checkbox"/> Other (Specify) _____  <input type="checkbox"/> No changes <input type="checkbox"/> Don't know <input type="checkbox"/> No response	

10. Education			
<b>10.1. How many children are regularly attending school in Lebanon? (Provide number)</b> <i>Regularly means no more than 3 days missed per month.</i>			
Number of Boys: _____	Number of Girls: _____	<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response
<b>10.2. What type of school do the children attend? (Check most appropriate)</b>			
<input type="checkbox"/> Local Lebanese school	<input type="checkbox"/> Private school	<input type="checkbox"/> Syrian school	
<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response		
<b>10.3. For those not regularly attending school, have they ever regularly attended school? (Check all that apply)</b>			
<input type="checkbox"/> Never attended school	<input type="checkbox"/> Attended school in Syria	<input type="checkbox"/> Attended school in Lebanon but discontinued	
<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response		
<b>10.4. Do you have any qualified, trained teachers in your group?</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response
If YES, how many?			
Men _____	Women _____	<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response

11. Health and Nutrition							
<b>11.1. Main health concerns (in the last 2 weeks)</b>							
<input type="checkbox"/> Diarrhoea (number of cases) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	<input type="checkbox"/> Respiratory infections (number of cases) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	<input type="checkbox"/> Injury (number of cases) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response					
<input type="checkbox"/> Long-term (chronic) diseases (number of cases) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	<input type="checkbox"/> Skin diseases (number of cases) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response	<input type="checkbox"/> Other (specify): (number of cases) _____ <input type="checkbox"/> Don't know <input type="checkbox"/> No Response					
<b>11.2. Does the community use health facilities in Lebanon?</b>							
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> No Response							
If NO, why? (check all that apply)							
<input type="checkbox"/> Cost of treatment							
<input type="checkbox"/> Cost of transportation/too far to travel							
<input type="checkbox"/> Thinks that they are not entitled							
<input type="checkbox"/> Don't know where to go							
<input type="checkbox"/> Other reason? (specify)							
If YES (check all that apply):							
<input type="checkbox"/> Hospital							
<input type="checkbox"/> Primary Health center							
<input type="checkbox"/> Mobile clinic							
<input type="checkbox"/> Other (Specify _____)							
<input type="checkbox"/> Don't know							
<input type="checkbox"/> No Response							
When was the last time a mobile clinic visited the settlement?							
<input type="checkbox"/> No visits							
<input type="checkbox"/> Less than 1 week ago							
<input type="checkbox"/> 1 week to 1 month ago							
<input type="checkbox"/> Don't know							
<input type="checkbox"/> No Response							
<b>11.3. Do you know if pregnant women/girls in your group use healthcare facilities?</b>							
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> No Response							
<b>11.4. Are there any malnourished people in your group?</b>							
<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Don't know <input type="checkbox"/> No Response							
<b>If yes, which group is most affected? (Select the worst affected):</b>							
<input type="checkbox"/> Children Under 5		<input type="checkbox"/> Children 6-18		<input type="checkbox"/> Adults 19-59		<input type="checkbox"/> Adults over 60	
<input type="checkbox"/> Boys Under 5	<input type="checkbox"/> Girls Under 5	<input type="checkbox"/> Boys 6-18	<input type="checkbox"/> Girls 6-18	<input type="checkbox"/> Females 19-59	<input type="checkbox"/> Males 19-59	<input type="checkbox"/> Females Over 60	<input type="checkbox"/> Males Over 60
<input type="checkbox"/> Don't know				<input type="checkbox"/> No Response			

**Thank key informants for their time and participation and proceed to the Observation Section of the questionnaire.**

**NOTE: The following sections 12-15 are intended to be completed by the assessor by observation, and NOT by direct interview.**

<b>12. NFIs (Observation) (Indicate with a ✓ in the relevant column)</b>				
Item	What to look for in the HHS/distribution scale	Available in more than two-thirds of HHS observed	Available in more than one-third of HHS observed	Available in less than two-thirds of HHS observed
Blankets or quilts	At least one per person			
Mattresses	At least one per adult and one between two children U12			
Kitchen sets	A set of pots/pans per HH			
Cooking stove (usually gas)	The means to cook per HH			
Water containers (e.g. jerry cans)	At least one (20L) per HH			
Clothing	Every HH member is fully clothed			
Shoes	Every HH member has shoes			
Winter clothing	Every HH member has a jacket			
Heating stove (diesel or wood)	Every HH has a source of heat			
Fuel (usually diesel)	Every HH has a stock of fuel?			
Electricity source	Every HH has electricity supply			
Special items (wheelchairs, diapers for adults, etc.)	Available in HH where they appear to be needed			
Evidence of washing items	Soap, shampoo, detergent, bowl, bucket			
Feminine hygiene products	"Dignity kit" for women			
Evidence of Food Items	Bags of rice, potatoes, oil, canned goods, fresh items, etc.			
Other observations (SPECIFY)				

<b>13. WASH and SHELTER (Observation)</b>				
<b>13.1. Excreta disposal practice:</b>				
<input type="checkbox"/> Open defecation <input type="checkbox"/> Pit latrine <input type="checkbox"/> Pour-flush latrine Number of toilets/latrines: _____ <input type="checkbox"/> Other (specify) _____ <input type="checkbox"/> Don't know				
<b>13.2. Excreta disposal facilities status:</b>				
Good condition	<input type="checkbox"/> Yes <input type="checkbox"/> No	Continuous leak	<input type="checkbox"/> Yes <input type="checkbox"/> No	Clean
Smelling	<input type="checkbox"/> Yes <input type="checkbox"/> No	Flies	<input type="checkbox"/> Yes <input type="checkbox"/> No	Privacy
Accessible for PWD	<input type="checkbox"/> Yes <input type="checkbox"/> No			
Can women dispose of their sanitary towels hygienically?	<input type="checkbox"/> Yes <input type="checkbox"/> No			
<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response			

<b>13.3. Solid waste disposal</b>			
<input type="checkbox"/> Burning	<input type="checkbox"/> In the street	<input type="checkbox"/> Dump site	<input type="checkbox"/> Waste pit (burial)
<input type="checkbox"/> Left where it is	<input type="checkbox"/> Other (specify): _____		<input type="checkbox"/> Don't know
<b>13.4. Other disease vectors:</b>			
Are there any stagnant waters near the water sources?			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	<input type="checkbox"/> No Response
<b>13.5. Shelter improvements</b>			
<b>Does the community require physical improvements to the shelter or land surrounding the shelter?</b>			
<input type="checkbox"/> Yes	<input type="checkbox"/> No	<input type="checkbox"/> Don't know	
If yes, what type of improvements?			
_____			
<input type="checkbox"/> Urgent weather proofing of shelters	<input type="checkbox"/> Drainage	<input type="checkbox"/> Grading	Other _____

<b>14. Health and Nutrition (Observation)</b>
<b>14.1. What is the name, location and p-code of the nearest health facility?</b>
Name _____
Location _____
P-code _____
<b>14.2. Have you observed anyone (especially children) that appears to be malnourished?</b>
<input type="checkbox"/> Yes <input type="checkbox"/> No
If yes, please comment: _____

<b>15. Protection (Observation)</b>
<b>15.1. Security and safety concerns</b>
Observe the overall layout of the settlement being assessed for overcrowding (separate space/tents for women/girls and men/boys, several families sharing same dwelling) and physical dangers to children (hazards, unstable debris, floodwaters, road traffic) and record your observations.
_____
_____
_____

<b>16. Recommended Actions</b>
<b>Protection (including education, child protection, SGBV):</b>
<b>Shelter</b>
<b>WASH</b>
<b>Health and Nutrition</b>
<b>NFI</b>
<b>Food</b>
<b>Other</b>