**CARE International Communications in Emergencies**

**Checklist for Type 4 mega-emergencies**

***Updated June 21, 2013***

**Overview**

Declaration of a Type 4 “Mega-Emergency” would trigger a CARE “corporate emergency”, requiring all members to launch fundraising appeals, prioritize media communications on the emergency, and support the emergency response through staffing. From previous mega-emergencies such as the Haiti earthquake 2010, it is recognized that additional media and communications capacity will be required in order to handle the huge demands for stories, photos, media interviews etc.; support accountability and communications to beneficiaries; and provide communications materials for donor reports.

**See accompanying documents:**

* Communications in Emergencies: 72-hour media checklist
* Communications in Emergencies: Budget
* Communications in Emergencies: Checklist for anniversaries
* TOR Emergency Communications Officer
* TOR Emergency Photographer
* TOR International Communications Coordinator (long-term)
* TOR National Communications Officer (long-term)

**Staffing requirements:**

* 2 Emergency Communications Officers – one-month deployment
* 1 National Communications Officer – one-year contract minimum
* 1 International Communications Manager – one-year contract minimum
* 3 Photographer/videographer deployments – rapid onset; six-month anniversary; one-year anniversary

**Equipment requirements:**

* Camera and accessories: Recommended as of 2012: Nikon D5100 with an 18-55mm lens; 64GB memory card; camera case; extra battery; ME-1 Stereo Microphone; tripod.
* Laptop for National Communications Officer
* Laptop for International Communications Manager

**Budget requirements:** See Communications in Emergencies: Budget

**Timeline**

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| **Within the first 24-48 hours** | * 2 ECOs identified and deployed. Two international ECOs should be in country for a minimum of one month. This could be covered by several media officers rotating in, but the point is the first month needs to be covered by at least two people. * 1 photographer/videographer identified and deployed. * Funding for photographer/videographer and communications staff included in the ERF. NOTE: Do not wait for the ERF approval before deploying ECOs and photographer/videographer. These positions are pre-approved. * **Follow standard CET checklist for Media Management in the First 72 Hours.** |
| **Week 2** | * Start hiring for 1 national communications officer. One year contract minimum; for mega-emergencies with strong media interest, this position should be maintained for two years (until after the two-year anniversary of the disaster). TOR available. * Start hiring for 1 international communications manager. This could be an external candidate or an internal CARE TDY. One year contract minimum. TOR available. |
| **Month 5** | **One month before six-month anniversary**   * Preparations for six-month anniversary begin. See Communications in Emergencies: Checklist for Anniversaries for details of materials required. * Photographer/videographer deployed. |
| **Month 5** | **Two weeks before six-month anniversary**   * Photos/videos and communications materials to be provided to COMWG for the six-month anniversary. |
| **Month 10** | **Two months before the one-year anniversary**   * Preparations for the one-year anniversary begin. See Communications in Emergencies: Checklist for anniversaries for details of materials required. * Photographer/videographer deployed. |
| **Month 11** | **One month before the one-year anniversary**   * Photos/videos and communications materials to be provided to COMWG for the one-year anniversary. * Additional media officer deployed for two weeks if needed to support during the one-year anniversary period, particularly in the case of extremely high media interest or criticism of aid response. |
| **Month 23** | **One month before the two-year anniversary**   * Photo/videos and communications materials to be provided to COMWG for the two-year anniversary. * Media officer deployed for two weeks if needed to support during the anniversary period, particularly in the case of extremely high media interest or criticism of aid response. |