



**EURASIA
PARTNERSHIP
FOUNDATION**

EURASIA PARTNERSHIP FOUNDATION

Emergency Preparedness Plan

**Last Revised Date
March 17, 2023**

In effect from September 2017

Yerevan, Armenia

I. Introduction

The aim of Emergency Preparedness Plan (EPP) is to strengthen Eurasia Partnership Foundation's (EPF) institutional capacity, to become a resilient and be better prepared for natural disasters and other emergencies. EPF staff should be able to properly identify, assess and respond to internal and external risks according to international and national humanitarian standards.

The plan will also help EPF staff to review and assess the risks and threats for staff and office security, level of impact and update planned action points on response on regular basis.

As the environment in which EPF operates may change, it is recommended to conduct the risks and emergency preparedness assessment exercise for main and field offices once a year and adjust the policies and EPP respectively. It is also recommended to conduct simulation exercise for Yerevan and Ijevan field office on annual basis.

On October 20, 2016 EPF conducted first strategy workshop aimed to discuss and identify the main risks and threats for the organization in case of emergency situations, including natural and man-made disasters and conflict, assess existing capabilities and resources and develop short and long- term actions.

In case of disasters and emergency situations, the current EPF programs may become irrelevant, and re-strategizing and transformation of programs should be considered. It is recommended that every program/project should have risk assessment with respective action plan.

II. Context Analysis and Key Humanitarian Risks

The following key humanitarian risks have been identified by the EPF for Armenia:

a. Earthquakes

Armenia territory is almost at 100% exposed to severe earthquakes^[1]. About 2,541,200 people in 48 cities in Armenia are located in seismically active areas. Yerevan (40% of Armenia population) is in one of the highest seismic risk areas; a recent analysis of Yerevan building stock revealed that an earthquake with a magnitude of 7.0 or greater would destroy most buildings, potentially killing some 300,000 people¹. According to the President of the National Survey for Seismic Protection, (NSSP), there are in average 15 earth tremors per month in Armenia. Although the entire country is theoretically susceptible to earthquakes, previous major occurrences have been limited to the northern (Spitak 1988) and southern (Syunik late 60s) regions. The official earthquake hazard map for Armenia identifies most major centers of population to be located in Very High or High hazard areas. In case of major earthquake, 30-40 % of the population might be affected as the infrastructure and constructions in the country are not in line with seismic protection requirements.

^[1] Data provided by Ministry of Emergency Situations, Armenian Rescue Service

¹ Disaster risk reduction and emergency management in Armenia. Global facility for disaster reduction and recovery. 2009

b. Nuclear Accident

The country's sole nuclear power station is located at Metsamor, approximately 30 km west of Yerevan. According to an official assessment, a major contamination threat following an accident could result in up to 180,000 of the population of a surrounding area with a 16 km radius being affected. The validity of this assessment is questionable because it does not appear to take prevalent weather conditions or down-wind hazards into account.

The situation is further complicated by the fact that the power station is located in an area identified as a high-risk hazard for earthquake probability. Should the power station become damaged by seismic activity the consequences would be catastrophic. Depending on the direction of the wind, the evacuation of the entire population of Yerevan might have to be undertaken. The country's main international airport access would be severely disrupted, as would the only rail access route with Georgia.

c. Armed conflict over the territory of Nagorno-Karabakh/ War

Though a cease-fire between Armenia and Azerbaijan has been in effect since 1994, the dispute over Nagorno-Karabakh still remains unresolved and threatens the security situation of the country. Over the past several years, artillery shelling and minor skirmishes between Azerbaijani and Armenian troops have killed dozens. In early April 2016, fighting resumed in violation of the 1994 cease-fire, reportedly killing more than sixty people. Prior to this incident, Azerbaijani forces had shot down an Armenian helicopter in November 2014, and cease-fire violations continued at a steady rate throughout 2015.

After remaining a frozen conflict for more than a decade, tensions again rose as both sides accused each other of repeated cease-fire violations. Negotiation and mediation efforts, primarily led by the Organization for Security and Cooperation in Europe (OSCE) Minsk Group, have failed to produce a permanent solution to the conflict. Russian-mediated peace talks have also not resulted in any concrete steps toward de-escalation. In case of full-scale armed conflict more than 800,000 people from Armenia and Nagorno-Karabakh will be affected. EPF is studying the situation and evaluates the scope of possible armed conflict. Primarily Ijevan office and the route to Georgia may affect EPF operation.

d. Civil unrest

There is an ongoing risk of political demonstrations in central Yerevan and in other cities and towns around the country. Foreign citizens must avoid the area of known demonstrations and large gatherings of people. Demonstrations or gatherings can attract large numbers, and even if intended to be peaceful could turn confrontational.

III. Threat assessment

A risk assessment must not be one-time event. A continuous re-evaluation of the risks will ensure that appropriate security measures are in place at all times. EPF Chief Executive Officer/ Presidents (CEO) and the Safety and Security Focal Point (SSFP) need to undertake risk assessment (political, economic, historical, military etc.) at least once a year in order to assess the current risk level and update preparedness actions.

Score 1-5 (maximum score is 5)

Assessed on October 2016

Potential Risks	Probability	Vulnerability
Earthquake	3	5
Nuclear Accident	1	5
Armed Conflict/War	2	5
Civil unrest	2	1

IV. Response capacity requirements

Based on the brainstorming session conducted with EPF staff in October 2016 and assessment of priorities risks and possible interventions, the following response requirements and capacities have been developed.

Kind of capacity	Additional capacity required	Steps to obtain capacity	Timeline	Cost, if any	Staff member responsible
Personnel <i>(This area covers risks and threats associated with EPF staff)</i>	- Supply Chain System and qualified; Procurement/ Logistics staff, Drivers, Finance and Admin/ HR staff;	- Revise or develop Supply Chain System, ensure that qualified Procurement/Logistics, Drivers, Finance and Admin/ HR staff is in place.	June 2017		CEO and Senior Management Team.
	- Staff familiarity with First Aid, EPP, and safety and security;	- Staff Training on First Aid, EPP, and safety and security.	September 2017		Admin/HR Officer
	- Staff wellness/security plan;	- Assign Security focal points for offices in Yerevan and Ijevan;	June 2017		Security Focal Point
	- Revision of staff Job Descriptions.	- Revise JD of all staff to add specific responsibilities in case of emergency situations.	July 2017		
Office Space <i>(This area covers possible risks and threats associated with physical office space, infrastructure, information systems and rules)</i>	- Absence of an action plan after security alarm signals and in case of system stops operating;	- Develop action plan, assign staff responsibilities and train staff on evacuation;	September 2017		Office Manager IT person
	- Loss of information in EPF Ijevan office because of absence of a server;	- Purchase and installation of a back-up server at EPF in Ijevan office.	Sept 2017		
	- Natural disasters: earthquake, collapse or office flooding;	- Train staff to deal with emergency situations. Conduct annual simulation exercise;	Sep-Oct 2017		Security focal point
	- War, bombings (esp. Northern Branch);	- Develop action plan and train staff to be ready to deal with car accident;	Oct 2017		

	<ul style="list-style-type: none"> - EPF car (rented transport) traffic accident; - Loss of information in EPF because of hackers' attack on information systems (IS) or the system break down; 	<ul style="list-style-type: none"> - Designate more staff members to act as IT security admins, and/or to outsource the IT consultant (s); 	July 2017		Senior Driver Office Manager, Security focal point, IT person
	<ul style="list-style-type: none"> - Absence of emergency exit; 	<ul style="list-style-type: none"> - Open emergency exit from the balcony or have emergency stairway in the balcony; 	November 2017		
	<ul style="list-style-type: none"> - Fire in the offices in Yerevan and Ijevan; 	<ul style="list-style-type: none"> - To develop alarm system and provide fire extinguishers for Ijevan office, train staff how to use it. 	Sep-Oct 2017		
	<ul style="list-style-type: none"> - Loss of rented office space in Ijevan; 	<ul style="list-style-type: none"> - Knowledge on Ijevan real estate market and having alternative options; 	June-July 2017		
	<ul style="list-style-type: none"> - Lack of incident management plan. 	<ul style="list-style-type: none"> - Develop incident management plan. Create EPF emergency funds (cash boxes) to be able to operate during emergencies. Enlarge EPF mandate for acting during war-time and emergencies. Conduct international lobbying for NK war preventing. Create trusted communication channels with neighbors. Create alternative communication channels (satellite connections). 	May-Dec 2017		

Programs and Partners <i>(This area covers possible risks and threats associated with currently/previosly implemented programs and all related partners, including donors, consultants, state agencies and beneficiaries, who potentially can influence EPF operations and programming).</i>	<ul style="list-style-type: none"> - EPF staff member arrested during participation at the political protests; 	<ul style="list-style-type: none"> - Policies define that EPF staff cannot represent EPF at any political action and take political positions outside their EPF duties. Only a major joint decision/discussion can change that, related to major upheavals; 	June-Aug 2017		CEO and SMT
	<ul style="list-style-type: none"> - EPF staff member participation at the political protests, or public interviews is associated with EPF's position; 	<ul style="list-style-type: none"> - The policy on public appearances of EPF is in place in P & P; 	Dec 2017		CEO and SMT
	<ul style="list-style-type: none"> - Major donors in Armenia such as USAID and EU quit their operations; 	<ul style="list-style-type: none"> - Conduct donor mapping Discuss opportunities and apply to several funds. Start diversification of fundraising sources (including Russia, Iran, China, etc.); 			
	<ul style="list-style-type: none"> - Lack of funding and shortage of resources; 	<ul style="list-style-type: none"> - Develop business plan how to enhance current entrepreneurial activities: office renting-out, consultancy services and paid trainings, directions for social enterprise; Procure new space and organize a B&B at that place. Develop links with new partners to have opportunities to apply with these partners in consortiums to new funding sources (Iran, African countries). 			

	<ul style="list-style-type: none"> - EPF was caught in information blockage. 	<ul style="list-style-type: none"> - Make a media list with all possible partners. Invite media representatives to be part of EPF events and create bounds with them. Develop long term relationship with various media actors. To expand EPF's on-line presence. 	<p>Jul-Aug 2017</p>		<p>Communication & Media Officer</p>
--	---	--	-------------------------	--	--

Annex I. Staff Contact List (as of February 2023)

#	NAME	TITLE	EMAIL	PERSONAL PHONE	OFFICE PHONE
1	Arpine Hunanyan	Program Assistant	ahunanyan@epfound.am	098 75 90 85	095 25 15 72
2	Ani Yeganyan	Program Assistant	aeganyan@ijevaninfotun.am	093 76 47 63	
3	Askhen Sultanyan	Finance Associate	asultanyan@epfound.am	091 11 65 05	
4	Ashot Khachaturyan	Driver		091/055 70 10 80	095 25 15 92
5	Erik Tumanyan	IT Assistant	etumanyan@epfound.am	096 46 69 69	
6	Gayane Mkrtchyan	Program Director	gmkrtyan@epfound.am	091 40 79 53	095 25 15 68
7	Gevorg Ter-Gabrielyan	Chief Executive Officer	gtergabrielyan@epfound.am	091 01 73 91	095 25 15 69
8	Izabella Sargsyan	Program Director	isargsyan@epfound.am	095 43 64 15	
9	Julya Sahakyan	Senior Program Manager	jsahakyan@epfound.am	091 37 43 20	095 25 15 87
10	Kristina Sahakyan	Finance & Grants Manager	ksahakyan@epfound.am	098 01 10 29	
11	Lilit Arzoyan	Senior Program Manager	larzoyan@epfound.am	094 22 00 54	093 25 15 91
12	Liana Khojayan	Cleaner		098 09 76 26	
13	Marina Aivazyan	CFO/Development Director	mayvazyan@epfound.am	091 21 03 46	
14	Nane Paskevichyan	Senior Communications Officer	npaskevichyan@epfound.am	077 06 04 89	
15	Narek Varshamyan	Ijevan Office/Project Manager	nvarshamyan@ijevaninfotun.am	093 11 34 60	095 25 15 63
16	Nelly Khachatryan	Finance Manager	nkhachatryan@epfound.am	091 33 09 18	095 25 15 74
17	Nikolay Hovhannisyan	Senior Program Manager	nhovhannisyan@epfound.am	096 64 46 66	093 25 15 94
18	Piruza Manukyan	Project Manager	pmanukyan@epfound.am	091 23 73 80	095 25 15 79

19	Samvel Khachatryan	Communications Assistant	skhachatryan@epfound.am	077 40 86 67	
20	Sarine Hayriyan	Program Associate	shayriyan@epfound.am	055 60 99 12	
21	Susanna Balyan	Cleaner		077 14 02 94	
22	Sylvia Svazyan	HR/Office Manager	ssvazyan@epfound.am	091 40 22 58	095 25 15 73
23	Taguhi Sahakyan	Program Assistant	tsahakyan@ijevaninfotun.am	094 35 70 10	
24	Tatevik Gharibyan	Project Manager	tgharibyan@epfound.am	091 50 10 27	
25	Tatev Haroyan	Development Coordinator	tharoyan@epfound.am	091 84 83 00	
26	Tatevik Papazyan	Program Associate	tpapazyan@epfound.am	098 73 32 25	093 25 15 96
27	Vardan Arzumanyan	IT Manager	varzumanyan@epfound.am	091 42 63 93	095 25 15 94
28	Varduhi Manukyan	Event Assistant	vmanukyan@epfound.am	098 46 07 78	095 25 15 39
29	Vazgen Karapetyan	Associate Director	vkrapetyan@epfound.am	091 43 88 38	

Annex II. Emergency Contact Information

#	Name	Phone number
1.	Police	1-02
2.	Fire department	1-01
3.	Armenia Rescue Service	1-18
4.	Ambulance European Medical Center	1-03 (+374 10) 54 00 03; 54 05 40
5.	Gas Emergency Service	1-04
6.	Emergency Services	911
7.	US Embassy	(+374 10) 46-47-00; 49-42-00
8.	EU Delegation	(+374 10) 54 64 94
9.	British Embassy Yerevan	(+374 10) 26 43 01
10.	Embassy of Czech Republic	(+374 10) 51 93 73
11.	Embassy of the Republic of France in Armenia	(+374 10) 651961
12.	Embassy of the Federal Republic of Germany	(+374 10) 55 97 60
13.	Embassy of the Kingdom of the Netherlands	(+995) 32 227 62 00
14.	British Embassy Yerevan	(+374 10) 26 43 01
15.	Embassy of Poland	(+374 10) 54 24 91
16.	Embassy of the Kingdom of Sweden	(+374 95) 95 95 01
17.	Embassy of the Republic of Bulgaria to Armenia	(+374 10) 45 82 33
18.	Embassy of the Hellenic Republic	(+374 11) 53-10-51
19.	Embassy of the Italian Republic	(+374 10) 54 23 35
20.	Embassy of Switzerland in Armenia	(+374 10) 52 98 60
21.	Embassy of Romania	(+374 10) 27 53 32
22.	United Nations	(+374 10) 56 60 73
23.	Nairi Insurance LLC (EPF Insurance Company)	(+374 10) 54 35 91, ext. 8303; (+374 98) 72 27 22;
24.	Yerevan Municipality Emergency situations department	(+374 98) 52 58 47 1-08
25.	Ministry of Emergency Situations of RA	(+374 98) 36 2015; Hotline (+374 12) 31 78 43
26.	Local media contacts: <ul style="list-style-type: none"> • Radio Free Europe/Radio Liberty • Civilnet • Aravot newspaper • Hetq newspaper • News.am 	(+374 10) 54 40 49; 54 40 47 liberty@liberty.r.am or yerevan@rferl.org (+374 10) 500119; (+374 94) 800754 info@civilnet.am (+374 60) 27 48 02; 27 48 03 news@aravot.am , aravotoratert@gmail.com (+374 10) 56 33 63 info@hetq.am (+374 77) 26 64 13; (+374 99) 20 32 12 editor@news.am


	<ul style="list-style-type: none"> • Armenpress • Lragir.am 	(+374 10) 53 98 18 contact@armenpress.am (+ 374 10) 57 49 86, (+374 93) 16 76 04 info@lragir.am
27.	Weather and Disaster centers <ul style="list-style-type: none"> • Hydro-meteorological Administration • National survey of seismic protection 	(+ 374 10) 53 20 01 (+ 374 10) 36 15 62

Annex III. Access to Maps without an Internet Connection/ Offline

Not always Internet is available while traveling, and this becomes more critical in emergency situations. Losing Internet connection while traveling can be frustrating, especially when you're relying on your phone to tell you where to go. In emergency situations when Internet is down or lost, lack of access to maps can be crucial.

It's a necessary to get prepared and plan ahead for these types of situations by downloading maps for offline use in Google Maps. Once you've downloaded an area, you'll be able to get directions and view points of interest for that region even without an Internet connection. It is strongly recommended to save an area from Google Maps to your phone or tablet and use it when you're offline.

Download an area to use offline

1. *On your phone or tablet, open the Google Maps app .*
2. *Make sure you're connected to the Internet and signed in your Google account and Google Maps.*
3. *Search for the city, country or region you would like to download.*
4. *Tap the bar at the bottom of the screen with the name of the place you've just searched for.*
5. *Tap the button that says "Download."*
6. *Google will then show you a map of the area and ask if you'd like to download it. Tap "Download" again to confirm.*



After you download an area, use the Google Maps app just like you normally would. If your Internet connection is slow or absent, you'll see a lightning bolt and Google Maps will use your offline areas to give you directions. <https://techcrack.net/use-google-maps-offline-without-internet/>

Note: With Google maps you can get driving directions offline, but not transit, bicycling, or walking directions. In your driving directions, you won't have traffic info, alternate routes, or lane guidance. You also can't modify routes like avoiding tolls or ferries.

Other useful applications are MAPS.ME and GPS Maps which also work offline. The guidance is same-appropriate area maps should be downloaded as a part of preparedness.

The Pocket Lifesaver

Echo112 is a free lifesaving smartphone application that sends your location to local emergency services, worldwide. <https://www.echo112.com/en/>

- In case of emergency, launch the app and it will automatically know in which country you are in.
- Echo112 will then select and call the correct local emergency number.
- Your position is sent to the emergency operator who will be able to see where you are.

Recently Ministry of Emergency Situations in Armenia has launched new free lifesaving smartphone application called ***SOS Emergency App or SOS 911.***

- Download SOS Emergency App in your phone.
- In case of emergency or difficult situation simply touch the app "SOS" button.
- The alarm will be recorded in the corresponding service of the RA Ministry of Emergency Situations and it will automatically know in which region/area you are in.

Annex IV: First Aid Kit Checklist

Each EPF vehicle and each Office should have a fully stocked first aid kit that includes the following items.

<i>Item</i>	<i>Quantity</i>
First Aid Manual	1
Latex Gloves	4 Pair
Bandage Scissors	1
Analgin 0.5n10	1 Packet
Aspirin 0.5n10	1 Packet
Plastic Bag, Large	2
Notebook, Small	1
Pen / Pencil	1 Each
Nitroglycerine (Tab.)	1 Packet
String Tag	2
Korvalol	1 Packet
Liquid Ammonia	1 Bottle
Gauze Wrap 2"	2 Rolls
Gauze Wrap 1"	1 Roll
Gauze Square 4x4 Sterile	2 Packets of 2
Gauze Square 4x4 Non-Sterile	2 Packets of 2
Gauze, Petroleum 4x4	1 Packet
Sling / Cravat	2
Elastic Bandage 4"	1
Elastic Bandage 6"	1
Splint, Roll Type	1
Activated Coal	1 Packet
Device For Mouth To Mouth Breathing	1 Piece
Providone Iodine (Wipes, Ointment, Swabs)	4 Packets
Band-Aids, Plasters, Assorted	1 Set
Tourniquet	1
Penlight / Flashlight	1

Note: The First Aid Kit should be inventoried at least every six months by Office Manager and Senior Driver and replaced immediately.