**What Needs To Be Done in an Emergency?**

**Objective:**

* To identify everything that needs to be done in the first 48 hours, in the first 2 weeks and in the remainder of the first 3 months of a large-scale emergency.

**Key Messages:**

* There is a huge amount to do.
* None of these tasks (e.g. communication) can be skipped “because it is an emergency”.

**Materials:**

* Have yellow, pink and blue color A5 cards for groups work, at least 20-30 cards of each color per group.
* Have headers ready for plenary debriefing, placed on a large wall with sufficient space to post all cards for all 3 periods under each header. (Don’t under-estimate the space needed!)

*Note: A co-facilitator needs to type the tasks as they are read or from the wall display, in order to hand them out to the groups for the staffing exercise which follows. Organize by time period, with sub headings for each topic.*

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| 5 mins  40 mins  20 mins  *Allow as much time as required to post all tasks*  20 mins | Plenary  Group work instructions    Plenary  Round robin by time period  Gallery walk | a) Participants are thrown into an emergency setting.  The Facilitator announces:  “A major disaster has just occurred in a remote area, far from your Country Program office, in a region where you only have weak church and other partners.  🡪 What are all the things that have to be done in your Country Program and in the region in the first 48 hours?”    b) Group work instructions:  Step 1: Spend **5 minutes** thinking individually about all that needs to be done and then work as a group for **10 minutes**.  We will then review tasks to be done in the rest of the first 2 weeks, and until the end of month 3, but at this time just focus on the first 48 hours.  Write each task on a Yellow Card.  Yellow for 48 hours, pink for 2 weeks, blue for 3 months.  If you already think of things which might be done later in the first 3 months, use other cards to write them down & not forget them, but the focus for the first 15 minutes should be the first 48 hours.  Don’t go into detail, just name the tasks or category of tasks, in order to get the most comprehensive list in 10 minutes.  Step 2**: After 15 mn, announce the scenario update:**  - This is a high profile emergency  - You have a large multi-sectoral response and will be opening at least one new field office  - You are working both separately and with Caritas  - You are going for external funding including OFDA.  Now spend **10 minutes** on what more you need to do in the remainder of the first 2-3 weeks.  Step 3: **After 10 minutes**, add the following information:  -You have diverse and strong funding for a one-year response.  Spend **10 more minutes** listing what more do you need to do in the remainder of the first 3 months.  c) The facilitator asks each group to read out their ideas, starting first with 48 hrs, then 2 weeks, then 3 months.  One participant from each group comes to the front to collect and post up the ideas under the following headings, where they feel they fit best: Staffing; Fin-Admin systems; Fundraising; Coordination (UN, govt, CI); HQ relations; Procurement; Assessments; Immediate Relief; Program Strategy; Partnership; Media & Communications.  Once all the ideas for the first 48 hours are posted, repeat the process for the 2 week period, then for 3 months.  d) Gallery walk: Discuss, starting with the first 48 hours.  - Anything that has been forgotten or placed under the wrong time-frame?  - Anything that is not necessary?  - Any reactions, comments on this exercise?  *(The gallery walk discussion should focus mostly on the 3rd question which carries the main message: the number & diversity of tasks that are required.)* |