**Emergency Preparedness & Response Plan**

**Session Objective:**

* Start the process of developing a country emergency preparedness and response plan.

**Session Outputs:**

* Start of a draft of a realistic and focused Emergency Response Plan for each country.

**Prepared Materials:**

* Session tasks on powerpoint – matrix
* Response Plan example handout
* Response Plan Activities examples for facilitator’s reference

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| Time | How | Activity |
| 10 min | PPT slide  Flip charts from previous sessions should be on the walls | 1. **Introduction of session objectives and outputs**   The **facilitator recaps on what was achieved so far** and what we will achieve today.  The facilitator introduces the objective of the session   * The objective of this session is to create common understanding of how to develop key aspects of an emergency preparedness and response plan. * An Emergency Preparedness and Response Plan is *a documented plan that takes into account the possible emergency/disaster scenarios and maps out exactly* ***how*** *an organization or institution could help those affected by the emergency/disaster.* * An Emergency Preparedness and Response Plan should include the following:   + Possible emergency/disaster Scenarios (**Facilitator reminds the groups that we’ve already identified the scenarios**)   + Who might be affected by the emergency & what would be the most immediate needs of those affected (**Facilitator reminds the groups that we identified who might be affected and indicates the flip charts that should still be on the wall**)   + Information on all the existing resources in the community that could be used to help respond to the needs of those affected (**Facilitator reminds the groups that we have this information, as we mapped out the resources**)   + A detailed plan for exactly how we would be able to help meet the needs of those affected by the emergency (**This is what we’re going to develop in this session!)**   **Facilitator’s Notes**:   * Refer to the flip charts (or a PPT slide) that shows the impacts and needs already identified by the groups * Refer to the maps and the matrixes on the wall that show where we have highlighted strengths and potential capacity for humanitarian response |
| 60 min | Plenary  In groups  Use Flip charts that have already been prepared with three columns and titles | **Session Task – Develop an Emergency Preparedness and Response Plan**  Facilitator instructs the participants to do the following activity:   * Refer to the “capacity matrix” that was completed in the previous session and identify what are the areas of strength * In your group, discuss the possible emergency response activities that are in their sectors where you have knowledge and experience   + **for example**: in the Water & Sanitation sector, one emergency response activity would be “the provision of safe water”, another would be “construct emergency latrines”). Get them to be specific, if possible. * After identifying the 3 “response activities”, then you need to discuss all of the step-by-step activities that are required to make each response activity happen   + **for example**: If the response activity is “the provision of safe water”, then some of the detailed activities would be, “conduct an assessment of water points”, “procure jerry cans”, “procure chlorine tablets”, etc. * After identifying all of the detailed activities, then you need to think about what they need to do now, **before an emergency occurs**, so that they are prepared to immediately begin implementing the detailed activities and the overall response activity. * After discussing participants will write down their responses in the columns on the flip chart paper (**Assistant hands out flip chart papers to the groups**)   **Facilitators Notes:** See example below – this could be presented on a PPT slide or flip chart:   |  |  |  | | --- | --- | --- | | Sector: Water & Sanitation | | | | Response Activity | Detailed Activities | Preparedness Steps | | Provision of safe water | * Conduct assessment of water situation * Identify water points * Procure chlorine tablets | * Identify community volunteers to serve as an emergency response assessment team * Prepare assessment template * Train the team * Identify vendors for chlorine tablets |   **Facilitators Note:** *The facilitator should circulate around to support the participants during their group work and to guide them on the exercise.* ***Please refer to the “cheat sheet” for a list of possible “response activities” per sector.***  **Facilitators Note***: should prepare the flip charts before the session, with the columns and the titles to guide the groups.* |
| 15 min |  | Facilitator Summarizes the results of the Session |