## 1. Introductions:

**Objective:**

* To understand the aim of the workshop.
* To understand the importance of emergency preparedness planning given the country context and risk of future emergencies.
* To understand how the preparedness planning process links to and supports the CRS Strategy for Emergency Preparedness and Response.
* To undertake to share workshop outcomes and commitments with supervisees and ensure implementation of action points.

**Materials:**

* PowerPoint presentation

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| **Time** | **Method** | **Contents** |
| 30 mins | Self presentations | Ask the participants to introduce themselves: their name, job title, and (if possible) one positive or funny experience from working in an emergency response.  |
| 15 mins | PresentationQ & A | Present the objective and output of workshop. Objective: To improve CRS’ capacity to respond effectively to humanitarian emergencies.Outputs: - best practices for future emergency response* + action points to ensure best practice in future emergencies.

Circulate and discuss the workshop agenda. Ask the participants if there are any logistical or other questions regarding the workshop.  |
| 10 mins10 mins5 mins5 mins | PresentationPowerpointPresentationPresentation | Why EPP is needed? 1. Present the recent history of disasters in the country or region. Present the hazards most likely to occur. Explain how this planning process aims to achieve a state of readiness so CRS can respond in the event of a large scale emergency.2. Present the CRS Strategy for Emergency Preparedness and Response. Show how the EPP process contributes to CRS developing a more dynamic and accountable rapid response capacity (IR 1). 3. Explain the workshop methodology: identifying lessons learned and best practice (based on experience or an imagined scenario) and defining what actions that need to be taken now in order to be capable of implementing best practice in future emergency response.4. Who is involved?Explain that a large emergency response involves everyone, and therefore emergency preparedness planning involves everyone. Workshop participants are responsible for sharing the results of this workshop, for managing their supervisees throughout the preparedness process, and working together to ensure everyone is ready to respond in the case of emergency. |