**Critical Action Points**

**Session Objective:**

* Develop Critical Action Points in order to be prepared to respond to an emergency.

**Session Outputs:**

* Identify 3 Critical Action Points that can be accomplished in the next 3 months - identify person(s) responsible, resources needed, and timeline – both action points that can be accomplished at with limited to no resources, as well as some that will need external assistance.

**Prepared Materials:**

* Sample of critical action point table on powerpoint

|  |  |  |
| --- | --- | --- |
| Time | How | Activity |
| 5 min |  | 1. **Introduction**   Facilitator states the Objective of the Session: to create common understanding of how to develop Critical Action Points in order to be prepared to respond to an emergency   * Facilitator defines “Critical Action Points” – these are the most prioritized “emergency preparedness activities” that can be accomplished within the next 3 months and that are absolutely critical in ensuring that the CRS and partners are prepared to assist with emergency humanitarian response. * This session builds on the previous session” Emergency Response Planning”. |
| 30 min | Groups  Flip Charts with 4 Columns (“Critical Action Point”, “person(s) responsible”, “resources needed”, and “timeline”)  PPT slides | 1. **Session task – Identify critical preparedness actions**   The facilitator instructs that the participants will do the following:   * Look at the list of “emergency preparedness activities” in the 3rd column of the flip charts that were prepared in the previous session. ***Facilitator’s Note: The “emergency response plans” should be displayed on the wall for easy visibility.*** * Each group will highlight 3 of the “emergency preparedness activities” that they consider CRITICAL, AND that can be **realistically** achieved within the next 3 months. * The participants will also need to identify the person(s) responsible for making sure each Critical Action Point is achieved. * The participants also need to identify what resources & support are needed to achieve each Critical Action Point (i.e., personnel, training, etc.) * Finally, the participants need to decide by what date each Critical Action Point will be achieved.   The facilitator hands out flip chart paper to each group with 4 columns on it – 1) Critical Action Point, 2) Person(s) Responsible, 3) Resources/Support Needed, and 4) Timeline  The facilitator instructs the participants to fill in the columns on the flip chart paper as per the instructions given above **or** can be done in plenary with facilitator filling in on PowerPoint slide.  Facilitator’s Notes: example might want to be presented on PPT slide or flip chart |
| 5 min |  | **c) Summary**  Facilitator ask participants if they have any additions or comments. |