

## WORKSHEET 1.4: EMERGENCY RESPONSE PLAN – FIRST 72 HOURS

**Purpose:** These worksheets will help governments and partners think through the various communication actions that need to take place quickly to inform the public and contain the situation.

**Directions:** This exercise will need to be conducted with key stakeholders, including communication experts within the Ministry of Health and Ministry of Information as well as key stakeholders in the response, such as United Nations agencies, the World Health Organization, key partners and technical leads from various emergency response teams in the country (e.g., case management and surveillance, etc.).

1. Identify and gather key national, district and community level stakeholders for a participatory exercise.
2. Present on key considerations for an immediate emergency communication response (see section above).
3. Conduct a brainstorming exercise with key stakeholders to identify key actions that need to take place so that the public is properly informed of what to do.
4. Using that information, fill out the table below and present to the group for comments and discussion.
5. Brainstorm a list of what needs to be in place to make sure these actions can happen quickly (e.g., updated stakeholder contact sheets, etc.).
6. Pretest this information by conducting exercises with key stakeholders that test different emergency scenarios – adjust the table based on the pretest results.

First 12 Hours		
	Who is Responsible	Contact Information (Mobile and Email)
First 24 Hours		

<b>First 36 Hours</b>		
<b>First 48 Hours</b>		
<b>First 60 Hours</b>		
<b>First 72 Hours</b>		