International

Earthquake Response Exercise

SIMEX Guide V3.0

INSARAG Technical Reference

June 6th 2024

Abbreviations

BoO	Base of Operations
EMT	Emergency Medical Team
EMTCC	Emergency Medical Team Coordination Cell
ERE	International Earthquake Response Exercise
ERS	Emergency Response Section/Response Branch/OCHA
EXCON	Exercise Control Team
FA	Functional Area
HC	Humanitarian Coordinator
HCT	Humanitarian Country Team
HPC	Humanitarian Programme Cycle
INSARAG	International Search and Rescue Advisory Group
IASC	Inter-Agency Standing Committee
ICMS	INSARAG Coordination Management System (software)
LEMA	Local Emergency Management Agency
NDMA	National Emergency Management Agency
OCHA	United Nations Office for the Coordination of Humanitarian Affairs
OSOCC	On-Site Operations and Coordination Centre
RC	Resident Coordinator
RDC	Reception and Departure Centre
SCC	Sector Coordination Cell
UNDAC	United Nations Disaster Assessment and Coordination
UCC	USAR Coordination Cell
USAR	Urban Search and Rescue
VOSOCC	Virtual On-Site Operations Coordination Centre

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1 INTRODUCTION

For many years INSARAG has held exercises in countries around the world, seeking to strengthen a country's response capacity to a major earthquake disaster and to enhance its ability to work with international partners and agencies during the initial humanitarian phase of any emergency. By doing so, INSARAG was also creating an opportunity for international USAR teams to practice their skills in an international setting and get to know each other.

As part of the implementation of the GA Resolution 57/150 on "Strengthening the effectiveness and coordination of urban search and rescue assistance", INSARAG has formalised these events into multi-stakeholder training exercises to, not only strengthen national response, but also to promote and practice coordination methods in common with other disaster response networks and partners. Today, there are five key stakeholders in an ERE: a. USAR teams, b. UNDAC teams, c. EMT, d. UN in-country agencies (UNCT), and d. National Government responders. Additional stakeholders often also participate in EREs, such as humanitarian actors, NGOs, and people from the private sector.

An ERE event is a 5-day event; a 2-day workshop and 3-day command-post exercise. The exercise is divided into three phases: the first 2 days where teams are deploying, and the coordination structures are being set up; the next 6-8 days where the operations are up and running; and finally, 8-10 days after an earthquake when teams are demobilizing.

Due to the multiple parts and participants, the preparation and delivery of an ERE can be quite complex. This document is part of an ERE Package created to guide to those preparing an ERE event. The package outlines the minimum quality standards that are applicable to every International ERE event and contains:

- SIMEX Guideline (this document).
- Task Card templates and task description of all main tasks.
- Timelines in an Excel file for monitoring the exercise during delivery.

The intended users of the package include all personnel with a role to play in the preparations, implementation and/or evaluation of an ERE event. The package is not intended to be distributed to, or read directly, by ERE participants. Intended users include – but are not limited to:

- Focal points of the country hosting the exercise.
- UN OCHA staff supporting and coordinating ERE events.
- INSARAG regional stakeholders supporting the running of an ERE event.
- Facilitators, speakers, EXCON staff and other organisers supporting, leading or otherwise involved in the implementation of an Earthquake Response Exercise.

Whilst consistency is important, it is also acknowledged that regional and national variations will always be necessary to a greater or lesser extent. Therefore, the ERE package is provided as a common starting point which each EXCON team must adapt in order to meet the unique operational, technical and cultural and governance climate for a particular group during implementation. However, each ERE is a INSARAG regional exercise, so ERE hosts are asked to consider not only what is relevant to their country, but to their region.

Any comments or recommendations to the improvement to the ERE package should be directed to the INSARAG secretariat.

2 ERE EVENT CONCEPT

This section outlines the concept on which the ERE is built. It explains the overall event in which the exercise is set, overall objectives, and "rules of the game". The Concept Note plays a role in communicating the rationale and overview of the simulation to all stakeholders – including EXCON members and the participants themselves. The text can be the basis of a document shared with those deciding whether to host an event and with all potential participants.

2.1 Introduction

For many years INSARAG has held exercises in countries around the world, seeking to strengthen a country's response capacity to a major earthquake disaster and to enhance its ability to work with international partners and agencies during the initial humanitarian phase of any emergency. By doing so, INSARAG also created an opportunity for international USAR teams to practice their skills in an international setting and get to know each other. Having a space to meet, compare notes, and create new ideas strengthens the overall capacity of INSARAG.

As part of the implementation of the GA Resolution 57/150 on "Strengthening the effectiveness and coordination of urban search and rescue assistance", INSARAG formalised these events into multi-stakeholder training exercises to, not only strengthen national response, but also to promote and practice coordination methods in common with other disaster response networks and partners.

The event is an important step in a country's roadmap of preparedness for large-scale sudden onset disasters that involve support from the international community. It is viewed as a direct continuation of other important activities and will itself lead to further follow-up actions that will help to reduce the country's vulnerability.

2.2 Structure and scenario

The event concept involves a scalable and flexible structure, allowing it to be delivered in settings where resources and capacity may vary. The main structure involves a 5-day training event. The first two are in-class presentations and workshops. The latter 3 are an on-site 'command-post' exercise, involving management and decision-making elements of the national disaster response actors, the USAR coordination mechanisms, and the international humanitarian community. It does not require field-based simulation activities such as using operational equipment or carrying out practical rescue procedures.

The fundamental components of the event structure are:

Off-site pre-event preparations	Individual reading, familiarisation with basic operational mandates and other preparatory activities during the weeks leading up to the exercise event.
On-site pre-exercise sessions	Awareness briefings and workshop-style sessions where participants engage in further familiarisation training prior to exercise of own and other functional areas.
Exercise timeline phase	Participants work in teams, drawing on their collective knowledge and experiences to find effective solutions to set tasks, while coordinating with other stakeholders.
Final debrief	Participants review their overall learning, look ahead to next steps and complete feedback evaluation on the exercise event as a whole.

The exercise scenario is focused on the initial ten days of a sudden-onset emergency, typically an earthquake, that results in collapsed structures and subsequent humanitarian consequences within an urban environment. The disaster is of a scale that overwhelms local and national response capacity, resulting in a request for – and deployment of – international assistance. Representatives of coordination entities, response teams, and other relevant networks work together in support of national leadership to complete tasks in a chronological sequence that should align with the realities and response plans of an affected country. The scenario ends after the acute live-saving phase, leaving the participants to plan either demobilization or further response activities.

2.3 Overall goal and event objectives

The overall goal of the exercise is to practice and strengthen emergency preparedness and response coordination between national and international actors in support of a disaster affected country, and coordination between international actors to strengthen their capacity to support a disaster affected country.

This goal is met through the organisers achieving a number of event objectives; four of which are universal for all parties being exercised, and three of which are specific for national and international stakeholders respectively.

<u>Universal Objectives</u>

#1. To *take* effective and efficient coordination of life saving actions and decisions in response to a large-scale sudden onset disaster.
#2. To *explore* the interfaces and synergies between national and international coordination mechanisms and response teams.
#3. To *practice* the coordination methods, tools and practices of INSARAG and other partnership networks, adapted to a national response context.
#4. To *promote* networking and peer learning between representatives of collaborating organisations.

<u>Additional Objectives for National Stakeholders</u>

#1. To *strengthen* national ability to assess capacity and vulnerability due to overwhelming emergencies.
#2. To *review* contingency plans for deploying national assets and for requesting, accepting and coordinating international humanitarian assistance.
#3. To *train* personnel on national coordination mechanisms and on those used by international counterparts.

<u>Additional Objectives for International Stakeholders</u>

#1. To *construct* flexible response coordination mechanisms within a specific country context.
#2. To *apply* procedures for the alert, mobilization, arrival, field integration, and demobilization.
#3. To *engage* with relevant partners and networks from the broader humanitarian system.

When preparing an ERE, the event planners will expand on these event objectives by adjusting them to the national context, exercise specific goals, and the type of actors participating in the exercise. Additionally, a set of learning outcomes are created to drive the specific content of the exercise activities.

2.4 Participants and their grouping

In principle, participants can be people of any relevant department, operational partner, and network consistent with the realities of an affected country during the initial phase of an earthquake response. For planning purposes, participants categorised according to the functions involved in the response, i.e., into Functional Areas (as opposed to geographical areas), rather than the institutions that staff them. This will allow for flexible expansion and contraction of the training audience according to the national context, without requiring significant overhaul of the exercise structure if different actors are involved. Within each Functional Area there are multiple types of actors.

The following Functional Areas are recommended, which may need to be adapted as befits the operational realities of the hosting country:

<table>
<tr><th>Functional Areas (or Groups)</th><th>Actors and entities (examples)</th><th>Participating Teams</th></tr>
<tr><td>1: National response coordination entities.</td><td>NDMA, LEMA, MoH</td><td rowspan="5">These are the actual teams that are participating in the exercise (e.g., USAR teams and MED from different countries or municipalities, UNDAC team members)</td></tr>
<tr><td>2: National response teams / responders.</td><td>USAR teams, medical teams,</td></tr>
<tr><td>3: International response coordination entities.</td><td>OSOCC, UCC, RDC, SCC, EMTCC</td></tr>
<tr><td>4: International response teams / responders.</td><td>USAR teams, medical teams,</td></tr>
<tr><td>5: Humanitarian partner coordination entities (nat'l/int'l).</td><td>HCT</td></tr>
</table>

In practice, the total number of participants is limited by the logistical constraints of the hosting entity as well as the size and capability of the exercise control (EXCON) team available. Exercise planners decide the total ideal target number of participants and request participation nominations accordingly.

Selection criteria are an important tool for establishing a minimum baseline of expertise and need to be defined prior to the invitation and selection process. Qualifications and experience for nominated individuals are specified for each Functional Area and, in some cases, completion of preliminary training programmes, such as eLearning or national-level disaster response exercises, or specified through an assessment of knowledge and skills.

2.5 Exercise timeline, tasks, and learning

The content of the exercise timeline is a combination of sub-timelines for each Functional Area. When creating the exercise timeline, exercise planners strategically place tasks that more than one Functional Area is involved in numerous timeslots to ensure that the universal objectives #2 and #3 of collaboration and coordination are met.

During the exercise phase, participant will tackle a variety of task delivery. For example, they may be tasked by a role-player acting as a victim or during interpersonal meetings. Other tasks may be delivered in written form or computer-based. Task delivery is only limited by the imagination of the exercise planners. The form of delivery and content of the task are written on task cards, pre-written in advance of the event

A *play and pause* learning model is designed into the timeline, where participants are asked to step out of the exercise timeline for a “hotwash” following key task complete. A hotwash is on on-site discussion where participants collectively and quickly reflect on and recap the core learning of the task, and then continue on with the exercise. An EXCON staff member will initiate the hotwash. A description of the expected response to the task by the participant team is written on a part of the task card that is not distributed to participants and can be used as a discussion guide for the hotwash. Examples of good practice should also be discussed.

At set intervals during the exercise timeline, the scenario may jump forward in time so that different learning outcomes can be explored. EX planners should include time jumps as needed and create different time jumps for different exercise streams/functional groups, however, not all actors may need to experience the same time jumps. Group facilitators will moderate this transition so that participants undergo a cohesive training experience and the integrity.

The event will end with a final debriefing where all Functional Areas will be asked to present their key lessons learned. EXCON will also present their results. The Exercise Director will then wrap up the event.

3 Key stakeholders

3.1 USAR Teams

Urban search and rescue (USAR) involves the locating, extricating, and initial stabilisation of people trapped in a confined space or under debris due to a sudden-onset large-scale structural collapse such as an earthquake, in a coordinated and standardised fashion. This can occur due to disasters, landslides, accidents, and deliberate actions. The goal of search and rescue operations is to rescue the greatest number of trapped people in the shortest amount of time, while minimising the risk to rescuers.

The International Search and Rescue Advisory Group (INSARAG) was established in 1990 to facilitate coordination between the international USAR Teams who make themselves available for deployment to countries experiencing devastating events of structural collapse due primarily to earthquakes. INSARAG's primary purpose is to facilitate coordination between the various international USAR teams who make themselves available for deployment to countries experiencing devastating events of structural collapse due primarily to earthquakes. The group achieves such coordination through facilitating opportunities for communication between these groups ahead of such events. These meetings of teams have resulted in many practical agreements between them that have streamlined working together during actual disasters. Much of the details on how these teams have agreed to work together can be found in the INSARAG Guidelines, a living document outlining the principles agreed within the group.

Key ERE objectives for USAR teams are to practice

- USAR coordination arrangements (UC Handbook)
- Assessing and collecting information on the situation on the ground
- Team management and BoO management.
- Using tools (e.g., VO, ICMS).

3.2 UNDAC Teams

The United Nations Disaster Assessment and Coordination (UNDAC) is part of the international emergency response system for sudden-onset emergencies. It is designed to help the United Nations and governments of disaster-affected countries during the first phase of a sudden-onset emergency. UNDAC also assists in the coordination of incoming international relief at national level and/or at the site of the emergency. During earthquake operations UNDAC teams support USAR coordination. Not the internal coordination of the USAR teams, that is the responsibility of the teams themselves. UNDACs role is to support USAR coordination cells with their external coordination.

The need for UNDAC support for missions will vary, not only due to the varying size of events, but also due to the ability of the people in the USAR coordination cells to establish external coordination, the initiative of LEMA to establish links, and other situations on the ground. However, based on OCHA procedures, when there is an INSARAG mission, UNDAC members will be activated to support the mission. If the mission is going well, the role of the UNDAC members will be monitor and dink a lot of coffee.

Three fundamental aspects of UNDAC support to USAR operations addressed in an ERE are.

- Helping to build a coordination mechanism with LEMA.
- Having a direct link to ERS and the RC/HC in case of major problems.
- Sharing safety and security information, utilizing the link to UNDSS and other sources.

Key ERE objectives for UNDAC are to practice:

- Supporting Coordination arrangements with the USAR teams (UC Handbook).
- Assessing and providing key stakeholders with situation awareness on the crisis and related recommendations.
- Managing an OSOCC (OSOCC Guidelines, providing coordination support to international responders)
- Practicing OCHA's response procedures, tools and systems (e.g., VO).

3.3 EMTs

The purpose of the Emergency Medical Teams (EMT) initiative is to improve the timeliness and quality of health services provided by national and international Emergency Medical Teams and enhance the capacity of national health systems in leading the activation and coordination of rapid response capacities in the immediate aftermath of a disaster, outbreak and/or another emergency. WHO's EMT classification list requires that all EMT's clearly outline their services and skills. The WHO EMT Initiative requires that all teams and their members are:

- Licensed to practice in their home country.
- Specialists in their field and have suitable malpractice insurance.
- Registered (and obtain licensing) with national authority and lead international agency.

They should:

- Declare skills and services provided.
- Report regularly during the response.
- Maintain confidential patient records and arrange referral plans.
- Collaborate with the existing health system and be self-sufficient.
- Ensure supplies and medications meet international standards.
- Maintain standards for hygiene, sanitation and medical waste management.
- Be prepared to care for team member's health and safety and repatriation.

Key ERE objectives for EMT teams are to practice:

- Medical coordination arrangements
- Assessing and collecting information on the situation on the ground
- Team management and BoO management.
- Using tools

3.4 National Government Responders

National government responders are defined herein as any and all national entities that have an official role in responding to a disaster in their own country. These entities vary between countries and how they are coordinated. Responders can be grouped into field, municipal (regional), and national level. Emergency services in the field are typically fire-fighters, ambulance services, and police. Many countries also have Red Cross and Red Crescent Societies and NGOs also working in the field. The municipality level is expected to have contingency plans and are key players in both disaster risk reduction and recovery. At the national level the prime minister may have specified role. While all ministries are important during a major disaster, there may be minister dedicated to disaster coordination. Usually, some institute at the national oversees national coordination.

The level of preparedness and experience in dealing with disasters also varies between countries, including in accepting or requesting international response. The government hosting the ERE will provide information on their entities and coordination structure. They will also decide which of these entities will participate.

Key ERE objectives for LEMA teams are to practice:

- Decision making processes on the need for and asking for/accepting international assistance
- Receiving international assistance and provide support
- Coordinating USAR, UNDAC and medical teams, and learning about their procedures and tools
- Activating and practicing their own system.

3.5 United Nations in-country Agencies (UNCT)

The United Nations Country Team (UNCT) exists in 130 countries, covering all of the 162 countries where there are United Nations programmes. The UNCT includes all the UN entities working on sustainable development, emergency, recovery and transition in programme countries.

The UNCT is led by the UN Resident Coordinator, who is the representative of the UN Secretary-General in a given country. The Resident Coordinator (RC) is the highest-ranking representative of the United Nations development system (UNDS) at the country level, with the responsibility to lead United Nations country teams. The Resident Coordinator is the designated representative of – and reports to – the UN Secretary-General.

The UNCT ensures interagency coordination and decision-making at the country level. The goal is to plan and work together, as part of the Resident Coordinator system, to ensure the delivery of tangible results in support of the development agenda of the Government, which guides the UN country team's development programme cycle, in joint agreement with the host government. A UNCT manages disasters through the UN Cluster Approach. Clusters are groups of humanitarian organizations, both UN and non-UN, in each of the main sectors of humanitarian action, e.g. water, sanitation, hygiene, health, logistics, early recovery, education, emergency Telecommunications, Food security, Nutrition, Protection, Shelter, camp coordination and camp management. They are designated by the Inter-Agency Standing Committee (IASC) and have clear responsibilities for coordination.

Key ERE objectives for UNCT teams are to practice:

- Providing UN assistance and provide support to a sudden on-set disaster
- Working with LEMA during a sudden on-set disaster.
- Coordinating with UNDAC and learning about their procedures and tools
- Activating and practicing their own system.

4 Conduct a training needs analysis

4.1 Step 1 – Organisational Needs Analysis: who should participate

Organisational level analysis involves developing a comprehensive list of actors and coordination mechanisms who would be involved in responding to a large-scale earthquake in the affected country, and then defining what their likely role would be. Another approach is to identify the functions that need to be performed during a disaster and then identify actors who could fulfil them. Such information might be readily available in national disaster response or contingency plans, however the process of actively creating an actor map can be valuable in terms of updating the relationships and hierarchies between various stakeholders, clarifying roles, identifying gaps in capacity or information, and sharing perceptions of reality across different members of the exercise planning team.

Through building the list of stakeholders, it will become apparent to event planners which should be prioritised in terms of inviting them to nominate exercise attendees. Stakeholder involvement should, as far as possible, reflect the reality of the national response landscape. Event planners can therefore adopt an “accordion” approach, generally inclusive of any relevant departments, operational partners and networks that are consistent with the realities of the affected country during the first days of a response.

The actor mapping process is ideally led by the hosting organization (e.g., NEMA/LEMA focal point), however can be supported and/or facilitated by the OCHA Regional Focal Point. One useful output is a simplified diagram or other visual tool that summarises the response landscape and can be used to educate other members of the EXCON team who join the planning process at a later stage.

Traditionally, organisations/departments within the following categories would be considered (as a minimum):

- Affected communities.
- Local responders.
- Host government authorities.
- National response teams.
- International response teams (e.g., USAR, EMT).
- International response teams (e.g., USAR, EMT).
- Bi-lateral government support (civil).
- Bi-lateral government support (military).
- United Nations agencies (e.g., OCHA, WHO, Humanitarian Country Team).
- International NGO.
- Humanitarian clusters.
- Donors.
- Regional organisations.
- Private sector.
- Media.

4.2 Step 2 –Training Needs Analysis: what do participants need

The aim of training needs analysis is to identify what exercise learning will lift a group of people from their current status to a point where they can fulfil the requirements of the response community and – ultimately – the potential affected population within the host country. Therefore, before making changes to the SIMEX materials (or opting to keep them unchanged) it is crucial that event planners develop an in-depth understanding of two levels of training needs in particular; those of the stakeholder organisations involved and those of the individual participants. The analysis should take into account the exercise objectives listed in the Event Concept.

Participant level analysis is the practice of understanding the likely strengths and competencies of nominated personnel, their areas of technical expertise, levels of experience, as well as identifying any language, cultural or religious needs that might affect the exercise. These factors will almost always vary from one stakeholder organization to another.

While it is unlikely that exercise planners will develop a precise understanding until the final lead up weeks prior to an exercise, it should nevertheless be possible to make some general observations about the participant pool.

Such information will inform subsequent steps in the customization process and help to tailor the exercise objectives and materials more closely to the actual participant learning needs.

Some useful tools for participant level analysis include:

- Targeted discussions with representatives from relevant stakeholder organisations regarding their cohort of potential participants.
- Observing likely participants in other trainings or exercises e.g., at a national-level SIMEX that acts as a precursor to the International ERE.
- Asking a sample of possible participants to complete self-assessment surveys or knowledge tests.

As an output to this analysis, the event planners should arrive at a clear description of the target training audience, including the selection criteria for participants within each sub-group of Functional Area.

5 PRE-EVENT PLANNING

5.1 Planning milestones for work plan

The event planning is initiated with a host country indicating interest to the INSARAG regional Focal Point in running an ERE event. This is expected to happen no later than 18 months before the event itself. From there, there are a number of milestones that need to be reached in a timely manner to keep the planning on track. The table in ANNEX ASG.2 specifies the most important planning milestones during the lead up to each ERE event. Confirmation of this planning timeline should be established at the outset with a workplan, with adjustments made clear to all parties involved.

5.2 Event Programme

While it is recommended that the on-site event days be 5 in total, 2 of which are dedicated to the on-site workshop phase, event planners may wish to extend the time duration due to local or regional requirements.

An Indicative schedule in ANNEX ASG3 outlines an agenda for the event. Exact timings should be adapted in conjunction with the hosting organisation. The exercise days will depend on the tasks chosen that create the backbone of the exercise. Main tasks and examples of how they could be spread over days 3-5 are in ANNEX ASG.7

Following agreement on the Concept Note, and as the pre-exercise preparations provide increasingly more information about the participants' needs, the next major step is to review the event programme with the aim of refining it to suit the local context and needs.

While flexibility is important, event planners must strive to find a balance between sensitivity to cultural requirements of the hosting nation and ensuring the training objectives are achieved in a broadly consistent manner.

In the past, challenges were encountered when last minute requests were made to accommodate social functions, public relations activities or extra presentations that, while of interest to some stakeholders, were not directly relevant to the event programme or interrupted the flow of the exercise. Another common challenge involves the scheduling of collective meal breaks midway through the scenario phase, which can reduce the intensity of the exercise immersion experience for participants. Wherever possible, it is recommended to keep team groupings separate during scenario days by using a rotational approach to feeding or by providing packed meals in breakout areas.

It is incumbent on all event planners to discuss such issues as early as possible during the design phase and collectively find ways to minimize disruptions to learning.

5.3 Determining participants

Team size for international teams is a skeleton team of 4 people. At least one member should be experienced in the INSARAG management system who can mentor the others in their own team, if need be. Ideally, each exercise group should include a balanced mix of the following factors, however in practice this may be difficult to predict prior to the event:

- Experience levels.
- Technical profiles.
- Country/regional background.
- Gender.

In addition, teams may want to offer one member to be part of EXCON.

5.4 Mentoring

Stronger teams may mentor other teams. For example, classified teams may mentor non-classified teams, or where teams struggle if English is not their first language. Established prior to the exercise whether a team needs mentoring from the beginning of the exercise and EXCON should look for opportunities that arise during the ERE.

5.5 Personnel requirements to deliver the event

The event planners will need to determine the size and composition of the EXCON team based on the physical venue facilities, the number of participant groups in play, and the availability of technical expertise to ensure sufficient coverage. The *minimum* personnel requirements are:

a. 1 x exercise director.
b. 2 x overall exercise coordinators.
c. 2 x group facilitators per exercise group (Functional Area)*
d. 4 x information management support staff**
e. 4 x administration and event logistics staff***
f. 1 x translator per exercise group (Functional Area), where the language needs require it.
g. 20 x role-players****
h. 2 x members of the media/communications experts.

* The minimum requirements and criteria for group facilitators should be discussed and decided by the event planners to ensure an appropriate degree of experience and technical expertise is made available.
** Supplementary EXCON personnel can be involved in shadowing roles to provide experience to new facilitators and widen the pool of available trainers. Invariably, the ERE event is a valuable learning opportunity for all EXCON members and can also be used as a refresher for previous participants as part of their continued engagement.
*** The ERE is a large and complex event and hosting organisations will need to assign appropriate individuals to manage aspects of the organization, including:

- Travel arrangements including ground transportation for all participants.
- Accommodation for both national and international participants.
- Venues and training sites.
- Facilities such as catering, event photography/videography and office services.
- Equipment.
- Social events, as well as the opening and closing ceremonies.

**** The number of role-players will depend on the degree of realism preferred and the budget/resources available. The greater the number of role-players, the greater the fidelity but also the complexity of logistical planning required. Note that, while several of the specified team outputs within the Task Cards lend themselves well to face-to-face interactions, they might also take the form of planning and discussion activities, with some adjustment.

5.6 Documents to be shared before the event

It is expected that all involved receive a concept note early on in the process, preferably when the event was advertised for the first time. In addition, there are three documents that need to be written shared with various groups. Documents to be shared before the event therefore include:

1. Event Concept Note
2. UN admin note – shared with all
    a) The UN/ERS is responsible for writing this document in collaboration with LEMA.
    b) Hosting location, dates and arrangements.
3. EXCON package
    a) Exercise specific aims and objectives.
    b) Exercise control team and resources supplied to them
    c) Planning timeframe and division of labour.
    d) EXCON markings (e.g., vests) and inject people markings (people who role play to provide info).
    e) Explain why it is important to read the UC Handbook (to know how the UC system works).
4. Participants' package
    a) Exercise specific aims and objectives.
    b) Participant selection process and criteria.
    c) Knowledge and skill level expected. Have people fill out a form on their knowledge and skill level.
    d) Explain why it is important to read The UC system handbook

The sooner they are sent out the more time people wilk have to prepare.

6 SESSIONS ON DAY 1 - 2

6.1 Opening, Introduction, and Agenda

Session Learning Outcomes

- Outline the aims and objectives of the International ERE
- Commit to the training methodologies being used
- Identify peer networks and learning support resources available
- Identify ground rules and safety measures in place

SESSION LENGTH

1 hour

Session Overview

	Topic	Method	Time
1	Opening address	Presentation	20 min
2	Objectives, Event Programme and Support Materials	Presentation	15 min
3	Daily Routine and Housekeeping	Presentation	5 min
4	Safety and Security Brief	Presentation	5 min
5	Introductions and ground Rules	Maybe use polling software to ask the group questions	15 min

MATERIAL & EQUIPMENT

Audio-visual screen projector

SUPPORT DOCUMENTS

None required

Session Purpose

After the welcome remarks, this plenary session presents the first opportunity to orient participants to the exercise organization, content and flow. It is also a chance to explain and demonstrate the interactive methodology that will be used, involving the participants from the outset by gathering their individual expectations, needs and ideas for how they will work together as a collective.

Session details

See ANNEX ASG.4

6.2 National disaster response coordination arrangements and key mechanisms

Session Learning Outcomes

- Recall key elements of national earthquake response coordination arrangements and mechanisms by which the international community can provide support to the hosting country
- Outline recent developments at the regional and global levels in terms of guidance available

SESSION LENGTH

2.5 hours (including a break)

Session Overview

	Topic	Method	Time
1	National EQ coordination arrangements	Presentation	60 mins
2	Break (including group photo)		30 mins
3	International support mechanisms	Presentation	60 mins

MATERIAL & EQUIPMENT

audio-visual screen projector

Session Purpose

This session should build on pre-event preparations to provide updates on the national and international response coordination arrangement relevant to the country's earthquake preparedness. Key concepts are underlined, however detail should be left for the subsequent workshop sessions.

SUPPORT DOCUMENTS

It is important that pre-reading and other activities (e.g. explanatory videos) should be shared with participants prior to arrival

Session details

See ANNEX ASG.4

6.3 Workshop sessions for each functional area

Session Learning Outcomes

- Explain in detail the methodologies for how response actors and coordination entities within the relevant Functional Area can maximise their effectiveness in support of the country's earthquake response
- Practice using the tools and resources available to support coordination of the country response

SESSION LENGTH

4 hours + 2 hours (including breaks)

Session Overview

	Topic	Method	Time
1	Introductions within each FA	Discussion	10 mins
2	Overview of the workshop agenda	Presentation	5 mins
3	Internal practices - to be defined by the EXCON lead facilitator for each Functional Area	Mix of focused presentations and small group activities	3.5 hours mins
4	Complete daily evaluation	Online survey	15 mins
5	Overnight break		-
6	Interacting with other Functional Areas - to be defined by the EXCON lead facilitator for each Functional Area	Mix of focused presentations and small group activities	2 hours

MATERIAL & EQUIPMENT

Breakout room for each Functional Area

Audio-visual screen projector

Flip charts, markers, coloured cards

SUPPORT DOCUMENTS

To be defined by the EXCON lead facilitator for each Functional Area

Session Purpose

During the first part of the workshop phase, an extended amount of time is provided for each Functional Area to review its internal practices and SOPs. It is an opportunity for national and international counterparts to fully understand the coordination methodologies and practice how to work alongside each other within the framework of the country's earthquake response. EXCON should also provide updates on the recommended tools and technical resources available. Attention is then dedicated towards how this Functional Area works with other networks involved in the response (i.e., other Functional Area groups). The focus is on joint activities in the acute phase of the response, including cooperation through to co-existence.

EXCON will need to look at the composition of the overall training audience and consider how best to organise the workshop groupings. Where possible, national and international counterparts should be kept together in the same breakout sessions for some or all of the workshop. For example, assuming the below organisation of Functional Areas, USAR team representatives from Groups 2 (national) and 4 (international) could be trained together. Likewise, with national and international EMT representatives:

- Group 1: National response coordination entities.
- Group 2: National response teams / responders.
- Group 3: International response coordination entities.
- Group 4: International response teams / responders.
- Group 5: Humanitarian partner coordination entities (both national and international).

Session details

See Annex ASG.4

6.4 Workshop for rotating functional areas

Session Learning Outcomes

- Outline the methodologies for how response actors and coordination entities from different Functional Areas can work together in support of the country's response

SESSION LENGTH

3 hours 30 mins (includes breaks)

Session Overview

	Topic	Method	Time
1	Rotation 1	Presentation plus skill station	45 mins
2	Rotation 2	Presentation plus skill station	45 mins
3	Rotation 3	Presentation plus skill station	45 mins
4	Rotation 4	Presentation plus skill station	45 mins

MATERIAL & EQUIPMENT

Breakout rooms

Audio-visual screen projector

Flip charts, markers, coloured cards

Session Purpose

The purpose of this workshop period is for participants within each Functional Area to gain an understanding of the other Functional Areas, and in particular, the areas they might work together during the acute response of the earthquake.

Content will focus on preparing participants to succeed in the subsequent completion of joint activities, handover practices or coordinated action during the scenario phase of the ERE event. Participants from each Functional Group rotate between sessions.

SUPPORT DOCUMENTS

To be defined by the EXCON lead facilitator for each Functional Area

Session details

See ANNEX ASG.4. Timings for rotations need to be adjusted according to the organisation and number of groups.

6.5 Exercise scenario START-EX briefing

Session Learning Outcomes

- Outline the key elements of the operational scenario
- State the rules of conduct during exercise live play

SESSION LENGTH

1 hour

Session Overview

	Topic	Method	Time
1	Exercise brief	Presentation	45 mins
2	Questions and answers	Discussion	15 mins

MATERIAL & EQUIPMENT

Audio-visual screen projector

Session Purpose

This briefing is the final part of the on-site preparation sessions and provides the launching point into the exercise scenario. An effective briefing will enable participants to enter cleanly into the exercise mindset, clear on what they are being asked to achieve during the SIMEX and the scope of limitations on how they set about their work.

It may be delivered in plenary or in the original breakout rooms, depending on the logistics context of the training venue. If delivered in separate rooms, the PPT slides and messaging should be agreed and standardized amongst the EXCON team.

Archive PPT slide decks from previous events may be used to prompt ideas, however the content of the briefing will need to be customised.

SUPPORT DOCUMENTS

National Disaster Response Plans (or equivalent) to be added as participant pre-reading.

Session details

See ANNEX ASG.4

7 PREPARING DELIVERY OF EXERCISE DAY 3 - 5

7.1 EXCON responsibilities

Responsibilities for the following roles are listed in ANNEX ASG.5

- National Event Director (LEMA)
- National Event Coordinator (LEMA)
- OCHA Event Director (ERS staff)
- International Exercise Coordinator (ERS appointed)
- Group Facilitators (National and/or international)
- Coordinators´ Information Management Support Staff (National and/or international)
- Administrative and Logistics Support Staff (National and UN)
- Role-Player (National and/or international)

Checklists for EXCON meetings are provided in ANNEX ASG.5. Note that the EXCON can play exercise roles, e.g., the EXCON can play the UNDAC TL in the capital, while a participant plays the OSOCC manager.

7.2 Writing a Scenario that triggers tasks

The lead national agency produces the exercise scenario consistent with its response plan for a major earthquake. The scenario should be based in fact and therefore historical events are a good source of information, statistics and images for a potential scenario. However, not all exercises are held in locations where there is a major earthquake risk. The value of an exercise can still be high for the local context to exercise its coordination mechanism and collaboration with international entities, so adapting historical events and national context to fit the exercise objectives may be necessary.

The scenario is a description of the disaster covering the days the exercise is supposed to cover. The purpose of the scenario is to provide a background for task development a guidance for role-players on what to say and how to answer when interacting with participants. The scenario needs to have a logical storyline that every task for every participant can relate to so that everyone can use it to help imagine that they are in a real setting.

<u>The storyline must never be linear!</u> That means ASR2, 3, and 4 tasks should be in a random order, as this is how reality often is. This is also highlighted in Vol II, Manual B of the INSARAG Guidelines where the ASR levels are described. When teams arrive to a real disaster, LEMA may have already identified buildings that require ASR3 or 4, therefore not requiring ASR2.

The extent of the disaster impact should be made to fit the group, and not the other way round. It is a mistake to invest in a hugely complex scenario and find the participants completely overwhelmed; equally the learning opportunities of the ERE will not be realised if the scenario is too simple and not sufficiently complex for the number and capability of participants.

There is no generic scenario included in the package for adaptation. However, there are generic tasks (ASG.6) there are various steps that a scenario writing team can follow, outlined below. The OCHA Regional Focal Point will be able to provide other country examples that have been used for past ERE events.

Key elements to be included in the exercise scenario are described in the table in ANNEX ASG.7. It is recommended that the scenario include documents that are produced during real major earthquakes. Two key generators of earthquake information immediately following an earthquake are GDACS (part of the VOSOCC) and the United States Geological Survey (USGS). Examples of documents they produce are given in ASR.8. A link to a real earthquake scenario is also provided, to give scenario writers ideas.

Those working on the scenario may find that as they work on it, they gain a better understanding of disaster storylines and may want to fine tune the exercise objectives, national context, participants and tasks. Therefore, the work becomes an iterative process. When all these are ready, the EX Planners can start to work on the task cards. Draft task cards can be given to EXCON, but it is important that those who run the exercise work on the final versions. As the work progresses, more detailed information and exercise data (e.g., mapping, spreadsheets) supporting each phase of the scenario will be produced. The more the planning team and EXCON work as team, the better the exercise products and the better prepared the EXCON will be.

If frameworks and documentation are already available, they will need to be reviewed and – where necessary – broadened out to include protocols and standard operating procedures for integrating international response actors and support mechanisms.

The lead domestic agency will need to actively reach out and consult other departments and stakeholders (e.g., Ministry of Health, Customs and Immigration) at an early stage to ensure the scenario is applicable for all Functional Areas and technical disciplines. Translation of existing plans, or elements therein, may also be needed to cater for the international participant group.

7.3 Creating a Timeline

Creating a timeline is an iterative process, following closely the start of writing the scenario. All the information that should be ready prior to starting to write the scenario, will also be used when creating the timeline.

The exercise consists of multiple parallel sub-timelines, one for each functional area (exact number will vary between exercises). The sub-timelines are connected at various points during the exercise due to activities where some or all of Functional Areas are involved.

Since the key objective of the exercise is coordination and collaboration between entities the timeline creation is built to reach that objective. Before starting on creating a timeline, EXCON leads should have a draft outline of the tasks on a timeline. During timeline-creation meetings, the EXCOORD can use the timeline creation tables in ANNEX ASG.8 to guide a discussion that aligns tasks that involve more than one actor. It is recommended that all EXCON leads participate in timeline create meetings to ensure that all actor participation in the different tasks are included.

Before starting on the scenario, the following information should be available:

- Exercise objectives (an adjustment of the SIMEX Guide objectives)
- National context (e.g., location, national and local coordination structure).
- Type of participants that will be invited (more will be known when closer to the exercise date)
- Exercise task list (chosen from the main tasks lists herein or with participant representatives).
- The overall scenario describing the main event and consequences.
- Tasks provided the exercise planning team.
- Facility layout (how long it takes to travel between locations and from EXCON control room)
- Participants type and how many, to know the scale of the exercise
- EXCON leads bring their draft timeline and task list
- References, as needed (at least online versions)
    - INSARAG guidelines, UC system Handbook, UNDAC handbook, medical references, Humanitarian references, ICMS manual, VOSOCC guidelines, OSOCC guidelines
- The timeline format to capture decisions. Timeline formats may change as more details of the timeline are developed (see examples ANNEX ASG.8)
    - The first version of timeline could be a horizonal spreadsheet with blocks of time in the columns and rows for each of the Functional Areas.
    - A more detailed version will be needed that relates the timeline to each EXCON lead, so they can use it for further development of their tasks and use it to develop the task delivery monitoring structures
    - Both of the above can be provided by the INSARAG secretariate in the ERE Excel File.

Key factors to keep in mind while creating a timeline include:

- The timeline must set the stage for participants to build a coordination structure and dismantle it again, bit by bit.
- To avoid a linear timeline from ASR1 to 5, have a variety of different ASR1-5s going on all the time from the beginning of the exercise. This will help participants to understand the flexibility needed in coordination and in on-site operations

- Place time in the timeline for a hotwash following important tasks
- Set a logical pace: Not too much, better to add than to take out during exercise
- Consider the learning outcomes (written into the task cards)
- Timeline jumps: inquire with EMT EXCON whether they need a long timeline jump in their timeline, don´t assume as they may not need it
- EXCON may need to write additional sub-storylines to the scenario so that a task makes more sense to the participants working on it.

In order to cover a 10 day operation in 3 days various steps are skipped during an ERE. Different EREs will skip different parts of the response. For example, the arrival of RDC staff to an airport where they have to find airport authorities, find a place to set up an RDC, and get information on what to share with the teams (e.g. which sectors to send them to) may be skipped. The ERE planners need to address how to incorporate the essense of skipped steps, to make sure that participants think through some of the challenges that they would face in real life. Furthermore, hosts should consider allow international teams to participate in setting up an RDC for exercise purposes, even though the host nation will do so in reality.

EX planners need to outline in the exercise documents how the coordination of the national system works from the ground, through municipal level, to the national level. Then, the scenario should include what the national response has already done in the respective streams in the exercise.

- If the scenario is that the affected country is so overwhelmed that it has not performed any response, then that should be noted in the scenario and presented in a task card, so that the teams know that they are starting the USAR operations from scratch.
- If the scenario is that the affected country has started to respond and the international teams need to plug into already existing operations, the this needs to be described in the scenario. LEMA participants need to be told what has already been done (via task card), who then explain it to the UCC/SCC cells, and jointly they make a plan on how to organize the international response into the national response.

Furthermore, the document should explain how the international coordination entities and teams on the ground are expected to link to the national system. This will help the EXCON in knowing what to look for in regarding itegrating the international into the national response.

7.4 Physical locations

The ERE hosts need to ensure that the physical locations are given sufficient space with appropriate resources. Resources should be similar to what teams would be using in the field in real operations. Furthermore, hosts need to take into account travel between these locations. Typical issues to consider when preparing physical locations are as follows.

RDC - multiple RDCs

- The best exercises allow all teams to practice to go through the steps of leaving team members behind to manage the RDC, who then set up an RDC (in with people from other teams) and maintain communication with its teams that has moved onward to the affected area. This can be done by assuming multiple entry points into the country. Establishing multiples RDCs also require participants to include flexibility into the design of the coordination structure. The steps include:
    - Every team leaves one person behind (in reality there would be two people, at least)
    - The EXCON create 4-6 person groups to form an RDC
    - The RDC´s are given time to set up
    - When ready, EXCON asks people to role-play going to the other RDCs to register, allowing each RDC to practice registering a few teams.
- The participants should be notified that this is part of the exercise so that they can be prepare:
    - While teams will not have their RDC kit, team members need to explain what is in the kit, so bring a list of what is in it.
    - Bring your RDC flag.
    - Bring all the documents needed to set up an RDC.
    - Bring any personal to do lists that will help you.
    - Remember to read about the country that you are responding to.
    - Read Chapter 3 in the new UC handbook.

- Role players needed
    - Sufficient number of people to play airport managers.
    - LEMA could also visit (role-played or participant), but this varies in real life.
- The VO exercise area needs to cater for multiple RDCs for this.
    - The VO might look a bit funny with many RDC´s but that is OK

UCC – one only

- The remaining classified teams go to a LEMA meeting, so all can experience the first LEMA meeting.
- After the first LEMA meeting the EXCON must have a plan on who will work in the UCC.
    - These people are told where the UCC will be located (or given options to choose from)
- Practice both purposes a UCC
    - To coordinate teams.
    - To coordinate the Sector Coordination Cells.
        - This requires setting up at least 2 SCC´s, which also allows more teams to practice working in a coordination cell.
        - Exercising the closure of the SCC´s.
    - A combination of both
        - Keep in mind that it is in *identifying* the need to create sectors where the main coordination skills come in.
- ERE risk management
    - If the UCC fails, then the exercise will fail.
    - EXCON must have a back-up plan to keep the exercise going, even if it means that EXCON starts running the UCC. EXCON can step down once the participants are managing.

BoO – one or more

- The remaining teams will go to the BoO and work on BoO tasks until being assigned by the UCC.
- It is important that the participants in the BoO are also given tasks during the exercise, both for team management and for BoO management.
    - *BoO -Team management:* Team management can be tasked with receiving and reporting on assignments, directing team members to the various tasks and keeping in communication with them, using the VO, quality assurance on ICMS.
    - *BoO – BoO Management* can be asked to meet with other BoO managers, produce drawings of their real BoO within a given foot print, BoO Safey&Security plans, evacuation plans, waste plans, communication links, and other issues that are typically addressed in a BoO.
    - Team members should make the most of talking with people from other teams, visiting the different physical locations, and ask questions, including questions to the EXCON.

SCC – preferably two or more

- On the first or second day some teams will be asked to nominate a team member to set up and manage a SCC.
- The purpose of the SCC´s in the exercise is two-fold
    - Let more participants practice working in coordination entities.
    - Let participants train the flexibility of a response coordination mechanism.
    - It is recommended that the tasks in the SCCs are limited and can be closed before the UCC closes.

OSOCC – one only

- The OSOCC is both a place for UNDAC members to work and place to hold coordination meetings.
- It will vary between exercises how much the OSOCC will be used as a location for coordination purposes, however it is recommended that the UNDAC members be tasked with setting up, as it is a critical skill that all UNDAC members in all regions must have, and therefore need to practice.
- It is expected that the UNCT works with UNDAC and possibly through an OSOCC, as well as working directly with LEMA

EMTCC – one only

Situation rooms for affected areas – usually around four.

- Written and verbal instructions in SR
    - For national
    - For USAR
    - For UNDAC/humanitarian/UNCT

        - For Medical
- How will the situations be updated?
- How do teams communicate from SR?
- There must be role-players in the situation rooms, not just notes on the walls, to allow participants to practice talking to by-standers, who often are the key information source about the collapsed building and the victims.

LEMA

- National level
- Municipality level (this level is often neglected, but is a very important link in the national coordination chain).
- Field level

7.5 Tasks and Injects

Tasks are specific activities that participants are to complete. A list of generic tasks is available in ASG.6 for USAR teams, UNDAC teams and EMTs. Task Cards are the engine room of the ERE package (see ASG.9). The EXCON teams use Task Cards to implement activities for a given Functional Areas based on the exercise timeline. ERS in Geneva has multiple task cards from previous exercises that the ERE management team can request to gain ideas for tasks

Injects, on the hand, are information that is provided to give context to a situation, for example to increase the level of challenge or complexity of a task. Injects can be a description that is included on a task card. An inject does not include a task, only information.

EXCON leads create Task Cards for each task on the timeline and any additional tasks they create. Task cards are in two parts (see ANNEX ASG.9)

- Delivery card (blue):
    - information provided to participants.
    - Possible injects to correct the participants' response, add flexibility, add or reduce pressure.
- Hotwash card (red):
    - What EXCON expects to have happen. However, exercises are full of surprises and unexpected turn of events in the exercise may require novel responses from the EXCON.
    - Resources that the card is based on
    - Break each task down into "hotwashable" portions and include hotwash discussion notes.

ANNEX ASG.9 outlines the details of the cards, including

A. For sharing with participants prior to each task (coloured in blue):
    - Relevant learning outcomes.
    - Task description.
    - Specified output(s).

B. For non-sharing with participants i.e., "EXCON eyes only" (coloured in red):
    - Task category: either *Primary* (mandatory) or *Secondary* (optional).
    - Task delivery options.
    - Background reference documents.
    - Accompanying information injects.
    - Instructions for role-players / switchboard (where applicable).
    - Recommended facilitator debriefing points.

A template illustrating this format is included in the SIMEX Guide. The INSARAG secretariat can provide EXCON with a set of completed Task Cards, which can be used by EXCON directly or adapted to the exercise.

The Task Cards need to align with:

- The scenario and other information about the exercise
- learning outputs (what is produced) and outcomes (what is learned) of the selected participants.
- local response coordination arrangements in the affected country.
- Adjusted in terms of depth and/or breadth of content. For example, if a participant group appears to be particularly experienced in one of the content topics or has a much lower level of skill or knowledge in

another area, then it may be appropriate to redistribute the timing and emphasis for associated activities respectively.

When creating the timeline, some of the changes to Task Cards will need to be discussed and aligned across all Functional Areas.

EXCON free-play can be necessary at times. EXCON updates EXCOORD and relevant EXCON leads after it has happened.

Regarding injects

- Better to have fewer injects (e.g., 10) that we can control, than too many.
- Avoid injects that are not associated with a learning outcome (i.e., useless injects, for example, not much use in injects like people forgetting passport or locking people up.)

7.6 Timeline monitoring and interventions

Monitoring and documenting the process

Once the exercise starts, the execution of the tasks has to be monitored. EXCOORD, EXCON leads, and information management staff must have access to a monitoring system on paper (simplified, in the Control room) and digital (detailed, in a shared drive), which they can update as the exercise progresses. The monitoring system shows which tasks are remaining, in progress and completed at any given time.

The INSARAG secretariate can provide Excel File templates for documenting the exercise process, that can be used as they are or EXCON can modify them as needed.

All buildings should be completed with at least an ASR4, unless LEMA states otherwise. EXCON must make sure that any building that is completed to a level ASR3 gets reassigned in order to complete ASR4.

Interventions held to a minimum

Regarding EXCON interventions, EXCON should adopt an approach of non-intervention, allowing participants to work through the team process stages (i.e., forming / storming / norming / performing / reforming) in their own way. It should be stressed repeatedly that the overarching purpose of the ERE is to enable learning and test skills, not measure performance.

Interventions due to task completion or correct an exercise that is going off-course

However, the EXCOORD and EXCON leads needs to develop processes for when EXCON decide to make direct interventions to help troubleshoot one or change the programme/scenario „on the fly“ during the exericse, as needed. EXCON should discuss how the exercise could „go wrong” and derive a plan for corrective actions during the preparation phase. Keep in mind that the objective is that participants go home knowing correct practices, not to have a flawless exercise flow.

Interventions can be done by adding task cards and/or injects, or other ways the EXCON deems appropriate. Direct changes in a timeline could be:

- Generating aftershocks to change the situation make participants to reassess the situation calling a time-out and a hotwash, to allow the exercise to take a new approach if the current one is not working.
- Changing the pace of the exercise if the participants are overwhelmed or bored.
- Adding interesting injects if the exercise seems monotone.

Interventions due to group dynamics

The EXCON team should be mindful of the potential impact – both positive and negative – that group dynamics will have on the participants' learning experience and recognise that the accelerated time pressure of a simulation environment often heightens the intensity. Common team issues typically include (but are not limited to):

- How roles, responsibilities and task division are allocated within the team.
- How trust between team members is developed.
- How opinions are voiced and heard.
- How decisions are taken.
- How the team's time is managed.
- How outputs are presented.
- How team success and setbacks are viewed and processed.
- How different team members contribute to the review/debriefing sessions.

The following options for direct EXCON interventions include in relation to group dynamics:

- Best effort given to the initial team composition.
- Stipulating the team leadership structure to be used - systems can include EXCON-appointed leaders, a leader rotation schedule, or participant choice.
- Informal prompts and guidance offered within debrief sessions, including suggesting alternative approaches for team organisation.
- An exercise pause allows participants to visit the set-up / area of other teams for cross-comparison.
- Mandatory redistribution of team personnel within a Functional Area group or across the wider training audience (e.g., at the start of a new scenario phase).

7.7 EXCON communication structure

The success of timeline monitoring and it adaption to how the exercise is progressing in real-time depends on the ability of the EXCON members to communicate throughout the exercise. Depending on the physical resources available and desired scope of realism, the following modes of external remote communications may be made available to teams:

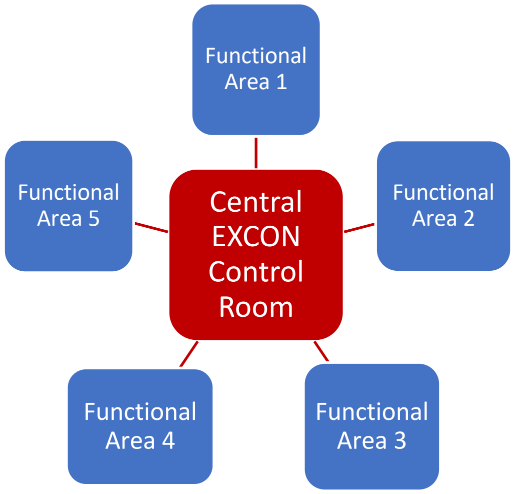
- Email.
- WhatsApp/Signal
- Exchange of electronic. printed or hand-written documents.
- Bi-lateral face-to-face meetings.
- Collective face-to-face meetings.
- Other information management, file sharing or social media platforms, as typically used within the country/region hosting the exercise.
- G-drive

Three different categories for EXCON communications to consider are:

A) Communications 'behind the scenes' – in particular, between Exercise Control Room and EXCON.
  - Methods available include
    - Face-to-face at the central simulation control room.
    - Via a WhatsApp group or handheld radios).
  - Decide how often
  - Discuss level of detail needed to be passed amongst the EXCON.

B) Communications between exercise groups within the SIMEX scenario.
  - Strongly recommended to establish a switchboard relay station (notice board) in the central simulation control room that participants must use if they wish to connect with anyone beyond their own working group.
  - A board allows the EXCON to monitor and influence all communications as they go.

C) Communications between participant teams within the SIMEX scenario.
  - Same as B) above.



7.8 Role-players

Where significant numbers of role-players are being utilised, it is recommended to organise a collective briefing in advance of the scenario phase. In some instances, this may prove challenging logistically, in which case role-players can be briefed on the relevant exercise day with an early start.

It recommended to share written guidance, speaking points or scripts with actors ahead of the face-to-face event.

Usually, a member of the central EXCON team or an experienced Team Facilitator will deliver the collective role-player briefing. It typically takes approx. 60 minutes to collectively brief actors who have no prior knowledge or experience in the exercise; translation requirements may extend this further.

A suggested agenda for the collective role-player briefing includes:

- Provide context on the rationale and overall objectives of the exercise.
- Give an overview of participant profiles and general strengths/weaknesses.
- Explain how actors should provide feedback on participant behaviours (e.g., through the Group Facilitators in the first instance, and potentially during debrief sessions when deemed appropriate).
- Explain any support logistics elements (timings, rest areas away from participants, food, water).
- How to ensure that the integrity of in/out of scenario mechanisms are maintained – costumes, equipment, name badges, waiting areas away from participants.
- Allocate actors to tasks.

At least 30 minutes prior to each actor intervention, additional time should be set aside for Group Facilitators and/or other subject matter experts to brief and discuss the following points of specific concern:

- Clarify the learning outcomes for the activity under question.
- Give an individual backstory for each character (using the EXCON eyes only version of Task Cards as a starting point).
- How to start the role-play.
- Allow technical experts time to explain any nuances in relation to the training content.
- How actors might respond to likely participant responses.
- How to escalate and deescalate the level of challenge (tip: agree on simple signals with Group Facilitator).
- How to end the actor intervention – Is it resolved? Will there be follow-up needed?

Following each actor intervention, Group Facilitators should take the time to speak with their role-players to collect their feedback (thoughts and/or feelings) that may be useful during subsequent participant debrief sessions. It is also an opportunity to point out ways in which role-players might adjust their further interventions to further improve the learning experience.

8 EVALUATION METHODS

8.1 Evaluation team

An evaluation team is established to ensure that evaluation processes take place, the results are collected and summarised, and is responsible for producing the Evaluation Report after the exercise. The Evaluation team works with the event organisers and exercise coordinator.

In addition to collecting and summarising information, the Evaluation Team should see themselves are support to organisers and EXCON. There are many moving parts during the event and the organisers and EXCON is going to be intensely focused on the delivery of the exercise. Knowing that the Evaluation team is there to help them with the evaluation, give them gentle reminders, will greatly help the organisers and EXCON.

The report should be shared openly across the ERE network for future event planners in all regions to benefit from the lessons.

8.2 Evaluation and learning processes

There are five types of standard evaluation processes during an ERE event. These are listed below and described in ANNEX ASG.10:

1. Individual Daily Feedback at the end of the first and second day.
2. Numerous Hotwash events on the exercises days with groups that work on a task together.
3. Individual survey, conducted after ENDEX and before the final plenary session.
4. Internal Functional Area discussion and presentation in plenary on final day.
5. Internal EXCON discussions.

Evaluations are pointless if they are not read and adhered to. The five learning processes are

1. Individual Daily Feedback (Day 1-2)
    - Evaluation collects these and provides a summary to the organizers and presenters at the end of the day, in case changes need to be made for the following day.
    - Evaluation teams puts an overall summary in the Evaluation report.
2. Hotwash (Day 3-5)
    - These are for real-time learning. EXCON provides real-time feedback to participants and participants take their own notes.
    - ECON takes 3-5 key messages to shares with the EXCON lead/EX coordinator when discussing whether the exercise is on track.
    - At the end of the exercise, EXCON leads summarise their points as input into the Evaluation report. Only include points that will be useful to future exercises and real events.
3. Internal Functional Area discussion and presentation in plenary on final day. (Day 5)
    - The participants keep their own notes on their internal discussions.
    - FA present three answers to three questions plenary on final day. Evaluation team collects the answers to the three questions and places in the Evaluation Report.
4. Individual survey after the exercise if over. (Day 5)
    - Evaluation team collects the answers, summarises, and places in the evaluation report
5. Internal EXCON discussions. (Daily)
    - These are mainly for real-time learning. EXCON members take their own notes.
    - Exercise coordinator and leads collect notes that they think will be useful for future EREs, and place in Evaluation Report.

8.3 Standard Evaluation Report

The standard Evaluation report structure should address the following questions.

1. Exercise objectives
    a. Did the exercise meet its objectives?
2. Workshop sessions

    a. Preparing
    b. Delivering
    c. Recommended changes to the ERE Package
3. Exercise
    a. For preparing
    b. Delivering
    c. Did the exercise provide an environment for participant to test skills?
    d. Recommended changes to the ERE Package
4. Participants performance
    a. How well did the participants know the system?
    b. What was the skill set level?
    c. Recommendations for participant selection criteria?
    d. Other recommendations
5. Evaluations
    a. Did evaluations go according to plan
    b. How would you do the evaluations process differently?
    c. Recommended changes to the ERE Package
    d. Other recommendations

8.4 Making changes in the ERE package

It is recommended to analyse evaluation data trends drawn from all ERE events worldwide within a 12-month period, before making substantial changes to the exercise package. This approach relies on consistent use of the same data collection methods by each delivery team. While consistency is key, extra questions may be added for a given exercise at host nation request, for internal purposes.

8.5 Assessment Considerations

Individuals: No formal individual assessments are performed due to an intentional desire to keep the exercise culture focused on learning and development issues (to encourage risk-taking and problem-solving behaviours), rather than act as a human resources screening tool (which tends to draw out risk-averse and problem-avoidance behaviours). It is also a reflection of the huge resources and expertise which would be needed to carry out a fair and meaningful assessment of participant capabilities. There are, however, multiple opportunities for the EXCON team to make observations of group processes, decisions and actions, and present these back to participants informally through a structured debriefing and review mechanism (see section on Group Dynamics). Such feedback is typically led by the assigned facilitator for each Functional Area group, however other members of the EXCON team should be readily available to support, especially on topics of technical specialty.

Functional areas: A more detailed compilation of exercise observations in each Functional Area may be documented and provided to the appropriate network lead agency as soon as possible after the ERE event. The scope, format and level of depth for this follow-up documentation should be discussed and determined as part of the ERE event planning process, with sufficient human resources dedicated to its implementation during the delivery phase.

Host government: The host government may want to organize a detailed appraisal of national response capacity at the institutional level. This can be explored further by asking management representatives from key government departments to complete an additional self-assessment survey looking at various aspects of its emergency preparedness in relation to the ERE overall objectives. The survey might be completed after the event, or alternatively as a pre- and post- measure of self-confidence. Whatever option is selected, this is a subject for the important follow-up discussions that take place between the national organisations involved.

EXCON: The ERE is not designed as training for EXCON members, however, reflecting on and discussing with EXCON lead and other EXCON members on how to improve one´s own EXCON skills is time well spent.

9 REMOTE EXERCISE DELIVERY OPTION

While the ERE package is primarily designed for delivery in a face-to-face setting and this remains the preferred option, there is scope for adapting elements of it to be delivered through remote methodologies. Development of a virtual delivery approach for the ERE may be seen as a back-up and complement to the face-to-face model, rather than a complete replacement in the long-term.

The COVID-19 pandemic has shown exercise owners that operational continuity in the face of travel and meeting restrictions requires forward-planning, flexibility and support from appropriate technological solutions and expertise.

The planning for a fully remote ERE follows broadly the same process as described in this SIMEX Guide, with the additional key considerations:

- Participation in a virtual exercise is limited to a much smaller number of people at a given time (e.g., 24 maximum); however, once developed, the exercise scenario may be rerun repeatedly for other participants within the target training audience. To allow active participation, the recommended size of each Functional Area group is between 4-6 people.
- It is not necessary to invent a new platform as several options are in existence and have been used successfully within the disaster management sector. The INSARAG Secretariat can advise on the options available as well as provide access to lessons learned from other simulations. Early identification of a specialist provider in remote training technologies is recommended. The planning and design timeline suggested by most providers typically involves a minimum of 3 months.
- Depending on the duration of the virtual exercise, content from the package will need to be reduced and further refined to suit remote delivery. It is recommended to plan on 4–5 hour sessions at a time, run on consecutive days where needed.
- Team-based live virtual exercises are not push and play solutions. They require every bit the same commitment and coordination behind the scenes as the on-site approach, minus the logistical aspects. EXCON team members will need to work together in much the same ways, with additional training in how to use the exercise technologies.
- While the technical learning objectives for an ERE can be met to a large extent through remote methodologies, the *experience* is undeniably different and cannot be compared to an on-site event in this regard. In particular, the networking aspects, peer-to-peer learning, and mixing of nationals / internationals responders is especially challenging to simulate virtually.

Once developed, remote delivery models may also be used as a refresher option for previous ERE participants or as a preparatory step in the lead up to future on-site ERE events.

Another option would be to employ a hybrid approach involving an appropriate mix of virtual and on-site activities. Certainly, technological solutions that offer automated inject delivery systems and email monitoring tools are likely to help streamline the efforts of EXCON personnel behind the scenes and allow more time to focus on engaging the learners.

ANNEXES to the SIMEX Guide

Key preparedness	Description
1. Concept Note Template	Chapter 2.0 An overview of the rationale, objectives, selection criteria and general approach for the ERE, including a summary of the training needs analysis. Use as a communications tool before each event implementation, for liaison with event hosts, donors, participants, nominating organisations and partners, support trainers and external observers.
2. Exercise objectives	Chapter 2.3 Generic objectives adapted to exercise goals and context
3. Training Needs analysis	Chapter 4.0 Organizational: who should participate? Participants: what do they need?
4. Event Programme	Chapter 5.2 5- day programme (2 days workshops, 3 days exercise)
5. Participants	Chapter 5.3 Who and how many?
6. Delivery staff	Chapter 5.4 Who and how many?
7. Preparedness Documents	Chapter 6.5 • UN administrative note • For participants • For EXCON
8. Preparation Sessions	Chapter 7.0 Session plans: broad guidance to facilitators/presenters who are assigned to deliver plenary or breakout sessions, prior to the exercise scenario.
9. EXCON responsibilities	Chapter 7.1 For all key EXCON roles
10. Scenario	Chapter 7.2 Guide for making a scenario
11. Timeline	Chapter 7.3 Guide for making FA timelines (sub-times) and making an exercise timeline
12. Physical locations	Chapter 7.4 Issues to consider
13. Task Cards	Chapter 7.5 Guide for making Blue and Red Task Cards (including injects)
14. Timeline monitoring	Chapter 7.6 Excel File Template provided by INSARAG secretariat
15. EXCON comms structure	Chapter 7.6 Options
16. Evaluation	Chapter 8.0 Standard practice for ERE.

ASG.2 Planning Milestones

Indicative Timeframe	Planning Milestone
18 months prior	Host country indicates interest to INSARAG regional Focal Point in running the ERE event
16 months prior	Host organization confirms funding plan is in place
12 months prior	Written agreement between the host organisation and the INSARAG Secretariat, detailing the date of the exercise and its general location
12 months prior	Planning team formed and project timeline confirmed
11 months prior	First planning webinar between international and national exercise organisers, focusing on: • Mutual sharing of expectations. • Steps for customisation of the exercise package. • Detailed capacity assessment of local / national response capability.
10 months prior	Host nation focal point(s) attends other ERE event
8 months prior	First reconnaissance mission, with a minimum of three international EXCON representatives to attend
8 months prior	Initial venue and facility bookings made
6 months prior	Save the Date message circulated to exercise stakeholders, including identification of EXCON delivery team
3 months prior	Review of progress
3 months prior	Invitations and Concept Note for the ERE event shared to exercise stakeholders
2 months prior	Event programme confirmed
2 months prior	Logistics support plan confirmed
1 month prior	Outline operational scenario, exercise timeline and Task Cards adjusted
1 month prior	Participant selection process completed
1 month prior	Information note sent to selected participants and exercise staff

ASG.3 Indicative Event Programme

Set Up Day A		
EXCON meetings		
Set Up Day B		
EXCON meetings (continued) and arrival of participants		
Day 1		
0900 – 1000	Official opening, introductions and overview of the programme	
1000 – 1230	Presentations on national disaster response coordination arrangements and key mechanisms	
1300 – 1645	Breakout workshop sessions – for each Functional Area	
1645 – 1700	Complete daily evaluations	
Evening	Official Dinner	
Day 2		
0900 – 1100	Breakout workshop sessions – for each Functional Area (continued)	
1100 – 1230	Rotation sessions – participants visit other Functional Areas to explore synergies	
1330 – 1530	Rotation sessions (continued)	
1530 – 1630	Exercise scenario Start Ex briefing	
Participants inserted into start locations and Scenario Phase begins		
Real Time	**Scenario Time**	**Pre-Arrival Activities (one evening)**
1630 – 2000	0-24 hrs after EQ	• Scale-up national coordination mechanisms • Conduct impact assessment in country • Mobilisation and tasking of national response teams • Activation of international assistance and pre-deployment steps
		Daily evaluation
Day 3 See options below		
Day 4 See options below		
Day 5 See options below		
Scenario Phase ends		
1330 – 1500	Post-Exercise Final Team Debrief	
1500 – 1530	Complete daily evaluations and final (overall) evaluations of	
1530 – 1600	Clean up team areas and return to plenary	
1600 – 1700	Graduation and closing ceremony	

ASG.4 Session details

a. Opening, introductions, and agenda

Topic	Method	Notes for delivery
Opening address (20 min)	Presentation	Opening words from the host entity. Exercise Director thanks hosting organization, participants and facilitators, welcoming all.
Objectives, Event Programme and Support Materials (15 min)	Presentation	Explains the vision for how the ERE contributes to capability across the country and wider region. Briefly cover the history / background to the ERE event and what other preparedness activities have been ongoing during the lead-up months in relation to earthquake response coordination. Introduce the training objectives, content, methods and overview of the five-day programme. Explain the support materials available.
Daily Routine and Housekeeping (5 min)	Presentation	Explain the key daily timings. Feeding arrangements, administration, facilities, currency exchange, onward travel, etc. Refer to on-site preparation checklists for additional points.
Safety and Security Brief (5 min)	Presentation	Provide an update on the local security context and outline any collective measures in place (including the fire plan for the training facility), emergency communication procedures, and advice for reducing criminal risks during social hours.
Introductions and Ground Rules (15 min)	Polling software exercise	Ask participants to log on to a live online polling software (e.g., www.mentimeter.com) using a mobile platform and complete a series of scoping questions designed to show the overall shape of the group. The facilitator should show the results on screen and provide commentary throughout. Questions should be either multiple choice or ranking so that the number of inputs is manageable within the timeframe. Functional Area workshops should include more detailed introductions. Live survey questions might include, but are not limited to, the following: • Are you a national or international responder? • Type of response organization to which you belong. (provide choice categories) • How many years involved spent working in earthquake response roles? (provide choice categories) • How much time have you spent preparing for this exercise doing research and pre-reading? (provide choice categories) • What do see as the biggest challenges for your learning experience here? (provide choice options, such as language, COVID restrictions) • What are your individual objectives for the event? (provide choice categories for ranking based on overall ERE objectives) Note: a follow-up activity to this question would be to ask participants to turn to the person next to them in the auditorium and discuss in more detail for several minutes what he/she is personally looking to get from the learning experience, and what he/she will do to actively overcome challenges identified. Research indicates that encouraging trainees to clarify their individual expectations at the start of a training event can improve their engagement levels and create learning benefits. Additional ranking questions may then be added to involve participants in establishing ground rules for the event, around the following types of behaviour: a) What elements of the physical learning environment are most important for you to have a productive learning experience (provide choice examples such as setting mobile phones to silent during sessions, not checking laptops or other devices whilst teaching is ongoing, adherence to timings etc). b) What are the elements about group interactions that you are hoping for? (provide choice examples such as respect for different viewpoints). c) What is the most important thing you would ask from the training team responsible for delivering this event? (provide choice options). The facilitator can then reinforce desirable group behaviours and add any additional ground rules that EXCON would like to introduce, such as out of bounds areas or in/out rules during live scenario play.

b. National disaster response coordination arrangements and key mechanisms

Topic	Method	Notes for delivery
National EQ coordination arrangements (60 mins)	Presentation	Short, focused presentations given by representatives of key departments involved in the national response plans and coordination mechanisms. Archived PPT slide-decks from previous ERE events may be referred to during preparations, however the content and level of each presentation should be customised to local context and tailored to meet the learning needs of the training audience at hand. Presentation topics might include, but are not limited to, the following: • Updates to the National disaster risk reduction or response plan • The role of the National Disaster Management Agency / LEMA, or equivalent coordination mechanism • The role of other key government departments • The role of other in-country organisations and networks • The country's approach to requesting international assistance
International support mechanisms (60 mins)	Presentation	Short, focused presentations given by representatives of key international support mechanisms. Archived PPT slide-decks from previous ERE events may be referred to during preparations, however the content and level of each presentation should be customised to local context and tailored to meet the learning needs of the training audience at hand. Presentation topics might include, but are not limited to, the following roles: • International humanitarian coordination • International USAR • International EMT • International civil-military coordination

c. Workshops for each Functional area

Topic	Method	Notes for delivery
Introductions within each Functional Area (10 mins)	Discussion	EXCON and participants within each Functional Area group should have an opportunity to briefly introduce themselves: • Preferred name • Organisation / role • Experience • Personal objective / expectation for the training
Overview of the workshop agenda (5 mins)	Presentation	The lead facilitator for the Functional Area presents the learning outcomes and format for the workshop sessions ahead.
Internal practices - to be defined by the EXCON lead facilitator for each Functional Area (3.5 hours)	Mix of focused presentations and small group activities	Content and training methodologies will vary for each Functional Area, however the emphasis should be on participatory groupwork complemented by targeted presentations on key elements. This is an opportunity to review for participants to review practices and SOPs in relation to the functional role they will contribute towards. By the end of the sessions, national and international counterparts should understand the coordination methodologies and practice how to work alongside each other within the framework of the country's earthquake response. EXCON should also take the chance to provide updates on the tools and technical resources available.
Complete daily evaluation (15 mins)	Online survey	Dedicated time is provided for participants to complete the feedback survey on the entire day. The survey is completed within each Functional Area group so that aspects specific to each function can be reviewed.
Overnight break	-	
Interacting with other Functional Areas - to be defined by the EXCON lead facilitator for each Functional Area (2 hours)	Mix of focused presentations and small group activities	An additional session is made available for participants to focus extensively on how they can work with and alongside other networks involved in the acute phase of the earthquake response (i.e., other Functional Area groups). This will lead into the rotational part of the workshop that follows subsequently.

d. Workshops for rotating functional areas

Topic	Method	Notes for delivery
Overview of the Functional Area (10 mins)	Presentation	The lead EXCON facilitator from the presenting Functional Areas provides a short overview of coordination arrangements, focusing on areas of overlap or joint activity with the participants in question. This will need to be tailored each time (for example, the facilitator from the USAR team Functional Area might present to EMT participants on the triage / tagging system used in the affected country for handover of patients).
Tools and procedures for working together effectively (30 mins)	Skills station	Content and training methodologies will vary for each Functional Area, however the emphasis should be on participatory groupwork or practical skills development, complemented by targeted presentations on key elements.
Wrap up and summary (5 mins)	Presentation	Summary and conclusion, looking ahead to the scenario phase of the event.

e. Exercise scenario START-EX briefing

Topic	Method	Notes for delivery

Exercise brief (45 mins)	Presentation	A presentation to be delivered out of role by the Exercise Coordinator or one of the Group Facilitators, covering the following:
		
		• Reiteration of exercise learning objectives
		• Recap of background exercise scenario and current status of emergency
		• Exercise rules and requirements
		• Coordinating features:
		  ○ Exercise timings
		  ○ Exercise locations
		  ○ Communication methods
		  ○ Movement plan (where relevant)
		• Additional exercise safety plan features, including confirmation of the "No Play" rule for real-time incidents
		• Confirmation of the participant groupings
		
		Throughout the briefing, participants should be reminded that the purpose of the SIMEX is to allow them an opportunity to apply and explore in a safe learning environment; it is not an assessment of individual performance or suitability for future deployment.

Questions and answers (15 mins)	Discussion	Facilitator deals with any clarification questions. Participants are given any additional information, templates and documents as deemed relevant to the start of the exercise.

ASG.5 EXCON Roles and responsibilities

a. Common roles and contact list template

Role	Full Name	Contact	Country	Organization/ Agency	Job Title/ Designation/ Position
National Event DIRECTOR					
National Event COORDINATOR					
National Administrator/logistician					
OCHA Event Dir (INSARAG secretary)					
EX COORDINATOR					
EXCOORD IM staff					
INSARAG admin/logs					
LEMA EXCON LEAD					
LEMA EXCON members					
Nat'l USAR Teams EXCON LEAD					
Nat'l USAR Teams EXCON members					
RDC EXCON LEAD					
RDC EXCON members					
Int'l USAR Teams EXCON LEAD					
Int'l USAR Team management EXCON members					
Int'l USAR BoO EXCON members					
USAR Situation Room EXCON members					
UCC EXCON LEAD					
UCC EXCON members					
SCC EXCON members					
UNDAC EXCON LEAD					
OSOCC EXCON members					
Humanitarian Partners EXCON members					
HCT EXCON members					
MED EXCON LEAD					
MoH EXCON members					
Nat'l EMT EXCON members					
Int'l EMT EXCON members					
EMTCC EXCON members					
VO EXCON LEAD					
VO EXCON members					
ICMS BACK OFFICE EXCON LEAD					
ICMS BACK OFFICE EXCON members					

b. Key roles and their responsibilities

Role: National Exercise Director Responsibilities:

• Organizes a pre-meeting with the INSARAG secretariat and/or International Exercise Director to discuss
  o The roles of the national and international exercise coordinators. It is advised that the national exercise coordinator take on the lead role of exercise coordination and the international coordinator is there to support and advise. How much support do they need? How will the two exercise coordinators work together? In some countries the international coordinator will be the main coordinator.
  o Who will be invited to participate.
  o The objectives and expected outcomes of the exericse
  o Whether the host nation is planning on adding additional activities to the event.
  o The role of UN at the on-set of a disaster in providing the teams with the information
  o Agree to the length and structure of the ERE
• Explain how information sharing can be difficutl during the initial stages of a disaster and how the teams know to look for information through VO by the UN.High-level sponsor of the event, obtaining approval and buy-in of national authorities.
• Defines national strategic goals for the exercise that aligns with in-country contingency plans
• Appoints
  o National PLANNING TEAM.
  o National Exercise Coordinator. (EXCOORD-NAT)
• Manages and approves the exercise budget.
• Ensures the fulfilment of the work schedules
• Delivers the opening and closing address.
• Briefs high-level VIPs observing the exercise.
• Coordinates with the International Exercise Director.
• Invite members from the host of the next ERE to shadow the ERE, to learn from it.

Role: International Exercise Director (usually the ERS rep) Responsibilities:

• Ensures that the pre-meeting with the National Exercise Director (outlined above) takes place before INSARAG agrees to a country taking on an ERE.
• Ensures that the strategic goals of international actors are included in the exercise
• Appoints
  o International Exercise Coordinator (EXCOORD-INT)
  o International Functional Area Group members and Leads
  o Other roles as needed.
• Monitors the fulfilment of the work schedule.
• Briefs high-level VIPs observing the exercise, from an international perspective
• Visits the facilities and approves the physical exercise layout.
• Monitors the exercise delivery and coordinates with the NAT and INT EXCOORD

Role: National Exercise Coordinator

Responsibilities:

Pre-Event

- Create and manage a work schedule to develop
  - Exercise objectives by adjusting the universal objectives to exercise strategic goals.
  - Work schedule.
  - Concept Note
  - Event programme
  - Scenario
- Appoint National Functional Area Group members and Leads
- Coordinate
  - all LEMA activities
  - Coordinates with ERS rep on facility requirements
  - Coordinates with International EX COORD on timeline
- Work with EXCON, for example on
  - providing facilities, including an EXCON room
  - guidance on all exercise aspects, including roles and responsibilities of EXCON
  - connecting international and national EXCON members
  - working with the INT EXCOORD on creating the exercise timeline.
  - Draft an agenda for the 2-day EXCON preparedness activities with IEXCOORD
- *Six weeks prior: send the INT EXCOORD*
  - *Exercise Concept Note*
  - *Exercise specific goal and objectives*
  - *Participant type and how many*
  - *Scenario draft*
  - *LEMA timeline draft*
  - *Any suggestions for INT timeline LEMA may have.*
  - *EXCON names (national and international) and contact information*
  - *Work plan for completing the preparedness*
- Four weeks prior: send documents to EXCON
  - Facilitate online meetings with FA group members for introduction and orientation. Manage meeting in coordination with INT EXCOORD.
  - Provide EXCON with a shared document drive and shared email account/password.

Pre-Event on-site EXCON preparedness days

- Manage the delivery in coordination with Int EXCOORD

Event Pre-Ex activities (day 1 and 2)

- Coordinate activities, e.g., ensuring facilitators have adequate resources and support.

Event Exercise activities (day 3-5)

- Oversee the set up and functioning of exercise areas (day 3-5).

Closure

- Collects the evaluations produced during the event, compiles into a report and disseminates
- Writes Post-Exercise Report, drawing on inputs and recommendations from participants and EXCON.

Role: International Exercise Coordinator

Responsibilities:

One month prior

- Aligning exercise goals objectives from all functional areas
- Drafting exercise timeline based on scenario from LEMA, generic tasks, and expected participants
- Drafting a timeline narrative (storyline) for international actors aligned with the scenario.
- Support and advise national EXCOORD.
- Manage online meetings with FA group members for introduction and orientation in coordination with NAT EXCOORD.

Two weeks

- Share through online meetings and shared drive
    - Draft timeline
    - Draft timeline narrative
    - Draft exercise monitoring structure
    - Draft Evaluation structure

Pre-Event On-site: EXCON preparedness days

- Views the facilities and makes suggestions for change if needed
- Coordinates with national exercise director and ERS rep
- Manages international EXCON team meetings, coordinated with national EXCOORD
- Finalizes the timeline in coordination with national coordinator and FA leads
- Assists FA leads in adjusting existing and writing new tasks and injects
- Creates a monitoring and re-directing structure of EXCON
- Works with Group Facilitators to monitor their team's strengths and areas to improve, and adapt upcoming tasks and responses to maximise the learning value

Event On-site workshops

- Presents relevant presentations and manages relevant sessions.

During exercise

- Manages international EXCON team meetings as per monitoring structure
- Monitors the exercise
    - Oversees the tracking of task delivery against the exercise timeline.
    - Oversees the flow of EXCON communications, ensuring that participant requests / messages are dealt with.
    - Manages IM support staff regarding timeline delivery
- Directs changes to the timeline, based on on-going progress
- Troubleshooting issues of serious nature for the exercise as a whole and reports major concerns to the National Exercise Director.
- Provides guidance and clarification to ERS administrative and logistics support staff.
- Facilitates EXCON team meetings on a daily basis and at the end of the exercise.
- Oversees preparatory briefings for role-players to help focus them on the learning outcomes in relation to their acting interventions.
- Collates general feedback on team performance and synthesizes this into an overall picture of strengths and areas to improve.

End-EX

- Coordinates delivery of the final debrief and wrap-up sessions for exercise participants.
- Assists national EXCOORD on collected evaluation data.

Role: Group Facilitators
Responsibilities:

One month prior

- Review documents sent by National Event coordinator
- Adapt the tasks cards to documentations to their functional area based on task card guide
- Participate in online coordination meetings

Two weeks prior

- Share through online meetings and shared drive
    - Draft changes to task cards

2-day EXCON preparedness meetings on-site

- Finalize Task Cards
- Participate in the finalization of the timeline
- Participate in a dry run of the exercise timeline
- Set-up the exercise area and practical resources allotted to their participant group and liaise with administration and logistics support staff in relation to the needs of their assigned group.

Event On-site workshops

- Supports and delivers the on-site preparations sessions within relevant to their Functional Area.

During exercise

- Task delivery
    - Manages delivery of tasks, ready to provide clarification to participants on learning outcomes and specified outputs at the start of each task activity.
    - Briefs role-players on elements and considerations specific to his/her team.
- Monitor and respond accordingly
    - Observes group dynamics and team functioning.
    - In consultation with central EXCON and other Group Facilitators, monitor and adjust exercise timings and communications, and add extra injects, where appropriate, to increase the level of challenge, complexity, or flexibility/variety of task.
    - Interjects, where needed, during team activities to ensure successful learning is reached for all, including clarification of time jumps and other updates related to the operational scenario.
    - Manages any troubleshooting issues of a minor nature relevant to their allocated team
    - Reports major concerns through the Exercise Coordinator.
    - Update task delivery monitoring system
    - File documents on shared drive or provide IM support staff with the documents
- Feedback and learning with participants
    - Collects verbal feedback from role-players on participant behaviours.
    - Facilitate hot-wash sessions at scheduled points in the exercise timeline based on Task Card.
    - Works with Exercise Coordinator and other Team Facilitators to ensure a comparable learning experience with that of other FA.
- EXCON coordination activities
    - Follow the guidelines on EXCON communication structure during the exercise.
    - Update wall/table paper timeline and digital timeline as the exercise progresses.
    - Participate in daily EXCON meetings and make recommendations to the Exercise Coordinator for continued improvement of the ERE.
    - Provides summary points to the Exercise Coordinator that are woven into the final debrief and wrap-up session, supporting its delivery as needed.
- Personal learning
    - Participate in personal learning opportunities in the event

Role: EXCOORD Information Management Support Staff
Responsibilities:

<u>Support NAT EX COORD</u>
- IM activities for the overall event

<u>Supports the INT Exercise Coordinator in</u>
- Setting up and running the central EXCON room.
- Tracking delivery of tasks/injects against exercise timeline on task delivery monitoring system
- Update task delivery monitoring system based on request from EX COORD or FA groups
- Facilitates the flow of communications as directed by EXCOORD
- Collects information products from the participants and facilitates appropriate responses.

Role: Administrative and Logistics Support Staff
Responsibilities:

<u>Preparedness</u>
- Participates in the event planning phase to ensure a smooth handover to the EXCON delivery team on all logistic and administrative issues.
- Reviews the checklists provided for exercise administration and logistics, and ensures they are carried out according to plan.

<u>Budget</u>
- Maintain the financial implementation of the budget.

<u>During</u>
- Meets regularly with the Exercise Coordinator throughout ERE implementation.
- Primary point of liaison with site / facility managers, suppliers, interpreters and other support services before and during the event.
- Monitors and responds to all safety aspects of the event.
- Deals with any troubleshooting issues relating to administration and logistics.
- Participate in EXCON meetings and make recommendations to the Exercise Coordinator for continued improvement of the ERE event, in relation to administration and logistics.

Role: Role-Player
Responsibilities:

<u>Preparing for role playing</u>
- Attend preparatory briefings from members of central EXCON and review guidance notes/scripts, as provided.
- Liaise with Group Facilitators and/or other technical experts on learning outcomes and conduct specific to each acting intervention.
- Act as representatives of various stakeholders in the scenario who will interact with participants.

<u>Feedback after role playing</u>
- Provide feedback to Group Facilitators on participant behaviour and offer observations during participant feedback sessions where Group Facilitators feel appropriate.
- Make recommendations for continued improvement of the exercise.

c. EXCON Online and on-site meeting checklist

1. Introduction of people attending
2. First meeting
    a. EXCON roles and responsibilities, who´s who. EXCON structure
    b. SIMEX.Guide.V.3 and other support documents to read
    c. Functional Area documents
        i. National Guides
        ii. UC system Handbook, Vol II.B, Vol III, ICMS manuals, ICMS Hub
        iii. UNDAC: UC system Handbook, Pol. Vol I, UNDAC Handbook, OSOCC Guidelines
        iv. MED
        v. Humanitarian Guides
        vi. VO Guide
    d. Introduction of country, how LEMA is organized, and response systems
3. Event programme (Event Coordinator)
4. Specific Exercise Objectives (Event Coordinator)
5. Participants expected (Event Coordinator)
6. Scenario (Event Coordinator)
7. Timeline (Exercise Coordinator)
8. Facilities (Event Coordinator)
    a. Work-sites for situation rooms
    b. Decide how to pick people in the UCC.
    c. Decide how to pick people in the RDC?
        i. Remember there can be more than one RDC Multiple.
        ii. Consider for how long to run the RDC.
    d. Have a Town room set up to for UNDAC to for tasks
    e. OSOCC location
    f. EMTCC location
    g. Central EXCON control room. Design the lay out.
9. Task Cards
    a. Role players
    b. FA share advice
    c. Try to make the most of variety of method
        i. VO, UCC meetings, UCC communication, Walk-ins with paper, role play
        ii. Single or one task in single delivery
        iii. Free play: monitor what they do
10. Timeline
    a. (Exercise Coordinator): building the timeline: the plan
        i. How will the exercise start? What will be posted on the VO at the beginning? UNDAC alerts, GDACS, FACT sheets, Information from the Scenario, Content of SitRep #1 from LEMA? Maps of the area?
        ii. Initial tasks from LEMA not only ASR2 (has to be a non-linear timeline)
        iii. How wil the exercise end?
    b. Status from FA leads
    c. Online walks-throughs, when appropriate
11. EXCON monitoring and communication structure Timeline (Exercise Coordinator)
    a. Wall/table (paper) and digital timeline (screen)
    b. Realtime changes
    c. Brainstorm and Test hiccups to the timeline. Identify areas that could go wrong and ideas for solution, e.g.,
        i. Long delays in RDC
        ii. ICMS problems
12. Digital Platforms
    a. ICMS instance set up on VO
13. Evaluation system
    a. Hotwash
    b. Final debriefing
14. Risk management (coordinating entities not functioning)
15. Status of documents
16. Travel and admin issues
17. Go over workplan and next steps

d. On-site only meeting checklist

1. Walk through the facilities/discuss real logistical support.
2. Set up Central EXCON control room.
3. Step by step walk-through of the planned exercise timeline from beginning to end.
    a. First on table, then physically. What needs more work?
4. Test monitoring and communication
5. Work in breakout groups based on who still needs to coordinate details

e. Daily EXCON meetings during exercise

Below are suggestions for the daily EXCON meetings

How did the day go?

1. Delivery of tasks
2. Participant response?
3. Hotwash sessions?
4. Keeping to timeline? Pace? Changes needed?
5. In general
    a. Positive
    b. Negative
    c. Neither
6. Day 2 and 3: is there improvement from yesterday?
7. Everybody ready for tomorrow?
8. Other?

Do a round robin (sit in a circle and let everyone speak)

1. LEMA
2. USAR
3. UNDAC
4. MED
5. VO
6. ICMS
7. Hum Partners
8. Other

Suggested topics

- UCC (critical, as if it fails a large part of the exercise fails)
    - Staffing, is it OK?
    - Are the assignments realistic?
    - Is the division of labour realistic?
    - Does their layout work for information sharing and management?
- ICMS
- Role-play
- Is the level of ability acceptable?
- Are participants just going through the motion, or applying themselves?
- Guide teams to help each other
- Rather than answer questions directly, guide participants to where they can find answers.
- Are participants in the BoO active or do they need something to do?

ASG.6 Main tasks and example exercise programmes

a1. USAR Generic Task List

	Main Tasks	Directed / Expected
1	RDC	RDC operated whole day. Every team sets up a RDC. 1 left behind to work with other team members. Three go on to BoO and to find/meet with LEMA Maintain relationship with own team until UCC is set up, then with UCC
2	Transport	
3	UCC-ERS-UNDAC-LEMA	Initial decisions of linking with LEMA 1st mtg/LEMA. UNDAC participate if in country
4	CommStructure	Make a communication structure/plan
5	VHO Procedures	Victim Handover procedures. LEMA. EMT
6	UCC initial	Set up Get ICMS up and running Maintain RDC relationship
7	BoO set up	All teams work on this Coord. mtgs among teams Draw BoO plan (given some direction, e.g., 3-4 BoO managers together) BoO safety and security plan
8	1st TLM	
9	UCC Ops	Working with LEMA Meetings with teams Planning process (See planning form IC system handbook) Send assignment briefing packages Reporting procedures
10	UCC Meetings	TLM/coordination
11	Team Management	Discuss/accept assignments Receive assignment packages ICMS Quality assurance Reporting Logistics requests Asking for machinery. Role of LEMA. Role of EMT. Working with machinery
12	ASR1	This may be complete solely by LEMA and not needed for USAR teams
13	ASR2	No datadump (do not collect all triage data and send it to UCC simultaneously), unrealistic
14	ASR3	Find a way for teams to "perform" ASR3
15	ASR4	Find a way for teams to "perform" ASR4
16	VHO in field	Victim Handover procedures in the field
17	ASR5	Handling of deceased as directed by LEMA
18	SCC initial	Meeting with LEMA
19	SCC Ops	Coordination with UCC
20	SCC Meetings	TLM/coordination
21	SCC closing	Close before end of mission (sector complete)
22	UNDAC Ops	OSOCC
23	UNDAC meetings	OSOCC
24	Safety & Security	UNDACC gives S&S briefing to UCC
25	Aftershock(s)	Can also be used to redirect the exercise if going off-course.
26	Media relations	
27	UCC closing	Exist strategy for USAR teams Incident Summary report LEMA/UNDAC meeting Last: discussion on end of rescue ops. Demonstrate UCC-RDC relationship for departure
28	RDC reactivated	1 member from every team has to go RDC
29	BoO closing	FACT sheet Update (VO, ICMS) End of mission report
30	OSOCC closing	Task for UNDAC

a2. USAR Generic Exercise Programme

INSARAG GENERAL ACTIVITIES - TO BE FILLED IN/ADJUSTED		
Day 3 (full day) Lunch and breaks taken on the go.	**Day 4 (full day)** Lunch and breaks taken on the go.	**DAY 5 (half day)** Breaks taken on the go.
Daily Objective: Day 1-2 after EQ **Setting up the operations** **From when international resources arrive in country** **-** **Till a coordinated UC system is up and running that all are hooked into.** **End with the 1st TLM**	**Daily Objective:** Day 3-6 after EQ **Maintaining the operations** **From first field assignment** **-** **Till last assignment** **End with announcement of stand-down**	**Daily Objective:** Days 7-10 after EQ **Dismantling the operations** **Closing** **and** **Demobilizing**
1. RDC/USAR 2. Transport 3. UCC-ERS-UNDAC-LEMA 4. CommStructure 5. VHO Procedures 6. UCC initial activities 7. BoO set up 8. 1st TLM.	1. UCC Ops, UCC Meetings 2. Team Management relations 3. TLM 4. ASR1-5 in random order 5. Victim Handover in field 6. SCC initial, Ops, Meetings, closing 7. Safety & Security, Aftershock(s) 8. Media relations	1. UCC closing 2. RDC reactivated 3. BoO closing 4. OSOCC closing Hotwash with teams as needed, per task card.
Hotwash with teams as needed, per task card.	Hotwash with teams as needed, per task card.	

b1. UNDAC Generic Task List for USAR Coordination Support

	Main Tasks	Directed / Expected
	Develop the Terms of Reference for the event	
1	1.1: Preparing the UNDAC liaison to UCC. Time: 1 hour	
2	1.2: Assigned to RDC – Reception. Time: the whole day	
3	1.3: Set up the OSOCC as a working area for UNDAC. Monitor Vo and ICMS.	
4	1.4: Prepare for 1st meeting with UCC manager and then initiate the meeting	
5	1.5: Investigate possible logistical support to USAR teams, especially transport	
6	1.6: Consult with LEMA and UCC on when to stop teams who have not departed.	
7	1.7: Situation report Day 1: (own initiative or prompted)	
8	1.8: Attend TLMs. Give safety and security updates	
9	2.1: Expanding the USAR coordination system.	
10	2.2: RC/HCT asks for an update on the USAR operations	
11	2.3: SCC meeting	
12	2.4: UCC manager asks you to visit the BoO. (problem solving)	
13	2.5: 2nd coordination meeting with the UCC, sometime during the day	
14	2.6: Victim handover	
15	2.7: UNDAC updates the OSOCC manager (own initiative)	
16	2.8: Situation report Day 2(own initiative)	
17	3.1: End of USAR operations meeting (Req. by LEMA or UCC or own initiative)	
18	3.2: RDC – Departure (Req. by LEMA or UCC or own initiative)	
19	3.3: Media conference/interviews	
20	3.4: BtR meeting (Requested by LEMA or UCC)	
21	3.5: DACC meeting (Requested by LEMA or UCC or own initiative)	
22	3.6: USAR teams in EX visit OSOCC (give a real briefing about UNDAC/OSOCC)	
23	3.7: Situation report Day 3	
24	3.8: OSOCC closing	

b2. UNDAC Generic Exercise Programme

UNDAC GENERAL ACTIVITIES – TO BE FILLED IN/ADJUSTED		
Day 3 (full day) Lunch and breaks taken on the go.	**Day 4 (full day)** Lunch and breaks taken on the go.	**DAY 5 (half day)** Breaks taken on the go.
Daily Objective: Day 1-2 after EQ	**Daily Objective:** Day 3-6 after EQ	**Daily Objective:** Days 7-10 after EQ
1. Preparing/PoA 2. RDC - Reception 3. OSOCC 4. UCC manager meetings 5. Transport/Logistical support 6. Stopping teams 7. Situation report/ICMS 8. 1st TLM	1. Expanding the UC system 2. RC/HCT 3. SCC meeting 4. Problem solving 5. UCC manager meetings 6. Victim handover 7. Internal reporting 8. Situation report	1. End of USAR operations 2. RDC – Departure 3. Media conf./interviews 4. BtR meeting 5. DACC meeting 6. USAR teams visit OSOCC 7. Situation report 8. OSOCC closing
Hot-wash with teams as needed, as per task card	Hot-wash with teams as needed, as per task card	Hot-wash with teams as needed, as per task card

c1. EMT Generic Task List

	Main Tasks	Directed or Expected
1	Monitor, Mobilize to Standby, Make Offers of Assistance	
2	Arrive and Process Through RDC	
3	Registration & Tasking, Site/Facility Assessment, and Ops Support Challenges	
4	Establish EMTCC, Conduct Impact Assessment and Tasking of National EMTs	
5	Monitor & Facilitate Offers of I-EMT Assistance, Manage VO and Expand Tasking Plan	
6	Support RDC Processes & Liaison	
7	Licensing, Registration and Task Briefings to Individual I-EMTs	
8	Coordinate Ops Support for EMTs	
9	Establish Links with OSOCC & UCC, and Coordinate Patient Referral System	
10	Analyse MDS and Produce EMTCC SITREP	
11	1st Collective TL Meeting at EMTCC	
12	Liaise with USAR on Patient Referrals, Structural Assessment & Body Management	
13	Receive Site Field Visits from EMTCC	
14	Produce MDS	
15	Press Conference / Media Interviews	
16	1st Collective TL Meeting at EMTCC	
17	Briefing to MoH Executive	
18	Dealing with complaints about EMTs	
19	Site Field Visits to EMTs	
20	Attend LEMA and OSOCC Meetings	
21	Analyse MDS and Produce EMTCC SITREP	
22	Press Conference / Media Interviews	
23	Manage Public Health Escalation	
24	2nd Collective TL Meeting for EMTs	
25	Transition, Handover and Exit Planning	
26	Manage Public Health Escalation	
27	2nd Collective TL Meeting at EMTCC	
28	Facilitate Transition, Handover and Exit of T1 EMTs	
29	EMTCC Deactivation Planning	

c2. EMT Generic Exercise Programme

EMT GENERAL ACTIVITIES – TO BE FILLED IN/ADJUSTED		
Day 3 (full day) Lunch and breaks taken on the go.	**Day 4 (full day)** Lunch and breaks taken on the go.	**DAY 5 (half day)** Breaks taken on the go
Daily Objective: Day 1-2 after EQ	**Daily Objective:** Day 3-6 after EQ	**Daily Objective:** Day 14 for EMTs and EMTCC
1. Monitor, Standby, Offers of Assistance 2. Arrive, RDC, VO 3. Site/Facility Assessment 4. EMTCC, Impact Assessment 5. Tasking Plan and Briefings 6. Licensing, Registration 7. Operations Support 8. OSOCC & UCC Links 9. Analyse MDS, SITREPs	1. TL Meetings 2. Liaise with USAR 3. Site Field Visits 4. Produce MDS 5. Briefing to MoH Executive 6. Complaints about EMTs 7. LEMA and OSOCC Meetings 8. Analyse MD, SITREPs 9. Press Conference/Media Interviews	1. Manage Public Health Escalation 2. TL Meetings 3. Transition, Handover, Exit Planning 4. EMTCC Deactivation Planning Hot-wash with teams as needed, as per task card
Hot-wash with teams as needed, as per task card	Hot-wash with teams as needed, as per task card	

d1. National Government responders Generic Task List

	Main Tasks	Directed or Expected
1		
2		
3		
4		
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14		
15		
16		
17		
18		
19		
20		

d2. National Government responders Generic Exercise Programme

LEMA GENERAL ACTIVITIES – TO BE FILLED IN/ADJUSTED		
Day 3 (full day) Day 1-2 after EQ Lunch and breaks taken on the go.	**Day 4 (full day)** Day 3-6 after EQ Lunch and breaks taken on the go.	**DAY 5 (half day)** Days 7-10 after EQ Breaks taken on the go.
Daily Objective:	**Daily Objective:**	**Daily Objective:**
		Hot-wash with teams as per task card
Hot-wash with teams as per task card	Hot-wash with teams as per task card	

e1. UN in-country agencies (UNCT) Generic Task List

	Main Tasks	Directed or Expected
1		
2		
3		
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12		
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19		
20		

e2. UN in-country agencies (UNCT) Generic Exercise Programme

LEMA GENERAL ACTIVITIES – TO BE FILLED IN/ADJUSTED		
Day 3 (full day) Day 1-2 after EQ Lunch and breaks taken on the go.	**Day 4 (full day)** Day 3-6 after EQ Lunch and breaks taken on the go.	**DAY 5 (half day)** Days 7-10 after EQ Breaks taken on the go.
Daily Objective:	**Daily Objective:**	**Daily Objective:**
		Hot-wash with teams as per task card
Hot-wash with teams as per task card	Hot-wash with teams as per task card	

ASG.7 Scenario elements

a. Scope, characteristics, and complexity

<table>
<tr><td>Scope and scale for the exercise</td><td>The exercise scenario is focused on the first 8-10 days of the response. The scenario must include information that triggers the tasks that the exercise objectives call for.

In general, a densely populated urban area suffers collapsed structures and damaged infrastructure due to a major earthquake, causing a high number of deaths and casualties, and leading to large-scale humanitarian consequences. The earthquake disaster overwhelms local and national response capacity, resulting in a request made by the affected country for external support resources, expertise and/or other forms of international assistance.</td></tr>
<tr><td>The essential characteristics of the Earthquake and impact</td><td>Earthquake and affected area
Date and time (in local and UTC) of the earthquake (EQ) and main aftershock
Epicentre location, magnitude and duration of strong ground shaking.
Who detected the event and how was this information relayed? (USGS, GDACS, national institutions, etc.)
Provide information in the same format as produced by these institutions
The size of the estimated affected area (may increase with LEMA assessments)
Geography in affected area (population, towns, roads, topography, urban zoning)
Damages and human impact
Damages to the built environment and reduced function
Buildings (residential, commercial, governmental, critical)
Energy systems (nuclear plants, damns, powerlines, fuel stations)
Transport (roads, bridges, harbours)
Communications
Water and wastewater
Impact on critical buildings (hospitals, emergency services, schools for mass care).
Displaced, deaths, injuries,
People living without/limited basic services or cannot provide for themselves/families.
Social-economic.
Secondary hazards that could occur
Any major secondary hazards, such as tsunami, landslides or disease outbreak.
Other hazards, e.g., hazardous materials (chemical factories, laboratories)
Local, national or worldwide epidemic</td></tr>
<tr><td>Urgency and duration</td><td>The tasks need to be spread over the 2,5 exercise days. Suggestions are made in ANNEX ASG.7. LEMA may start sooner, and some FA may exercise a longer timeline than others (e.g., MED): In general, the scenario should cover:
LEMA activities Impact assessment, coordination of national lifesaving operations and activation of international assistance.
Arrival of international responders at ports of entry. Teams start operations and set up of coordination mechanisms
Operations up and running, with challenges and changing conditions
Demobilization</td></tr>
<tr><td>Coordination complexity</td><td>The scenario should call for coordination arrangements extend beyond a simple command and control structure. Multilateral on-site coordination mechanisms for both national and international responders are established. Response activities should focus on points of interface between actors / networks, rather than inward-looking operations.</td></tr>
<tr><td>Information provided gradually</td><td>Increasingly more detailed and accurate information is provided as LEMA and teams collect information from the affected area. The structure of the scenario created by the planning team should take this into account. The team should also take into account from where information to LEMA is collected and multiple sources.</td></tr>
</table>

b. GDACS alert

GDACS
Global Disaster Alert and Coordination System

GDACS is a cooperation framework between the United Nations, the European Commission and disaster managers worldwide to improve alerts, information exchange and coordination in the first phase after major sudden-onset disasters.

HOME ALERTS VIRTUAL OSOCC MAPS & SATELLITE IMAGERY KNOWLEDGE ABOUT

M 5.8 in Indonesia on 30 Jun 2023 12:57 UTC

Summary Impact Meteo Media Resources

Event summary

This earthquake can have a low humanitarian impact based on the magnitude and the affected population and their vulnerability.

GDACS ID	**EQ 1380296**
Earthquake Magnitude:	**5.8M**
Depth:	**85.747 Km**
Lat/Lon:	**-8.6741 , 110.0406**
Event Date:	**30 Jun 2023 12:57 UTC** **30 Jun 2023 19:57 Local**
Exposed Population:	**4.6 million in MMI IV**
Inserted at:	**30 Jun 2023 13:16 UTC**
INFORM Coping capacity:	**1.1 (Indonesia)**

GDACS Score

0

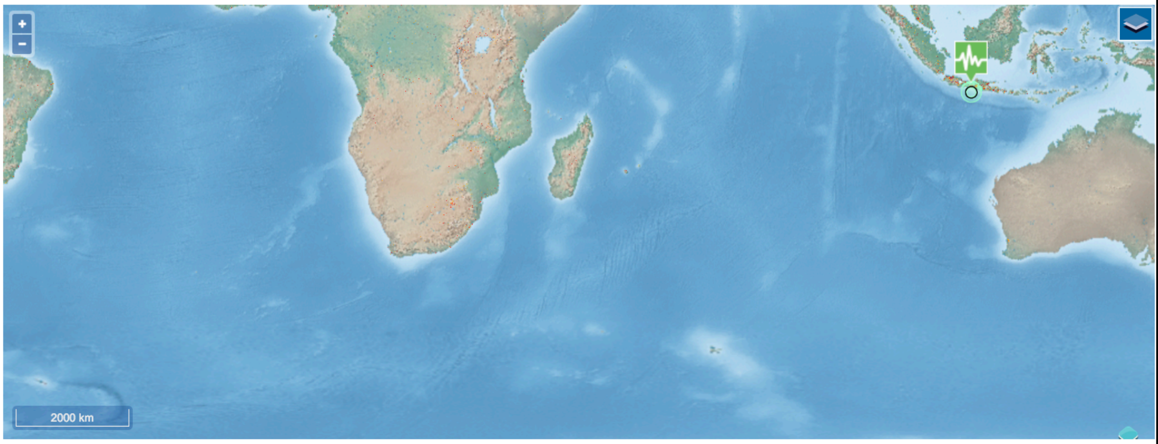
0 1 2 3

For more info on GDACS alert score click here.

	Earthquake (Shakemap)	GDACS score
NEIC	0	0

Maximum expected impact using different data sources.

Virtual OSOCC Meteo assessment Satellite products Analytical products



Detailed event map. European Union, 2023. Map produced by EC-JRC.
The boundaries and the names shown on this map do not imply official endorsement or acceptance by the European Union.

Latest media headlines

Articles: 246 | XAbout casualties: 25 | Last hour: 0

c. USGS Emails

7/2/2023 10:47 AM

To solveig@rainrace.com

M6.9 Earthquake - Tonga

Preliminary Report

Magnitude	6.9
Date-Time	Universal Time (UTC): 2 Jul 2023 10:27:43 Time near the Epicenter (1): 2 Jul 2023 23:27:43 Time in your area (1): 2 Jul 2023 10:27:43
Location	17.853S 174.937W
Depth	224 km
Distances	134.1 km (83.1 mi) NW of Neiafu, Tonga 364.6 km (226.0 mi) N of Nuku�alofa, Tonga 559.6 km (346.9 mi) SW of Apia, Samoa 601.4 km (372.9 mi) SW of Pago Pago, American Samoa 626.3 km (388.3 mi) ESE of Labasa, Fiji
Location Uncertainty	Horizontal: 7.3 km; Vertical 5.0 km
Parameters	Nph = 106; Dmin = 132.4 km; Rmss = 0.93 seconds; Gp = 23° Version =
Event ID	us 6000kpls ****This event supersedes event AT00RX5ZQ9,PT23183000.*

(1) Nominal Standard Time; local and daylight savings time zone may differ.
For updates, maps, and technical information
see: Event Page or USGS Earthquake Hazards Program
National Earthquake Information Center
U.S. Geological Survey

Disclaimer

This email was sent to solveig@rainrace.com

You requested mail for events between -90.0/90.0 latitude and 180.0/-180.0 longitude (Default World) for M6.0 between 09:00 and 21:00 and M6.5 other times.

To change your parameters, go to: https://earthquake.usgs.gov/ens/
To unsubscribe, send a one-line reply to this message with: STOP solveig@rainrace.com

ASG.7 Scenario elements

d. USGS One-Pager

Explanations can be found on: https://earthquake.usgs.gov/data/pager/onepager.php

USGS *science for a changing world*

Earthquake Shaking — Red Alert

USAID FROM THE AMERICAN PEOPLE

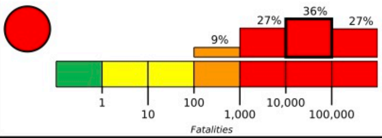
M 7.8, Pazarcik earthquake, Kahramanmaras earthquake sequence

PAGER Version 17

Origin Time: 2023-02-06 01:17:34 UTC (Mon 04:17:34 local)
Location: 37.2256° N 37.0143° E Depth: 10.0 km

Created: 9 weeks, 4 days after earthquake

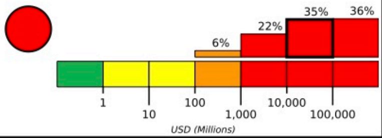
Estimated Fatalities



Red alert for shaking-related fatalities and economic losses. High casualties and extensive damage are probable and the disaster is likely widespread. Past red alerts have required a national or international response.

Estimated economic losses are 1-20% GDP of Turkey.

Estimated Economic Losses



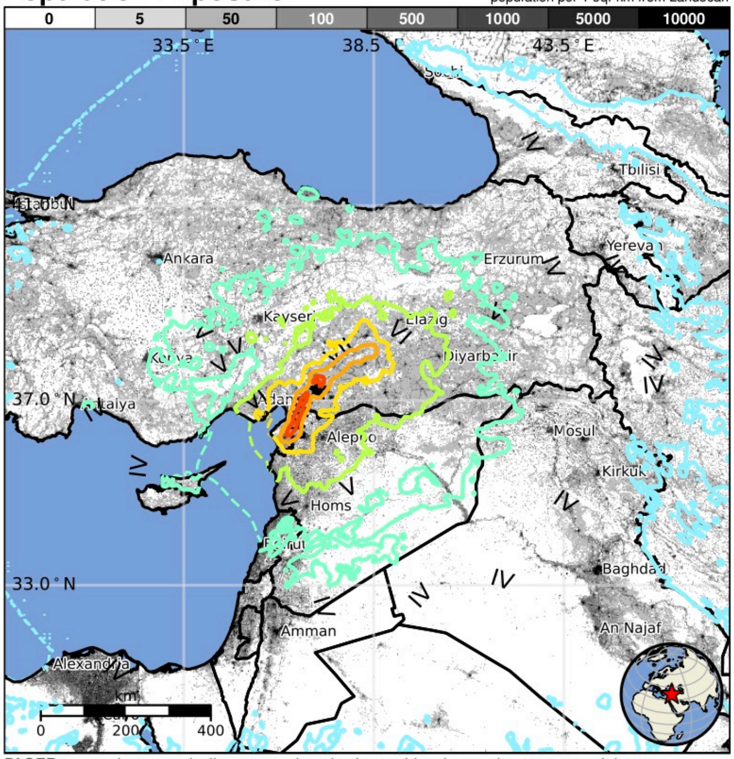
Estimated Population Exposed to Earthquake Shaking

ESTIMATED POPULATION EXPOSURE (k=x1000)		–*	10,852k*	239,202k	22,835k	13,482k	6,354k	1,928k	746k	0
ESTIMATED MODIFIED MERCALLI INTENSITY		I	II-III	IV	V	VI	VII	VIII	IX	X+
PERCEIVED SHAKING		Not felt	Weak	Light	Moderate	Strong	Very Strong	Severe	Violent	Extreme
POTENTIAL DAMAGE	Resistant Structures	None	None	None	V. Light	Light	Moderate	Mod./Heavy	Heavy	V. Heavy
	Vulnerable Structures	None	None	None	Light	Moderate	Mod./Heavy	Heavy	V. Heavy	V. Heavy

*Estimated exposure only includes population within the map area.

Population Exposure

population per 1 sq. km from Landscan



Structures

Overall, the population in this region resides in structures that are extremely vulnerable to earthquake shaking, though some resistant structures exist. The predominant vulnerable building types are unreinforced brick masonry and low-rise nonductile concrete frame with infill construction.

Historical Earthquakes

Date (UTC)	Dist. (km)	Mag.	Max MMI(#)	Shaking Deaths
2001-06-25	71	5.4	V(26k)	0
1992-03-13	358	6.6	IX(151k)	498
1975-09-06	358	6.7	VIII(1k)	2k

Recent earthquakes in this area have caused secondary hazards such as landslides that might have contributed to losses.

Selected City Exposure

from GeoNames.org

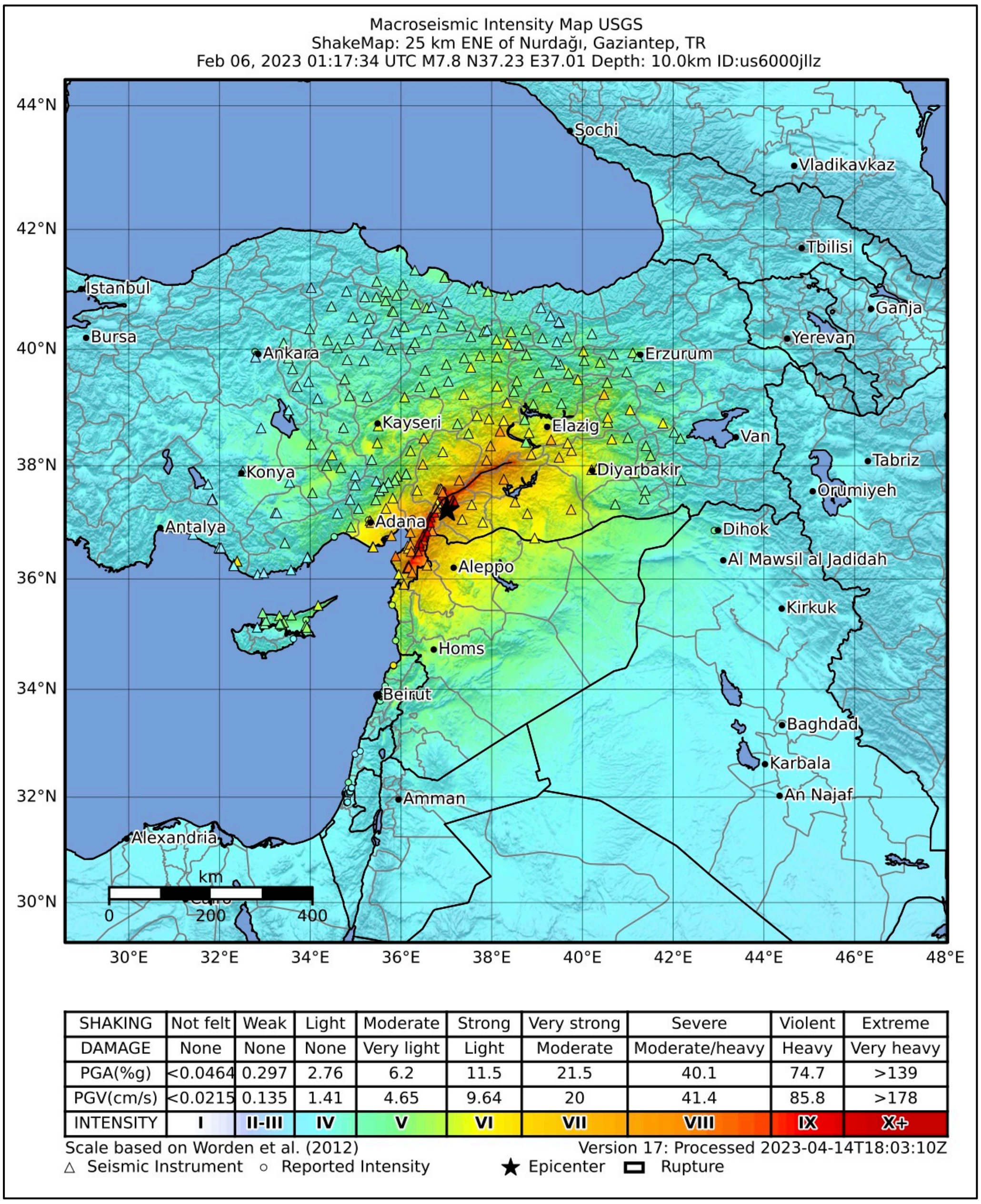
MMI	City	Population
IX	Asagi Karafakili	1k
IX	Hassa	10k
IX	Islahiye	<1k
IX	Narli	<1k
IX	Aktepe	<1k
IX	Golbasi	28k
IV	**Cairo**	7,735k
IV	**Baghdad**	7,216k
IV	**Alexandria**	3,812k
IV	**Istanbul**	11,174k
III	**Ankara**	3,517k

bold cities appear on map. (k=x1000)

PAGER content is automatically generated, and only considers losses due to structural damage.
Limitations of input data, shaking estimates, and loss models may add uncertainty.
https://earthquake.usgs.gov/earthquakes/eventpage/us6000jllz#pager

Event ID: us6000jllz

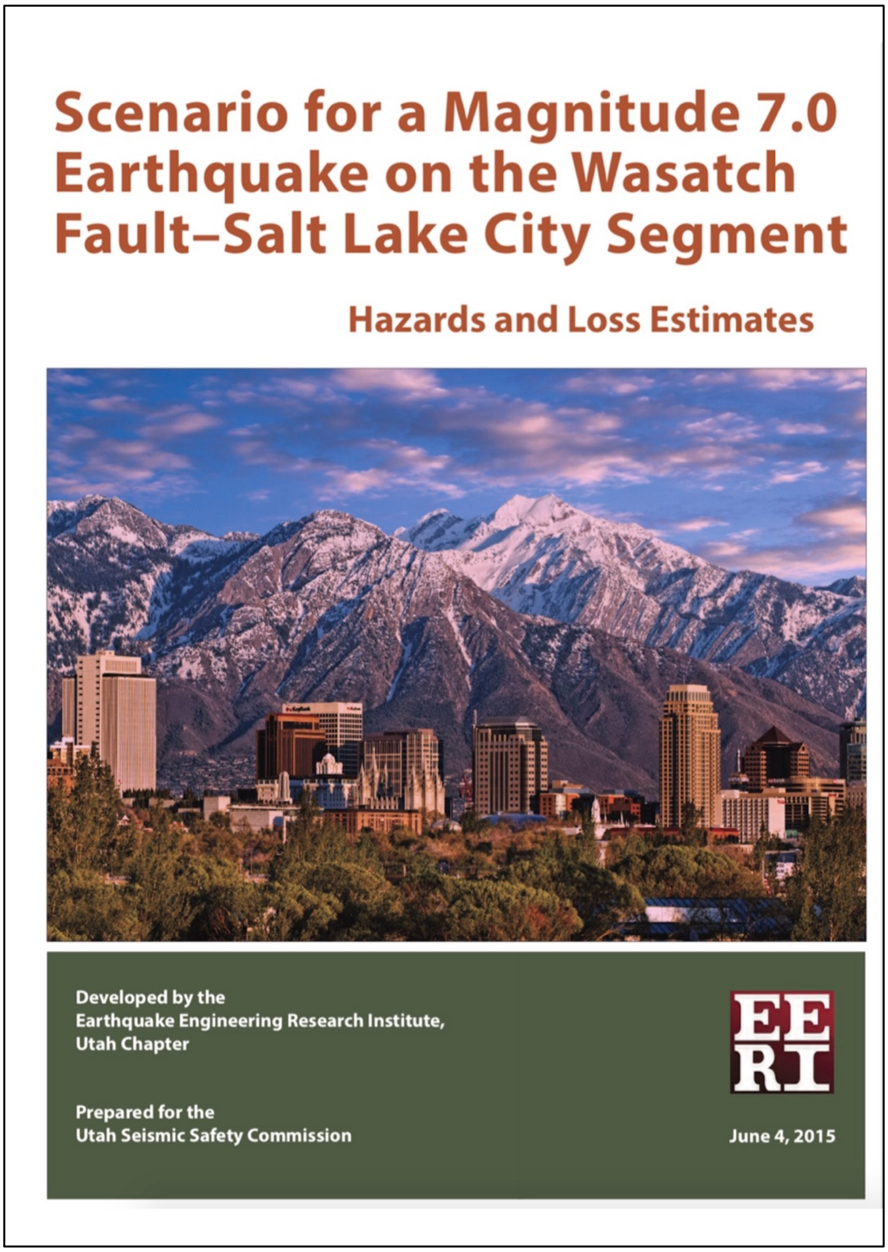
e. USGS Shakemaps



ASG.7 Scenario elements

f. Guideline for major earthquake scenarios

https://www.preventionweb.net/publication/scenario-magnitude-70-earthquake-wasatch-fault-salt-lake-city-segment-hazards-and-loss


Scenario for a Magnitude 7.0 Earthquake on the Wasatch Fault–Salt Lake City Segment

Hazards and Loss Estimates

Developed by the
Earthquake Engineering Research Institute,
Utah Chapter

EERI

Prepared for the
Utah Seismic Safety Commission

June 4, 2015

ASG.7 Scenario elements

ASG.8 Timeline creation templates

a. Sub-timeline for International USAR

a. INTERNATIONAL USAR SUB-TIMELINE					
	Main Tasks of Int´l USAR Teams	LEMA (nat´l, municipal, field)	UNDAC /ERS	IEMT/ EMTCC	National USAR
101	Assigning people to CC		X		
102	RDC	X	X		
103	Transport	X	X		
104	UCC-ERS-UNDAC-LEMA	X	X		
105	CommStructure	X	X		
106	VHO Procedures	X	X	X	
107	UCC initial				
108	BoO set up	X	X		
109	BoO Ops				
110	UCC Ops				
111	UCC Meetings	X	X		
112	Team Management Ops				
113	ASR1				
114	ASR2				
115	ASR3				
116	ASR4				
117	VHO in field	X	X	X	X
118	ASR5				
119	SCC initial				
120	SCC Ops				
121	SCC Meetings				
122	SCC closing				
123	UCC mngr -UNDAC				
124	SCC mngr - UNDAC				
125	Safety & Security				
126	Aftershock(s)				
127	Media relations				
128	UCC closing, BtR				
129	RDC reactivated				
130	BoO closing				

If actor is not involved in a task write not applicable (N/A)

a.1 Software

a.1 SOFTWARE					
	Software	USAR Teams	LEMA (multilevel)	UNDAC/ERS	IEMT/EMTCC
201	VOSOCC	X	X	X	X
202	ICMS	X	X	X	
203	Emails	X	X	X	X
204	On-line doc management	X	X	X	X
205	Photos	X			
206	Street view	X			
207	WhatsApp	X		X	
208	Signal			X	
209	QuickCapture				
210	Other Software				

If actor is not involved in a task write not applicable (N/A)

b. Sub-timeline for UNDAC

b. UNDAC SUB-TIMELINE							
	Main Tasks UNDAC/OSOCC	LEMA	UCC	RC/ HCT	UNCT	ERS	Humanitarian Partners
	Standard						
	Plan of action, initial						
1.2 3.2	RDC			X			
2.3	RC/HC meetings			X			
	UNCT meetings			X	X		
1.3	Set up OSOCC						
	Meetings w/LEMA	X					
	High-level visits						
1.7 2.9 3.7	Sitreps						
	Calls with ERS					X	
2.8	Members update TL						
	Exit plan						
3.3	Media						
3.8	Closing of OSOCC						
	USAR related						
1.1	Plan of action, updated						
1.5	Transport support						
1.6	Other logs support		X				
1.4, 2.6	Mtgs with UCC manager		X				
2.1	Attend TLM						
2.10	Safety& Security	X	X				
1.3	Set up OSOCC/ set up monitoring ICMS	X	X				
2.2	Building UC system	X	X				
1.9	Announcing STOP to more teams on VO	X	X				
2.5	Requests by UCC manager	X	X				
2.7	Victim Handover	X	X				
2.4	SCC meetings	X	X				
3.4	BtR						
3.5	DACC						
3.6	Teams visit OSOCC						
3.1	Announcing STOP to USAR ops on VO	X	X				
	Humanitarian related						
	Plan of action, updated						
	OSOCC operations						
	General coordination meetings						X
	Sector coordination meetings						X
	Assessments						X

If actor is not involved leave blank or write Not Applicable (N/A)

c. Sub-timeline for Medical

c. MEDICAL SUB-TIMELINE						
	Main tasks of medical entities	MoH	Nat'l EMT	EMTCC	Int'l EMT	UNDAC
601	Monitor, Mobilize to Standby, Make Offers of Assistance					
602	Arrive and Process Through RDC					
603	Registration & Tasking, Site/Facility Assessment, and Ops Support Challenges					
604	Establish EMTCC, Conduct Impact Assessment and Tasking of National EMTs					
	Monitor & Facilitate Offers of I-EMT Assistance, Manage VO and Expand Tasking Plan					
	RDC Processes for EMT teams					
	Licensing, Registration and Task Briefings to Individual I-EMTs					
	Coordinate Ops Support for EMTs					
	Establish Links with OSOCC & UCC, and Coordinate Patient Referral System					
	Analyse MDS and Produce EMTCC SITREP					
	1st Collective TL Meeting at EMTCC					
	Liaise with USAR on Patient Referrals, Structural Assessment & Body Management					
	Receive Site Field Visits from EMTCC					
	Produce MDS					
	Press Conference / Media Interviews					
	1st Collective TL Meeting at EMTCC					
	Briefing to MoH Executive					
	Dealing with complaints about EMTs					
	Site Field Visits to EMTs					
	Attend LEMA and OSOCC Meetings					
	Analyse MDS and Produce EMTCC SITREP					
	Press Conference / Media Interviews					
	Manage Public Health Escalation					
	2nd Collective TL Meeting for EMTs					
	Transition, Handover and Exit Planning					
	Manage Public Health Escalation					
	2nd Collective TL Meeting at EMTCC					
	Facilitate Transition, Handover and Exit of T1 EMTs					
	EMTCC Deactivation Planning					

If actor is not involved in a task write not applicable (N/A)

d. Sub-timeline for National government response entities

d. NATIONAL GOVERMENT RESPONDER SUB-TIMELINE					
	Main Tasks of National Government Responders	Nat´l LEMA	Municipal/regional LEMA	Field LEMA	Other
1					
2					
3					
4					
5					
6					
7					
8					
9					
10					
11					
12					
13					
14					
15					
16					
17					
18					
19					
20					
21					
22					
23					
24					
25					
26					
27					
28					
29					
30					

If actor is not involved in a task write not applicable (N/A)

e. Sub-timeline for UN Country Team

a. UNCT SUB-TIMELINE					
	Main Tasks OF UNCT	RC/HCT	LEMA	Humanitarian Partners	Others
401					
401					
402					
403					
404					
405					
406					

f. Sub-timeline for Other Partner

OTHER PARTNER SUB-TIMELINES					
	Main Tasks				
401					
401					
402					
403					
404					
405					
406					

ASG.9 Task Cards Templates

a. For Participants

TASK 01	***(Title of Task)***

Phase of Response	*Insert*	**Approx Completion Time**	*Insert*

Learning Outcome(s)
✓ *Insert*

Task Description
Insert

Specified Output(s)
• *Insert*

For Participants – *Insert Functional Area*

TASK 01	***Title of Task***

Phase of Response	*Insert*	**Approx Completion Time**	*Insert*

Learning Outcome(s)

- ✓ *Insert*
- ✓

Task Description

Insert

Specified Output(s)

- *Insert*

Richard Parker
For example, "LEMA" or "UN CMCoord" participants.

Richard Parker
Please ensure the Task Number corresponds to the Master Task List (excel doc).

Richard Parker
For example, "0 – 24 hrs After EQ" or "Day 3 After EQ."

Richard Parker
Please specify the estimated length of time it will take an average participant group to complete this task. Note that more than one task may be completed concurrently during the exercise.If a role-play is involved, please specify the preparation time and actual meeting time separately.

Richard Parker
Please specify the knowledge, skill or attitude learning outcomes that participants will be able to demonstrate through completion of this task.

For example:

(Knowledge) "Outline/describe the steps required to…"

(Skill) "Apply effective meeting management techniques when…"

(Attitude) "Value the importance of partnerships when…."

Richard Parker
Please list here in bullet points or summary paragraphs what core information should be presented to participants for them to complete the task. Please write this information as addressed directly to participants, along with any relevant context

For example: "Your headquarters requests that you complete a SITREP from all activities in the past 24 hours of the Earthquake Response…."

Richard Parker
Please specify in bullet points the practical deliverables that participants are required to produce in response to the task.

For example: "A full length SITREP using template provided, plus a recommended distribution list for intended recipients of the SITREP."

b. For EXCON Eyes Only

TASK 01	*(Title of Task)*

Primary (Mandatory) or Secondary (Optional) Task	*Insert*

Task Delivery Options

1. *Insert*

Background Reference Documents

- *Insert*

Accompanying Information Inject(s)

- *Insert*

Instructions for Role-Players / Switchboard

- *Insert*

Recommended Facilitator Debrief Points

- *Insert*

For EXCON Eyes Only – Read In Addition to Blue Copy

TASK 01	*Title of Task*

Primary (Mandatory) or Secondary (Optional) Task	*Insert*

Task Delivery Options

1. *Insert*
2.

Background Reference Documents

- *Insert*
-

Accompanying Information Inject(s)

- *Insert*
-

Instructions for Role-Players / Switchboard

- *Insert*
-
-
-

Recommended Facilitator Debrief Points

- *Insert*
-
-
-

Richard Parker
The Task Number and Title should match that written on the Blue Task Sheet.

Richard Parker
Primary tasks are the key training activities that are crucial to delivering on the exercise objectives, and involve maximum interaction with participants of other Functional Areas. For example, joint analysis or coordination meetings to discuss elements of the response that are of concern to multiple stakeholders.

Secondary tasks may be internally focused, intermediate steps that lead up to the completion of primary tasks. Alternatively, they may present "curveball" dilemmas for participants who require added complexity or challenge, as determined by EXCON facilitators during the event.

Richard Parker
How the information in the Blue Task Sheet might be practically given to participants. You may suggest several options for task delivery here for the EXCON team to select from according to the local context.

For example:
Directly handing the Blue Task Sheet to nominated group leader.
By email from Stakeholder XXX.
Through a role=play meeting with Stakeholder XXX.

Richard Parker
Refers to any background guidance document (or part thereof) that has specific relevance to the task and may be useful for EXCON to refer to.

For example, "INSARAG Guidelines, Volume XXX, pages YYY… '

Richard Parker
Refers to additional information or data that participants will need in order to complete the task, relevant to the country scenario.

For example:
"National response plan, Section XXX…"
Or
"Media report from Day 6 of the EQ Response, criticizing the slow response…"

Richard Parker
Please write in bullet form some suggested lines for actors to take (if a role-play is required); note, it is not necessary to provide a fully detailed script.

If the task output involves a written documentation or email, then you might want to offer some possible responses here to further drive at the learning outcomes.

Richard Parker
Please add some bullet points to guide future facilitators to observe and relay back to the participant group, during structured debrief sessions that follow the task completion.

ASG.10 Evaluation processes

1. Daily individual reaction and reflection survey after day 1 and day 2	At the end of each day, participants are given time to complete a short online survey which explores their immediate views on training content and organization. Surveys are anonymous and should be collected separately for each Functional Area.
2. Hotwash after tasks during days 3, 4 and 5.	A hotwash is an immediate "after-action" discussion and evaluation. Herein it is defined as • On the spot reflections immediately after the completion of a task. • 10-15 min, as short as needed • Initiated by the EXCON • Guidelines for discussion are on the Red Task Card. • Let the participants speak first • EXCON takes down a few comments to share with EXCOORD. • Participants take down their own notes. If all is going smoothly, let the participants know and keep the exercise going. If things are not going smoothly, try to find out why people are not doing what you expected. • Don´t know the system (need more knowledge training) • Know the system, don´t know how to apply it. (need more skills training) • Don´t agree with the system and have other ideas (have discussions) • Language barriers.
3. Final individual reflection survey	On the final day of the ERE event, individuals are asked to complete an overall online questionnaire which looks at the deeper aspects of their exercise experience as a whole. Questions may be organised around the 6 OECD evaluation criteria: relevance, coherence, effectiveness, efficiency, impact and sustainability. Responses should be collected separately per Functional Area and kept anonymous. Request from ERS to see feedback reports from past events to get ideas for questions. This can be done through QR codes
4. Final group reaction	Functional Areas discuss among themselves (or guided by EXCON) their experience of the exercise. They are given 3-5 questions to discuss and present answers in plenary. Suggested questions are: 1. What went well 2. What could be improved 3. What did we learn
5. EXCON staff, facilitators and observers' reflections	EXCON staff, facilitators and observers reflect daily on the questions below. 1. What went well today in terms of your facilitation role? 2. What were your main challenges and how did you seek to overcome them? 3. How well did the techniques applied during? 4. Would you change anything about your interventions? 5. How well did you manage troubleshooting issues? 6. Is there anything we can do together to improve the exercise communications? 7. What can central EXCON do differently to make your role more effective?