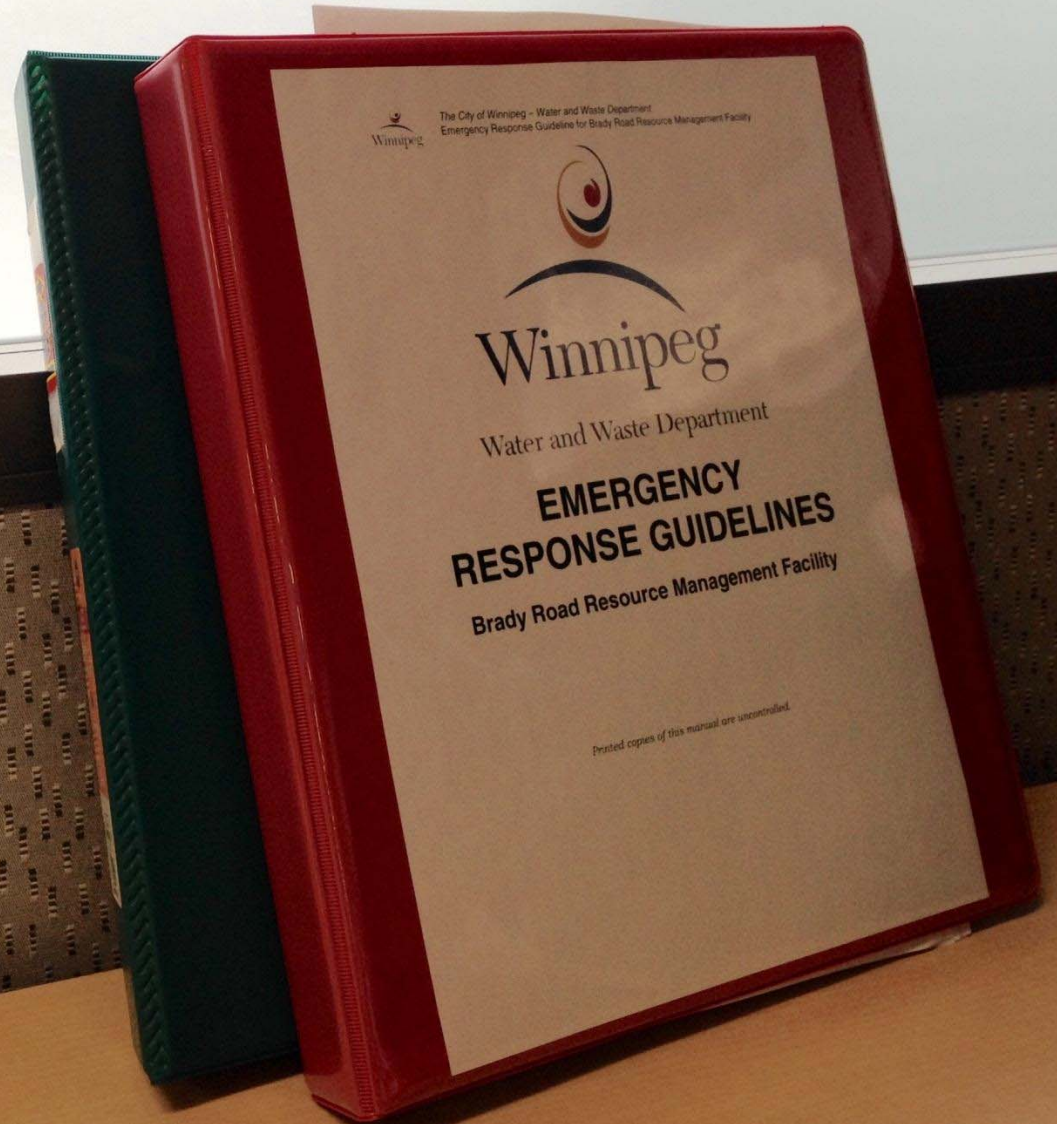


EXERCISING YOUR EMERGENCY PLAN

So you have an
emergency plan:
now what?



INTRODUCTIONS

- **Becky Raddatz:** Environmental Planner, Solid Waste Services, Water and Waste Department, City of Winnipeg
- **Brittany Phillips:** Landfill Foreman, Solid Waste Services, Water and Waste Department, City of Winnipeg



AGENDA

- Organizing a Session
- Developing a Scenario
- Facilitating an Exercise



AGENDA

- Analyzing the Results
- Forming Recommendations
- Benefits
- *Intermission*
- Exercise – Audience Participation



GOALS

At the end of the session everyone will:

- Have an idea of the value of exercising your plan
- Have an idea of how you might go about exercising your plan
- Believe that you can exercise your plan



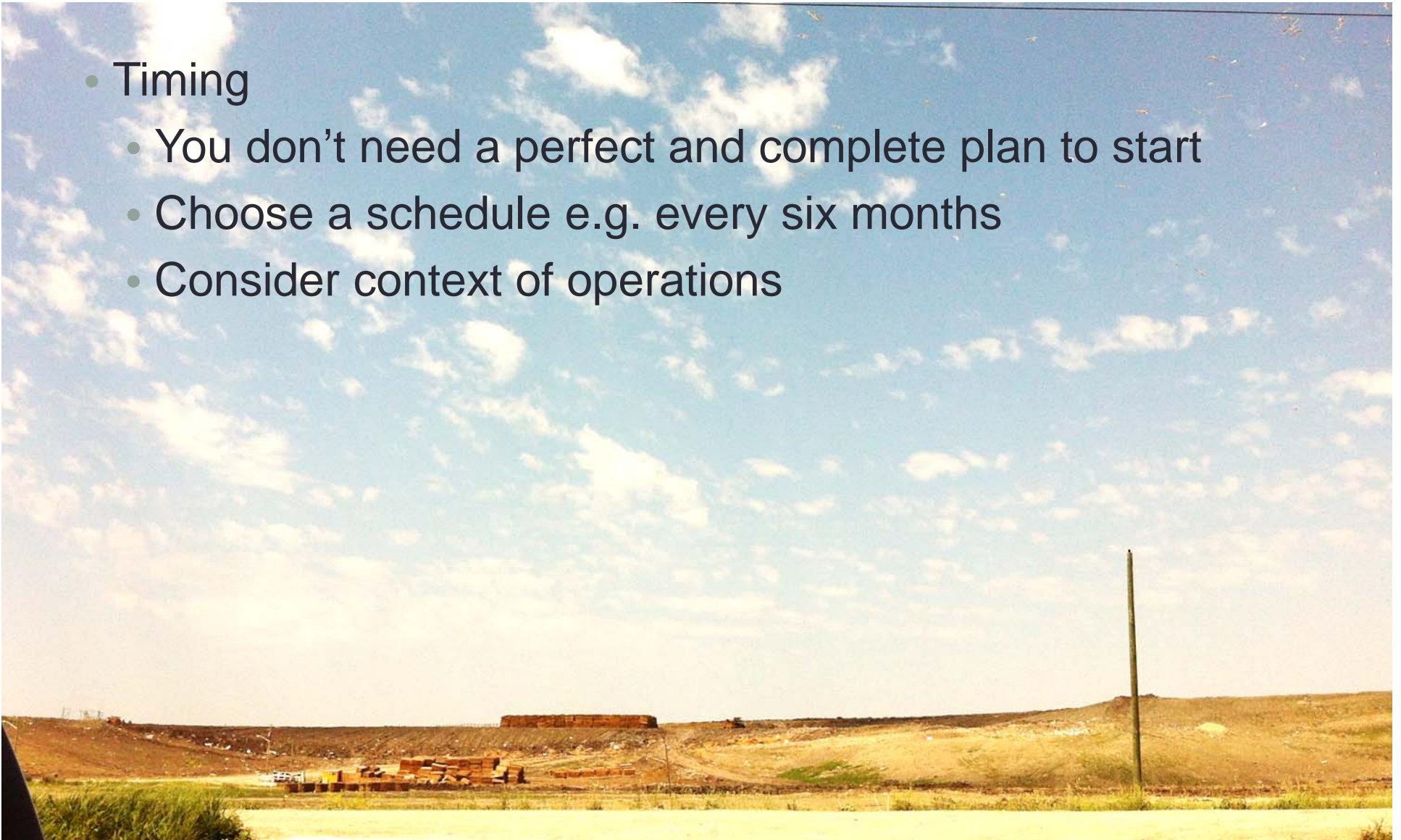
WHY BOTHER?

- Practice emergency response
- Teambuilding
- Improve the emergency response guidelines
- Attention



ORGANIZING A SESSION

- Timing
 - You don't need a perfect and complete plan to start
 - Choose a schedule e.g. every six months
 - Consider context of operations



ORGANIZING A SESSION

- Operations and People
 - How much coverage do you need?
 - What are you testing?
 - Who's attention do you need?



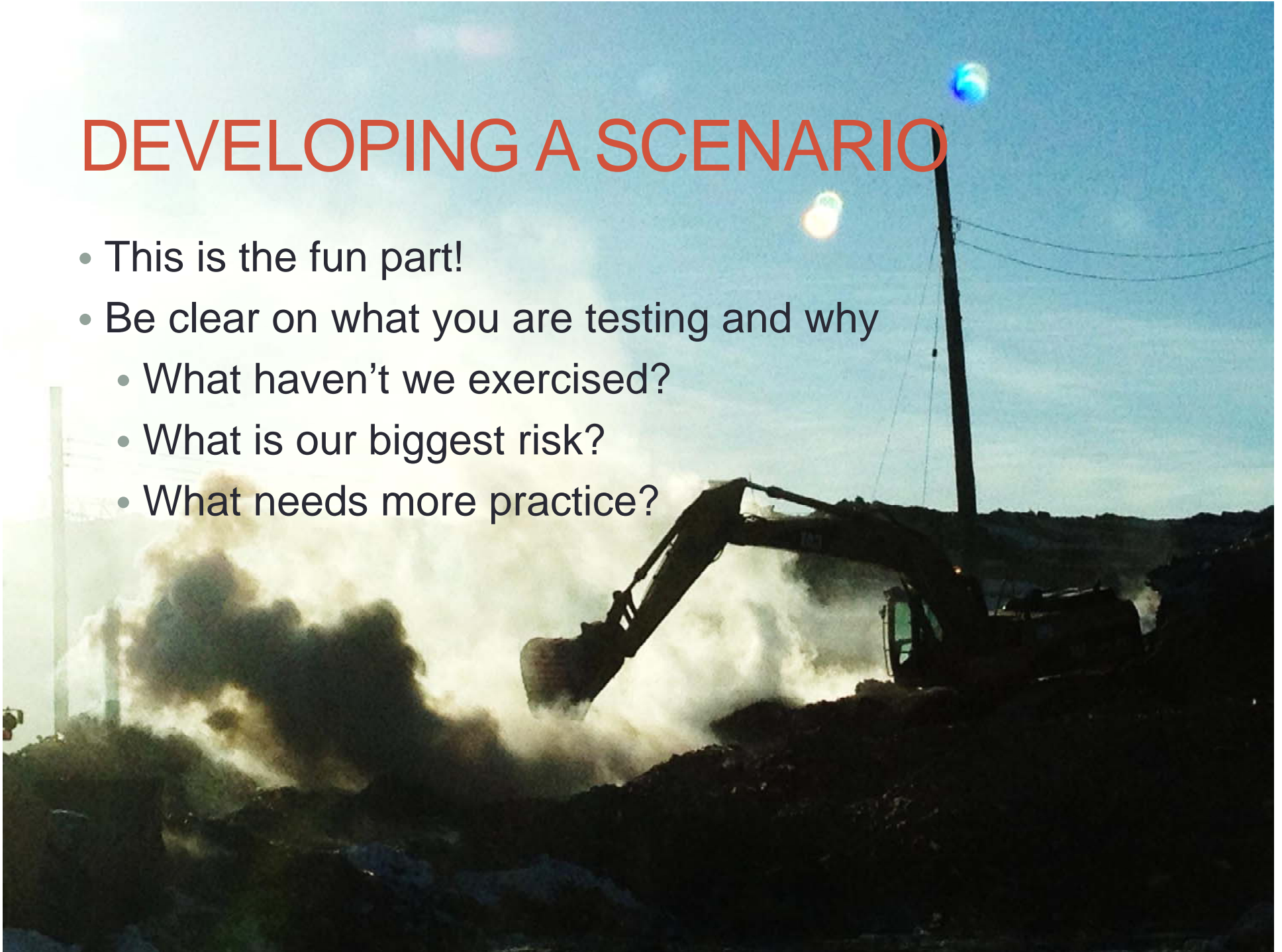
ORGANIZING A SESSION

- Space
 - Give yourself a lot of room
 - Projector or handouts
 - Maps, markers, models
 - SNACKS



DEVELOPING A SCENARIO

- This is the fun part!
- Be clear on what you are testing and why
 - What haven't we exercised?
 - What is our biggest risk?
 - What needs more practice?



DEVELOPING A SCENARIO

- Build the challenge each time: Remember this is training!
- Build Relationships
- Identify vulnerabilities



Facilitating an Exercise

- Keep the agenda simple:
 - Introduction and exercise overview (15 min)
 - Exercise (30~60 min)
 - Break (10 min)
 - Debrief (10 min)
 - Group review (10 min)
- Manage the exercise but keep out of the way

Facilitating an Exercise

- Keep it simple!
- It is stressful and intense to facilitate:
 - Keep an eye on the time
 - Assign a scribe and photographer
- People will do things that are not in your plan – be open



Location: Brady Landfill

Friday, August 2nd, 2013

Weather: 21 Celsius

Wind: SW 25 Km

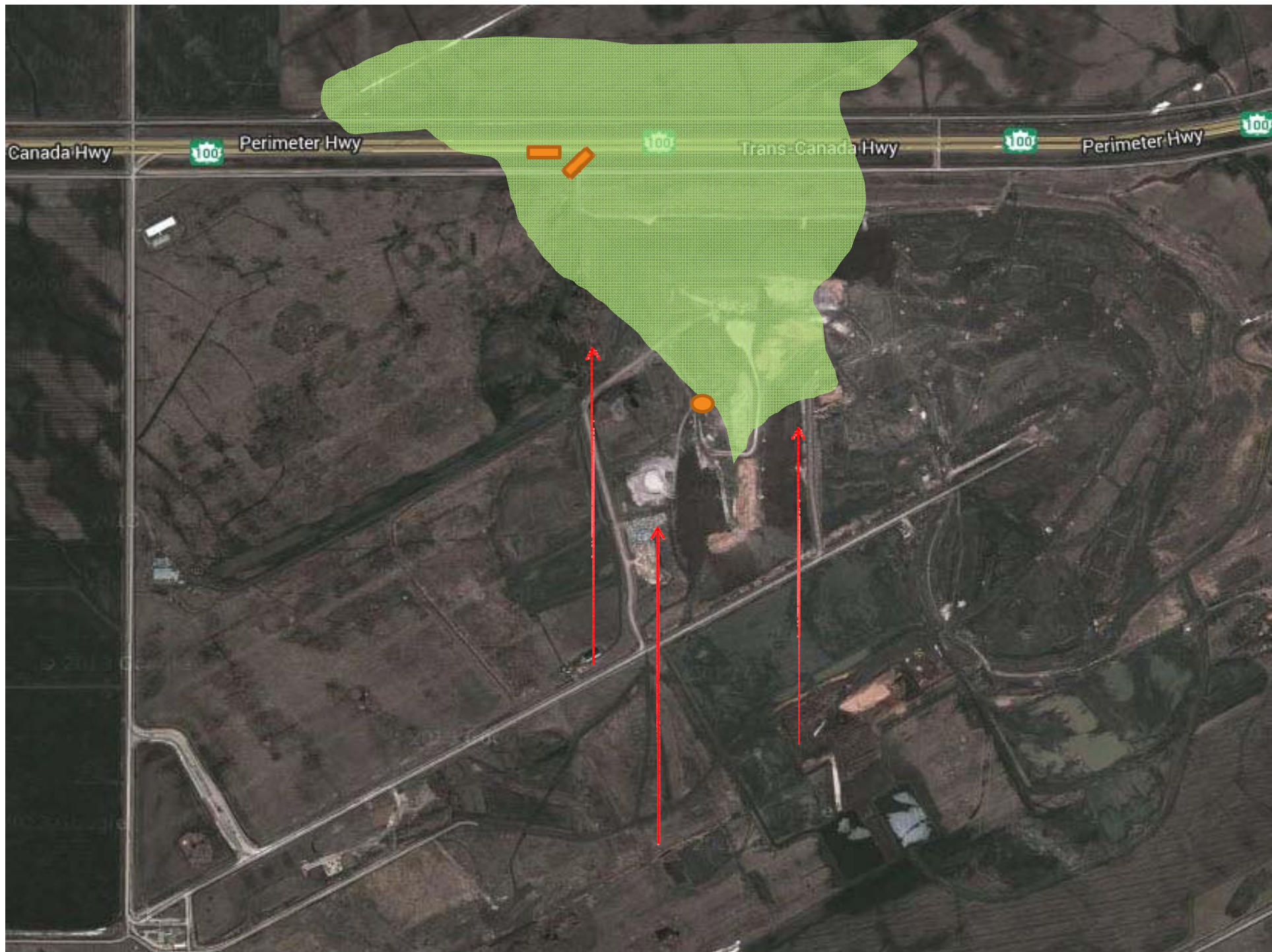
Time: 5:15pm

Scale house has a steady line of 10 vehicles long.

One city operator is on shift and is sitting in his vehicle.

The on-site foreman has left on a Tim Hortons Run.





9:30 a.m.

BRADY

9:35 a.m.

BRADY

Questions

- What contingency plans did you use?
- Did the contingency plan help you resolve the issue? If not, what else did you do?
- What was the 'red herring' or was there?
- Did you use Unified Command?
- What would be in your recovery plan?
- What follow up from the exercise would you propose?

ANALYZING THE RESULTS

- Take everyone's notes, including scribe notes
- Hold a debrief meeting
- Analyze three categories:
 - Exercise itself
 - Emergency Response Guidelines
 - Other, e.g. infrastructure, communication technology



FORMING RECOMMENDATIONS

- Based on analysis, develop three recommendations for report
- Report goes up the chain, keeps people on same page, makes people responsible
- Other recommendations have come up like:
 - Firefighter tour of site
 - Additional access roads
 - Involving contractors
 - Daily sign in sheets
 - Identifiers

BENEFITS

- Lots of ideas from different perspectives
- Everyone can contribute
- Empowerment
- Importance of each role
- Teamwork
- See impacts of participation
- Solid waste team building





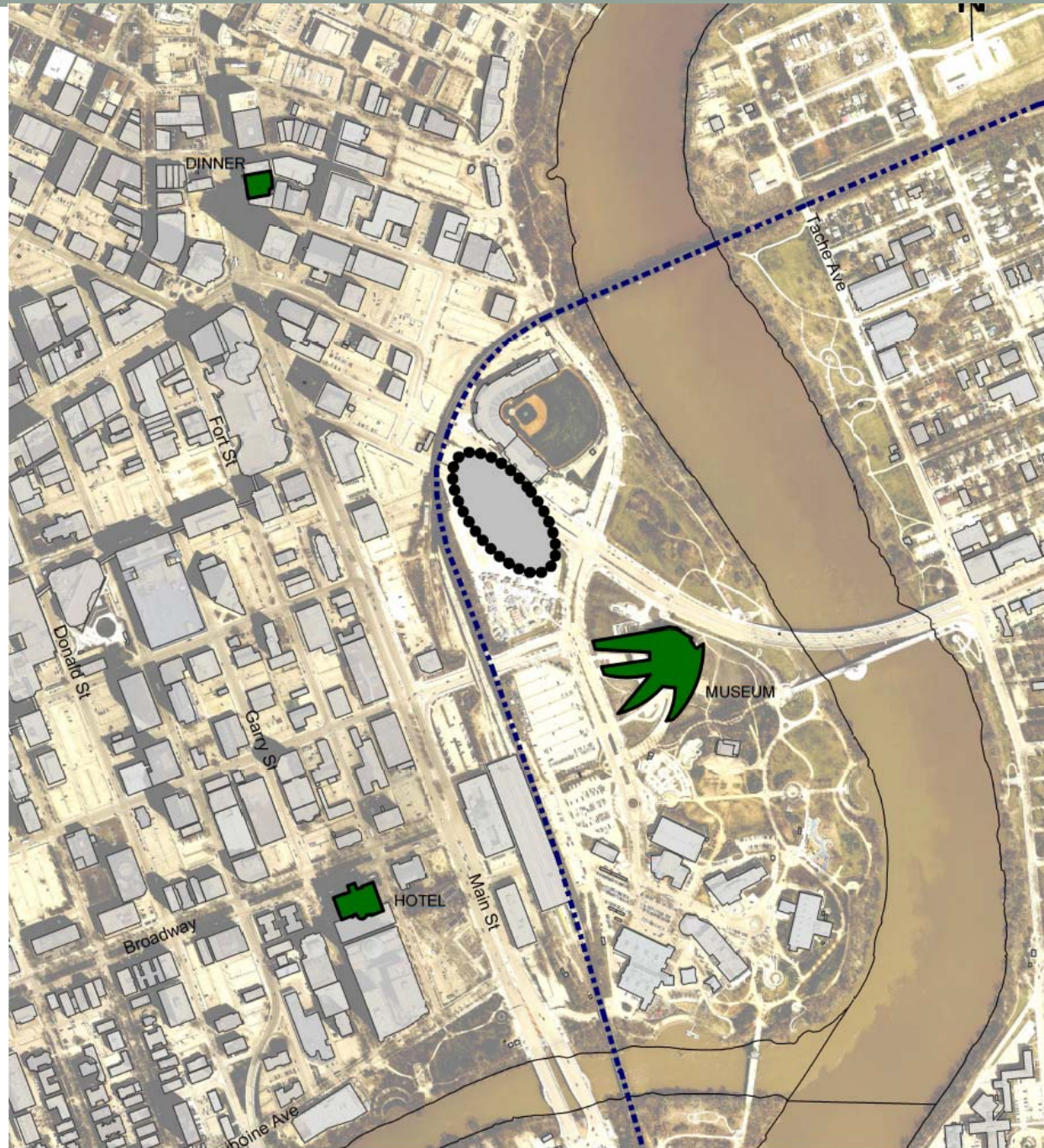
THE EXERCISE

- To review: For this exercise we:
 - Considered who would be here
 - Identified what we wanted to exercise, and why
 - Considered the room, time, and energy of participants
- So:
 - Need a scenario that everyone can understand and participate in
 - Needs to be short
 - Needs to be fun

THE EXERCISE

- 10 min for exercise
- 5 minutes for questions (quietly)
- Debrief
- Analysis
- Recommendations







GO

The image features the word "GO" in a large, bold, red, sans-serif font. The letters are centered horizontally. The background is a light gray gradient, transitioning from a darker gray at the top to a lighter gray in the middle, and then to a solid blue gradient at the bottom. A dark gray horizontal bar is visible at the very top of the image.



STOP

DEBRIEF

QUESTIONS

- Where do you go? Do you go anywhere?
- Who do you call?
- What do you do about the coughing people? The itching person?
- What are the risks in the area?
- Who do you check in with?
- Do you get dinner?

ANALYSIS

- Exercise itself
- Emergency Response Guidelines
- Other

RECOMMENDATIONS

RECAP

At the end of the session everyone will:

- Have an idea of the value of exercising your plan
- Have an idea of how you might go about exercising your plan
- Believe that you can exercise your plan



THANK YOU!

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