EXERCISING YOUR EMERGENCY PLAN

So you have an emergency plan: now what?
INTRODUCTIONS

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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 2\textsuperscript{nd}, 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.
Further visibility is reduced as plastics and other MSW start to burn creating dense, black smoke. The smoke has now blown across the perimeter. There is a pile up blocking the West lane.
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
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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