

EXERCISE DESIGN

PRACTICAL CONSIDERATIONS

**UNEP-ICCA Project “Promoting Chemical
Safety Management in the African Region”**

**Training Workshop on Emergency
Preparedness and Dangerous Goods
Handling**

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Commission**



WHY HAVE EXERCISES ?

- AN EXERCISE IS ONLY AN ACTIVITY
 - EMERGENCY PLANS ARE MORE THAN RESPONSE OR DEMONSTRATING SKILLS
- EXERCISES SHOULD PRODUCE MEASURABLE OUTCOMES BASED ON PERFORMANCE
- MEASURING OUTCOMES SHOWS WHETHER WE ARE MAKING PROGRESS TOWARDS THE DESIRED VISION



PRINCIPLES FOR EXERCISES

- ACCIDENTS AND DISASTERS ARE NOT PREDICTABLE
 - PLANS MUST BE DYNAMIC AND THE EXERCISE SHOULD TEST THOSE PLANS
- USE THE EXERCISE TO LEARN AND IMPROVE
 - IT IS NOT JUST A DEMONSTRATION OF SKILLS
 - DO NOT USE A SCRIPT
 - THE EXERCISE MUST CHALLENGE THE PARTICIPANTS
 - THEY WILL NOT BE PERFECT
 - FIND THINGS TO IMPROVE THE PLAN



KEY PLANNING PARTICIPANTS

- ACTORS
 - THE PEOPLE THAT WILL PERFORM TASKS AND DEMONSTRATE SKILLS
- OBSERVERS
 - THE PEOPLE THAT WILL EVALUATE WHAT THE ACTORS DO DURING THE EXERCISE
- PLANNERS/CONTROLLERS
 - THE PEOPLE THAT PLAN AND DIRECT THE EXERCISE
 - THE STEPS THAT FOLLOW ARE FOR THE PLANNERS AND CONTROLLERS TO PERFORM



STEP 1

- ASSESS NEEDS
 - IS THERE A PARTICULAR HAZARD TO BE ADDRESSED?
 - ARE THERE PARTICULAR FUNCTIONS OR SKILLS TO BE TESTED?
 - DOES THE INTERACTION OF VARIOUS AGENCIES, FACILITIES AND PUBLIC NEED TO BE TESTED?



STEP 2

- DEFINE THE SCOPE OF THE EXERCISE
 - TYPE OF EMERGENCY
 - DURATION?
 - SIMULATED INJURIES?
 - WHO PARTICIPATES
 - PUBLIC, FACILITIES AND RESPONDERS
 - LOCATION
 - BROAD FUNCTIONS OF PARTICIPANTS
 - ALERT AND WARNING?
 - MEDICAL TREATMENT AND EVACUATION?
 - COMMAND STRUCTURE?



STEP 3

- CREATE STATEMENT OF PURPOSE FOR THE PLANNING TEAM
 - WHAT ARE WE TESTING?
 - WHO IS INVOLVED?
 - WHAT WILL THEY LEARN?
 - PLANNING TEAM MUST BE IN AGREEMENT



STEP 4

- ESTABLISH DESIRED OUTCOMES
 - WHAT WILL BE DEMONSTRATED OR LEARNED FROM THE EXERCISE?
 - LIKELY MULTIPLE THINGS
 - WHAT SORT OF PERFORMANCE IS EXPECTED FROM THE PARTICIPANTS?
 - DETAILS ARE ESTABLISHED IN A LATER STEP



STEP 5

- CREATE THE EXERCISE NARRATIVE
 - WHAT HAPPENS?
 - WHEN DOES IT HAPPEN?
 - WHERE DOES IT HAPPEN?
 - WHO IS CALLED?
 - WHAT DAMAGE OR INJURIES ARE REPORTED?
- THIS IS NOT A SCRIPT
 - PARTICIPANTS DO NOT GET THIS NARRATIVE
 - WHAT THE PARTICIPANTS DO DURING THE EXERCISE AS THEY ARE GIVEN INFORMATION IS WHAT GETS EVALUATED



STEP 6

- WRITE THE MAJOR EVENTS IN DETAIL
 - THIS IS FOR THE PLANNING/CONTROL TEAM TO USE IN DIRECTING THE ACTION
 - PARTICIPANTS DO NOT HAVE THESE DETAILS
 - LINKED TO THE DESIRED OUTCOMES



STEP 7

- LIST EXPECTED ACTIONS FOR EACH EVENT
 - WHETHER AND HOW THESE ACTIONS OCCUR IS WHAT WE MEASURE

- EVALUATING AND MEASURING OUTCOMES FROM THESE ACTIONS LEADS TO PLAN IMPROVEMENT
 - IF THE DESIRED ACTION DOES NOT OCCUR
 - WHY NOT?
 - WHAT SHOULD CHANGE IN THE PLAN?



CONDUCT THE EXERCISE

- BRIEF OFFICIALS AND OTHERS THAT WILL OBSERVE
 - SAFE DISTANCE, DESIGNATED AREAS

- POST-EXERCISE EVALUATION
 - REVIEW BY OBSERVERS
 - REVIEW BY PLANNING TEAM
 - REVIEW BY PARTICIPANTS

- AGREE ON PLAN IMPROVEMENTS
 - PLAN ANOTHER EXERCISE



SAFETY

- THROUGHOUT THE PLANNING PROCESS A SPECIFIC PERSON MUST BE RESPONSIBLE FOR EVALUATING THE RISKS OF THE EXERCISE TO PARTICIPANTS
 - PLANS MUST BE IN PLACE TO DEAL WITH ACCIDENTS
 - THERE MUST BE A PLAN TO STOP THE EXERCISE IF UNCONTROLLED RISKS ARE APPARENT



QUESTIONS?

