

NATIONAL DISASTER MANAGEMENT OFFICE

Provincial Simulation Exercise Guideline

Vanuatu 2016





NDMO 2016

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Provincial Simulation Exercise Guideline

NDMO
Vanuatu, 2016

EXECUTIVE SUMMARY

According to the National Disaster Act each provincial council must prepare a Provincial Disaster Plan for the province to respond effectively to the impact of a disaster. The Provincial Disaster Plans are essential in the prevention of, preparation for, response to, and recovery from disasters in that province. The Provincial Disaster Plan should be tested regularly by provincial stakeholders to evaluate, adapt and update.

The Provincial Simulation Exercise Guideline aims to provide conceptual framework and methodological guidance to test and review the Provincial Disaster and Climate Response Plans (PDCRP) developed by the provincial government officers with the support of National Disaster Management Office (NDMO) of Vanuatu and the Disaster Risk Reduction (DRR) stakeholders such as Vanuatu Red Cross Society (VRCS) and Non-Governmental Organisation (NGO). The handbook allows the Provincial Disaster and Climate Change Committees (PDCCC) and the Area Council Secretaries (ACS), to organize, develop and evaluate simulations and drills to reinforce their knowledge and skills in term of emergency and disaster management and the Provincial Emergency Operation Center (PEOC), through Simulation Exercise (SimEx).

The target audience of this tool is the NDMO and DRR Stakeholders, from national and provincial level, involved in the preparation and the facilitation of such exercise.

The guideline proposes an approach to develop a provincial SimEx that can be adapted according to human resources, time frames and budgets available for this activity. It also provides a range of templates, forms, exercises, scenarios and injects that could be used for the SimEx implementation.

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ACRONYM

ACS	Area Council Secretary
CDCCC	Community Disaster and Climate Change Committee
NDMO	National Disaster Management Office
NGO	Non-Governmental Organization
PEOC	Provincial Emergency Operational Center
PDCCC	Provincial Disaster and Climate Change Committee
PDO	Provincial Disaster Officer
PDCRP	Provincial Disaster and Climate Response Plan
SimEx	Simulation Exercise
SG	Secretary General
SOP	Standard Operating Procedure
SITREP	Situation Report
TTX	Tabletop Exercise
VHT	Vanuatu Humanitarian Team
VMGD	Vanuatu Meteorology and Geo-hazards Department
WG	Working Group



DEFINITION

A **SIMULATION EXERCISE** (SimEx) aims to test plans, policies and processes, to ensure that key actors are more familiar with their roles and responsibilities. A SimEx tests processes NOT people.

A **DRILL** is a coordinated, supervised activity usually employed to test a single, a specific operation or function within a single entity.

A **TABLETOP EXERCISE** (TTX) involves convening key emergency response personnel to discuss a simulated or imaginary emergency situation. TTXs can be used to assess plans, policies, and procedures.
(www.who.int)

INTRODUCTION

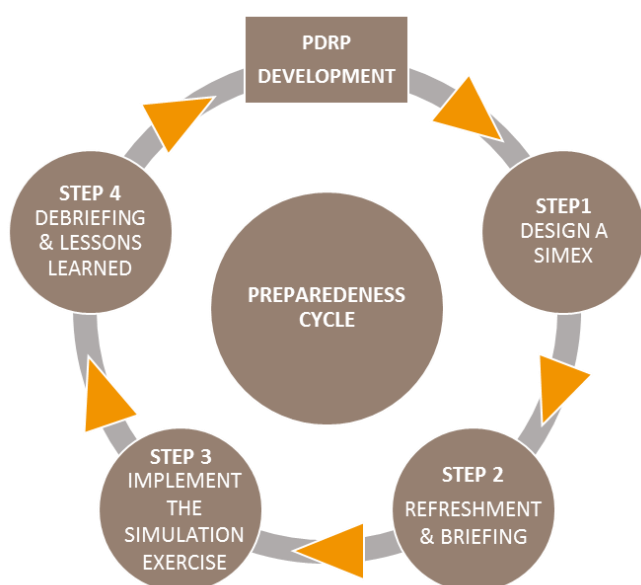
Vanuatu is the world's most at-risk country for natural hazards, according to the UN World Risk Index. History has shown that such disasters can have significant human and economic impacts in the country given the remoteness of some islands. In this context, the preparation of DRR stakeholders from local to national level is essential to improve their abilities to deal with emergency situation and their resilience.

Following the *NDMO Strategic Plan 2016 – 2020*, the firsts Provincial Disaster and Climate Response Plans (PDCRP) have been developed early 2016 in Tafea, Sanma and Torba provinces. According to the *Vanuatu Disaster Act (article 11)*, the Provincial Disaster and Climate Change Committees (PDCCCs) need to practice and review their plan every year in order to be effective in case of emergency.

The Provincial SimEx guideline intention is to provide technical guidance and tools to PDCCC and DRR stakeholders to have a better understanding of their PDCRP and to test it through a SimEx. The Simulation Exercise (SimEx) is a crucial stage in the disaster preparedness approach to ensure that emergency plans and processes are well understood by the key stakeholders to cope with these situations. This fictional and interactive exercise will test and update existing emergency plans, procedures and structures to respond to a simulated emergency, reinforcing stakeholders' coordination.

The guide provides a methodology and practical tools to plan, design, implement and monitor a disaster response simulations exercise following the step by step preparedness cycle summarized in the graph, identifying the strengths and weaknesses of:

- Provincial Emergency Operation Center
- Early warning system and communication
- Damage assessment process
- Response and coordination



**1 TO 3 MONTHS****STEP1 DESIGN A SIMEX**

- Form the design team
- Prepare the operational activities
- Organise the logistic

**PROVINCIAL DISASTER RESPONSE PLAN (PDRP)**

The **PDRP** is the Emergency Plan of the province and identifies the actions to be taken by provincial councils in the event of a disaster and specifies the activities to be undertaken by government and non-government agencies to assist that province.

This plan has to be consistent with the National Disaster Plan which is focused on national emergency response.

This plan describes: the past events, a global risk mapping of the province, some disaster scenarios and associate response options. Several Standard Operating Procedures (SOP) should also be integrated as well as some operational tools annexed.

The design of the provincial scenario needs to be based on the hazards identified in the PDCRP's and oriented to test and review the annexes.

**REMEMBER**

Each province has specific disasters to deal with and different response capacities that are both reflected in the PDRP. In the design step, the specificities of each province have to be considered to be reflected in the simulation exercise to ensure the efficiency of the activity.

**Form the design team**

The first element to consider in the organisation of the simulation exercise is the appointment of the design team who will carry out the simulation.

- Involve a mix of representatives of key provincial and national stakeholders with different range of skills and responsibilities to ensure efficiency of the exercise and a better coordination.
- Involve representatives of key areas you want to test through this exercise (e.g. Communication officer, Police etc.)
- The persons who developed the PDCRP have to work alongside the design team to ensure the ownership and the future replication of the exercise.

The design team is formed and organised under the supervision of a team leader:





GENDER INCLUSION

Women, with their extensive knowledge of communities, social roles of managing natural environmental resources, and caring responsibilities, increasingly play a critical role in disaster risk management.

The design team must include male and female officers in order to have both gender involved in the facilitation and the evaluation to deal with the needs and specificities of both gender.

During the SimEx implementation it is very important to respect gender equity to ensure that participants will be able to raise gender issues along the exercise.

Annex 1 - Tasks of the design & management teams' members



Colenso Silas at Torba SimEx (October 2016)

■ The SimEx leader

The SimEx leader coordinates the design team, supervises every steps of the simulation exercise and develops the SimEx tools.

■ The Logistic officers

The logistic roles involve a range of people, they prepare and organise logistic aspects of the SimEx (transport, communication, catering etc.).

■ Monitors

The monitors have a key role during the implementation of the SimEx. They contribute to the scenario design and share their critical views during the debriefing to evaluate the whole process.

During the implementation of the SimEx the design team will become the SimEx management team, so the roles of the team members will be changed to coordination cell and role players. However, the SimEx leader will keep his coordination role during the whole simulation.

The team size can vary according to the scale of the SimEx and the number of participants. Some SimEx may involve only the PDCCC. In that case a same person can play the different roles: leader, logistician & monitor. However, for a larger SimEx testing a broader range of administrative levels, support can be requested to national authorities and several persons may contribute to each role.

As an example during the Torba SimEx in October 2016 a team of 5 members: 1 leader, 1 logistics officer (also monitor), 3 monitors and 1 NDMO Advisor for 25 participants were enough.

It is important that team members have a good knowledge of the PDCRP, exercises and tools to be able to advise and answer to participants' questions, while fulfilling their monitoring role.



REMEMBER

Team members should be selected well in advance to receive sufficient information regarding their roles and responsibilities, and have time to work on the operational and monitoring tools.



[Annex 2 - Scenario design form](#)



[Annex 3 - Cyclone injects templates](#)



[Annex 4 - Timetable template](#)



Isabelle Choutet (FRC) and Fisher Young Dinh (NDMO) at Torba SimEx (October 2016)



Prepare the operational activities

➤ Prepare the exercises

The provincial SimEx tests several aspects of the PDCRP. To prepare a successful exercise, the design team has to:

- Define SimEx objective: the design team has to review the PDCRP and discuss with provincial authorities to identify their priorities. This guideline gives directions to test the main aspects of the emergency response: PEOC activation and roles, early warning system, damage assessment process, response and coordination.
- Choose a scenario: The scenario is the core instrument of the SimEx, it determines all the actions of the participants. It has to be in line with the scenarios described in the PDCRP and should look as real as possible. Design team has to determine the hazard event (cyclone, tsunami, flooding etc.) and its intensity (Best, likely, worst case scenario). The [Annex 2 - Scenario design form](#) can help the design team to develop the scenario and injects.
- Prepare exercises and injects: According to the scenario and the SimEx objective, exercises (drill or tabletop) and associated injects, have to be developed ([Annex 3 - Cyclone injects templates](#)). For some injects, the design team will also have to define some roles that the members can play, so the simulation will look more real.



TIPS

If possible, involve government actors in the creation process of injects or make them cross-check the injects you have designed to be as realistic as possible. The Vanuatu Meteorology and Geo-hazards Department (VMGD) could give advice or provide accurate warning materials such as tracking map and warning bulletin according to the hazard chosen for the SimEx.

Double-check the injects' contents (e.g. cyclone geographical coordinates, alert levels, senders and recipients of texts and emails, etc.), the coherence between injects and scenario so that the SIMEX flows more smoothly.



TORBA SIMEX DOCUMENT SET

Torba Province made a SimEx in October 2016 supported by NDMO and Red Cross.

All the SimEx material produced by the design team during the preparation and by the PDCCC during the SimEx implementation are available, as an example, under the following link.



[Annex 12 - Torba SimEx document set](#)

- **Define the SimEx timetable:** When the scenario, exercises and injects are established, the design team has to set the schedule of the SimEx through a timetable template describing every sessions, their timing, the tools and resources requested and the people in charge of each activities. ([Annex 4 - Timetable template](#)). The timetable must be sent to every participants with the invitation prior to the SimEx.

The field experience has shown that the following agenda is suitable to achieve a full SimEx:

Duration	Agenda
1 day	PDCCP revision & SimEx briefing
2 days	SimEx implementation
1day	Debriefing and closure



REMEMBER

The SimEx scenario describes a fictional situation that is realistic enough to occur. It is supported during the exercise by injects to give a dynamic aspect to the scenario.

The PDCCP describes various scenarios categorized in 3 levels according to the potential impact of the hazard and the response capacity of each level:

- **Best case scenario:** Few amount of people are affected, communities can recover by themselves.
- **Likely case scenario:** An important amount of communities are affected, communities need assistance from provincial government.
- **Worth case scenario:** Whole population of the province is severely affected and needs assistance from government and international stakeholders.



ENSURE A HIGH PARTICIPATION

To ensure the success of the SimEx, a high participation is required, as well as the participation of the key stakeholders, especially the provincial executives (SG and Head of departments) and the local authorities such as the Area Council Secretaries.

The Simulation Exercise could be organized after key meetings of the provincial government such as the provincial council meetings.



Annex 5 - List of participant template

➤ Select the participants

The members selected to take part in the simulation depend on the objective of the exercise. Departments and stakeholders concerned will be invited to participate as they have key roles in the response process. Participants of the provincial SimEx are in priority the PDCCC members, under the lead of the Secretary General (SG) and the Provincial Disaster Officer (PDO).

It is also recommended to include the local authorities such as the ACS, some representatives of the Community Disaster and Climate Change Committee (CDCCC) or school representatives, according to time, budget and human resources' flexibility. SimEx exercises can also be adapted to allow some officers to participate from their own location.



REMEMBER

The PDCCC members are the head of the departments represented in the province - members are the same as the ones involved in the Technical Advisory Group (TAG).

➤ Prepare the PDCRP revision & SimEx briefing and the debriefing & lessons learned sessions

To be more effective, the SimEx has to start with the revision of the PDCRP and the SimEx briefing so participants will have a better understanding on what will be evaluated during the exercise. The debriefing is also a fundamental step as it allows reviewing the PDCRP, which is the final goal of the SimEx.

As these parts of the SimEx are keys success moments, the design team has to prepare them properly in advance with the support of appropriate stakeholders and specialists who will be in position to facilitate these sessions:

- Coordination with NDMO and PDO to get the last version of the PDCRP and the SOPs
- Request support of DRR stakeholders such as Vanuatu Humanitarian Team (VHT) members at national and provincial level.



Nickoslon Naki and Steward Vones at the Torba provincial SimEx (October 2016)



Organise the logistics

➤ Define the timing

To maximize the impact of the simulation exercise, it is important to define the timing of the SimEx considering the following points:

- Season: It is recommended to organise the SimEx at the beginning of the cyclone season as it is one of the main treat affecting the whole Vanuatu. However, some other elements have to be considered as well to ensure the availability of the PDCCC (election cycle, annual budgeting etc.).
- Day: It is essential to define which days will be more suitable for the PDCCC to dedicate time to this SimEx (e.g. Wednesday to Friday).
- Hour: Morning time is preferable to start the activities as some exercises can request one full day to be implemented.

The length of the provincial SimEx, from the briefing to the debriefing session, should be between 2 and 4 days. The number of days depends of the SimEx objectives, the number of people involved and the budget and logistic constraints.



REMEMBER

The *Disaster Act* states that provincial councils must review their PDCRP annually and make such amendments to it as are necessary to keep it up to date. Plan a SimEx in the provincial annual agenda allows maintaining an on-going involvement of the PDCCC members in their disaster plan and increasing provincial resilience.



PEOC ROOM

Torba's NDMO office that hosts the new PEOC in Sola (April 2016).

Even if there is no PEOC room in each province, it is important to choose the place where the PDCCC use to meet during emergency to help them to be familiar with this environment.

➤ Identify a location

The choice of the venue for the SimEx is important in order to ensure that the simulation is as real as possible. In an emergency situation the Provincial Emergency Operational Center (PEOC) will be activated and will need a place to meet. The room should have to meet some criteria such as: accessibility by road, accommodate a large amount of people, provide operational working condition (generator, desks, computers, stationeries, communication and meeting facilities etc.), access to water and toilets. Also, resilience of the building needs to be considered to be a secure place in case of disaster.

➤ Setting up logistic resources:

In general, the organization and development of a simulation requires at least the following:

- Send the invitation to participants with at least one month notice.
- Prepare the SimEx venue (book meeting rooms, set furniture etc.) and ensure that communication systems are ready to be used during the exercise.
- List documents needed, print materials for the design team and participants (templates, scenario, injects, evaluation tools) and prepare resources (risk maps, PDCRP, contact lists, etc.).
- Ensure that supplies are ready in quantity required for the SimEx (flipcharts, whiteboards, laptops, projectors etc.).
- Organise transport, accommodation, catering and refreshment for the design team and participants.

➤ Plan the budget

A detailed budget for the planning, implementation and evaluation of the SimEx must be developed and be available before starting the whole process. (Annex 6 - Budget template)

The SimEx doesn't need large amount of funding to be organised. The simulation can be organised during normal work schedule of the provincial officers if it is planned sufficiently in advance in their agenda. Using the existing office resources will have the benefit to put the officers in the same conditions that they may face in a real situation. Also, organise a SimEx with local resources will increase ownership of the simulation by provincial agents and facilitate replication regularly. The



SEEK EXTERNAL FUNDING

Looking for external funding will allow inviting actors from different islands and involving people from national and community levels.

The SimEx also might be supported by specialists coming from overseas.

Larger event generally happen during DRR pilot project timeframes and are usually the opportunity to organise larger consultation and get new trainings for provincial officers.



Annex 6 - Budget template



Annex 7 - Action plan for preparation of SimEx

provincial government has to plan annual budget to be able to run SimEx regularly.

➤ Develop the SimEx action plan

To make sure that the SimEx preparation and schedule will be well organised and ready for the due date, it is necessary to develop an action plan that summarizes all the activities to be carried out from the design step until the PDCRP revision. It will also help the design team members' to have a clear understanding of their responsibilities to prepare and implement the simulation. (Annex 7 - Action plan for preparation of SimEx)



FINAL CHECK LIST STEP 1

- ☐ Design team is formed and action plan established.
- ☐ Scenario, exercises and injects are developed.
- ☐ SimEx timetable is defined.
- ☐ Dates booked and invitation letters sent.
- ☐ Refresher & briefing sessions are ready.
- ☐ Logistic done (venue, catering, transport...).
- ☐ Material is ready and paperwork printed.

**MINIMUM HALF DAY****Annex 13 - Provincial SimEx - Revision and Briefing presentation**

Barry Wopur, Area Council Secretary of Gaua Torba province (April 2016)

STEP 2 REVISION & BRIEFING

The PDCRP revision and the SimEx briefing should not take more than one day to keep the overall session as practical as possible.

**PDCRP revision**

PDCRP are not regularly consulted during 'quiet' times and rarely in time of emergency because stakeholders have urgent commitments. Start the SimEx with the PDCRP revision offers a good opportunity to remind to the participants the main content of their emergency plan. The SimEx implementation will allow putting into practice the result of these learnings and knowing the parts that will be evaluated during the simulation process to increase ownership of the document.

**REMEMBER**

It is important to liaise with NDMO to be informed about any up-date of the procedure and make sure that the refreshment will reflect accurate information.

A provincial or national NDMO officer should take the lead on this session. A presentation (see link opposite) will help the facilitator to organise this revision. The main points to highlight during the presentation are: Risk & response; SOPs; The operational tools.

**TIPS**

1. **Organize exercises** on the PDCRP to help participants to take ownership of it as well as on the tools and materials (maps, contact list, assessment form, etc.). It will make the session livelier.
2. **Go through the PDCRP** with the participants so they can become familiar with the content and know where to find the information in the document. Print at least 2 copies for the PEOC (operation manager and SG), and 1 copy per working group. The documents will be used as well during SimEx implementation



Juda Silas during Torba Provincial SimEx (October 2016).



Annex 8 - PEOC role check list



Robert Butal during Torba Provincial SimEx (November 2012).

➤ Risk & response

It is essential for the participants to have in mind the main hazards that could happen in their province. They need to know the associate scenarios and response options so they can be more efficient when taking decision during the SimEx.

- Risk matrix and risk map: Review those tools in order to have an overview of the potential impact of the hazards considered as main treats in the province.
- Disaster scenarios & response options: Go further into details in the disaster scenarios and make the link with the response options described in the plan.
- Population at risk and cross cutting issues

➤ Standard Operating Procedure (SOP)

PDCRP should define specific procedures to ensure information flows between the different administrative levels during emergency situations. The main SOPs described in PDCRP are:

- PEOC activation and PDCCC roles: The activation and the coordination of the PEOC is the central question tested through the provincial SimEx; participants should know the PEOC activation process and the responsibilities of the PDCCC members. The roles of the working groups associated to the PEOC is also important and described in the section 6.3 (*Agencies Functions & Accountability*) of the PDCRP. The Annex 8 summarizes the PEOC roles and could be printed and shared with participants as an indicative list of the tasks and responsibilities expected during an emergency situation according to their function.
- Communication tree: PDCCC should have an easy access to their communication tree in order to be able to reach the appropriate person any time.
- Early warning system: PDCCC must have good knowledge of the early warning system and its means of diffusion to be more effective when an alert is issued.
- Damage assessment process and reporting: The damage assessment is a key action that must be tested during the SimEx as it will lead to the development of an appropriate resource mobilisation and response. Process must be clear, and updated reporting tools available.

➤ **Operational tools**

In an emergency situation the information management is essential. Below is some key information that has to be presented during the revision. The data has to be available and updated for the SimEx.

- Province demographics
- PDCCC, key stakeholder & volunteer contact lists
- List of evacuation centres & temporary shelters
- VHT Program register
- List of emergency stock materials
- Logistic capacity assessment



REMEMBER

Remember that the PDRP refreshment is NOT a training. Any training on procedures or technical issues should be done prior to the SimEx to let time to the participants to understand what they've learnt.



SimEx briefing

SimEx is a specific exercise and people are usually not used to it. A good briefing on the goal, rules and content of the SimEx must be done to provide to the participants a good understanding of the objective of this activity. Also, playing the reality is not always easy, so people have to know what they have to do and when, so they can better benefit from the trial. The design team should explain to the participants the points described below:

➤ **Objective of the simulation**

Describe the elements that will be tested through the exercise. These guidelines suggest focusing on the following procedures:

- Early warning system (Communication means, message understanding)
- PEOC activation, Roles and responsibilities
- Damage assessment process (Collection, reporting)
- Response option and coordination



Philip Meto (Provincial Liaison officer briefs Torba PDCCC during a PDCRP design session (April 2016)



Briefing of Torba
Provincial SimEx (October
2016)

➤ **Exercise rules**

The exercise statement is mentioned throughout injects that are generally communicated by NDMO director to the SG (E-mail, phone call...). The exercises can have 2 different shapes:

- **Tabletop exercise (TTX)**: participants have to answer to questions to resolve a problem, so they can think about complex and time consuming actions without acting it.
- **Drill**: A drill will bring the participants to act a specific situation (organise a coordination meeting, formulate an alert message for people on the field, make a technical assessment, etc.).

➤ **Outcomes expected**

Mention the documents that will have to be produced by PDCCC during the SimEx (coordination briefing notes, maps, situation reports, data, contact lists...) to ensure that the templates are known by the participants and are available.

Example of outputs produced by Torba PDCCC during the SimEx in October 2016 are available in Annex 12 - Torba SimEx document set.

➤ **Monitoring of the SimEx**

Present to the participant the monitoring team and describe their roles. Explain the monitoring form and the assessment criteria so the participants will have a good understanding of what will be evaluated by the monitors.

➤ **Present the timetable and logistic**

Review the SimEx timetable with the participant so they can have a clear vision of the timing of each exercise, what they will have to do and when. Mention when the exercise should start and finish and if there any sign (sound or other) to indicate it.

Make a check-up of the resources available for the SimEx such as computers, printers, maps, contact list or provided by the NDMO.

Mention if there is any catering or refresher provided, where and when it is accessible. The participant may not have proper break but can get their catering after completing an exercise.



SOCIAL INCLUSION

During the briefing the design team should remember to the participant that they will have to act as they would behave during a real situation, respecting, and taking into account vulnerable people (people living with a disability, pregnant woman, elderly, etc.) in the decision-taking process.

➤ Safety rules

Safety is the priority for this kind of exercise. Make sure that the participants are not mixing fiction and reality because that can create unexpected confusion.

Detail the action to be carried out if a rapid onset such as earthquake happen during the SimEx.



FINAL CHECK LIST STEP 2

- ☐ PDRP risk & response options are well understood by the participants.
- ☐ SOP are reminded to the participants.
- ☐ Operation tools are presented and available for the participants.
- ☐ Objective of the SimEx is clearly stated
- ☐ Exercise rules are explained
- ☐ SimEx timetable is presented
- ☐ Safety rules are explained





1 TO 2 DAYS

STEP 3 IMPLEMENT THE SIMULATION EXERCISE

This section describes different type of exercise that can be implemented during a provincial SimEx. The five exercises described below can be adapted according to any kind of hazard chosen by the design team as the process will be the same for every scenario.

➤ Simulation management team

during the simulation, the design team will become the simulation management team. The members of the team could be located in a control room or in the various field locations. Their main responsibilities are to:

- Deal with any issues or problems with the exercise.
- Ensure that the SimEx timetable is being followed.
- Initiate and track progress during injects.
- Suggest additions or amendments to the SimEx timetable with the SimEx leader agreement.
- Observe, monitor, mentor and advise participants as appropriate to support a positive learning environment.

Members of the simulation management team will share the tasks to ensure that they cover the following roles (*Source: ADRA, 2012*):

- Coordination cell: made up of a small number of management team members, the coordination cell is responsible for managing the injects. They can be used to role play interactions between agencies not participating in the SimEx (such as donors, or the United Nation agencies), via phone calls or emails.
- Role players: throughout the SimEx, role players, who have been briefed in advance, bring a sense of reality to the scenario by acting out various situations (such as people coming to request support of the PDCCC).
- Monitors: observe participants in action; they evaluate their response to certain events and their interactions with other people and organizations against the standards identified in the expected actions defined in the SimEx timetable and using the monitoring forms (Annex 9).



Annex 9 - Monitoring form



Copage Lonsdale and John Max at the Torba SimEx (September 2013)



THE SIMEX IS A LEARNING EXPERIENCE

The exercise has been developed as a learning experience. As such, there are no winners and losers and no right or wrong answers. The exercise is more about learning how the Provincial Disaster and Climate Committee and the NDMO work together.

The SimEx is testing procedure not people. There is no wrong answer; the goal is to allow participants to test the PDRP adapting it to a specific situation. Any changes to this document will be discussed during debriefing for amendment.



Harry Amos (Sanma police officer) at the Sanma PDRP workshop (May 2013)

➤ Participant grouping

During the exercise, participants can be divided into different groups to represent the actual PEOC structure (see the graph below)

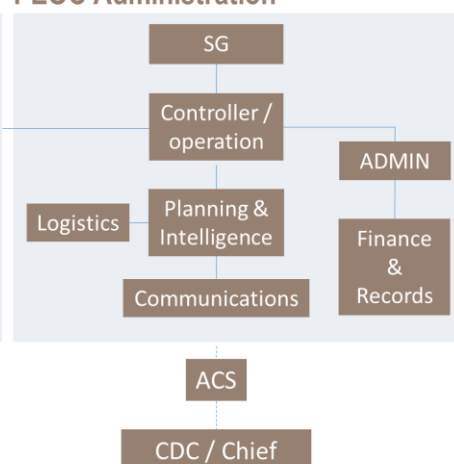
- PEOC administration is responsible for the communication, coordination, administration and basic logistic.
- Working groups are responsible for the technical expertise; they will produce sectorial reports, support the process of assessment analysis and develop adapted response options.

PEOC Structure

Working group

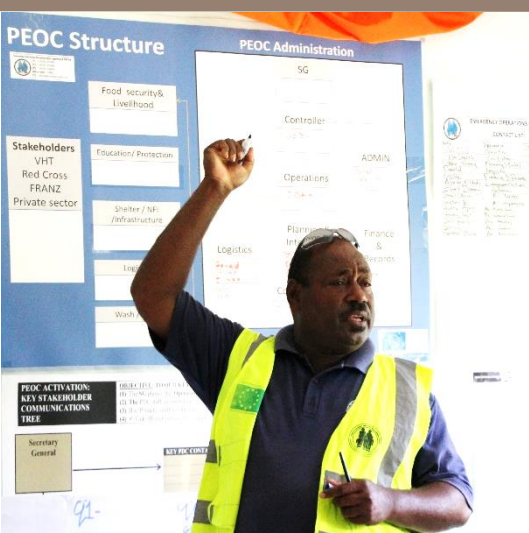


PEOC Administration



TIPS

The PDCCC can decide whether they prefer to organise the working groups during the initial coordination meeting or during the first assessment analysis. However, if participants do not think to organise themselves by working groups, monitors can ask to a role player to suggest it to the operation manager



EXERCISE 1 [DRILL] Setting-up the PEOC

FORMAT: Drill exercise

DURATION: 1 hour

GOAL: Train the PDCCC to:

- Activate Provincial Emergency Operation Centre using the communication tree.
- Organise the incident briefing.
- Set up PEOC and allocate roles.
- Make resources inventory.

SCHEDULE

Time	Event / Injects	Description	Lead	Action expected / Output
+0min	#1: VMGD early warning	PDCCC receive SMS warning. SG and PDO call every PDCCC to set up the PEOC room and have an initial briefing	All PDCCC	<ul style="list-style-type: none"> ■ SG & PDO call PDCCC members ■ PEOC room is set up with a space for admin, planning and intelligence, operations manager and Controller.
+30min	#2: PEOC activation request	SG and PDO receive an e-mail from NDMO Director to activate the PEOC. If e-mail is not received after 10 minutes, NDMO director will call the SG. If NDMO does not receive small incident briefing report quickly after activation of PEOC, NDMO adviser (Role player) calls SG to ask for the report.	SG & PDO	<ul style="list-style-type: none"> ■ PEOC Activation: Organisation of the space, Initial briefing done.) ■ PEOC roles are distributed. ■ Inventory of the resources is done by the respective working groups

SUPPORTING DOC

- PDCRP - 6.3. Agencies Functions & Accountability
- PEOC SOP (Communication tree & contact list)

ROLE PLAYER: NDMO advisor, NDMO director (detail in Annex 10 - Role player cards)



EXERCISE 2 [TTX] Early warning system dissemination

FORMAT: TTX

DURATION: 1 hour 30 minutes

GOAL: This exercise aims to:

- Test the communication tree between national, provincial, area council and community level.
- Train the PDCCC to formulate appropriate advises to key stakeholders at community level

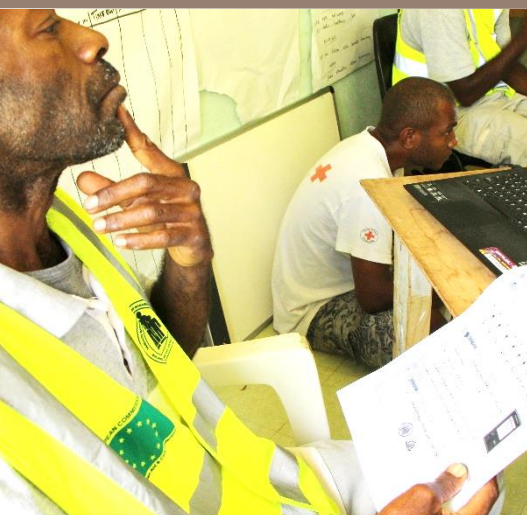
SCHEDULE

Time	Event / Injects	Description	Lead	Action expected / Output
+0min	#3: VMGD early warning W2	PDCCC receive the second SMS warning from VMGD	All PDCCC	<ul style="list-style-type: none"> ▪ PDCCC analyse the message with the PDCRP
+10min	#4: Early warning dissemination request	NDMO Director sends a request for the PDCCC to disseminate early warning and key messages.	SG & PDO	<ul style="list-style-type: none"> ▪ PDCCC organise coordination briefing with leaders of each working groups and PEOC to ensure flow of information ▪ PDCCC activate their early warning communication tree ▪ PDCCC formulate messages to be shared to targeted people. ▪ PDCCC list the actions to be carried out at provincial level. ▪ Administration officer produces the minutes of coordination meeting.
+80min	#5 Red Alert	PDCCC receive the Third SMS warning from VMGD indicating Red Alert	All PDCCC	<ul style="list-style-type: none"> ▪ Operation manager makes an announcement that nobody can go out until the all clear message is received.

SUPPORTING DOC

- PDCRP - 6.3. Agencies Functions & Accountability
- Early warning Communication tree & contact list

ROLE PLAYER: NDMO advisor (detail in Annex 10 - Role player cards)



EXERCISE 3 [DRILL] First damage Assessment data collection

FORMAT: Drill exercise

DURATION: 2 hour 30 minutes

GOAL: The exercise aims to train the PDCCC to:

- Manage the first assessment data
- Analyse first information data
- Develop assessment report data and request support

SCHEDULE

Time	Event / Injects	Description	Lead	Action expected / Output
+0min	#6: All clear alert SMS	PDCCC receive the all clear message	All PDCCC	▪ PDCCC activate PEOC
+5 min	#7: ACS 1 - Assessment	An ACS do a report through HF radio	PDO	▪ PEOC Administration prepare the record of assessment
+20min	#8: School report	A head teacher report damage and protection issue in school	PEO	▪ PDCCC prepare the record of assessment.
+15min	#9: ACS 2 - Assessment	An ACS do a report through a phone call	PDO	▪ PDCCC prepare the record of assessment.
+5min	#10: ACS 3 - Assessment	An ACS send a letter with 3 First community assessment forms	PDO	▪ PDCCC prepare the record of assessment.
+50min	#11: NDMO - Assessment report request.	NDMO director requests an assessment report.	PDO	<ul style="list-style-type: none"> ▪ PEOC operation manager organised a general meeting to get the feedback form every Working groups and PDCCC. ▪ PDCCC develop an assessment report, make request for potential support and recommendations on technical assessment needs. ▪ The SITREP is sent to NDMO
+30min	#12: Provincial Hospital report	A nurse arrives in the PEOC to request fund and logistic support.	PDO	▪ PEOC prepare the record of assessment

SUPPORTING DOC

- PEOC SOP
- Damage assessment SOP
- SITREP template

ROLE PLAYER: NDMO advisor, ACS 1, ACS 2, School head teacher (detail in Annex 10 - Role player cards)



EXERCISE 4 [TTX] Technical Assessment

FORMAT: Drill exercise

DURATION: 3 hours 30 min

GOAL: The exercise aims to:

- Train PDCCC to set-up a Technical assessment team
- Train PDCCC to organise the logistic for a technical assessment field mission.

SCHEDULE

Time	Event / Injects	Description	Lead	Action expected / Output
+0min	#13: NDMO Technical assessment approval	NDMO Director approves the PDCCC technical need assessment request	SG	<ul style="list-style-type: none"> ▪ PDCCC setup inter sectoral technical assessment team. ▪ PDCCC develop budget for joint field mission based on geographical deployment area. ▪ PDCCC do budget request to PEOC administration.
+60min	#14: Technical assessment notes	Working Groups (WG) receive field notes of each technical assessment teams.	Working groups	<ul style="list-style-type: none"> ▪ PDCCC organize coordination inter working group meetings to summarize key findings for PDCCC to report to NDMO ▪ PDCCC develop a report with response options and budget.

SUPPORTING DOC

- PEOC SOP
- PDCRP – 5. Priority Needs & Response Options
- PDCRP - 7.2 Needs Assessment Systems
- SITREP template

ROLE PLAYER: NDMO advisor, ACS 1, ACS 2, School head teacher (detail in Annex 10 - Role player cards)



EXERCISE 5 [DRILL] Response & operational coordination

FORMAT: Drill

DURATION: 3 hours

GOAL: The exercise aims to train PDCCC to:

- Identify response options
- Organise an operational coordination meeting
- Send a Sitrep on the response operation details
- Organised a media interview

SCHEDULE

Time	Event / Injects	Description	Lead	Action expected / Output
+0min	#15: NDMO Technical assessment approval	NDMO Director approves the PDCCC technical need assessment request	PDO / Logistic	<ul style="list-style-type: none"> ▪ PDCCC call for a coordination meeting to sectorial response options ▪ PDCCC prepare the logistic and fund request, and supports request (Franz...)
+5min	#16: FAO donates seedling	FAO emails Agriculture (copy to SG and PDO) to offer seedling	PDO / food security WG	<ul style="list-style-type: none"> ▪ Agriculture coordinates with food security WG ▪ SG to prepare a response to the donor
+5min	#17: VRCS Shelter	VRCS officer is proposing shelter kits to PDO and SG	PDO / Shelter WG	<ul style="list-style-type: none"> ▪ PDO coordinates with Shelter WG and logistics ▪ SG to prepare a response to the donor
+5min	#18: UNICEF Tents	UNICEF e-mails PEO (copy to SG and PDO) proposing tents for schools.	PDO / Education WG	<ul style="list-style-type: none"> ▪ PEO coordinates with Education and Shelter WG ▪ SG to prepare a response to the donor
+5min	#19: MoH donates fund	MoH donates fund for health first aid materials for hospitals and dispensaries.	PDO / health WG	<ul style="list-style-type: none"> ▪ PDO coordinates with health WG and logistics ▪ SG to prepare a response to the donor
+20min	#20: NDMO request SITREP	NDMO requests a final SITREP of the operation.	SG / PDO	<ul style="list-style-type: none"> ▪ PDCCC call for a coordination meeting to gather final response actions. ▪ PDO organises the SITREP writing and SG approves and send it.
+75min	#21: Journalist request information	A journalist seeks for more information on disaster impact and response.	SG / PDO	<ul style="list-style-type: none"> ▪ SG and PDO organises an interview.

SUPPORTING DOC

- PEOC SOP
- PDCRP – 5. Priority Needs & Response Options
- SITREP template

ROLE PLAYER: NDMO advisor, Journalist (detail in Annex 10 - Role player cards).

**FINAL CHECK LIST STEP 3****JUST BEFORE**

- ☐ Setup Coordination cell
- ☐ Share roles of the management team
- ☐ Brief the role players
- ☐ Support documents are available for the participants

JUST AFTER

- ☐ Monitoring forms are filled and collected
- ☐ Document produced by PDCCC (answer to TTX, Report...) are collected
- ☐ Organise a debriefing with the SimEx management team

**MINIMUM HALF DAY****GATHER GENDER FEEDBACKS**

It is really important to ensure that the feedback represents both gender perspectives. Make sure that an equal number of women participate in the debriefing and express their point of view.

Also, remember that it will be easier for women to express their point of view if the debriefing is facilitated by both woman and man.



Doriane Naliupis at the Sanma PDCRP workshop (May 2016)

STEP 4 DEBRIEFING & LESSONS LEARNED

This last session is the key achievement of the whole simulation exercise. During this plenary session, participants have the opportunity to share their experience in order to address recommendations for the Provincial Disaster and Climate Response Plan review. Thanks to participant's feedback, the design team can also evaluate SimEx implementation (planning, design and execution) in order to improve the whole process for replication. Lastly, this important activity allows the various stakeholders to discuss on what should happen next to enhance response for future events.

A minimum of a half day should be dedicated to this last session and the SimEx leader will be the main facilitator. The debriefing could be done the day following the SimEx to ensure that the participants will be more proactive. All the stakeholders who took part in the simulation exercise should be involved.

**Debriefing facilitation**

During the debriefing session, the SimEx leader ensures that all the participants' feedbacks are gathered. To achieve this goal, it is recommended to use consultation exercises, five of them are described below.

➤ **SESSION 1: General feedback**

METHOD: Answer questions in groups

GROUP: Mix groups

DESCRIPTION:

DURATION: 1 hours 30 minutes

Put in 5 different tables 5 flipcharts (one for each topic) with the 3 questions suggested below. Ask the participants to sit in equal number around the 5 tables: they have 10 minutes per table to answer to the 3 questions and then move together to the next table to do the same for the 5 topics.

RESTITUTION of 5 minutes in plenary will be done by each group.

SESSION 1 REPORTING TEMPLATE

Topics	What works well?	Challenges?	Recommendations?
PEOC Activation			
Early Warning System			
First Community Assessment			
Technical assessment			
Response options			

➤ **SESSION 2: SimEx analysis by topics**

METHOD: World café

GROUP: Mix groups.

DESCRIPTION:

DURATION: 1 hour 30 minutes

Put in 5 different tables 5 flipcharts (one for each topic) with the 3 questions suggested below. Ask the participants to sit in equal number around the 5 tables: they have 10 minutes per table to answer to the 3 questions and then move together to the next table to do the same for the 5 topics.

RESTITUTION of 5 minutes in plenary will be done by each group.

SESSION 2 REPORTING TEMPLATE

Topics	What works well?	Challenges?	Recommendations?
Organization			
Information management			
Use of information, management tools			
Coordination and management of the situation			
Decision making			

➤ **SESSION 3: Rank the recommendations**

METHOD: Rank

GROUP: Individual.

DESCRIPTION:

DURATION: 30 min

The flipcharts produced during the session 2 are displayed on the wall. Individual should go and tick 3 recommendations items that they consider as a priority for the SimEx analysis.

RESTITUTION SimEx lead summarizes the choices done by the participants. All the recommendations should be considered but the most ticked ones will be considered as first priorities, the other ones as secondary priorities. A verbal agreement of each group is required. If there is no consensus, a discussion should be reopened to readjust the ranking done.

➤ **SESSION 4: Make a revision of the action plan**

METHOD: Rank

GROUP: by sectorial working group

DESCRIPTION:

DURATION: 30 min

According to the recommendations identified as first priorities, the working groups (health, logistics, education & protection etc.) define what fall under their responsibilities. They propose action points for each recommendation into an action plan template as described below.

RESTITUTION A presentation of each group will be done in plenary. The record of the action plan will be kept by the SimEx leader as well as the PDO (if different person).

SESSION 4 REPORTING TEMPLATE

Sectorial working group: _____

#	Recommendations	Action points	Date
1.			
2.			
3.			



Philip Meto (NDMO) during Torba SimEx debriefing (October 2016)



Annex 11 - Participant evaluation

➤ **SESSION 5: Evaluation of the SimEx**

METHOD: Fill evaluation form **GROUP:** Individually

DESCRIPTION: **DURATION:** 30min

Each participant fills an evaluation form to express his own vision and recommendation on the SimEx implementation. This information has to be anonymous and will be only reviewed by the SimEx design team to improve the next exercise. (Annex 11 - Participant evaluation).



REMEMBER

After the closure of the debriefing session, the design team should meet and share their own feedback on the whole process of the SimEx implementation and review participant's individual evaluation forms.

All the observations raised during the debriefing session should be recorded in an evaluation report. This will include the participants' feedback on SimEx implementation to improve future replication of the simulation exercise and their sectorial recommendations to review the PDCRP.



PUT THE LEARNING INTO ACTION

The outputs and learnings produced during the SimEx mean little, if they don't lead to changes and improvements to policies and plans. The feedback and recommendations captured during the debriefings and evaluation session should be used by the province authorities to update their plans, streamline systems and improve procedures.

Lessons learned and review the PDCRP

The following week after the debriefing session, the SimEx leader, the PDO and the SG have to review the PDCRP using the lessons learned gathered during the debriefing session and the operational documents (contact list, logistics capacity assessment) produced during the SimEx. To review the PDCRP, the following action points must be addressed:

- **Response options:** to be updated or adapted base on the priorities identified by the participant during the SimEx.
- **Preparedness action plan:** to be updated base on the SimEx lessons learned; then, the action plan will be shared with the respective provincial departments.
- **Amendment to SOPs:** Amendments highlighted during the SimEx lessons learned should be suggested to the NDMO. Advocacy process can support the provincial authorities to raise their concerns at national level.
- **Update of the PDCRP Annexes:** the SimEx is usually the opportunity to update number of data such contact list, resources available, logistic capacity assessment, communication tree, etc.

**FINAL CHECK LIST STEP 4**

- ☐ Feedback from participants are gathered and ranked
- ☐ Recommendations are addressed and classified in an action plan
- ☐ Evaluation forms are completed and analysed
- ☐ Elements of recommendations are integrated in the PDRP.
- ☐ PDRP annexes are updated with last information available.

Sources

Guidelines, Reports and websites:

PAHO (2011) - Guidelines for Developing Emergency Simulations and Drills
http://www.paho.org/disasters/index.php?option=com_docman&task=doc_download&gid=1952&Itemid

ADRA NZ (2012) - Workbook on Disaster Simulation Exercise Planning
<http://reliefweb.int/sites/reliefweb.int/files/resources/Workbook%20on%20Disaster%20Simulation%20Exercise%20Planning.pdf>

OXFAM (2013) - Vanuatu Disaster Simulation 2012, Report
http://www.pacificdisaster.net/pdnadmin/data/original/VUT_2012_Disaster_simulationreport.pdf

FRC (2016) - Torba PDCRP methodological report
http://static1.squarespace.com/static/55679bc4e4b0c51fbacf7d0d/t/57d9ebb0e58c627633823e8e/1473899459487/PDP+-+Torba+Province+Workshop+Report_Final_31052016.pdf

WHO website - Simulation exercise terms and definitions
<http://www.who.int/risk-communication/simulation-exercises/terms-definitions/en/#>

Vanuatu Official documentation

Vanuatu Government (2000) - National Disaster Act CAP 267 N0 [1], law
<http://www.ifrc.org/docs/idrl/978EN.pdf>

NDMO (2010) - National Disaster Plan
http://reliefweb.int/sites/reliefweb.int/files/resources/Vanuatu_Final%20Review%20National%20Disaster%20Plan_2010.pdf

NDMO (2013) - NDMO Standard Operating Procedures
<https://www.humanitarianresponse.info/en/operations/vanuatu/document/vanuatu-national-disaster-management-office-sop-2013>

NDMO (2015) - Strategic Plan 2016 – 2020
<https://www.humanitarianresponse.info/fr/operations/vanuatu/document/ndmo-strategic-plan-2016-2020>

NDMO (2016) - Tafea Provincial Disaster and Climate Response Plan

NDMO (2016) - Torba Provincial Disaster and Climate Response Plan

NDMO (2016) - Sanma Provincial Disaster and Climate Response Plan

Annex 1 - Tasks of the design & management teams' members

Role	Tasks	Who to choose
SimEx leader	<ul style="list-style-type: none"> Manage the design team. Take the lead for the scenario development Prepare SimEx agenda Act as the main facilitator for revision and briefing. Lead the SimEx implementation through the coordination cell. Lead the debriefing session. 	<ul style="list-style-type: none"> Person with good knowledge of the PDCRP Ideally experience in SimEx facilitation. A NDMO officer national team, partner agency, Non-Governmental Organization or Red Cross. Could be supported by a counterpart from a PDO from another province as a peer experience.
Logistic officers	<ul style="list-style-type: none"> Send the invitation letter to participants Organise transport, catering, book venue, accommodations... Ensure material availability: computers, projector... Prepare the stationaries and document printings 	<ul style="list-style-type: none"> Person who can work easily in coordination local partners on the field to organise logistic aspects. Logistic team members may join the Coordination cell or monitors during the SimEx implementation.
Coordination cell	<ul style="list-style-type: none"> Coordinate the simulation management team (monitors, role players...) In charge of sending inject messages by SMS, e-mail or paper Time keepers 	<ul style="list-style-type: none"> SimEx leader should be the main focal point Members of Logistics team could take part in the coordination cell. Extra person could also be involved if required.
Monitors	<ul style="list-style-type: none"> Assess the actions and decisions of the participants Be involved in the TTX correction. Give general feedback during the debriefing session. Do not interfere with participants. 	<ul style="list-style-type: none"> Mix between volunteer from VHT members (NGOs or VRCS) present on the ground PDCCC from other province could also ensure this role as peer to peer experience. Monitors need to be trained Should be selected according to their ability to communicate their critical views.
Role players	<ul style="list-style-type: none"> Play a role following the description of the role play cards (Annex 10) Coordinate with the coordination cell. 	<ul style="list-style-type: none"> Preferably people external to the PDCCC or Design team Role players have to be briefed by the SimEx management team.



Access to softcopy
**Annex 2 - Scenario
design form**

Annex 2 - Scenario design form

Simulation Date (dd/mm/yyyy)

Province

Location of the SimEx

SimEx venue

SimEx starting time

Participant

SG

PDCCC Controller

PDO Name x

Name of DRR Stakeholders

1	2	3	4	5
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

☒ **SIMEX OBJECTIVE**
(Tick the boxes)

☐ Early warning system

☐ PEOC activation

☐ Image assessment

☐ Response and coordination

SCENARIO SETTING

Hazard

Scenario kind

WARNING

Duration in real time	Alert Time	Date	Alert	Hazard strength	Hazard description	TL position
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

GENERAL IMPACT

Population

Household

Dead

Injured

0

0

Area council or island affected

1	<input type="text"/>	6	<input type="text"/>
2	<input type="text"/>	7	<input type="text"/>
3	<input type="text"/>	8	<input type="text"/>
4	<input type="text"/>	9	<input type="text"/>

General description (to be filled in)

Food security

Livelihood

Education

Protection

Shelter

Infrastructure

Wash

Health

INJECT SHEETS TO BE PRINTED

Exercise #	Inject #	Topic	Duration	Starting time
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>



Access to soft copy
Annex 3 – Cyclone inject template

Annex 3 - Cyclone injects templates

Notice for the SimEx design team:

- The injects support the exercise described in the Provincial Simulation guideline.
- They could be adjusted to the context. The green boxes (like “*[Province]*”) indicate the information to be filled in.
- The injects could be sent through the respective means of communication (SMS, E-mail...) or simply printed in paper and handover to the controller of the POEC by a role player.

The emails from the NDMO director include the statement of each exercise (**in bold**).

IMPORTANT: All official warning INJECTS should be prepared in advance with the VMGD. The design team has to revise the injects to ensure their consistency with the rest of the scenario.

The following injects are only examples, they do not cover all the exercises described in the Step3.

Inject #1: VMGD Early warning W1



Phone text message

From: VMGD [automatic message]**Sent:** Date, Time**To:** All PDCCC members**Subject:** TC [TC name] [ONLY FOR EXERCISE]

W1: [Date] at [Time] TC [TC name] at [Letter], [Number] on the tracking map. . [Wind strength] in [Province] province, [alert1] for [Province] Province.

Inject #2: PEOC activation request



@ Email

From: Director - NDMO**Sent:** Date, Time**To:** SG - [Province] province**Subject:** PEOC of [Province] activation [ONLY FOR EXERCICE]**Importance:** HighDear [SG name],SG of [Province] province,

Regarding the warning issued by VMGD the [Date] at [Time], NDMO has declared the [Alert] alert in [Province] province. Find attached the VMGD warning.

NDMO is advising the PDCCC to activate the Provincial Emergency Operation Center (PEOC) without delay.

1/ In the PEOC activation scope, it is requested to the SG and the PDO to organize a briefing meeting to inform the PDCCC members. Find attached an incident briefing template

Objective of this briefing session is to:

- **Make an incident briefing on the current situation based on the attached VMGD warning.**
- **Refresh on the PEOC structure and the roles of each member.**

2/ Please organize as soon as possible the PEOC working space for the different working group and set up a roster to ensure a continuity of the action.

3/ Please do the inventory of the resources available at provincial level to be ready to respond in case of severe impact.

Yours sincerely,

NDMO Director



National Disaster Management Office

P M B 9107



Port Vila

Republic of Vanuatu

[VMGD TROPICAL CYCLONE WARNING](#)[INCIDENT BRIEFING TEMPLATE](#)



VMGD TROPICAL CYCLONE WARNING

	<p>Vanuatu Meteorology and Geo-Hazards Department Tropical Cyclone Warning Centre Telephone: (678) 22932, Fax: (678) 27414 Email: forecast@meteo.gov.vu Website: http://www.meteo.gov.vu</p>	
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TROPICAL CYCLONE WARNING 1 [ONLY FOR EXERCICE]

Tropical Cyclone Warning Number 1 issued by the Vanuatu Meteorology and Geo-Hazards Department, Port Vila at [Time] VUT [Date] for [Province] province.

At [Time] local time, Tropical Cyclone [TC name] was positioned at Square [TC position 1] of the Vanuatu Tropical Cyclone Tracking Map.

(<http://www.meteo.gov.vu/TropicalCyclones/VanuatuTrackingMap/tabid/176/Default.aspx>).

Tropical Cyclone [TC name] moved at 10 KM/HR (5 knots) in the past 3 hours.

The central pressure of the system is estimated at [Pressure] hPa. Winds close to the centre estimated at [Wind Speed] KM/HR. [Wind strength] force winds of [Wind Speed] + 50 km/h KM/HR will affect [Province] Province.

Forecast Positions

Date and Time	Position	Intensity
+06 hours (<u>[Time2]</u> , <u>[Date2]</u>)	<u>[TC position 2]</u>	(<u>[Wind Speed2]</u> KM/HR)
+12 hours (<u>[Time3]</u> , <u>[Date3]</u>)	<u>[TC position 3]</u>	(<u>[Wind Speed3]</u> KM/HR)
+18 hours (<u>[Time4]</u> , <u>[Date4]</u>)	<u>[TC position 4]</u>	(<u>[Wind Speed4]</u> KM/HR)

Seas will remain very rough with heavy swells throughout Vanuatu waters. Heavy rainfall will continue to affect the Vanuatu group, with flooding expected over low lying areas and areas close to river banks. Coastal flooding is also expected.

The next warning on Tropical Cyclone [TC name] will be issued at [Time]. People over [Province] province should listen to all Radio Outlets to get the latest information on this system.

This warning is also available on VMGD's website www.meteo.gov.vu

**INCIDENT BRIEFING TEMPLATE**

[ONLY FOR EXERCICE]

Nature of the information: ☐ Advisory ☐ Warning ☐ PEOC Activation request

Communication:

Time and date:

Message receive by: ☐ SMS ☐ Radio ☐ Email ☐ Other _____

Information source: ☐ VMGD ☐ NDMO ☐ NGO ☐ ACS ☐ CDCCC ☐ Other

Information content:

Hazard: _____

Power: _____

Alert stage: _____

Potential impact: _____

Evolution of the situation: _____

Next update - Time and date: _____

Annex 4 - Timetable template

Time	Injects	Description	Lead	Action expected / Output
EXERCISE 1 [DRILL] Setting-up the PEOC				
+0min	#1: VMGD early warning	PDCCC receive SMS warning. SG and PDO call every PDCCC to set up the PEOC room and have an initial briefing	All PDCCC	<ul style="list-style-type: none"> SG & PDO call PDCCC members PEOC room is set up
+30min	#2: PEOC activation request	SG and PDO receive an e-mail from NDMO Director to activate the PEOC. If e-mail is not received after 10 minutes, NDMO director will call the SG.	SG & PDO	<ul style="list-style-type: none"> PEOC Activation, (Initial briefing done.) PEOC roles are distributed. Inventory of the resources is done by the respective working groups
EXERCISE 2 [TTX] Early warning system dissemination				
+0min	#3: VMGD early warning W2	PDCCC receive the second SMS warning from VMGD	All PDCCC	<ul style="list-style-type: none"> PDCCC analyse the message.
+10min	#4: Early warning dissemination request	NDMO Director sends a request for the PDCCC to disseminate early warning and key messages.	SG & PDO	<ul style="list-style-type: none"> In groups, PDCCC define their early warning communication tree PDCCC formulate messages to be shared to targeted people. PDCCC list the actions to be carried out at provincial level.
EXERCISE 3 [DRILL] First damage Assessment data collection				
+0min	#5: All clear alert SMS	PDCCC receive the all clear message	All PDCCC	<ul style="list-style-type: none"> PDCCC activate PEOC
+10min	#6: ACS 1 - Assessment	An ACS do a report through HF radio	PDO	<ul style="list-style-type: none"> PDCCC prepare the record of assessment
+10min	#7: School report	A head teacher report damage and protection issue in school	PEO	<ul style="list-style-type: none"> PDCCC prepare the record of assessment
+10min	#8: ACS 2 - Assessment	An ACS do a report through a phone call	PDO	<ul style="list-style-type: none"> PDCCC prepare the record of assessment
+10min	#9: ACS 3 - Assessment	An ACS send a letter with 3 First community assessment forms	PDO	<ul style="list-style-type: none"> PDCCC prepare the record of assessment
+10min	#10: NDMO - Assessment report request	NDMO director requests an assessment report.	PDO	<ul style="list-style-type: none"> Working groups and PDCCC develop an assessment report, make request for potential support and recommendations on technical assessment needs The SITREP is sent to NDMO
+10min	#11: Provincial Hospital report	A nurse arrives in the PEOC to request fund and logistic support.	PDO	<ul style="list-style-type: none"> PEOC prepare the record of assessment

EXERCISE 4 [TTX] Technical Assessment

+0min	#12: NDMO Technical assessment approval	NDMO Director approves the PDCCC technical need assessment request	SG	<ul style="list-style-type: none"> PDCCC setup technical assessment team. PDCCC develop budget for field mission PDCCC do budget request to PEOC administration.
+60min	#13: Technical assessment finding	Working Groups (WG) receive field notes of each technical assessment teams	Working groups	<ul style="list-style-type: none"> PDCCC develop a report with response options and budget.

EXERCISE 5 [DRILL] Response & operational coordination

+0min	#14: NDMO Technical assessment approval	NDMO Director approves the PDCCC technical need assessment request	PDO / Logistic	<ul style="list-style-type: none"> PDCCC prepare the logistic and fund request, and supports request (Franz...)
+5min	#15: FAO donates seedling	FAO emails PDO to offer seedling	PDO / food security WG	<ul style="list-style-type: none"> PDO coordinates with food security WG and logistic officers
+5min	#16: VRCS Shelter	VRCS officer is proposing shelter kits	PDO / Shelter WG	<ul style="list-style-type: none"> PDO coordinates with Shelter WG and logistics
+5min	#17: UNICEF Tents	UNICEF e-mails PDO, proposing tents for schools.	PDO / Education WG	<ul style="list-style-type: none"> PDO coordinates with Education WG and logistics
+5min	#18: MoH donates fund	MoH donates fund for health first aid materials for hospitals and dispensaries.	PDO / health WG	<ul style="list-style-type: none"> PDO coordinates with health WG and logistics
+10min	#19: Journalist request information	A journalist seeks for more information on disaster impact and response.	SG / PDO	<ul style="list-style-type: none"> SG organises an interview.
+10min	#20: NDMO request SITREP	NDMO requests a final SITREP of the operation.	SG / PDO	<ul style="list-style-type: none"> PDO organises the SITREP writing and SG approves and send it.

Annex 5 - List of participant template

#	Name	Function	Agency	Phone	E-mail
1					
2					
3					
4					
5					
4.					
5.					
6.					
7.					
8.					
9.					
10.					
11.					
12.					
13.					
14.					
15.					
16.					
17.					
18.					
19.					
20.					

Annex 6 - Budget template

Description	Unit price	Number of unit	Total
Catering			
Meal			
Refreshment			
Transport			
Boat			
Road transport			
Accommodation			
Stationeries			
Flipchart			
Markers			
Materiel to be donate (example)			
Risk map laminated A1			
Base maps A1 (Topographic maps of Torba and Vanuatu from the Land Department)			
Contact list laminated A3			
Tracking map laminated A3			
PEOC SOP laminated A1			
PEOC Structure organizational chart laminated with space in white for roles assigned with non-permanent markers			
Map of CDC s in Torba A1			
Total			

Annex 7 - Action plan for preparation of SimEx

Activity	Person in charge	W1	W2	W3	W4	W5	W6	W7
Design team is formed and action plan established								
Scenario & exercises developed – SimEx timetable defined								
Dates booked and invitation letters sent								
Logistic done (venue, catering, transport...)								
Refresher & briefing sessions are ready								
Material is prepared and paperwork printed.								
SimEx Briefing								
SimEx implementation								
SimEx debriefing								
PDCRP updated								

(Source: PAHO, 2011)

Annex 8 - PEOC role check list

The PEOC monitors can use the checklist below and report any observations to the NDMO and PEOC staff during the debrief session. The tasks and responsibilities of the PEOC members during the simulation are described in detail below:

SG

Activates the PEOC based on alert received from VMGD/ NDMO	<input type="checkbox"/>
Delegates tasks to PEOC staff	<input type="checkbox"/>
Compiles costs for response for the NDMO to present to the NDC to approve emergency fund	<input type="checkbox"/>
Ensures that clear directions are given to all government and non-government agencies responsible for taking action in relation to disasters	<input type="checkbox"/>
Contacts humanitarian agencies to get their support for the response	<input type="checkbox"/>
Approves SITREPs and other information through Public broadcasting networks, other media outlets and other communication facilities to keep people well informed	<input type="checkbox"/>
Requests resources (including Human Resources) to NDMO, or to provincial VHT members	<input type="checkbox"/>
Calls for coordination meetings	<input type="checkbox"/>

Controller

Ensures the operation centre staff are assigned to designated roles	<input type="checkbox"/>
Organises initial PDCCC team meeting to brief the team on the potential hazard	<input type="checkbox"/>
Organises rosters and manage staff ensuring an effective operation	<input type="checkbox"/>
Ensures that operation centre is manned 24hrs	<input type="checkbox"/>
Briefs the NDMO on significant developments including requests from villages and communities	<input type="checkbox"/>
Sources resources as required (i.e vehicles or volunteers)	<input type="checkbox"/>
Coordinates the deployment of Technical assessment teams (finances, staffing, liaison with providences, logistics etc.)	<input type="checkbox"/>
Compiles recommendations from Community and Technical Assessment for the SG and organises internal PDCCC debriefing	<input type="checkbox"/>
Briefs the NDMO on resource requests (human, financial and other)	<input type="checkbox"/>
Liaises with Donors/VHT on potential assistance	<input type="checkbox"/>

Intelligence and Planning

Map the potentially affected or affected areas to be displayed in the operation centre	<input type="checkbox"/>
Set-up information boards/ butcher's paper for each island to receive information as it comes in	<input type="checkbox"/>
Set-up island display boards for collection of incoming information	<input type="checkbox"/>
Brief team of volunteers in the collection of information forms in affected communities	<input type="checkbox"/>
Contact Area Secretaries and CDC's, to get first oral Assessment report	<input type="checkbox"/>
Set-up a hub in the province or space for Community and technical assessment information collection	<input type="checkbox"/>
Centralize the Community and technical assessment data	<input type="checkbox"/>
Request technical support from Working group for assessment data analysis	<input type="checkbox"/>
Develop assessment report and SITREP.	<input type="checkbox"/>

Logistics

Provide a list to the controller of all supplies required during the emergency	<input type="checkbox"/>
Arrange with both helicopter and light aircraft to have on standby for aerial surveillance	<input type="checkbox"/>
Logistic capacity Assessments and updates on wharfs, airstrips, roads, storage facilities	<input type="checkbox"/>
Arrange with JPOC boat for the potential use during the deployment of relief supplies	<input type="checkbox"/>
Arrange with shipping companies on potential deployment of relief supplies	<input type="checkbox"/>
Arrange with information collector to develop a distribution plan	<input type="checkbox"/>
Ensure all documents for delivery and receiving of stock occurs in a timely and accountable manner	<input type="checkbox"/>
Ensure communication systems are operational	<input type="checkbox"/>
Gather costs of materials for emergency responses and freight and advise the assessment teams and controller on the costs based on recommendations and the assessment report	<input type="checkbox"/>

Information Collection/Support

Maintain telephone, email and communications	<input type="checkbox"/>
Collect all return information	<input type="checkbox"/>
Receive all inward messages	<input type="checkbox"/>
Record and file all incoming and outgoing messages in Communication Log	<input type="checkbox"/>
Ensure immediate processing of any URGENT messages	<input type="checkbox"/>
Brief and supervise any volunteers that are assisting the NDMO in answering telephones and HF communications	<input type="checkbox"/>
Ensure all visitors sign registration form and are reported to admin	<input type="checkbox"/>
Organise the data entry of the Community assessment form and report to intelligence	<input type="checkbox"/>
Set-up information board outside the provincial office and updated as new VMGD and other information is available	<input type="checkbox"/>

Working group

Give warning and awareness messages to their respective network	<input type="checkbox"/>
Give technical expertise on Community assessment analysis and participate to the assessment report development	<input type="checkbox"/>
Participate to Technical assessment Team if required	<input type="checkbox"/>
Propose response option based on the Community and Technical assessment analysis	<input type="checkbox"/>
Participate to sectorial part of the SITREPs	<input type="checkbox"/>

Vanuatu Humanitarian Team

Provide information collected with updated contact lists of all agencies working in the affected areas as well as any updates or information from VHT members on the field	<input type="checkbox"/>
Forward approved SITREPs to VHT members and VHT coordinators	<input type="checkbox"/>
Invite cluster & VHT members to coordination Meetings as required by the PDCCC	<input type="checkbox"/>
Liaise with VHT members to identify potential staff in affected areas to assist the Technical Assessment Teams with cluster members or resources if required (e.g. Staff, Office space, access to transport, etc.)	<input type="checkbox"/>
Provide prepositioned NFIs stock lists to PEOC logistics	<input type="checkbox"/>
Liaise with the VHT rep in Port Vila, controller / SG on additional technical staff required for the response and seek support from the VHT Coordinator. E.g. Medical staff, information management staff, logistics, NFI's, etc.	<input type="checkbox"/>

Annex 9 - Monitoring form

Items monitored	Scoring (1 to 5)	Observations
ORGANIZATION		
Establishment of responsibilities		
Distribution of roles according to determined tasks		
Performance as a team		
INFORMATION MANAGEMENT		
Data capture (time of capture, understanding, transmission)		
Verification and classification of data		
Processing information		
Updating information		
USE OF INFORMATION MANAGEMENT TOOLS		
Use of maps, graphs, etc.		
Application of procedures set out in the PDCRP		
Use of the lists of resources (contact, logistic...)		
Preparation of reports (Briefing report, assessment, SITREPs...).		
DECISION MAKING		
Identification of problems		
Establishment of priorities		
Choice of response options		
Channelling and implementing decisions		
COORDINATION AND MANAGEMENT OF THE SITUATION		
Compliance with established procedures		
Coordination among agencies/institutions and at disaster sites		
Balance among results achieved in the four previous sections		
Coherence between the situation and actions taken		

(Source: PAHO, 2011)

Annex 10 - Role player cards

Below are examples of role players who can act some injects during the exercises described in the guideline. It is possible to adapt these characters or add anyone that would better suit to the local context.

Role	Location	Behaviour
NDMO advisor	PEOC room	Supports the PDCCC to understand the action to be carried out and avoid confusion in the exercise statement.

Role	Location	Behaviour
ACSSs	Phone / HF radio	Give information to PDO through various means of communication (Phone, HF). They can use short code messaging of First community assessment form.

Role	Location	Behaviour
School head teacher	Phone	Calls the PDO to report information about school damages and protection issues.

Role	Location	Behaviour
Provincial hospital nurse	PEOC room	Comes to PEOC to give information regarding health, requesting fund and support.

Role	Location	Behaviour
NDMO Director	Phone	Calls the SG if the e-mails are not received.

Role	Location	Behaviour
_____	_____	



Access to soft copy
**Annex 11 - Participant
evaluation**

Annex 11 - Participant evaluation

Please rank the degree to which you agree with the following statements on a scale of 1 to 4 (where 4 indicates strong agreement and 1 is strong disagreement).

Are you (*tick*): ☐ Male ☐ Female

1. Achievement of the overall purpose

	Strongly disagree	Disagree	Agree	Strongly Agree
The overall purpose of the Simulation (to test the capacity and capability of the NDMO and the Provincial Disaster Committee members of Vanuatu to respond to major disasters and to strengthen local disaster response networks and inter-agency relationships) has been achieved.	1	2	3	4

2. Simulation Exercise objectives have been properly tested:

1. The early warning system & communication system.	1	2	3	4
2. PEOC activation and Roles and responsibilities.	1	2	3	4
3. Damage assessment process	1	2	3	4
4. Response option and coordination	1	2	3	4

3. Quality of the SimEx.

5. The briefing provided a clear explanation of the SimEx process	1	2	3	4
6. The scenario, exercises and injects were clear	1	2	3	4
7. Recommendations have been expressed during the SimEx implementation in a gender sensitive way, including vulnerable groups	1	2	3	4
8. SimEx helped participants to have a good understanding of their roles and responsibilities during an emergency response	1	2	3	4
9. Debriefing allowed to review the provincial Disaster plan in an efficient way	1	2	3	4

1. What are the major strengths of the simulation exercise?

1. What are the major strengths of the simulation exercise?

2. What are the major weaknesses of the simulation exercise?

3. How do you think the simulation exercise could be improved?



Access to soft copy
[Annex 12 - Torba SimEx
document set](#)

Annex 12 - Torba SimEx document set



Access to soft copy
[Annex 13 - Provincial
SimEx - Revision and
Briefing](#)

Annex 13 - Provincial SimEx - Revision and Briefing



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