

exercise

# planning *basic*

## Training Workshop Summary

Does your organization have an emergency response plan? Do you know how the emergency response plan is supposed to work? When was it last tested? How was it tested? Were you happy with the results?

Testing your emergency response plan can often be an intimidating task. You may be asked to run an exercise that validates the organization's emergency response plan, but in the process you may be asking yourself some bigger questions.

What type of exercise should I run? What kind of scenario do I set up? What resources do I need? How much work is involved? Can anyone get injured? Will my organization learn anything or will my work be a waste of time?

Take ERMC's Exercise Planning - Basic and we'll teach you how to confidently evaluate your emergency response plan to get positive results.

This interactive, one-day workshop is designed to answer questions that may arise when you need to test your emergency response plan. We will introduce you to various methods of testing emergency response plans such as tabletops, drills and simulations.

The workshop will cover how to set objectives, select a planning team, open lines of communications with stakeholders, and examine resource requirements. You'll also learn how to select a scenario, develop pre-exercise requirements, and create exercise papers.

At the end of the day, we'll go through a tabletop exercise with workshop participants to demonstrate the merits of proper planning.

When you return to your workplace, you can better train your employees and strengthen your mutual-aid partnerships to deal any unpredictable events in your organization and community.

## Timetable Exercise Planning Basic

| TIME        | SUBJECT   |
|-------------|---|
| 0800 – 0815 | INTRODUCTION/GENERAL  |
| 0815 – 0845 | HOW TO SET EXERCISE OBJECTIVES  |
| 0845 – 0915 | WHAT IS THE PLANNING GROUP AND WHAT DOES IT DO  |
| 0915 – 0945 | HOW TO CHOOSE A SCENARIO  |
| 0945 – 1015 | RESOURCE REQUIREMENTS INTERNAL AND EXTERNAL   |
| 1015 – 1030 | COFFEE BREAK  |
| 1015 –1145  | COMMUNICATIONS FROM THE PLANNING TO COMPLETION OF THE EXERCISE. WHO MUST YOU COMMUNICATE WITH AND WHY |
| 1145 – 1245 | LUNCH   |
| 1245 – 1345 | PREPARATION OF THE EXERCISE PAPERS  |
| 1345 – 1400 | PRE-EXERCISE REQUIREMENTS   |
| 1400 – 1415 | NON-STANDARD EXERCISES  |
| 1415 – 1515 | PREPARATION OF A TABLETOP EXERCISE  |
| 1515 – 1615 | PRESENTATION OF THE TABLETOP EXERCISE   |
| 1615 – 1630 | CLOSING AND WRAP UP   |