

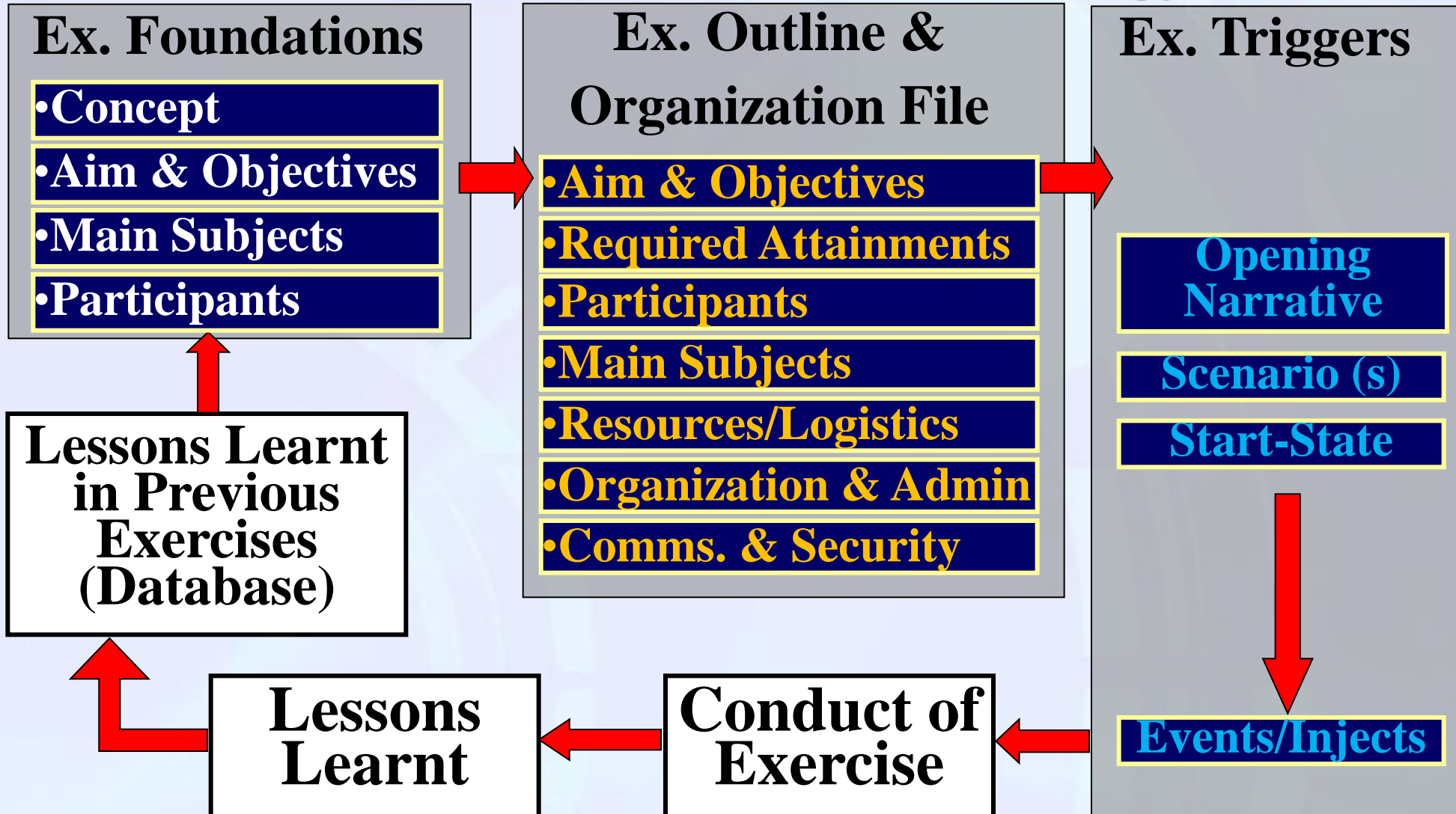


Emergency

Exercise Preparation Methodology & Process

EXERCISES

Exercise Preparation - Methodology



The Exercise Triggers

The Exercise Triggers include:

- The Opening Narrative.
- The Scenario/s.
- The Start State Data (real or simulated).
- The Exercise “Injects” – to simulate occurrences on the ground aimed at initiating activities by the EB.

Opening Narrative

Example

Two weeks ago, a private Montenegrin firm agreed to buy the country's bankrupt aluminum plant, KAP.

The new management of KAP found the plant in a poor condition and as first priority mission, directed fundamental safety inspection of the entire plant with a special emphasis on the production facilities and the fuel farm. Following the directive, KAP senior engineers instructed professional teams to conduct urgent maintenance works in the fuel farm.

This morning, during the conduct of works, a fire broke out in the fuel farm. KAP safety teams rushed to the site and initiated firefighting and rescue operation on site.

For some reason, there was a delay in reporting this incident to the authorities.

Scenario

Example

The Date is the 3rd of July 2014.

Today at 09:00 hrs.

The fire in KAP fuel farm reached a 20,000 tones field tank containing crude oil. Thick black smoke covers the plant (See attached photo).

KAP emergency response team is doing the outmost to gain control over the fire, so far to no avail.

Urgent support by relevant Government Authorities is required.

Scenario (Cont'd)



Scenario (Cont'd)

Annexes (Based on real or simulated data):

Annex A - Hydrological and Meteorological data provided by Service of Montenegro.

Annex B - Centre for Eco-toxicological data provided by Research of Montenegro.

Annex C - Real Estate data provided by Administration of Montenegro.

Annex D – Pollutants’ propagation data provided by GEPSUS Sensor Networks installed around critical installations.

Annex E – **Start state data** provided by the Emergency & Rescue bodies (ambulances, busses, available holding / accomodation sites for evacuees, available hospitalization capacity, etc).

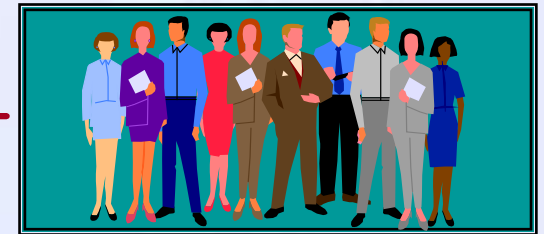
Preparation of The Opening Narrative & Scenario

Activities to be carried out:

- Preparation of the Opening Narrative & Scenario in 2 groups.



- Presentations by the 2 Groups – in the assembly
- Summary by Emesco - in the assembly
- Injects Preparation Briefing by Emesco - in the assembly



Preparation of Injects - Methodology

- The sequence of preparing “Incident Reports/Injects” includes:
 - ✓ Breaking down the **Aim** of the exercise into **Objectives**.
 - ✓ Breaking down the **Objectives** into **Subjects**.
 - ✓ Breaking down the **Subjects** into “**Inject Groups**”. Each IG describes events in line with their Sequence of “Occurrence”
 - ✓ Parceling out the Subjects in line with the planned & realistic time of their practicing.
 - ✓ Preparing Injects. The Injects **simulate** actual events occurring on the ground. Each inject also describes **effects of the an event** thus facilitates the build-up of a **comprehensive situation picture**.

Preparation & Timing of the Ex. Subjects

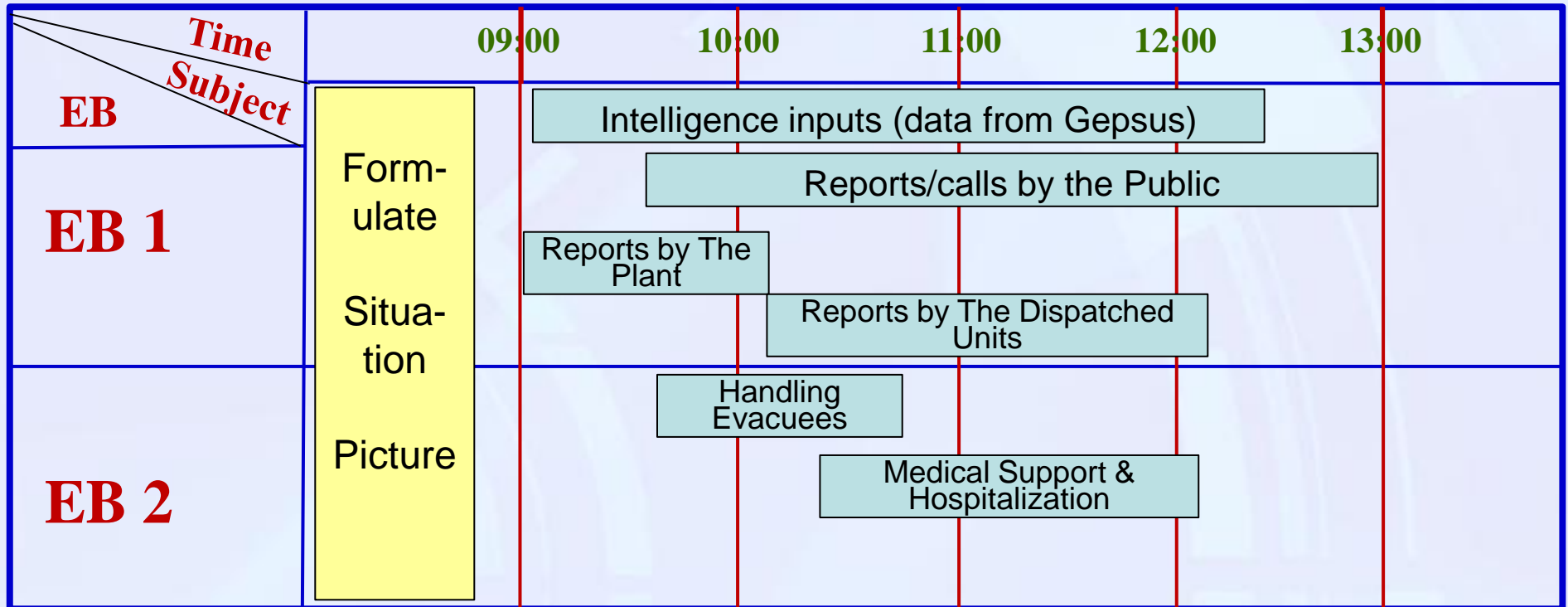
Activities to be carried out:

- ✓ Breaking down the **Aim** of the exercise into **Objectives** – by the groups.
- ✓ Breaking down the **Objectives** into **Subjects** – by the groups.
- ✓ Parceling out and timing the Subjects – by the groups (see example on next slide).
- ✓ Presenting the end products in the assembly - by the groups.
- ✓ Summarizing this stage in the assembly - by Emesco
- ✓ Briefing on Inject Groups preparation in the assembly - by Emesco.

Parceling out and timing the Subjects

Example

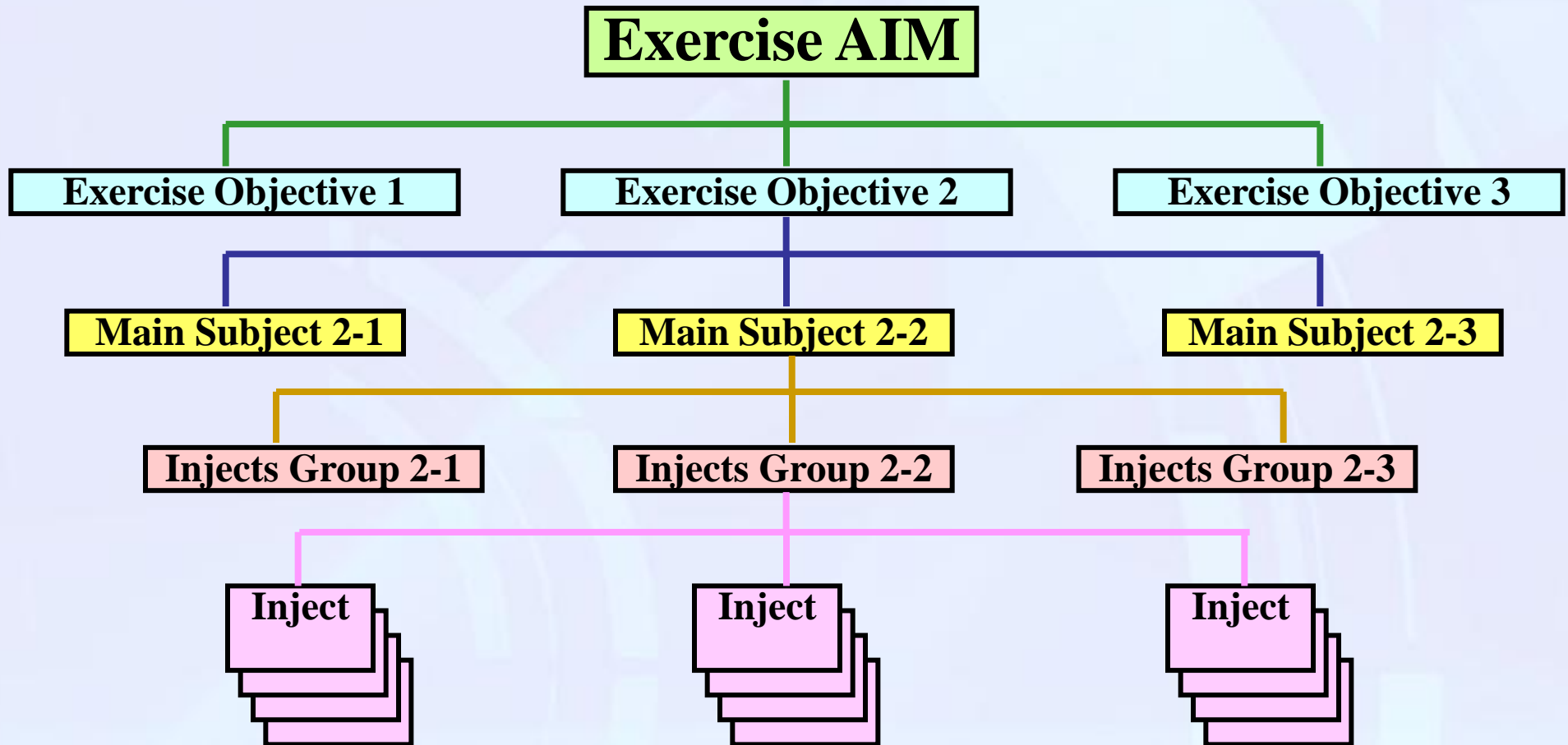
3 July 2014



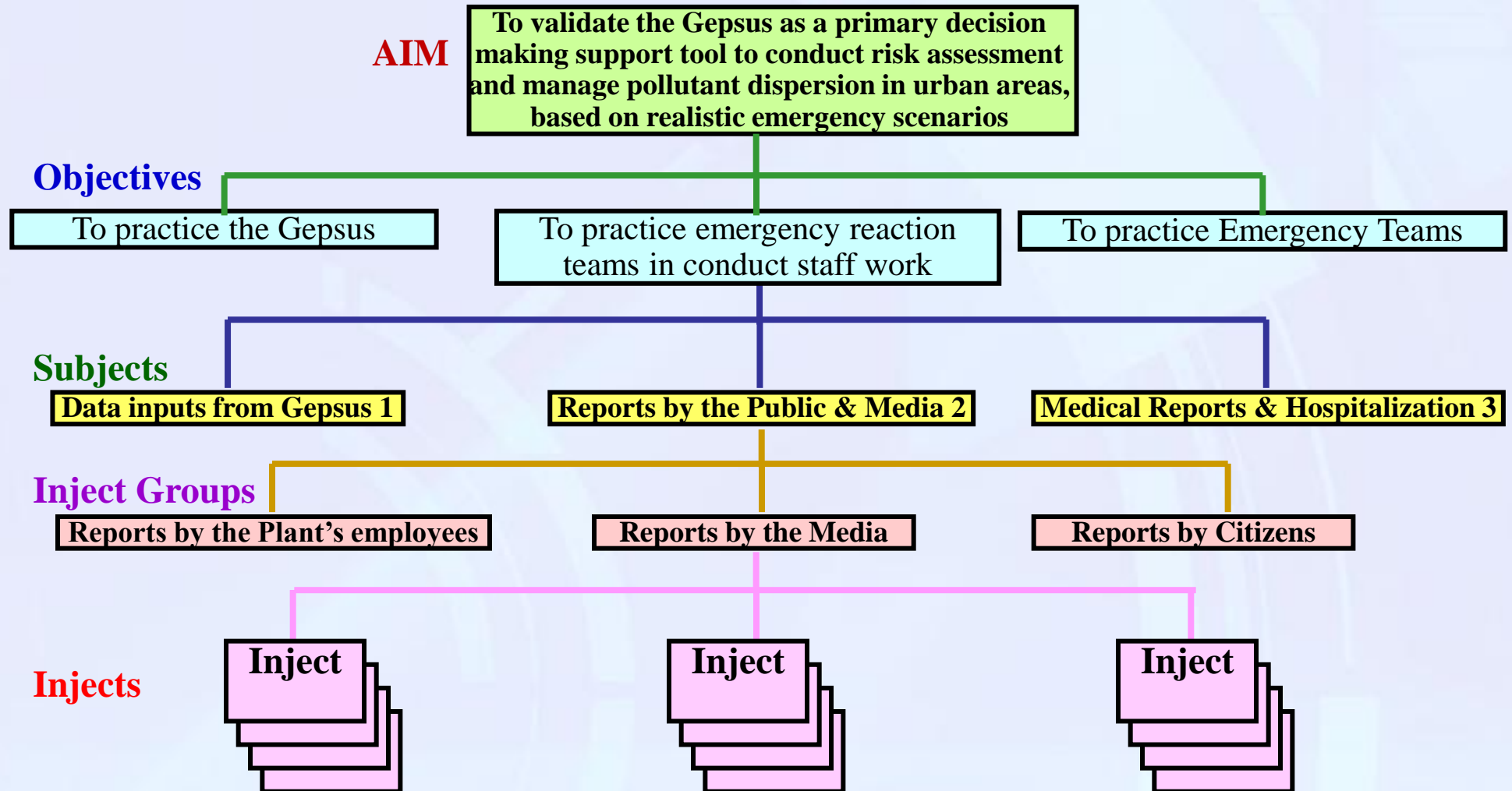
Preparation of Injects - Methodology

- ✦ The sequence of preparing “Incident Reports/Injects” includes:
 - ✓ Breaking down the **Aim** of the exercise into **Objectives**.
 - ✓ Breaking down the **Objectives** into **Subjects**.
 - ✓ Breaking down the **Subjects** into “**Inject Groups**”. Each IG describes events in line with their Sequence of “Occurrence”
 - ✓ Parceling out the Subjects in line with the planned & realistic time of their practicing.
 - ✓ Preparing Injects. The Injects **simulate** actual events occurring on the ground. Each inject also describes **effects of the an event** thus facilitates the build-up of a **comprehensive situation picture**.

Events/Injects – Preparation Methodology



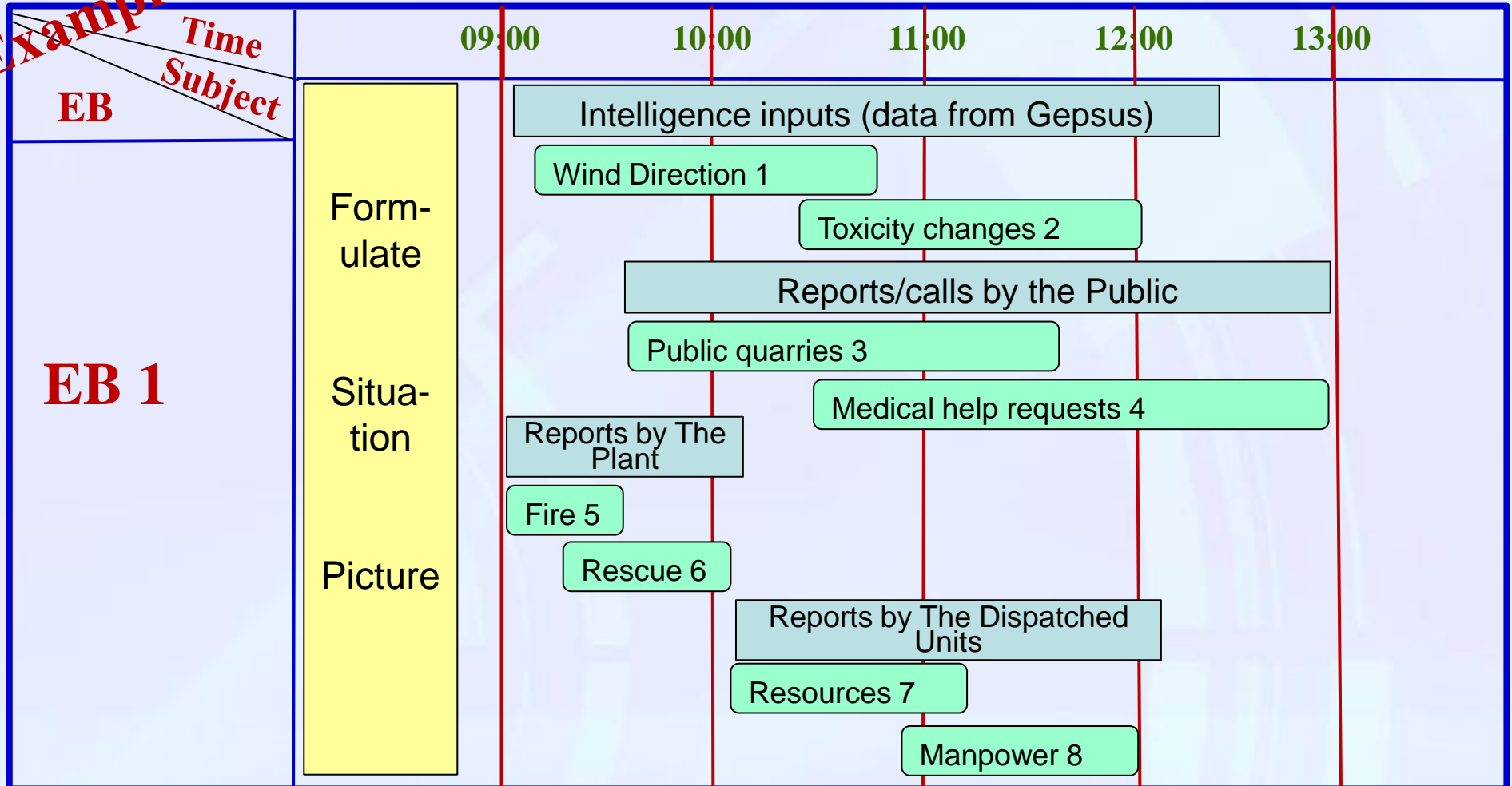
Preparation of Injects – Example



Inject Groups – Timing Methodology

3 July 2014

Example



Preparation & Timing of the Ex. Inject Groups

Activities to be carried out:

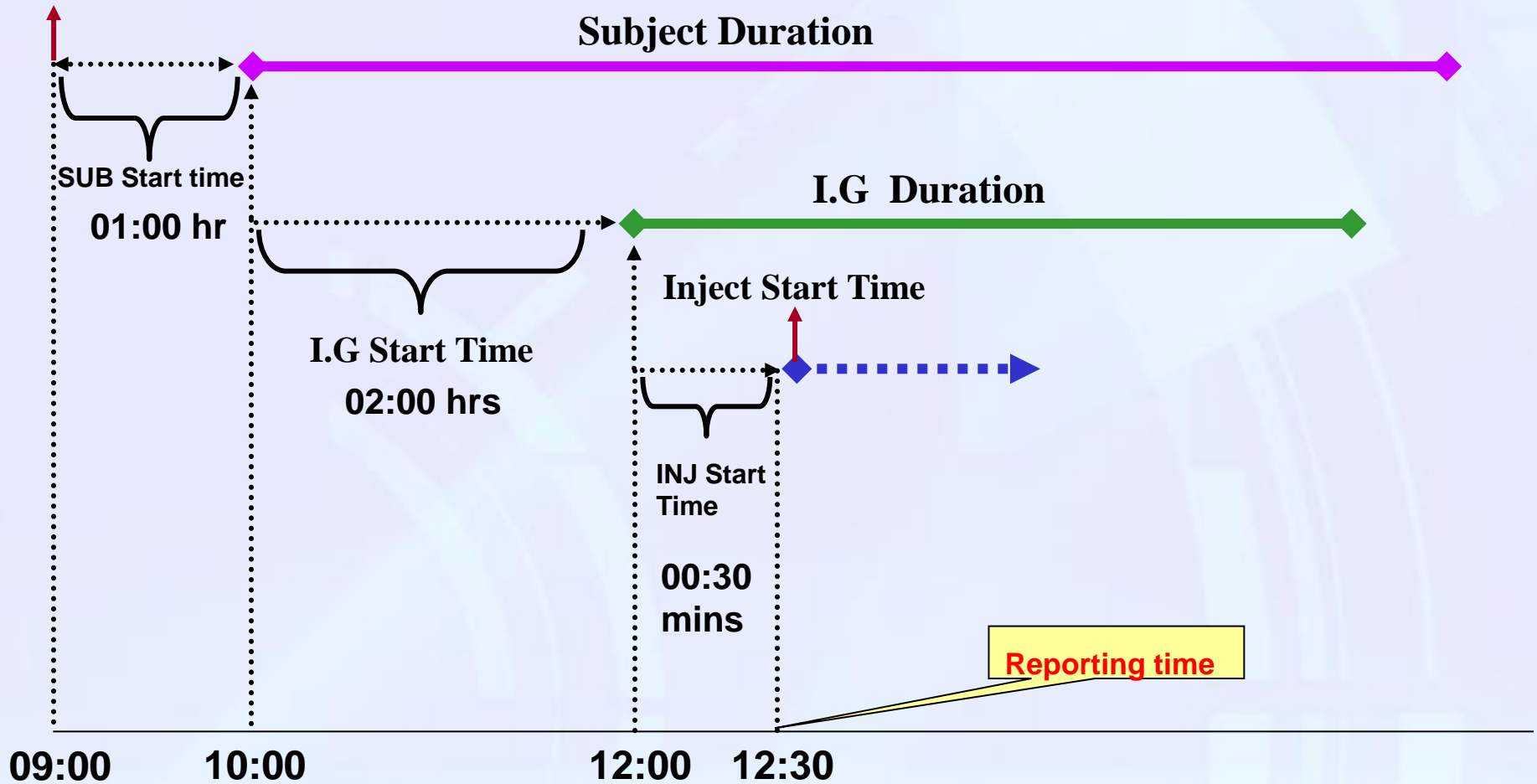
- ✓ Breaking down the **Subjects** into “**Inject Groups**”. Each IG encompasses events pertaining to a similar issue in line with its Sequence of “Occurrence” – by the groups.
- ✓ Linking the Inject Groups with their respective Subjects and vis-à-vis the parceling and timing of the Subjects – by the groups.
- ✓ Presenting the end products in the assembly - by the groups.
- ✓ Summarizing this stage in the assembly - by Emesco.
- ✓ Briefing on Injects preparation in the assembly - by Emesco.

Preparation of Incident Reports/Injects

- The “incident Reports/Injects” should:
 - ✓ Present “**occurrences on the ground**” according to a logical & “realistic” sequence of an event’s development that require action to be taken by the **Exercised Bodies** according to procedures.
 - ✓ The Injects should be disseminated to the **relevant echelons** of the **Exercised Bodies** in a logic timing.

Timing the Injects

Ex. Start time



Format of an Incident Report/Inject

classification

Incident Report No.....

Date & Time of Report: When was/should the event be reported

From: The Reporting Body

To: The Receiving Body

1. **Nature of Incident:** Heading of the type/nature of the event

2. **Date & time of Incident:** When did the event happen

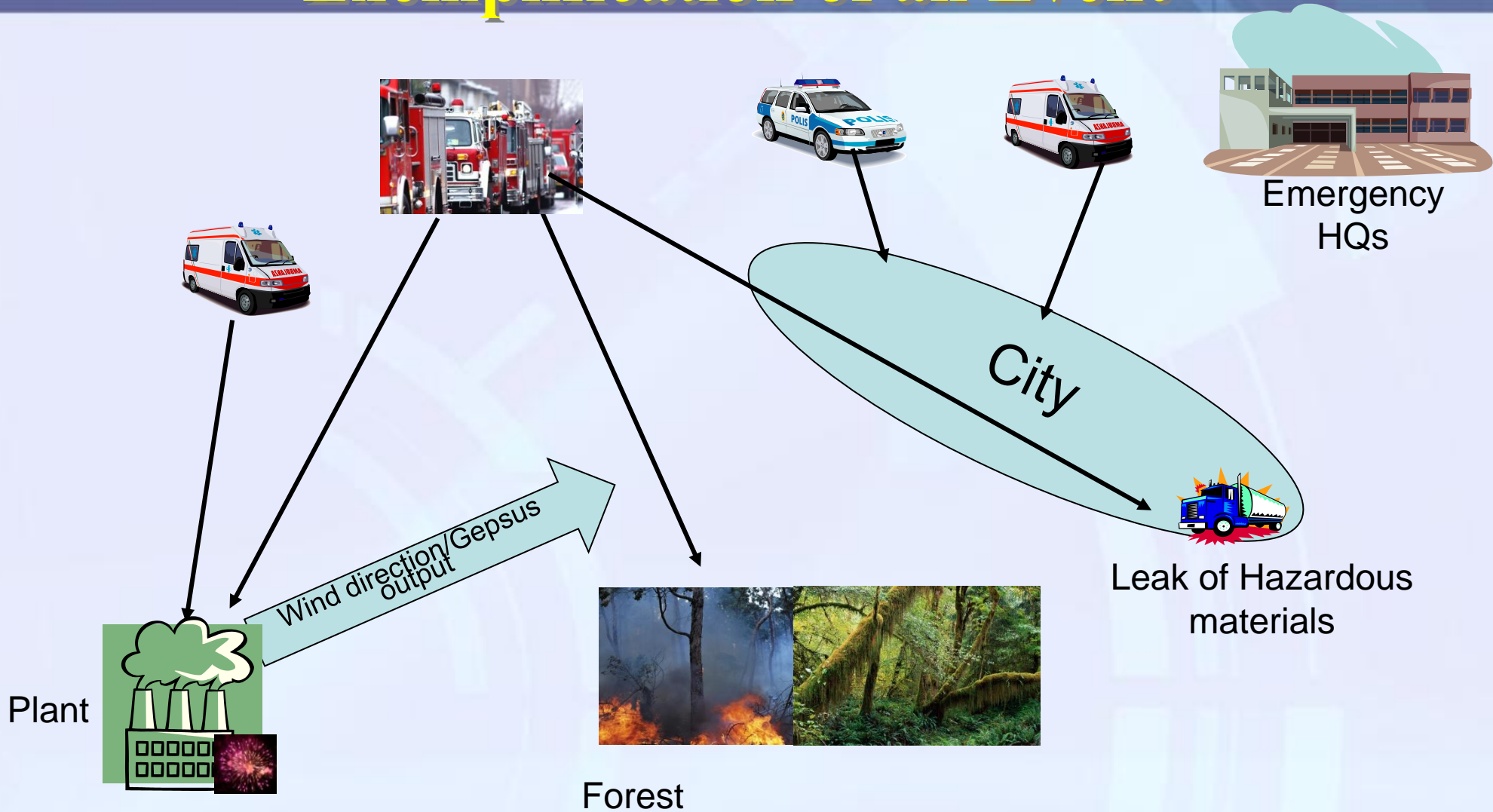
3. **Location of Incident:** Where did it happen

4. **Effect/Details of Incident:** Description of what has happened & its effects

5. **Action Taken** (by the reporting body):

6. **Support required** (by the Reporting Body from the Receiving body):

Exemplification of an Event



Preparation & Timing of the Ex. Injects

Activities to be carried out:

- ✓ **Preparing the Exercise Injects.** Each Inject should be linked to a respective IG. IG can contain several Injects (from 1 to few). The timing of the Inject should be in line with a logical Sequence of “Occurrence” – by the groups.
- ✓ Each Inject is to be addressed to one addressee. In case others should be informed on the event described by the Inject, a copy with the other addressee should be prepared!!!
- ✓ The Injects will be prepared by the groups, while each group will prepare Injects related to a different Subject & Injects Group.
- ✓ The work by the groups will be assisted & supervised- by Emesco.

Preparations for conducting a Technical Exercise

Activities to be carried out:

- ✓ Compilation of The Exercise Materials.
- ✓ **Nominating Exercise functionaries** – Exercise Director, Chief Controller, Controllers representing various agencies (as the EMS) and the Exercised Body functionaries.
- ✓ Preparation of briefings of the exercise elements – by the trainees according their Role Playing in the exercise (**Ex. Director & Chief Controller**).
- ✓ The above briefings will be held on **Thursday** morning between **08:30 and 09:00hrs!!!**
- ✓ At the conclusion of the exercise, internal debriefs led by the **EMS** and the **EB** will be held **separately** and a **general debrief** will be held **in an assembly** with all participants led by Prof. Radovan and Emesco.

Timetable for the Technical Exercise

Date \ Time Activity	08:00 – 09:00	09:00 – 10:00	10:00 – 11:00	11:00 – 12:00
THU 3 JUL 14	<p>Final Preparations</p> <p>To include Briefing the EMS (CC)</p>	<p>Briefing the EB by the EMS (Ex. Director)</p>	<div style="border: 2px solid red; padding: 5px; display: inline-block;"> Conducting The Exercise </div>	<div style="border: 1px solid blue; padding: 5px; display: inline-block; margin-bottom: 10px;"> The Exercise General Debrief </div> <div style="border: 1px solid blue; padding: 5px; display: inline-block;"> Internal Debriefs </div>