



# INSARAG Earthquake Response Exercise Guide

## Volume II: Event Delivery and Evaluation

## Abbreviations and Definitions

<b>INSARAG</b>	International Search and Rescue Advisory Group - a global network under the United Nations umbrella dealing with urban search and rescue (USAR) related issues.
<b>INSARAG Guidelines</b>	The methodology of INSARAG is described in its Guidelines.
<b>OCHA</b>	United Nations Office for the Coordination of Humanitarian Affairs - part of the United Nations Secretariat responsible for bringing together humanitarian actors to ensure a coherent response to emergencies.
<b>UNDAC</b>	United Nations Disaster Assessment and Coordination – a team of specialists tasked with situation assessment and coordinating the international response.
<b>USAR</b>	Urban Search and Rescue – the process of searching, locating and rescuing people trapped within collapsed buildings.
<b>EMT</b>	Emergency Medical Team – an organisation deploying from outside the affected country to offer medical assistance.
<b>LEMA</b>	Local Emergency Management Agency - the national organisation responsible for disaster management.
<b>HCT</b>	Humanitarian Country Team - a strategic and operational decision-making and oversight forum established and led by the UN Humanitarian Coordinator.
<b>OSOCC</b>	On-Site Operations and Coordination Centre – a rapid response tool that provides a platform for the coordination of international response activities.
<b>V-OSOCC</b>	Virtual On-Site Operations Coordination Centre – web-based part of the OSOCC system.
<b>RDC</b>	Reception and Departure Centre – a coordination tool usually established at the point of entry for international teams.
<b>UCC</b>	USAR Coordination Cell – part of OSOCC.
<b>EMT CC</b>	Coordination Cell for Emergency Medical Teams – part of the OSOCC.
<b>IHP</b>	International Humanitarian Partnership – group that provides basic ICT and administrative support to the OSOCC system.
<b>APHP</b>	Asia-Pacific Humanitarian Partnership – group that provides basic ICT and administrative support to the OSOCC system.
<b>AST</b>	Americas Support Team – group that provides basic ICT and administrative support to the OSOCC system.
<b>HPC</b>	Humanitarian Programme Cycle – a coordinated series of actions related to humanitarian response.
<b>IASC</b>	Inter-Agency Standing Committee - the primary mechanism for inter- agency coordination of humanitarian assistance.
<b>EXCON</b>	Exercise Coordination – the group responsible for the delivery and coordination of the Exercise Phase.

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## Volume II: Event Delivery and Evaluation

### Part A: Exercise Preparation Phase

Document Status:	Final
Version:	1.0
Date:	01/02/2016
Target Audience:	<p>Organisations or authorities considering hosting an INSARAG Earthquake Response Exercise.</p> <p>FCSS and UN-OCHA staff.</p> <p>INSARAG Regional Group management.</p> <p>EXCON Lead.</p> <p>EXCON Staff and Facilitators.</p>
Acknowledgements:	<p>The ERE Guide was developed and revised following close and extensive consultations with numerous stakeholders from national governments, disaster response management organisations, OCHA and UN agencies, INSARAG Working Groups and practitioners, the World Health Organisation emergency medical teams, UN Country Teams and other appropriate organisations and individuals.</p> <p>The Guide was tested during the regional response exercises in Mongolia and Chile in 2015 and finalised following feedback from these events. The ERE Guide remains a living document and will be reviewed in line with the INSARAG Guidelines, once every five years. Any feedback can be sent to the INSARAG Secretariat at <a href="mailto:insarag@un.org">insarag@un.org</a></p> <p>INSARAG Secretariat OCHA Geneva 1 Feb 2016</p>



## Introduction

The Earthquake Response Exercise (ERE) is endorsed by the INSARAG Steering Group primarily as a means to increase awareness of INSARAG disaster response methodologies amongst national and local authorities in the host country and to provide a platform for the strengthening of national response capacities.

This Guide to the INSARAG Earthquake Response Exercise (ERE) is in four Volumes.

- **Volume I** provides guidance for the planning processes and organisational requirements to successfully host an ERE.
- **Volume II** focuses on the delivery of the event, both the Exercise Preparation Phase and the Simulation Exercise Phase.
- **Volume III** provides guidance for each of the functional participant groups.
- **Volume IV** is a toolbox, containing all the resources such as spreadsheets, presentations, templates, organisational charts and timelines.

The Guide focuses on meeting the following specific objectives:

- To provide the Exercise National Coordination team a guiding tool to follow the different activities to be performed for the proper development of the exercise.
- To provide the exercise facilitators a quick and timely consultation tool.
- To present the tools established for the planning and efficient and effective execution of the exercise.
- To facilitate teaching the exercise methodology to new facilitators.

This document, **Volume II, Event Delivery and Evaluation**, is intended to guide and provide support for the event organisers and the EXCON team that are coordinating and leading the delivery of the event. It provides information and tools that will assist in organising and delivering all phases of the event, enabling the EXCON team to perform their tasks effectively and consistently. It is further recommended that all organisers, facilitators and EXCON team members are aware of the content of Volumes I and III of the Guide as the information contained within will help with the effective coordination of the running of the INSARAG Earthquake Response Exercise.

## Event Delivery

The Earthquake Response Exercise is structured in two main parts, the **Exercise Preparation Phase** and the **Simulation Exercise Phase**. In addition, there are typically some peripheral activities such as pre-learning activities or events, an EXCON team meeting, a dinner or reception and a site visit to a national training, disaster management or medical centre.

Typically, facilitators or coordinators jointly nominated by the organising body and by the INSARAG Secretariat deliver the event. They are guided by an agreed agenda or programme of events, an example of which can be found as **Volume I - Part C: Annex K**

– **Generic Event Agenda.** The agenda details the sequence of events, presentations and activities as well as the venue, time and details of each session leader or facilitator. During the preparation for the event, this agenda will be subject to cooperation and agreement between the organisers and the INSARAG Secretariat.

All participants should be provided a printed copy of the Agenda on their arrival and this is often included in a 'Participants Pack', which includes maps of the venue and local area, local information, transport arrangements during the event and any passes or security badges required by the participants.

## Pre-Learning Events

It may be necessary or appropriate that pre-learning activities, workshops or events are planned and organised before the Earthquake Response Exercise event itself. Such pre-training should be linked with already published disaster preparatory guidance material, particularly for L3 (large-scale emergencies) and would have the following benefits:

- Ensure consistency of knowledge amongst the participants attending the ERE.
- Would allow the content of the Exercise Preparation Phase to be standardised, as participants would have the same level of knowledge.
- May allow the duration of the Exercise Preparation Phase to be reduced (to 2 days) whilst maintaining the learning opportunities of the ERE event.
- Ensure that the ERE acts as a catalyst towards capacity building in the host country.

Pre-learning activities may take place days or weeks before the ERE and should be planned and undertaken by the host country in consultation and collaboration with the INSARAG Secretariat and the INSARAG Regional community, ensuring continuity of learning and preventing duplication of effort.

## Preliminary Activities

The first activity within the ERE is usually a meeting of the Exercise Coordination (EXCON) Team, taking place the day before the main Earthquake Response Exercise is due to start. This meeting is best hosted at the main venue, allowing the EXCON team to view the facilities, rooms and infrastructure (such as electrical sockets, screens, display boards) that they will use for the exercise. The '**EXCON Preliminary Meeting**' is usually led by the Exercise Directors or Facilitators nominated by INSARAG, but must include all those EXCON team members facilitating both national and international aspects of the exercise.

Further details of the EXCON Preliminary Meeting can be found as **Part C: Annex B - EXCON Preliminary Meeting**.

It is customary for the organisers to host all the participants at a '**Welcome Reception**' on the evening of arrival, before the start of the Exercise Preparation Phase. Such events are

usually informal, giving the hosts the opportunity to welcome the participants in relaxed surroundings and for participants to begin the process of getting to know each other.

Facilitators should be aware that the Welcome Reception provides a useful opportunity to deliver any important messages to the participants, such as last minute changes to the Agenda or details of transport arrangements.

## The Exercise Preparation Phase

The ERE Exercise Preparation Phase typically begins with the '**Opening Ceremony**' at the venue where the event will take place. An event such as the ERE is often a significant activity in a country's capacity building development and Governments and authorities usually welcome the opportunity to put the event in context with any disaster preparedness programme and to welcome international participants to their country.

Similarly, the INSARAG Secretariat would welcome the opportunity of an Opening Ceremony to show the commitment of the international humanitarian community to support capacity building programmes and to identify the important benefits of belonging to the INSARAG family, particularly the involvement of experienced responders in events such as the Earthquake Response Exercise.

The Opening Ceremony also provides participants with an opportunity to present themselves and their organisations to the other participants, which can be an important part of the process of familiarisation. Organisers may also wish to arrange a '**Group Photograph**' in which all the participants, organisers, EXCON team and other facilitators are invited. The conclusion of the Opening Ceremony is often a convenient time to take the Group Photograph, a hard copy of which is typically offered to each participant before their departure from the event. The Group Photograph is also useful for press and media purposes for all organisations involved as it illustrates the importance of the event through the participation of people from across the globe.

## Content for the Exercise Preparation Phase

The preparation phase typically continues with a series of presentations focused on developing the context for the exercise, by providing information to the participants on the following themes:

- The host country's risk profile, disaster response structure and organisations
- INSARAG structure and role
- The role of UNDAC in disaster response
- The INSARAG methodology and coordination tools
- Updates of the INSARAG Guidelines and other relevant changes to humanitarian response working practices
- The UN Disaster Response Cycle

- The role of the Humanitarian Country Team and the OCHA Regional office in disaster response

These presentations typically make up the first day of the Exercise Preparation Phase and are best conducted in plenary sessions with all the participants attending. Information in these presentations is useful to all participants to enable them to understand the background and context in which the exercise takes place.

The second day of the Exercise Preparation Phase continues with more presentations and activities, but these are designed more specifically for each of the Functional Groups participating in the exercise. Therefore, organisers will usually break the participants into separate rooms or areas, with workshops organised along functional group lines.

The presentations and activities for the Functional Group workshops are currently based on the following themes, which can be updated to include new information:

- National Response – operational guidelines, activation of response and requesting international assistance
- International USAR Response – INSARAG methodology, Virtual-OSOCC, USAR-CC, marking and signalling, ASR Levels and sectorisation
- UNDAC – Disaster Response Cycle, UNDAC tools, Virtual-OSOCC, USAR-CC and pre-deployment assessment
- Emergency Medical Response – EMT-CC, roles and responsibilities, interactions with local medical facilities and actors
- HCT and OCHA Regional Office – Humanitarian Programme Cycle, coordination architecture, tools and systems

### **Methodology for the Exercise Preparation Phase**

Whilst sample session plans are provided in **Volume IV: Event Toolbox**, the methodology of the ERE Package provides flexibility to facilitators, speakers and the EXCON, determining what needs to be achieved and not how it is done. It is the responsibility of facilitators, presenters and members of the EXCON team to decide how to deliver the content and when, what the best format and delivery method will be.

Delivery of the content will change depending upon a number of variables such as the country and region in which the ERE is taking place, the learning culture and experience of the participants. It may be appropriate in one situation to make delivery through a PowerPoint presentation but in another situation with more experienced participants to deliver the same content using a directed self-learning method. In the event of mixed cultures and experiences within the participants, presenters and the EXCON team will need to discuss and agree the best approach.

Detailed information concerning the outcomes that need to be achieved with each Functional Group is included in **Volume III: Functional Participant Groups**. This information includes:

- The Primary Content that should be provided for each Functional Group in the Exercise Preparation Phase.
- The Primary Tasks that each Functional Group need to perform during the Simulation Exercise Phase.
- The Learning Outcomes for each Functional Group across both Phases of the event in order for the event to meet its stated objectives.

Facilitators, presenters and members of the EXCON team need to refer to these when designing and organising their session plans. Examples of previous session plans, and presentations are also available to use as reference tools if required.

As a conclusion of the Exercise Preparation Phase, organisers often wish to offer the participants an opportunity to visit either risk areas close to the venue or a site visit to a national training, disaster management or medical centre.

In the event that a country is one with a high risk of earthquake, it can be very useful for international participants to view areas of risk so that they can see the typical construction methods used, density of population and other factors that would impact on a disaster response in which international teams would be involved. Such a visit is termed a '**Field Structural Assessment**' and should be organised jointly between the hosts and the EXCON team.

The field exercise is typically set up as an EXCON-guided tour along a pre-determined route that highlights specific issues (construction type, critical infrastructure) that are relevant to enhancing the preparedness to respond to the affected country in the event of a real earthquake. The route is determined in collaboration with the relevant local authorities that can provide the local expertise, insight and know-how as to what would be the most suitable routes for the course participants to follow, maximising their exposure to relevant sites. Further details of this activity can be found in **Part C: Annex D – Field Trip Guide**.

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**OCHA**

# INSARAG Earthquake Response Exercise Guide

## Volume II: Event Delivery and Evaluation

### PART A: ANNEX A – Lesson Plan Template



Session Title:

Date and Time:

Presenter/Instructor:

Aims	Objectives	Learning Outcomes

Time	Content	Activity	Resources

Instructor Notes

## Volume II: Event Delivery and Evaluation

### Part B: Simulation Exercise Phase

Document Status:	Final
Version:	1.0
Date:	01/02/2016
Target Audience:	<p>Organisations or authorities considering hosting an INSARAG Earthquake Response Exercise.</p> <p>FCSS and UN-OCHA staff.</p> <p>INSARAG Regional Group management.</p> <p>EXCON Lead.</p> <p>EXCON Staff and Facilitators</p>
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## The Simulation Exercise Phase

The Earthquake Response Exercise continues with the Simulation Exercise Phase, commencing with the **'Alert of the Earthquake Event'** and **'Exercise Briefing'** for all participants. These events are usually scheduled at a point in the early afternoon of the final day of the Exercise Preparation Phase in order to allow the scenario time to develop to the point of the arrival of the international teams on the first morning of the Simulation Exercise Phase. Thus, the two phases overlap each other.

The **'Alert of the Earthquake Event'** is the responsibility of the Exercise Director(s) to issue and this is done through a post on the Virtual OSOCC in the Simulation Training Tab dedicated to the event. Further guidance on the use of the Virtual OSOCC in support of the Earthquake Response Exercise is provided in **Annex A – Use of the Virtual OSOCC**.

In conjunction with the earthquake alert, the Exercise Director(s) will host a short exercise briefing with all the participants, which is usually given by members of the EXCON Team.

The Exercise Briefing is given in plenary; a short presentation about the scenario is followed by a brief explanation of the rules of conduct for participants. Participants may ask questions about the scenario, but the Exercise Coordination (EXCON) Team will only clarify the exercise rules and domestic arrangements. The Exercise Briefing is not a teaching session; participants are expected to understand the broad principles of how 'command-post' exercises work and what actions will be expected from them.

A generic Exercise Briefing is included in this guidance as **Annex B – Scenario and Exercise Briefing**.

Following the Exercise Briefing the participants will continue the planned activities in the final sessions of the Exercise Preparation Phase. At this point, the participants who form the LEMA and the National Responder Functional Groups are typically scheduled with workshops that cover the host country's national disaster plan and response procedures. Organisers are recommended to ensure that these workshops relate to the actual scenario facing the participants in the Simulation Exercise as this will allow the national response to develop during the evening and overnight to the point where a 'situational briefing' can be made to the LEMA Functional Group by the National Responders Functional Group early in the morning of the Day 1 of the Simulation Exercise Phase.

The international participants will be expected to use the information gained during the Exercise Briefing to develop their plans and processes for deployment, accessing the Virtual OSOCC to coordinate their activities. The EXCON Team will monitor the Virtual OSOCC and provide updates regarding the situation in the affected country including the 'Request for International Assistance'.

The international participants in their teams will be expected to monitor the Virtual OSOCC from the conclusion of the Exercise Briefing throughout the Simulation Exercise and deploy following the 'Request for International Assistance', scheduling their arrival in the affected country early in the morning of Day 1 of the Simulation Exercise Phase.

### Control of the Simulation Exercise Phase

The Simulation Exercise is a **task-driven event**, each of the Functional Groups being set a series of **Primary Tasks**, the completion of which will ensure that the participants meet the ERE Learning Outcomes described in **Volume I - Part A: Annex B – Learning Outcomes**.

The pace and activities of the Simulation Exercise are controlled by the EXCON Team, in particular the EXCON Coordinator. He or she is guided by the '**Master Exercise Timeline**' that details all the primary tasks for each functional group and the sequence in which they should be accomplished against a timeline of the two real days (8 to 10 scenario days) that makes up the Simulation Exercise.

A template for the Master Exercise Timeline is included as **Part C: Annex F – Exercise Timeline Template**. The Master Exercise Timeline is mirrored and expanded in each of the guides for the Functional Participant Groups (Volume III of this guidance package), where details of all injects and actions expected are added to the timelines.

### Simulation Exercise – Day 1

The start of the Simulation Exercise Phase typically begins in two separate locations.

The LEMA and National Responders Functional Groups start at the main exercise venue, with the tasks of information gathering and setting up their Base of Operations and Coordination Room. A briefing made by the National Responders to the LEMA, updating the situation and describing the overnight response follows. The HCT Functional Group also begins at the main venue with an information-gathering workshop in their designated room or area.

The three remaining Functional Groups begin the exercise at the airport (or simulated airport) with the arrival of the first responding USAR team and the setting up of the Reception/Departure Centre (RDC). This part of the exercise practices the methodology and administrative procedures of entering a country, information gathering and briefing information through the RDC. The physical and logistical requirements for the RDC in the Simulation Exercise Phase are detailed in **Volume I - Part C: Annex B – RDC within the ERE**.

Following this, the international functional groups move to join the national functional groups at the main exercise venue, where their first tasks will be to set up their Base of Operations, the OSOCC and establish a communications and coordination structure. The

physical and logistical requirements for the OSOCC in the Simulation Exercise Phase are detailed in **Volume I - Part C: Annex C – OSOCC within the ERE**.

Depending on the logistics of the event venue and the number of Situation Rooms available, it is usual for the EXCON team with the international USAR and Medical teams to organise them into four (4) groups at this point, one for each Simulation Room. The physical and logistical requirements for the Situation Rooms in the Simulation Exercise Phase are detailed in **Volume I - Part C: Annex D – Situation Rooms within the ERE**.

All of the Functional Groups then progress through the scenario throughout Day 1 of the exercise with the EXCON Team monitoring progress against the Primary Tasks on the Master Exercise Timeline.

At the end of the first working day of the Simulation Exercise Phase, it is usual for a **‘Technical Break’** to be arranged, where, outside of the scenario, participants can get a briefing from the EXCON team, ask questions and clarify any areas of doubt or concern. Following the Technical Break, the EXCON Team can meet with the Exercise Director(s) to review progress, discuss problems and solutions and prepare for Day 2.

## **Simulation Exercise - Day 2**

All the Functional Groups begin Day 2 of the Simulation Exercise at the main venue. Dependent on progress in Day 1, the Functional Groups will continue to play out the scenario, their progress monitored by the EXCON team. The role of the EXCON team is control the pace of the exercise and to ensure that the functional teams complete all the primary tasks set out in the guidance documentation.

At a suitable point in Day 2, the LEMA Functional Group must declare an end to rescue operations (occurs on Scenario Day 7), allowing all the functional groups to begin the final demobilisation phase of the exercise. It is usual for the exercise to terminate in the afternoon of Day 2, allowing the EXCON team with the functional groups to conduct a review and debrief the exercise with the participants.

Following any debrief, it is customary for the hosts to present **‘Certificates of Attendance’** to each of the participants at a Closing Ceremony.

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**OCHA**

## INSARAG Earthquake Response Exercise

### PART B: ANNEX A – Use of the Virtual OSOCC

The primary purpose of Virtual OSOCC is to facilitate information exchange among disaster responders in order to establish a better situational awareness in the early stages of sudden-onset disasters, to inform deploying responders of the operational environment, and to track response to support decision-making and coordination.

The Virtual OSOCC supports preparedness activities, including the INSARAG Earthquake Response Exercise and forms an integral part of the coordination activities between all the Functional Groups. Therefore, it is important that all the participants are registered with the V-OSOCC and have a 'User' account, being able to access the information posted. Participants can request an account on the Virtual OSOCC homepage. They will need to fill out the short form and will receive a confirmation email once the administrators have reviewed their request.

The INSARAG Secretariat will create a workspace for the event under the 'Simulator' Tab, thereby providing a realistic simulation environment.

The Exercise Director(s) will post the initial information about the earthquake event on the workspace and participants, particularly the international USAR and medical teams, will be expected to monitor the workspace and use it to coordinate their activities.

EXCON will monitor the use of the V-OSOCC and provide feedback to the participants in order to improve the quality of input into this important coordination tool. Typically, there will also be a presentation or session on the use of the Virtual OSOCC as part of the Exercise Preparation Phase where participants will be shown how to use the browser-based tool, where to input information and how to request and access maps, photographs and other data.

## INSARAG Earthquake Response Exercise

### PART B: ANNEX B – Scenario and Exercise Briefing

#### Introduction

Following the earthquake alert, the Exercise Director(s) will host a short exercise briefing with all the participants, which is usually given by members of the EXCON Team.

The Exercise Briefing is given in plenary; a short presentation about the scenario is followed by a brief explanation of the rules of conduct for participants. Participants may ask questions about the scenario, but the Exercise Coordination (EXCON) Team will only clarify the exercise rules and domestic arrangements. The Exercise Briefing is not a teaching session; participants are expected to understand the broad principles of how 'command-post' exercises work and what actions will be expected from them.

#### Scenario Briefing

The Scenario Briefing should contain the following information in roughly the following order of presentation:

- The date and time (in local and UTC) of the event (earthquake).
- The location of the epicentre and the duration and magnitude of the earthquake.
- Who detected the event and how was this information relayed to the world.
- What was the effect in the immediate location of the epicentre – damage, casualties, impact on the infrastructure etc.?
- Brief details of any major secondary effects such as tsunami or landslides.
- What was the effect in the wider area father from the epicentre – damage, casualties, impact on the infrastructure etc.?
- Brief details of any specific hazards or issues that will form part of the scenario such as nuclear plants, dams and chemical factories.

#### Exercise Briefing

The Exercise Briefing should contain the following information in roughly the following order of presentation:

- Exercise Objectives: practice procedures and coordination,
- Exercise Methodology: RDC, Base of Operations, Situation Rooms, V-OSSOC
- Explanation of the role of EXCON
- Explanation of the relationship between National and International Participants
- Explanation of Tasks, Injects and Information
- Exercise Constraints: compressed timelines, artificiality
- Domestic Arrangements: locations, transport, catering etc.
- Emergency Arrangements: accidents, injuries etc.

## Volume II: Event Delivery and Evaluation

### Part C: Guide for Exercise Coordination (EXCON)

Document Status:	Final
Version:	1.0
Date:	01/02/2016
Target Audience:	<p>Organisations or authorities considering hosting an INSARAG Earthquake Response Exercise.</p> <p>FCSS and UN-OCHA staff.</p> <p>INSARAG Regional Group management.</p> <p>EXCON Lead.</p> <p>EXCON Staff and Facilitators.</p>
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## Role of the Exercise Coordination (EXCON) Team

The Earthquake Response Exercise requires control, information input from experts and coordination if it is to be a successful event, achieving the stated aims and objectives. To achieve this organisers employ a team of individual facilitators, presenters and speakers known collectively as the Exercise Coordination Team or EXCON.

The role of EXCON has many facets but essential the team's duties include:

- Informing and educating the participants through workshops, presentations or other activities.
- Hosting workshops, panel discussions and meetings.
- Coordinating and guiding participants through the various phases of the simulation exercise.
- Monitoring and observing participants and providing feedback and support to maximise the learning opportunities provided by the event.
- Providing feedback and evaluation to the hosts and organisers.

## EXCON Competencies

The EXCON team are a vital component in the success of any Earthquake Response Exercise and therefore team members should be experienced and knowledgeable individuals with practical experience in disaster management.

Ideally, EXCON team members should have previous experience of attending an Earthquake Response Exercise as a participant or will have observed an exercise previously. They should be experienced in the practicalities of disaster response in 'real-world' situations and understand the constraints of working in a rapidly changing and flexible scenario. Individually, they should be flexible, adaptable and able to remain calm in the face of rapidly changing situations.

EXCON team members will also be required to inform and educate the participants and must therefore have a high level of knowledge of their particular disaster response methodology (national or international) and also have good language skills so that they can communicate their expertise to the participants. Ideally, EXCON team members should understand that different cultures and regions of the world approach training and learning in different ways and therefore will be culturally sensitive and adaptable, changing their training style to suit the specific event.

The EXCON team are often called on to create solutions to problems or issues arising during the event. They will also need to develop and write content (such as exercise injects) during the exercise and therefore should be able to think creatively.



Finally, all EXCON team members must understand that during the Simulation Exercise Phase there often is no correct or incorrect solution to the problems arising in a disaster response and that their primary role is to observe and provide feedback to the participants. Therefore, team members should avoid judging the participants or trying to dictate one action over another. Feedback should be offered in a constructive way and potential solutions or corrective action only given when the course of the exercise will be detrimentally affected by the omissions or mistakes of the participants.

## EXCON Tasks and Responsibilities

### Overall Coordination and Facilitation

All EXCON staff members have a responsibility to ensure that the exercise meets its objectives and that the participants have the opportunity to undertake all their tasks and meet their learning objectives.

EXCON staff members will need to adapt between being facilitators (delivering injects and observing tasks), mentors (offering ideas and options) and trainers (providing information and teaching), dependent upon the situation they find with the participants.

To ensure that these three modes of operation are balanced and that the simulation exercise proceeds according to the exercise schedule, one or more of the EXCON staff will be appointed to coordinate the EXCON team. The **EXCON Coordinator** is responsible to the Exercise Director(s) for the following:

- Overall conduct and work of the EXCON Team
- Overall coordination of the Simulation Exercise, using the Master Exercise Timeline
- Overall coordination of any Field Trip (if part of the event)
- Linking the EXCON team with the Exercise Director and the event management
- Ensuring all welfare and transport arrangements are in place for the EXCON team

A **Situation Rooms Coordinator** will support the EXCON Coordinator. He or she will be responsible for the following:

- Coordination between the four Situation Rooms
- Providing additional guidance and information for the Situation Room EXCON team members
- Linking the Situation Rooms with the EXCON Coordinator and the central EXCON team

Other members of the team will be tasked to **support a Functional Group** by running a Situation Room or observing and monitoring activities in the OSOCC, RDC, national control room (LEMA), Base of Operations or UN-HCT meeting room. A table showing all the functional positions within a typical EXCON team is attached to this document as **Annex A – EXCON Positions**.

The EXCON Coordinator, in conjunction with the event organisers, will organise an initial meeting of all the EXCON team members, both national and international, the day before the commencement of the ERE event.

At this meeting the specific assignments for all the EXCON team will be confirmed and a plan for the work to prepare for the event will be made. Details of this meeting are attached to this document as **Annex B – Preliminary EXCON Meeting**.

## EXCON in the Exercise Preparation Phase

The event organisers may call on EXCON staff members to deliver a session during the Exercise Preparation Phase. In these situations, staff members are required to review the relevant learning outcomes, primary content and any other relevant material such as previous presentations or lesson plans.

A list of typical sessions can be found in **Part A: Exercise Preparation Phase** and a template for “Lesson Plans” can be found in **Part A: Annex A – Lesson Plan Template**.

The event organisers may also call on EXCON staff members to facilitate one of the workshop sessions for the Functional Groups. These workshop sessions are:

- Group 1 - LEMA
- Group 2 - National Responders
- Group 3 - UNDAC & Partner Organisations
- Group 4 - International USAR
- Group 5 - Emergency Medical Teams (EMT)
- Group 6 - UN-HCT and OCHA Regional Office

EXCON staff members tasked with facilitating a workshop are required to review the relevant information prior to the workshop, including:

- The appropriate Functional Group Guide (Volume III of the ERE Guide) – this provides guidance on how to conduct the workshop session and contains information on the resources you will require
- PowerPoint Presentations and handouts required for the workshop and available as downloads in **Volume IV: Event Toolbox**.

Whilst sample session plans are provided in **Volume IV: Event Toolbox**, the methodology of the ERE Package provides flexibility to facilitators, speakers and the EXCON, determining what needs to be achieved and not how it is done. It is the responsibility of facilitators, presenters and members of the EXCON team to decide how to deliver the content and when, what the best format and delivery method will be.

## EXCON in the Simulation Exercise Phase

The Simulation Exercise is a **task-driven event**, each of the Functional Groups being set a series of **Primary Tasks**, the completion of which will ensure that the participants meet the ERE Learning Outcomes described in **Volume I - Part A: Annex B – Learning Outcomes**.

The pace and activities of the Simulation Exercise are controlled by the EXCON Team, in particular the EXCON Coordinator. He or she is guided by the '**Master Exercise Timeline**' that details all the primary tasks for each functional group and the sequence in which they should be accomplished against a timeline of the two real days (8 to 10 scenario days) that makes up the Simulation Exercise. Each Functional Group's tasks are also listed in the respective Functional Group guides (Volume III).

During the course of the preparation and planning for the Simulation Exercise Phase, each staff member of EXCON will be assigned to a specific role or roles. An EXCON assignment template is included as Annex A of this document. Essentially, there are three distinct EXCON assignments: as part as the central EXCON team, as a facilitator for Groups 1, 3 and 6 and lastly, as a facilitator for Groups 2, 4 and 5.

### EXCON Central Team

The EXCON central team includes the Exercise Director, the EXCON Coordinator and the Situation Rooms Coordinator. Additional roles covered by the central team include monitoring and inputting through the Virtual OSOCC and monitoring and observing the RDC in the initial stages of the exercise. One member of the central team may also be responsible for the coordination of all the role players participating in the Simulation Exercise Phase.

### Facilitators for Groups 1, 3 and 6 (OSOCC, LEMA and UN-HCT Rooms)

EXCON staff members assigned to LEMA, UNDAC & Partner Organisations or to the UN-HCT and OCHA Regional Office groups will be working in the rooms allocated for these specific groups.

EXCON staff members tasked with facilitating a workshop are required to review the relevant information prior to the workshop, including:

- The appropriate Functional Group Guide – this provides guidance on the main tasks and learning outcomes that each Functional Group needs to achieve as well as a timeline that indicates at which point during the simulation exercise these tasks need to undertaken.
- The blank templates for EXCON, contained in **Annex C – Inject Template**.
- PowerPoint Presentations and handouts required for the workshop and available as downloads.

EXCON staff members are required to review the relevant material and contact the event organisers should they have any queries. Suggestions regarding changes that will improve the content and or delivery of the simulation exercise should be submitted to the INSARAG Secretariat through the event organisers.

### **Facilitators for Groups 2, 4 and 5 (Situation Rooms)**

EXCON staff members assigned to work in the exercise Situation Rooms (SR) will focus on either the National Responders (Group 2) or International Responders (Groups 4 & 5).

There will normally be four (4) separate Situation Rooms, each of which represents a defined geographical area within the scenario. The Situation Rooms are where the national response resources and international response teams work to conduct the tasks necessary to complete the mission and meet the exercise objectives.

EXCON staff members tasked with facilitating a workshop are required to review the relevant information prior to the workshop, including:

- The appropriate Functional Group Guide – this provides guidance on the main tasks and learning outcomes that each Functional Group needs to achieve as well as a timeline that indicates at which point during the simulation exercise these tasks need to undertaken.
- The blank templates for EXCON, contained in **Annex C – Inject Template**.
- The appropriate Situation Room contents folder – this contains photographs of collapsed structures, linked to descriptions and scripts that detail the extent of damage, the nature of the debris and size of the voids, information about the victims and any hazardous materials that may be present and other relevant facts. Situation Room folders are contained in **Volume IV: Event Toolbox**.
- PowerPoint Presentations and handouts required for the workshop and available as downloads.

EXCON staff members working as facilitators for Groups 2, 4 and 5 should have relevant operational experience in order that they can interpret the contents of the Situation Room folders and respond in a manner simulating the real disaster situation when responding to questions from the participants.

EXCON facilitators are also required to review the relevant material and contact the event organisers should they have any queries. Suggestions regarding changes that will improve the content and or delivery of the simulation exercise should be submitted to the INSARAG Secretariat through the event organisers.

## Tasks and Simulation Exercise Tools

During the course of the exercise, a series of learning outcomes must be met in order to achieve the exercise objectives. The learning outcomes require that the participants undertake a series of tasks. Tasks are specific steps or activities within the methodology of an organisation's response to the disaster or event.

During the Simulation Exercise Phase, organisations and individual participants should follow the methodology already in place, either the INSARAG/UNDAC methodology for the international participants or the national disaster response procedures for participants from the host country. It is assumed that participants will be experienced and have knowledge of the appropriate disaster response methodology and the specific tasks that they will need to undertake during the Simulation Exercise Phase.

So that the Simulation Exercise proceeds at the required pace and that all the objectives can be met, the EXCON team must be able to exert control and influence the work of the participants. They must be able to speed up or slow down simulated events to ensure that different Functional Groups are coordinated as well as reminding participants of the tasks that need to be completed, if it seems that any of these have been forgotten or delayed.

To help the EXCON coordinate they have a few Simulation Exercise Tools. Primarily, these tools are as follows:

### Scenario

A scenario is a plausible setting for the exercise participants to examine particular challenges as well as responses to a crisis or disaster.

The organisations participating in the exercise should be “stressed” by the scenario as the exercise evolves without it becoming overwhelming. A good scenario is realistic (simulating real life), adaptable to suit the pace of the participants and tests all the participant functional groups e.g. rescue and logistical and ‘political’ functions of response.

Best practice is to write the scenario (really a story line) out completely with as much detail as possible and then select injects and data based on the local geography and risk profiles using real place names and coordinates. To run the scenario, you will need both injects and data. It is important to understand the difference between the two.

### Timeline

The Timeline is the framework on which the Scenario, Injects and Data are mapped across time. Also called the Master Exercise Timeline (MET). The Timeline is usually a matrix showing the relationship between the various functional groups, the injects, data and media inputs mapped across both simulated and ‘real’ time.

The exercise's simulated time has run much faster than real life, so decision-makers experience several days/weeks of actions and decisions, and their simulated effects, in a few hours.

The exercise facilitator and control team will control the exercise through the Timeline or MET, which is the primary document used to manage the exercise, to know when events are expected to occur, and to know when to insert injects into the exercise. In other words, the Timeline provides the framework for monitoring and managing the flow of exercise activities. The Timeline is usually restricted for use by the facilitators, controllers, simulators, and evaluators.

## Injects

Injects are basically the many individual parts of the scenario you have developed. For example, a scenario to examine the response to an earthquake in a country or region, the first inject could be a report of a seismic event from the USGS. The next inject would be a follow-on report, indicating the location of the epicentre or a 'tweet' from a resident indicating local damage or public reaction to the earthquake.

Injects link the simulated event to the actions that you want people to take. They provide unity to the exercise and are provided by controllers to drive the scenario. **Injects usually happen regardless of the actions of the players.** For example, a simulated highway collapse could impair the ability to bring rescue or medical teams into the affected area. This is an inject because the exercise controller would inform the players at a pre-set time that this simulated event has taken place, regardless of the actions of the players.

## Data

In response to injects, the participants will perform an action or actions. Actions include asking for more information, making decisions or communicating with another group. **Data is given only when the players take appropriate actions** to acquire the information or there is already a process in place to automatically provide the data. For example, satellite images would be available via UNOSAT, but only if the exercise participants request that specific information using the correct forms.

It is very important to the scenario credibility factor that data is provided in the form that it would normally be obtained using the normal standard procedures or methodology. This will enhance the value of the exercise. There are various ways of providing simulated exercise data. The simple rule is: try to find a way that most resembles reality.

## Actions

These are the responses that the participants make to injects. Actions include asking for data, making decisions or communicating with another group. Critical in the success of a simulation exercise is the ability to amend or change the scenario (and therefore future injects) by the actions of the participants. One decision may result in delays in response,

while a different decision may speed up response. The exercise planners must be aware of the possible alternatives so that these alternative futures in the scenario can be planned into the timeline.

The exercise facilitators or evaluators should also have the capability to record the actions of the participants against the timeline. This will form the basis of the evaluation of the exercise and the feedback to the participants. Facilitators and evaluators need to be able to show participants the consequences of the actions they took during the exercise and how this affected subsequent events.

## Use of Exercise Tools

The EXCON staff can deliver data and injects through a variety of media, including:

- Written, by handing out the inject (the best way in cases where there is a language barrier)
- Verbally (by simulating the originator)
- Visually (e.g., pictures, videos, etc.)
- By phone or radio
- Role-play (victims, local population, local authority, media, local responders, etc.)
- E-mail, fax or Social Media
- Posting on the Virtual OSOCC
- Media reports and video

When delivering injects it is important for EXCON to be identified and for the participants to be aware that the information is a specific inject and important in the conduct of the exercise.

Injects may also be self-generated by the activities of the participants themselves since the respective groups will interact and influence each other's decision making. **Whilst the primary tasks remain the same, injects will vary from exercise to exercise and must be developed and written by the EXCON team on the ground.**

Providing data and injects to the participants is not the only role for the EXCON facilitators. Therefore, to avoid any confusion when delivering injects, EXCON members should wear an identification tag that clearly shows “**INJECT**” and this serves to avoid participant confusion. A typical solution is for the reverse of each EXCON staff member's badge to have the word “INJECT” written, so that the badge can be reversed when delivering an inject or providing the participants with information or instructions.

To guide the tempo or pace of the Simulation Exercise, the EXCON team uses the Exercise Timeline. This lists the tasks that each Functional Group must undertake in approximate chronological order, and also contains suggestions for injects and data as well as notes for the EXCON team. There are two versions of the timeline; the Master Exercise Timeline is used by the EXCON Coordinator to coordinate activities and tasks



between the Functional Groups. In addition, each Functional Group has its own more detailed timeline for the use of the EXCON team with responsibilities for that group.

The Master Exercise Timeline can be found as **Annex E – Master Exercise Timeline** and the timeline for each of the Functional Groups can be found as an Annex in Volume III, the Functional Group Guides.

## Exercise Evaluation

The EXCON has additional responsibilities for the evaluation of the event, observing the participants carrying out their tasks, assessing the results and feeding back to the event organisers. EXCON, because of the experience of many of its members, should also provide collective feedback on the preparation and conduct of the exercise event itself.

All EXCON staff members should familiarise themselves with the content of the document relating to the evaluation of the INSARAG Earthquake Response Exercise.

### INSARAG Secretariat

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## INSARAG Earthquake Response Exercise Guide

### Volume II: Event Delivery and Evaluation

#### PART C: ANNEX A – EXCON Positions

The table below illustrates the various EXCON roles. Each member of EXCON will have specific tasks and responsibilities, depending on the position assigned by the event organisers or the INSARAG Secretariat. Some EXCON team members will have more than one role or roles may be combined, according to the circumstances.

Description	National EXCON	International EXCON	International EXCON
Exercise Director	1	2	
EXCON Coordinator		1	
Situation Rooms Coordinator		1	
Simulation Room 1	1	2	3
Simulation Room 2	1	2	3
Simulation Room 3	1	2	3
Simulation Room 4	1	2	3
Group 1: LEMA	1		
Group 2: Nat Responders	1		
Group 3: UNDAC and the OSOCC		1	2
Group 4: USAR Teams and BoO	1	2	
Group 5: Medical Teams	1	2	
Group 6: UN-HCT		1	2
RDC		1	
Virtual OSOCC		1	
Role Players	1	2	

As can be seen in the table above, there are a total of 30 EXCON roles, 10 to be filled by national EXCON and 20 for International EXCON team members to fill. However, as some roles are dependent on the number of participants and others can be shared and because EXCON team members can commit to more than one role during the event it is not necessary to have 30 individuals for the EXCON team.

As a minimum, the EXCON team must have an Exercise Coordinator, an EXCON Coordinator, a Situation Rooms Coordinator, two team members in each Simulation Room (1 National and 1 International) as well as one team member for each of the Functional Teams and one to monitor the V-OSOCC and the RDC and finally, one team member to coordinate the role players.

Therefore, a minimum EXCON team of 19 is possible, 9 National EXCON team members and 10 International team members. Organisers should plan for a team of between 20 and 30 EXCON when considering the logistics and organisational needs for the event.

## INSARAG Earthquake Response Exercise Guide

### Volume II: Event Delivery and Evaluation

#### PART C: ANNEX B – Preliminary EXCON Meeting

The day before the INSARAG Earthquake Response Exercise is scheduled to commence, all the EXCON staff members will assemble for an EXCON Preparatory Meeting. EXCON team members should therefore make their travel arrangements so that they arrive in time to attend this meeting and to complete any preparatory work required.

The meeting will be hosted and organised by the EXCON Coordinator and the event organisers and should take place in a facility large enough for the whole EXCON team.

This meeting will address the following issues:

- EXCON Introduction – team members
- EXCON Briefing – roles and responsibilities
- Assignment of EXCON roles and tasks
- Identifying resources and content that need to be developed (Injects, Presentations, Scripts etc.)
- Developing a plan of action for the preparatory work

Preparatory work for Exercise Preparation Phase will include:

- Developing or finalising PowerPoint presentations
- Finalising “Lesson Plans” and content for sessions
- Physical preparation of the meeting area, breakout areas and any other meeting rooms required
- Finalising the arrangements for any site visits or Field Structural Assessments


Preparatory work for the Simulation Exercise Phase will include:


- Writing injects based on the local geography and scenario and prompting the Primary Tasks that each Functional Group needs to complete
- Reviewing and finalising the content of the Situation Room folders
- Organising the response teams that make up Functional Groups 2, 4 and 5 into four distinct teams, based on experience and capability
- Physical preparation of the four Situation Rooms, the OSOCC, RDC, Base of Operations and any other meeting rooms required
- Reviewing and making any necessary adjustments to the Exercise Timeline in order to meet any organisational or logistical requirements imposed by the venue or the organisers

# INSARAG Earthquake Response Exercise Guide

## Volume II: Event Delivery and Evaluation

### PART C: ANNEX C – Inject Template

		<h2>Exercise Inject Form</h2>	
		Inject Number:	<input type="text"/>
INJECT:	<input type="text"/>		
FROM / TO:	<input type="text" value=" /"/>		
Date & Time Issued:	<input type="text"/>		
Observed Actions:	<input type="text"/>		

		<h2>Exercise Inject Form</h2>	
		Inject Number:	<input type="text"/>
INJECT:	<input type="text"/>		
FROM / TO:	<input type="text" value=" /"/>		
Date & Time Issued:	<input type="text"/>		
Observed Actions:	<input type="text"/>		

## INSARAG Earthquake Response Exercise Guide

### Volume II: Event Delivery and Evaluation

#### PART C: ANNEX D – Field Trip Guide

As a conclusion of the Exercise Preparation Phase, organisers often wish to offer the participants an opportunity to visit either risk areas close to the venue or a site visit to a national training, disaster management or medical centre.

In the event that a country is one with a high risk of earthquake, it can be very useful for international participants to view areas of risk so that they can see the typical construction methods used, density of population and other factors that would impact on a disaster response in which international teams would be involved. Such a visit is termed a '**Field Structural Assessment**' and should be organised jointly between the hosts and the EXCON team.

The field exercise is set up as an EXCON-guided tour along a pre-determined route that highlights specific issues (construction type, critical infrastructure) that are relevant to enhancing the preparedness to respond to the affected country in the event of a real earthquake. The route will be determined in collaboration with the relevant local authorities that can provide the local expertise, insight and know-how as to what would be the most suitable routes for the course participants to follow, maximising their exposure to relevant sites.

#### Field Assessment Objectives

The objectives of the practical Field Structural Assessment activity are:

- View actual construction types in the potentially affected area
- View critical infrastructure in the potentially affected area
- Conduct simulated structural assessments based on injects provided by the EXCON
- Conduct Risk Assessments based on injects provided by the EXCON
- Become aware of realistic logistical constraints that would need to be overcome during a real event
- Exercise reporting back to LEMA and OSOCC from the field
- Exercise utilising INSARAG marking and signalling tools
- Exercise utilising INSARAG documentation
- Exercise communication with the local population
- Exposure to local culture and custom

#### EXCON Responsibilities

When the INSARAG Secretariat determines, in collaboration with the Host Government, that a Field Assessment would be suitable, it will appoint a minimum of two EXCON personnel to specifically deal with the planning and preparation of the Field Assessment.

The Field Assessment EXCON Members are required to coordinate their activities with the INSARAG Secretariat and the Exercise Coordinator.

The Host Country will be requested to nominate suitable individuals to work in close collaboration with the Field Assessment EXCON. These individuals should possess the following:

- Detailed understanding of the construction types
- Detailed understanding of critical infrastructure
- Thorough knowledge of the layout of the city
- Ability to arrange transportation for participants
- Ability to arrange communications for EXCON e.g., portable radios

### **Field Assessment EXCON**

The EXCON personnel assigned specifically to deal with the planning and preparation of the Field Assessment will need the support of the EXCON personnel allocated to the Situation Rooms to lead the various groups through their allocated routes on the day of the field assessment. This will include both the international as well as national EXCON team members. The Field Assessment EXCON will require adequate time to thoroughly brief other EXCON team members regarding the roles and responsibilities during the Field Assessment.

### **Field Assessment EXCON Arrival**

The Field Assessment EXCON Members will be required to arrive with the INSARAG Secretariat and ideally should have several days to prepare for the exercise. There is a tremendous amount of planning and coordination required to ensure that this element of the exercise runs smoothly and importantly, to allow maps to be produced.

### **Field Assessment Routes**

The Field Assessment Routes will represent the Situation Rooms where the participants will be working during the Simulation Exercise Phase of the event. There must therefore be a Route per Situation Room i.e. 4 Situation Rooms requires 4 Routes. The routes should be developed in such a way that all groups start and finish at the same point. This aids in streamlining the logistics requirements with regard to transport and also provides an important safety factor regarding evacuation plans and emergency assembly areas. Each route should be colour coded and clearly demarcated on the map.

### **Sites and Injects**

The routes must be carefully selected so that each route contains specific sites that will highlight a particular challenge or necessitate a specific action. These sites per route should include:

- Construction examples



- Critical infrastructure (bridges, power stations, hospitals)

The sites selected per route should correspond with the Situation Room i.e. if there is no hospital in Situation Room 1 there should not be a hospital on Route 1.

The EXCON that will be accompanying the Group should deliver injects during the assessment that will require the participants to:

- Carry out simulated structural assessments
- Complete simulated INSARAG Markings
- Conduct simulated risk assessments
- Instruct participants to complete the relevant INSARAG forms
- Perform a simulated INSARAG Signalling scenario
- Instruct participants to report information back to LEMA, National Responders and OSOCC (international USAR teams)
- Practise use of GPS

### Transport & Equipment Requirements (Per Route)

- Transport: Vehicle / Group
- Maps
- Radios or mobile phones
- Notepads and pens (INSARAG Structural Marking)
- Whistle (INSARAG Signalling)
- GPS

### Participant Requirements

- Water
- Food
- Weather protection e.g., rain jacket; sun block
- Suitable footwear
- Notepad and pen (INSARAG Marking System)
- GPS (if available)
- Camera (if available)

### Maps

The EXCON will be issued with a map that clearly shows the demarcated routes. These maps should include the following:

- Colour coded route indicated on the map
- Clearly show start and end points (with GPS coordinates)
- Clearly show the selected sites per route (with GPS coordinates)

## Communications Plan

The EXCON should develop a Communication Plan that should be disseminated to all the relevant EXCON. The Communications Plan should include the following:

- List of radio call signs and allocation
- List of mobile numbers and allocation
- List of landline numbers to exercise venue
- Action in case of failed communications i.e. meet at XXX at XXX
- What to do in case of a real emergency

## Security

Each group should be assigned a member/s of the country's Police or security forces. These personnel should accompany the groups at all times.

The EXCON should convene a Security Briefing with the relevant organisation prior to the field assessment to address the following:

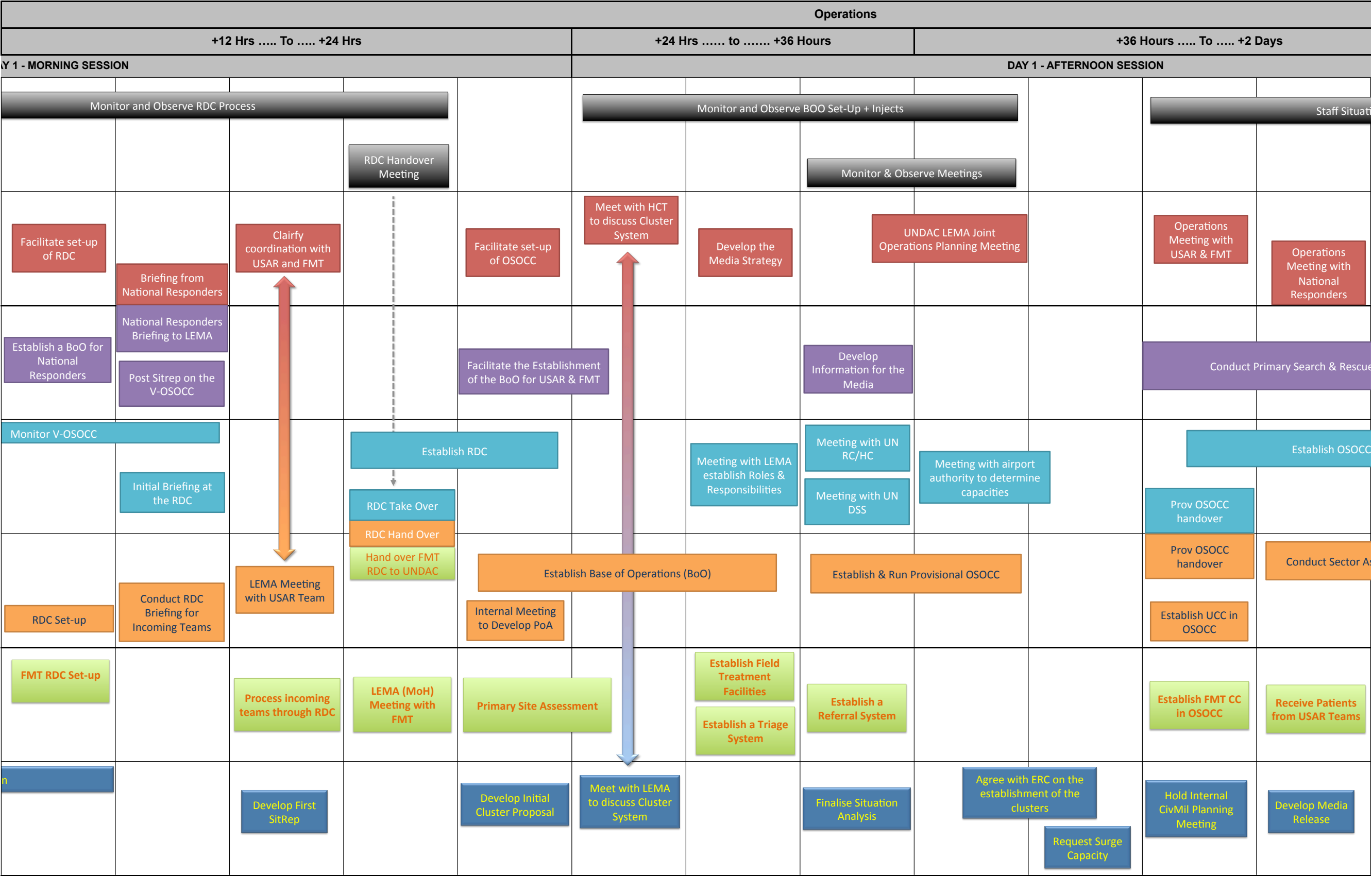
- Discuss any specific security concerns
- Review the demarcated routes
- Discuss the emergency plan
- Review start and finish points
- Request support for a security detail per group

INSARAG Earthquake Response Exercise Guide

Part C: ANNEX E - Master Exercise Timeline


Phase or cycle	Workshop			Workshop			Workshop			Preparedness	Mobilisation			
Simulated Time											00 Hour ..... To ..... +12 Hours			
Real Time	Day 1 - AM	Day 1 - PM		Day 2 - AM	Day 2 - PM		Day 3 - AM	Day 3 - PM		Overnight	DA			
GROUP 0 Exercise Coordination (EXCON)	Grand Opening	Presentations: INSARAG Guidelines VOL I, II, III OSOCC Guidelines and UNDAC Handbook and FMT Guidelines Input from Humanitarian Partners	END OF DAY 1	Roles and Resp: General All Groups	Initial EXCON Briefing	END OF DAY 2		Earthquake Event Notification	Alert & mobilization	Monitor the V-OSOCC adding information				
GROUP 1 LEMA					Roles and Resp: LEMA		Review: LEMA SOP	Set Up Emergency Operations Centre (EOC)		Undertake Needs Assessment	Undertake Gap Analysis	Request International Assistance	Prepare for arrival of International Assistance	
GROUP 2 National Responders					Roles and Resp: National Responders		Ops Details: Marking ASR Levels Worksite Information USAR Coordination	Activate National Response Plan		Activate Disaster Response Plan	Briefing from National Responders	Process for Requesting Assistance		
GROUP 3 UNDAC & Partners					Roles and Resp: UNDAC & Partners		Ops Details: Marking ASR Levels Worksite Information USAR Coordination	Activate Recall Network		Undertake a Wide Area Assessment	National Responders Briefing to LEMA	Conduct Sector Assessments		
GROUP 4 International USAR Teams					Roles and Resp: Intl USAR		Ops Details: Marking ASR Levels Worksite Information USAR Coordination	Walkabout USAR Assessment		Assessment & Prioritise Worksites	Activate M1-3 and VO procedure	Conduct a call with FCSS	Establish Team Roles, ToR & Plan of Action	
GROUP 5 Foreign Medical Teams (FMT)					Roles and Resp: FMT		Ops Details FMT	Walkabout FMT Assessment		Level 0: Pre-Deployment Research	Consolidate Baseline Data	Complete USAR Documents and Loading Plan	Team Briefing	USAR Teams Arrival & Customs Procedures
GROUP 6 UN-HCT & OCHA Regional Office					Roles and Resp: UN-HCT, OCHA-RC		Review: UN SOP			Registration through VO/FMT Website	Initial Contact with Government	Initial Contact with OCHA	Secondary Data Collection	

Please Note: Time periods are only a suggestion are are to be adapted as required.



		Debriefing	Briefing for next day	Technical break		Admin	Operations (continued)												
							+4 Days ..... To ..... +6 Days						+6 Days ..... To ..... +7 Days						
							DAY 2 - MORNING SESSION												
on Rooms		Debrief with EXCON Facilitator  Exercise Day 1 Debriefing	Exercise Briefing for the next day	Technical break	END OF DAY 4	Admin	All Exercise Teams conduct their respective internal meetings	Staff Situation Rooms											
Initial OSOCC Meeting								Second OSOCC Meeting		Monitor & Observe Meetings									
								Meet with HCT to discuss funding requirements		UNDAC / LEMA Joint Operations Planning Meeting		Organise Media Conference		UNDAC / LEMA Joint Media Conference					
e Missions								Participate in UCC Meeting		Answer Media Needs On-site		Conduct Full Search & Rescue Missions							
								Hold Internal MIRA Planning Meeting		UNDAC / LEMA Joint Operations Planning Meeting		Meet with UN-HCT/RC		UNDAC / LEMA Joint Media Conference		Con Asse			
Assessment (ASR-2)								Conduct Rapid Search & Rescue (ASR-3)		USAR Team Coordination Meeting				Conduct Full Search and Rescue (ASR-4)					
Report using Forms to UCC in OSOCC								Revise the Plan of Action (PoA)		Report using Forms to UCC in OSOCC				Further Revise the Plan of Action (PoA)					
Issue a Consolidated SitRep								GROUP 5 JUMP TO DAY 14		Transfer FMT CC to MoH Mechanism		Treat Public Health Issues Establish a Disease Surveillance System		Joint Meeting with MoH and WHO					
Start Preparation of Flash Appeal								Research Customs, Visa, Freight rules & regulations		Hold Internal MIRA Planning Meeting		Prepare CivMil Plan		Hold Internal Donor Planning Meeting Prepare a Public Information Campaign		Meet with UNDAC Team		Hold Internal Flash Appeal Planning Meeting Develop Second SitRep Prepare a donor Briefing	

Please Note: Time periods are only a suggestion are are to be adapted as required.

			Demobilisation				Post-mission		Exercise Debriefing		Dinner		
Days	+7 Days ..... To ..... +8 Days		+8 Days				Debrief	Plenary Debrief					
	DAY 2 - AFTERNOON SESSION												
	LEMA declares end of Rescue Phase for international teams	Monitor Demobilisation Process						Debrief with EXCON Facilitator  Demobilisation	Plenary Debrief  Demobilisation	Exercise Debriefing	END OF DAY 5  END OF EXERCISE	Official 'End of Exercise ' Dinner	
							End of Exercise Message						
Ensure 'End of Rescue Phase' sent							Facilitate the Demobilisation of USAR & FMT						
Determine when the Rescue Phase will end													
Conduct Internal Briefing Meeting			Develop a SitRep	Develop a Summary Media Statement		Update LEMA on Demobilisation Process							
Conduct assessments		Monitor & Update the V-OSOCC			Demobilisation Coordination with USAR								
		Finalise the Situational Analysis	Develop a Handover/ Transition Plan	Update meeting with UN-HCT/RC									
		Prepare Report on Humanitarian Conditions	Develop Initial Demobilisation Plan			Demobilisation							
Report using Forms to UCC in OSOCC													
Issue a SitRep and Activity Report		Prepare Exit Report to MoH and WHO Cluster	Undertake Medical Waste Management Undertake Dead Body Management		Complete Transfer of Patients & Care Plans	Complete Handover of Medical Equipment & Drugs							
Hold Internal Operational Planning Meeting for Displaced Persons		Discuss Handover of OSOCC and Coordination Mechanisms	Prepare Second Media Briefing	Meet with UNDAC Team	Finalise Flash Appeal								

Please Note: Time periods are only a suggestion are are to be adapted as required.

## Volume II: Event Delivery

### Part D: Evaluation of the Earthquake Response Exercise

Document Status:	Final
Version:	1.0
Date:	01/02/2016
Target Audience:	<p>Organisations or authorities considering hosting an INSARAG Earthquake Response Exercise.</p> <p>FCSS and UN-OCHA staff.</p> <p>INSARAG Regional Group management.</p> <p>EXCON Lead.</p>
Acknowledgements:	<p>The ERE Guide was developed and revised following close and extensive consultations with numerous stakeholders from national governments, disaster response management organisations, OCHA and UN agencies, INSARAG Working Groups and practitioners, the World Health Organisation emergency medical teams, UN Country Teams and other appropriate organisations and individuals.</p> <p>The Guide was tested during the regional response exercises in Mongolia and Chile in 2015 and finalised following feedback from these events. The ERE Guide remains a living document and will be reviewed in line with the INSARAG Guidelines, once every five years. Any feedback can be sent to the INSARAG Secretariat at <a href="mailto:insarag@un.org">insarag@un.org</a></p> <p>INSARAG Secretariat OCHA Geneva 1 Feb 2016</p>

## Event Evaluation

At the present time, the evaluation methodology is focused at the levels of participant reaction and learning.

Evaluation of participants 'reaction' is achieved through the use of a feedback survey, which asks participants what they thought about the design and delivery of the exercise and whether they felt it was relevant to their work. The feedback survey is divided into two parts, one for the Preparation Phase and another for the Exercise Phase.

Evaluation of participants 'learning' is gathered using a variety of techniques and tools, principally with a 'post-learning' test involving participants completing a multi-choice question paper at the conclusion of the Exercise Phase. A template for the Evaluation Form is included as **Annex A – Template for Evaluation Form**.

The EXCON has specific responsibilities for the evaluation of the event, observing the participants carrying out their tasks and assessing the results.

EXCON, because of the experience of many of its members, should also be prepared to provide collective feedback on the preparation and conduct of the exercise event itself, if the hosts request this.

In addition to the feedback forms, the EXCON (exercise coordination) team should carry out an evaluation of the skills shown during the conduct of the Exercise Phase by the participants. This information, along with any verbal feedback and comments, should be fed back into the exercise debriefing process and captured for inclusion in the Exercise Report. Finally, participants are invited to feedback verbally at the conclusion of the event during the debriefing process. This information is captured for inclusion in the Exercise Report.

All the evaluation results are collated following the completion of the event, analysed and the results are included in the Exercise Report. The report is shared with the host country and allows both the host country and OCHA to assess the effectiveness of the event against its stated goals.

### INSARAG Secretariat

Field Coordination Support Section  
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# INSARAG Earthquake Response Exercise Guide

## Volume II: Exercise Delivery and Evaluation

### PART D: ANNEX A – Evaluation Form Template

#### Evaluation Form

International Search and Rescue Advisory Group (INSARAG)  
Regional Earthquake Response Exercise  
City A, Country B, dd/mm/yyyy

Thank you for your participation in this Earthquake Simulation Response Exercise. The INSARAG Secretariat request you to complete the following questionnaire as your feedback is highly valued and will contribute greatly to enhancing this training program, thereby improving the international response capacity.

You are not required to put your name of this feedback form unless you choose to do so. Due to the fact that there are different target audiences for this exercise, it is important for the INSARAG Secretariat to know what group you participated in. Please circle the appropriate group below.

National Organiser	National EXCON	National Participant	FMT/Partner Org.
International EXCON	International Participant	OCHA/HCT/UN	Other

Country you represented:

Your Name (voluntary):

Please rate on a scale of 1 to 5 your overall assessment of the Earthquake Simulation Response Exercise event relative to the statements provided below with “1” indicating strong disagreement with the statement and “5” indicating strong agreement. No agreement or disagreement with the statement will result in a score of 3.

<u>Evaluation Factor</u>	Rating of Satisfaction with Event				
	<i>Strongly Disagree</i>				<i>Strongly Agree</i>
a. The event was well structured and organised.	1	2	3	4	5
b. The event scenario was plausible and realistic.	1	2	3	4	5
c. The event length was sufficient for my learning.	1	2	3	4	5
d. The event met my expectations.	1	2	3	4	5
e. Three days ‘Preparation Phase’ and two days ‘Exercise Phase’ was the right balance for the event.	1	2	3	4	5
f. The presentations during the ‘Preparation Phase’ of the event were informative, the presenters were knowledgeable and explained their subject matter well.	1	2	3	4	5
g. The inclusion of the presentations during the ‘Preparation Phase’ of the event was beneficial, of interest to me and improved my understanding of earthquake response mechanisms and methodology.	1	2	3	4	5

<b>Evaluation Factor</b>	<b>Rating of Satisfaction with Event</b>				
	<i>Strongly Disagree</i>				<i>Strongly Agree</i>
g. The EXCON trainers/facilitators were knowledgeable about the subject matter and helped my learning during the event.	1	2	3	4	5
g. Participation in the event was appropriate for my role and level of experience.	1	2	3	4	5
h. The event was a useful learning experience, developed my knowledge and will improve my capability to perform my job.	1	2	3	4	5
i. The participants included the right people in terms of level of experience, functional background and mix of cultures.	1	2	3	4	5
j. The inclusion of the visits (to the Training Base or the Hospital) was beneficial, of interest to me and improved the learning experience.	1	2	3	4	5
k. The domestic arrangements (accommodation, food, toilets and showers) were satisfactory and appropriate for the event.	1	2	3	4	5

**Comments and Recommendations for event improvements:**

Please provide any specific comments about the event or recommendations for improvement.


***Thank you for your feedback***