



VCS Emergencies
Partnership

Winter Preparedness: Scenario Exercise Facilitator Pack

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Exercise structure

The exercise will run for a maximum of 2 hours with a built in comfort break. Active participation and committing to attend the duration of the exercise will deliver the most benefit to you, but there are optional drop off points at 60 and 90 minutes should you need to leave.

Introduction and overview 5 minutes	1 There will be a facilitator and notetaker present who will work through the exercise and collect notes of questions, points of interest or reflections. We will begin the exercise an introduction and overview of the aims, objectives and process. Participants are asked to have their camera on, anyone who is attending to just observe, we ask that you keep muted with your camera off. This is to help the facilitator know who is actively participating and work to draw contributions from all those present. We all share responsibility for making the exercise useful and productive, take space and make space.
Exercise and discussion Initial scenario 25 mins, Update one 20 mins, Update two 20 mins 10 min comfort break inc	2 The initial scenario will be shared along with some pertinent questions to stimulate discussion. There will then be a scenario update, moving time forward and giving further information for participants to factor in and consider. Each update includes an additional set of questions for participants. The third and final scenario update will again jump forward in time and come with another set of questions.
Debriefing and next steps 25 minutes	3 Once you have concluded the exercise, it is important to debrief, reflect on what happened and establish follow-up plans. A debriefing is simply a review of the exercise and an opportunity to identify next steps, either individual or collective.
Session close Suggested time 5 minutes	4 Closing summary of discussion and confirmation of next steps for sharing outputs of the exercise.



Aims and objectives

The Emergencies Partnership scenario exercising has three core **aims**:

- ✓ 1. Partners test and strengthen relationships before they're needed
- ✓ 2. Partners better understand each other's capacity and capabilities
- ✓ 3. Improve the level of community preparedness/awareness in emergency response

Our **objectives** in carrying out these exercises are:

- ✓ 1. For an organisation to test/assess its ability to respond using any existing emergency response plans, policies, and resources and to identify actions for improvements
- ✓ 2. To understand, test and navigate the flow of information in an emergency
- ✓ 3. To understand, test and navigate how connections are made, and who should be in communication with whom
- ✓ 4. How the needs of everyone in a community are being met, particularly the underserved and disproportionately impacted
- ✓ 5. To explore how we pool resources and collaborate more effectively

Key questions throughout




Who is best placed to respond?



Are we targeting the response where it's needed most?



Who else might already be responding?



How are we making best use of our resources?



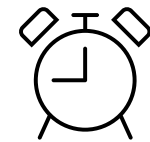
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Winter Preparedness: Initial Scenario

Friday 16th December, 14:45

The MET Office detects a cold front moving toward **[Region]**. There have been increased warnings with officials predicting heavy snowfall and some of the lowest temperatures in years. Officials urge the public to prepare for a large storm that will likely begin in the next 24-48 hours. An amber level warning is issued for the whole of the region with **[X and Y areas]** expected to be hit hardest.

The MET Office predicts light snow over the next 12 hours that will likely mix with or change to sleet or freezing rain with significant icing possible by tomorrow afternoon. Ice accumulation will likely be between 1/2 and 1 inch, with highest icing potential near **[your community]**. The public is advised to expect widespread power outages, fallen trees, and treacherous road conditions because of the ice storm. There is a planned rail strike affecting all services on both Saturday and Sunday. Most local schools are already closed for the Christmas break.



25
minutes

Winter preparedness

Who is best placed to respond?

Are we targeting the response where it's needed most?

Who else might already be responding?

How are we making best use of our resources?

Initial scenario questions

- 1 Who is responsible for monitoring or would likely hear or receive a MET Office alert? How would they receive this information?
- 2 What information are you sharing with your [employees/service users/wider sector/volunteers] at this time? What are the current process and communications platform(s) used to notify them of potential threats or hazards or share information/intelligence?
- 3 With the available information, what or who are your immediate concerns?
- 4 Based on the forecast, what preparatory measures can be taken by:
 - You/Your organisation
 - The sector
 - The community



25
minutes



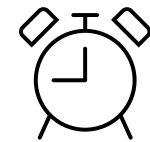
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Winter Preparedness: Scenario Update #1

Monday 19th December, 10:00

Weather conditions have deteriorated over the weekend, with heavy snowfall and winds reaching 98mph. Ice up to 1 inch thick accumulates on roads and pavements, many routes are blocked by fallen trees. Trees have also damaged a number of power lines and houses in the area. Authorities are attempting to clear the major roadways, but the dangerous conditions make it nearly impossible to keep even the largest vehicles on the road.

The National Grid have just confirmed widespread power outages, the local authority is reporting that over 70% of its grit/salt supply has already been used.



20
minutes

Winter preparedness

Who is best placed to respond?

Are we targeting the response where it's needed most?

Who else might already be responding?

How are we making best use of our resources?

Scenario update #1 questions

- 1 What are your immediate actions and priorities in the first 10-15 minutes?
- 2 What and how is your organization communicating about the winter storm at this time? And to who?
- 3 What information do you have that others might not?
- 4 How might the cost of living crisis have an impact here?



20
minutes

Comfort break

Back in 10 minutes



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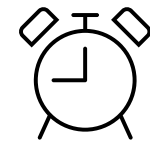
Winter Preparedness: Scenario Update #2

Monday 19th December, 18:00

As the day develops heavy snow has turned to sleet, winds have dropped but remain above 30mph. Some roads have been cleared, in part by Local Authorities and others by members of the community. The MET Office are reporting that the worst of the storm has passed but the warning level remains at Amber.

The National Grid have stated work, which is ongoing, to restore power but the damage is so severe they are estimating some areas could be days if not weeks before power is restored. **[Local Hospital]** has had intermittent outages, forced blackouts are happening in some areas that hadn't lost power as it is redirected to support the hospital. The number of calls to emergency services is exceeding capacity, Accident and Emergency wait times are over **[15 hrs]**.

Most businesses have (or remain) closed, including many petrol stations, supermarkets and convenience stores. A small number of residential floods are being reported due to frozen pipes bursting.



20
minutes

Winter preparedness

Who is best placed to respond?

Are we targeting the response where it's needed most?

Who else might already be responding?

How are we making best use of our resources?

Initial scenario questions

- 1 Based on this updated information, how have your concerns changed? Do you have any new concerns?
- 2 How are you engaging volunteers?
- 3 Are there new risks emerging now the worst of the storm has passed? What are they? Can you mitigate any?
- 4 Who is best placed to respond, where, and how long for?



20
minutes

Exercise Debrief

Feedback and reflections

How did it go?

- What went well?
- What unanticipated issues arose during the exercise?
- What gaps were identified?
- What are the high-priority issues that could be addressed?
- What are new ideas and recommendations for improvement?
- Were the exercise objectives met?



Aims and objectives: Reminder

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