

## Exercise Tempest Series

### Facilitator Guidance and Preparatory Notes

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## **1. Introduction**

These exercises are designed as part of the ARCOPOL programme and are intended to be run as a discussion-based exercise that will last for approximately five hours. The exercises are intended to be run by organisations within ARCOPOL countries with specialist assistance as required.

Most of the material to allow you to run the exercise is contained in this pack, however you may need to do some preparatory work to tailor the exercise to your own country needs.

The subjects of the Exercise Tempest series are a number of maritime incidents that impact on the local population and facilities and the environment. The exercises have been designed to test a series of objectives set by ARCOPOL planners; these concentrate on the detection and identification of maritime incidents of public concern, response and risk communication to a number of scenarios.

The exercises can be utilised by maritime and public health organisations and partner agencies to exercise their strategic, tactical and operational response to a maritime chemical major incident across the five ARCOPOL countries – Ireland, United Kingdom, France, Spain and Portugal.

The exercises provide challenges on a range of chemical, health and related issues that should be addressed when responding to a major chemical maritime incident. It recognises that each country will have different agencies and response processes, so are generic in their content.

The exercises have been designed in a desk-top format but can be utilised as a discussion group or workshop style. Each exercise is designed to be run on separately. To enable the delivery of the exercises guidance notes are provided for facilitators in addition to explanatory material for participants.

This series of maritime exercises forms part of the overarching ARCOPOL programme. The intention is to exercise and evaluate the immediate and ongoing response of emergency services, maritime agencies and public health organisations to a chemical incident of public health concern.

The Tempest exercises are available in an exercise pack containing the following supporting documents:

- Facilitator guidance and preparatory notes (this document)
- Tempest 1 MEL and inject set
- Tempest 2 MEL and inject set
- Tempest 3 MEL and inject set
- Exercise briefing and delivery powerpoint (for local amendment)
- Sample delegate evaluation forms – exercise specific
- Inject response sheets

## **2. Aims and objectives of the Exercise Tempest series**

The overarching aim of the Exercise Tempest series of exercises is:

- To enhance understanding of the public health aspects of maritime chemical incident management, including planning and preparedness (detection and identification), response and recovery.

### **Exercise Tempest 1**

#### **Aim**

To examine multi-agency collaboration, communication and coordination during the detection and identification stages of a maritime chemical incident impacting on public health.

## Objectives

- To examine the detection of maritime chemical incidents of public health concern
- To test local / national chemical incident plans, and emergency operating procedures and adherence to standards
- To test the alerting cascade
- To test channels of communication between key stakeholders
- To explore access to key health, environmental and meteorological data

## **Exercise Tempest 2**

### Aim

To explore the response to a maritime incident of public health concern

## Objectives

- To examine the establishment of incident control zones
- To explore the public health response and activation process
- To test command and control structures during response to a maritime incident of public health concern
- To undertake a dynamic risk assessment
- To manage the incident in terms of short, medium and long term health outcomes

## **Exercise Tempest 3**

### Aim

To explore community engagement, media response and casualty / public welfare as a components of risk mitigation and recovery

## Objectives

- To examine communication of public messages to affected communities using different mechanisms such as websites, the media, and social networking
- To explore the establishment of public health monitoring registers
- To explore post-incident public advice and support networks
- To undertake public health investigations

## **3. Target audience**

The exercises are suitable for those involved in response to maritime incidents of public health concern. To ensure the greatest participant value and that the wider implications of a maritime incident are considered, it is suggested that representation and input is from the following:

- Maritime and / or Coastguard agency
- Emergency services – ambulance, police, fire and rescue
- Environmental health service
- Public health agency
- Local authority
- Port authority
- Meteorological service

It may also be useful to invite communications officers for Exercise Tempest 3.

## **4. Format for the Tempest exercises**

Each exercise has an associated Master Events List (MEL) that outlines the order that each inject is given to participants. The injects have been designed to ensure that the aim and objectives of the exercise are achieved. The contents of the injects are summarised in the MEL for each exercise. The exercises are intended to build an evolving scenario which creates a need for a combined response from agencies and facilitates a discussion of the issues and plans that result. Each exercise takes approximately 6 hours to run from initial briefing until final debrief session including breaks.

## **5. Summary of the Tempest exercises**

The exercises have been designed to ensure that the aim and objectives are achieved. The content of each exercise is briefly summarised below. The aim of the exercises is to build evolving scenarios whereby a maritime incident involving chemicals impacts on the public, requiring participants to discuss and liaise with external organisations the issues raised by the chemical incidents.

### **Tempest 1**

The scenario takes place over one day following the loss of shipping containers from a container ship that wash ashore on a beach near a significantly populated area.

In response to the developing scenario and targeted injects, participants are required to consider:

- Initial actions and priorities on notification of a chemical incident
- The local, regional and national alerting processes
- Public health risks and advice
- Environmental impact of the incident

### **Tempest 2**

This scenario involves a container ship suffering a loss of power following a fire on board. The ship subsequently runs aground near a populated harbour town, with the loss of bunkered fuel and oil that washes ashore.

In response to the developing scenario and targeted injects, participants are required to consider:

- Initial actions and priorities in assessment of a chemical incident
- Risk management for chemical incidents
- Public health risks and advice
- Environmental management and impact of the incident

### **Tempest 3**

The scenario is set at a port in a coastal town where a container ship is unloading cargo and a damaged container splits open. There is a chemical release from some of the container contents. A fire starts during evacuation of the area resulting in a plume rising from the ship and impacting on the nearby population.

In response to the developing scenario and targeted injects, participants are required to consider:

- Initial actions and response management
- Risk communications and public messaging
- Public health risks and advice
- Long term health monitoring

### **Facilitator note:**

The scenarios have been generically written with one coastal location given for each Arcopol participating country. The particular town can be changed but if this is done, then the appropriate maps must also be amended.

## **6. Using the exercises / Exercise structure**

The exercises cover three areas associated with chemical incident management and public health, and each exercise is designed to prompt consideration of a range of key issues that evolve during response to a maritime chemical incident of public health concern.

## **7. Facilitator actions when preparing the exercise materials**

The facilitator should:

- Ensure the challenges/questions and discussion points to suit the audience, length of time available and the style of exercise envisaged;

- Consider whether the scenario details need ‘tweaking’ to personalise to your country, however it is important that the overall exercise remains unchanged to ensure attainment of the exercise aim
- Consider how the responses to the challenges, questions and discussion prompts will be captured during the exercise (use of flip charts, dedicated note takers)
- Consider how lessons or actions identified during the review of the exercise will be captured and implemented. The exercise contains an action plan template that may be useful for this purpose and time has been allocated in the suggested timings to include this element.
- Consider whether some participants should focus on certain questions/challenges

Further considerations:

- Consider the aim of the exercise and invite appropriate personnel to achieve the stated aim; select and notify nominated participants and provide them with the exercise participant material
- Consider production of copies of exercise paperwork for use during the exercise (i.e. action plans/evaluation forms and session challenges/questions)
- The exercises are written for a set day of the year – consider whether this is appropriate for your circumstances – the scenario information may need to be reviewed.
- Consider whether additional technical supporting information is required to be provided to participants during the exercise

The exercise design and delivery assumes a certain degree of emergency planning expertise but to ensure continuity and a competent delivery, the following basic exercise management considerations may be of some use.

Consider:

- Signs to direct participants to the exercise room/area especially if outside agencies are participating; also consider table or person specific signs
- If the designated exercise room/area is of sufficient size to allow the number of participants invited/attending to be seated comfortably. 8 – 10 people per table is a suitable size.
- A clock for the exercise room to keep everyone to the allotted times per session
- Briefing outside agencies about exercise requirements to achieve the exercise aim.
- Integrating external organisation participants with health and maritime participants

## **8. Practical considerations for setting up the exercise**

This list is not exhaustive but may assist with your preparations.

In the build up to the exercise

- Recruit participants with relevant expertise and role
- Book meeting room for exercise delivery
- Issue exercise instructions - ensure all players and staff know what the exercise is about, where it is and what time they need to be there (see example participant invitation and brief details of the exercise)
- Identify someone to take notes during the feedback sessions
- Notify staff in surrounding area or other organisations of event prior to exercise (if applicable)
- Prepare introductory briefings (see example presentation for appropriate local tailoring)
- Prepare the scenarios, question sets, casualty data and participant response sheets for local use, enlisting specialist assistance as required
- Develop a programme - including a short overview of the new emergency preparedness, resilience and response structures in the region
- Ensure that the presentation and internet access will work in the room you will be using

On the day of the exercise:

- Ensure the room is set-up and that the presentation and a computer with internet access are working
- Have copies of relevant regional, national and international documents and plans
- Ensure staff (eg. additional facilitators, note-takers) are comfortable with their roles
- Provide tea/coffee if required
- Deliver introductory briefings, injects and participant response sheets as per MEL
- Keep to the times you have set yourself unless there is a need for a more detailed examination of a particular area before moving on
- Keep a record of attendees

### **9. Inject response and information capture**

There are a number of different methods to capture participant responses during an exercise. For the Exercise Tempest series it is suggested that the response sheets included with the pack are used to document responses. These responses can then be collated at the close of the exercise and the information used to inform a report from the exercise.

### **10. Conducting feedback sessions and final debrief**

Encouraging open and candid feedback is critical to capturing any lessons that flow from the exercise. A template response sheet for participants to use during their discussions is included in this pack, however the exercise facilitator may wish to use their own method of facilitation to suit the needs of the groups involved.

At the end of the exercise you may find it useful to draw together the thoughts of the participants; how you do this will depend on the number of participants. One way is simply to ask participants for:

- an area where plans and procedures are currently robust
- two to three areas which require development
- recommendations and actions required to improve the response/plans

You should summarise the activity and tell the participants what you will be doing with the information gathered during the exercise and their feedback. The final summing up session is an opportunity to take the points raised in the previous sessions and begin to develop a way forward (ie. an action plan with timescales for improvement work).

You should also gather feedback on the design and delivery of the exercise to assist in future training and exercising.

### **11. Suggested programme of the day**

The Tempest exercises can be run over a day with a suggested generic programme as follows:

Exercise Day	
09.00 - 09.30	Registration
09.30 - 09.45	Introduction - briefing of delegates
09.45	Start exercise
09.45 – 12.30	Run exercise
12.30 - 13.15	Lunch
13.15 - 14.45	Continue exercise

15.30	End exercise
15.30 – 16.00	Debrief session
16.30	Depart

*Refreshment breaks may be added as necessary*