This document will guide you through the facilitation of a response drill. It presents a disaster scenario, discussion topics, and steps for completing the documentation and conducting a debrief.

For a quick walkthrough or rapid scenario planning discussion (15 minute discussions over coffee or during a regularly scheduled meeting), focus on steps 1 through 3. To conduct a tabletop or functional exercise, complete all the tasks below. Preliminary set up for a drill is outlined in the document titled “How to conduct a drill” on the Ready Rating Resource Center.

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| Flood | The National Weather Service (NWS) issues flood and flash flood alerts such as:   * **Flood Watch.** Be Aware – conditions are right for flooding to occur in your area. * **Flood and or Flash Flood Warning.** Take Action – flooding is either happening or will happen shortly. |
| Additional Sources of Information | [Red Cross - Prepare for Emergencies – Flood](http://www.redcross.org) |
| Potential Resources | Local radio stations, Fire Department, Emergency Response Team, Safety &  Fire Wardens, Emergency Notification System, Storm equipment, Emergency Action Plan, NOAA weather Stations |

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| # | TASKS |
| 1 | Facilitator provides introductions, presents drill objectives and sets the ground rules. For more details, see ‘How to conduct a drill’. |
| 2 | Facilitator introduces the scenario. Provide time and location. Describe immediate impacts to people, operations or services, as well as the availability and engagement of resources.  **SAMPLE SCENARIO**  You have had light, but persistent rain for the last 3 days so the ground is saturated and low-lying areas have standing water. At 5:00 a.m. the National Weather Service Doppler radar indicates that thunderstorms with heavy rainfall and damaging winds are headed your way. Within 3 hours, low-lying areas have flooded and the strong winds have downed power lines throughout the area. The local news is reporting road closures, washed out bridges, and widespread power outages. If the rain continues, the local water treatment facilities will be at risk. |
| 3 | **Discuss available resources and immediate actions.**  Consider the following:   * What type of notification or alarms would be activated in this situation? * What actions need to be taken to ensure personal safety? * What are the current and potential impacts to employees, assets, services and critical business processes? * What will you need to communicate with employees, customers, or business partners? Who is responsible for drafting the communication? What method of communication will you use? * How will you address the needs of your customers? * What considerations do you need to make regarding the impact to individual employees and their families? * What immediate financial costs might be incurred and how do you plan to manage them? * How do you manage staffing? * How are you going to monitor the situation? * What actions do you need to take to continue business operations? * What actions do you need to take to recover processes that have been interrupted?   If you are conducting a functional exercise, then some or all of the response actions should be simulated. |
| 4 | **Document key discussions, actions, and decision points.**   * Document the actions that should be taken, required resources, and the individual(s) or group(s) responsible. * Responses should be as complete as possible. * Revisit and review the discussion points if the scenario involves additional ‘injects’.   These should be compared to what is in existing plans. Where necessary, after-action items should be assigned to revise plans. |
| 5 | **Conduct a debrief.** Discuss the following:   * Did you meet the drill/exercise objectives? * What went well? * What challenges did you face? * How can you improve? * Are there any gaps, changes, and/or additions that need to be made to your plan(s)? For any action items, ensure that you document responsibility and deadlines. |
| 6 | **Document the drill/exercise and lessons learned.** The following forms can be used for this documentation:   * [Drill/Exercise History Formhttp://www.readyrating.org/Resource-Center/Emergency-Planning/drillexercise-history-form-sample?utm\_source=AnonOnPageLink&utm\_medium=Link&utm\_term=AnonUser&utm\_content=ResourceLinks&utm\_campaign=AnonOnPageLink](http://www.readyrating.org/Resource-Center/Emergency-Planning/drillexercise-history-form-sample?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink) * [After Action Reporthttp://www.readyrating.org/Resource-Center/Emergency-Planning/after-action-report-sample?utm\_source=AnonOnPageLink&utm\_medium=Link&utm\_term=AnonUser&utm\_content=ResourceLinks&utm\_campaign=AnonOnPageLink](http://www.readyrating.org/Resource-Center/Emergency-Planning/after-action-report-sample?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink)   <http://www.readyrating.org/Resource-Center/Emergency-Planning/after-action-report-sample?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink> |

<http://www.readyrating.org/Resource-Center/Emergency-Planning/after-action-report-sample?utm_source=AnonOnPageLink&utm_medium=Link&utm_term=AnonUser&utm_content=ResourceLinks&utm_campaign=AnonOnPageLink>

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