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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| Wildfire | Impacts can be regional and severe. |
| Additional Sources of Information | [Red Cross Wildfire Preparedness](http://www.redcross.org/get-help/prepare-for-emergencies/types-of-emergencies/wildfire) |
| Potential Resources  | Response plan and procedures, Emergency Medical and First Aid Kits, Local First Responders, Fire Department, Emergency Response Team, Safety and Fire wardens, Safety equipment |

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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**Following weeks of drought, vegetation across the county is extremely dry. Temperatures have been unseasonably warm and winds are high. At [insert time], a power line snaps, falls to the ground, and sparks a fire. The fire, pushed by 25 mph winds, spreads rapidly through the surrounding acres of grassland. Within 3 hours, firefighters from three counties are fully committed. Several structures outside of town have burned. Smoke is causing visibility and air quality issues. Local fire officials have issued mandatory evacuation which includes your business. |
| 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 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.
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| 6 | **Document the drill/exercise and lessons learned.** The following forms can be used for this documentation:* [Drill/Exercise History Form](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 Report](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)

For any action items, ensure that you document responsibility and deadlines. |