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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| Winter Storm | A winter weather event includes heavy sleet, snow or blowing snow, and ice that impacts public safety, transportation, and/or business. Impacts can be regional and severe. The National Weather Service (NWS) issues winter storm alerts as follows:* Winter Storm Watch. Conditions are favorable for a winter storm event in the next 24 to 72 hours.
* Winter Storm Warning. A winter storm event is expected in the next 12 to 36 hours; snowfall is expected to exceed 7 inches in 12 hours or less or 9 inches or more in 24 hours.
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| Additional Sources of Information | [www.redcross.org Winter Storm](http://www.redcross.org/get-help/prepare-for-emergencies/types-of-emergencies/winter-storm#/About) |
| Potential Resources  | Local radio stations, Fire Department, Emergency Response Team, Safety and Fire Wardens, Emergency Notification System, Storm equipment, Emergency Action Plan, and NOAA Weather Station/Radio |

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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** It has been a mild winter, however, the National Weather Service has issued a winter storm warning for the entire state. The snow starts at 9:00 a.m. and ice accumulation in excess of ½-inch is expected within the next 24 hours. Local news sources are reporting that power outages and dangerous roadways are likely. After just 6 hours, conditions have become deadly. Heavy, wet snow continues to fall. Local schools begin announcing closures for tomorrow and are anticipating closures for up to three days. |
| 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)
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