



PREP-5:

A community tsunami exercise is conducted at  
least every two years

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# Introduction

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Exercising is important to test the warning system and the evacuation plan to ensure that it is operating effectively and “fit for purpose”

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Without conducting exercises, it is impossible to know if the community understands what action has to be taken when a warning is issued

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Exercising also provides the opportunity to review the evacuation plan and fine tune it if necessary. More can be learnt from putting the plan into action and finding any gaps or weak points

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The indicator requires that a community exercise should be conducted every 2 years at a minimum. It can be conducted during the regional “Wave” exercises organised by the regional UNESCO IOC ICG to test the end-to-end warning system, or it can be conducted at a national level only

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The exercise can focus solely on the tsunami hazard or can be a multi-hazard exercise that also addresses the tsunami hazard combined with a fire, hurricane and volcano exercise

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The exercises could be tabletop, functional or full-scale and should include a communications test between the components of the tsunami warning system

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An effort should be made for the schools within the mapped evacuation zone to participate by conducting an evacuation drill

# Types of Exercise

Type #1: Orientation Workshop

Type #2: Tabletop Exercise

Type #3: Drill

Type #4: Functional Exercise

Type #5: Full-Scale Exercise

# Type #1: Orientation Workshop



Simple orientation workshop lays foundation for comprehensive exercise programme



Provides overview of authorities, strategies, plans, policies, procedures, protocols, resources and ideas



Brings together organisations in developing emergency response planning, problem solving, SOP's, and resource integration

*Good starting point for organisations that are developing or making major changes to their plans and procedures*



# Type #2: Tabletop Exercise

Takes place in an informal, slow-paced environment and is used to assess plans, policies, procedures

May involve senior staff members of government / non-government organisations gathered together in one large room

Exercise Controller (the moderator) introduces a tsunami scenario via written message, telephone or radio call, or other means. Exercise problems and activities (“injects”) further introduced

Participants examine / resolve problems, and discuss their actions based on their SOPs

Participants conduct discussions, resolution agreed upon, then summarized by group





# Type #3: Drill



Drills involve emergency response of single organisations, facilities, or agencies such as hotels, schools or villages or the testing of single operations or functions in single agency (e.g. internal communications and/or field activities)



Performance can be evaluated in isolation or as a subset of full-scale exercises



Drills are used to test response time, train personnel, assess capabilities of equipment and assess cooperation between agencies



# Type #4: Functional Exercise

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Designed to test and evaluate individual functions, multiple activities within an agency, or interdependent groups of activities among various agencies

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Organisations test their SOPs using real time simulation tsunami notifications

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Tests command and control activities at locations such as emergency command centres, command posts, master communications centres, etc.

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Tests SOPs and internal/external communications with other organisations

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# Type #5: Full-Scale Exercise

The climax of a progressive exercise programme

Involves multiple layers of government (national, provincial, local)

Involves activation of EOC and the field mobilisation and deployment of response personnel

All local command centres activated

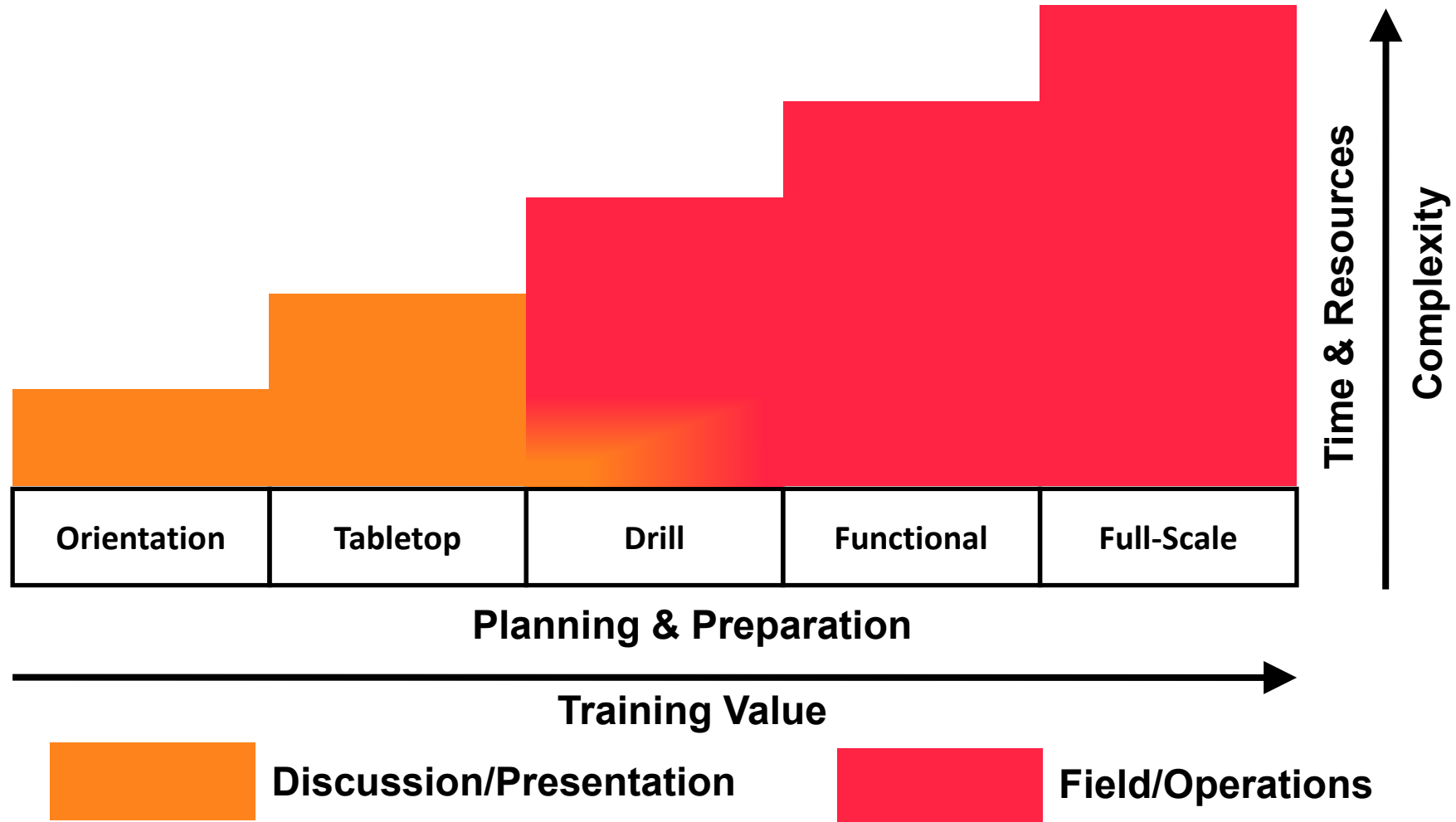
Tests all aspects of emergency response and interagency coordination

Largest, costliest, most complex type of exercise

May or may not include public evacuations



# Exercise Planning, Preparation and Complexity



# Planning an exercise

*Exercises should be part of a Master Plan for readiness within the framework of overall national strategies, established policies, laws, regulations and budget resources. At agency level, exercises may be conducted within the agency's own resources but full scale, multi-agency exercises involving community evacuations require larger budget resources that may require national level funding and coordination. Regular biennial exercises may therefore need to be underpinned by government policy supported by budget appropriations*



# 1. Acquiring the required information

## Conduct a needs assessment

- A needs assessment identifies if an exercise activity is required and is informed by reviewing existing plans and SOPs, past exercises and available resources

## Establish the aim, objectives and scope

- Aim (Goal) – a broad statement of intent
- SMART Objectives – specific and performance-based
- Scope and boundaries – geographical area and processes covered, when and where it will be held and who will participate

## Determine type of exercise

- Orientation
- Tabletop
- Drill
- Functional
- Full scale

## 2. Full Exercise Planning

### Establish the Exercise task team

- Responsible for the execution of all aspects of the exercise, including planning, implementation and evaluation

### Identify target area of the Exercise

- Take into consideration the risk, vulnerability, and capacity of the community

### Establish the scenario

- The scenario should facilitate realization of the exercise objectives. Should not be known by the participants in advance

### Training of the Participants / Workshops

- To estimate the level of participation, identify available resources and increase capacities in advance of the exercise

### Media Campaign

- Important for community exercises to obtain coverage and increase participation

### Preparation of Evacuation Routes, Assembly Points, Safe zones

- Important for community exercises to assure accessibility and to reduce problems during an evacuation exercise

### Evaluation and Reporting

- To capture strengths and weaknesses and identify corrective actions



# 3. Conduct the Exercise





## 4. Evaluate the exercise

*Post-exercise debriefs provide participants with the opportunity to review the exercise and note the areas that went well and those areas where issues were experienced. If exercise evaluators have been involved, their individual forms and reports should be collated. All individual debriefs and reports are used to collectively to determine the evaluation that will be represented in the Exercise Report*



### **Suggested format for the Exercise Report:**

1. Aim and scope of the exercise
2. The scenario
3. Summary of the exercise (format, where, when, timeline, participating agencies)
4. Exercise evaluation vs the objectives
5. Recommendations for corrective actions



# Summary of PREP-5

- ✓ Conducting tsunami exercises is important to test the warning system and the evacuation plan to verify that it is operating effectively and ensure that the community understands what actions have to be taken when a warning is issued.
- ✓ Exercising also provides the opportunity to review the evacuation plan and fine tune it. More can be learnt from putting the plan into action and finding any gaps or weak points
- ✓ There are five types of exercise ranging in complexity, time to organise and cost:
  - Type#1: Orientation workshops
  - Type#2: Tabletop exercises
  - Type#3: Drills
  - Type#4: Functional exercises
  - Type#5: Full scale exercises
- ✓ Full scale exercises represent the culmination of a progressive exercise programme and should not be attempted without first conducting at least a tabletop and a functional exercise
- ✓ Detailed planning is vital to the success of any exercise, particularly when the public is involved, and a risk assessment should be conducted before engaging the public in evacuation drills
- ✓ Exercise evaluation is an important component of exercising to observe, record and report on the conduct of the exercise - what went right, what went wrong, what lessons were learned and what changes should be made to the evacuation plan