



| EVRECA GrenaDrill14 - Tabletop Drill |  |                   |  |
|--------------------------------------|--|-------------------|--|
| Date: 29 may 2014                    | Location: NADMA Headquarter  | Duration: 3 hours | Participants: 10-20  |
| Objectives:                          | 1. test teamwork capacity - task assignment - subtasks - subgroups<br>2. decision making process & situation control - priorities<br>3. communication<br>4. use of tools |                   | <b>Evaluation Output</b><br>1. Observers<br>2. Debriefing<br>3. draft contingency plan |

| Phase             | Description  | Other  | Group NADMA  | Group St. Andrews   | Group Karriacou   | NOTES  | Evaluation  |
|-------------------|--|--|--|---|---|--|---|
| Phase 0<br>15 min | Introduction   |  |  |   |   |  |   |
| Phase 1<br>30 min | Warning  | METOFFICE sends warning for tropical storm in the next 72 hrs<br>time -72 hr | spreading the warning<br><br>organize staff<br>organize facilities<br>tools preparation<br>resource preparation  | preparation possible scenarios<br>draw a mobilisation plan up (how much volunteers available?)  | preparation possible scenarios<br>draw a mobilisation plan (how much volunteers available?)   | notes flipchart<br>draft of a public message (text and strategy)                     | communications<br><br>capacity to organize the team<br>priorities<br><br>use and organizing tools (charts, plans, Contact lists) and facilities |
| Phase 2<br>30 min | Event in progress heavy rains in progress some local landslides other damages... | time -12 hr  | collect informations<br>situation control<br>requests management<br>preparing report<br>preparing plan of action | mobilize resources<br>evacuation (identify how to do, possible problems and solutions)<br>shelter organisation<br>other safety measures<br>identify | evacuation (identify how to do, possible problems and solutions)<br>shelter organisation<br>other safety measures<br>identify<br>organize a safety briefing | Use of Radios<br>how much people?<br>Needs?<br>for landslides ask to davide logbook? | capacity to set priorities<br>leadership<br>capacity to manage tasks  |
|                   |  |  | organize damage assessment   | organize damage assessment  | organize damage assessment  | forms  | planning capacity<br>use of maps<br>use of other tools  |
|                   |  |  | 300 tourists blocked in airport requesting assistance  | send a report to NADMA  | send a report to NADMA  | maps   | manage informations<br>check informations   |
|                   |  |  |  | organize a safety plan briefing   |   |  | identify priorities   |
| Phase 3<br>30 min | critical situation<br>30 min   | CDEMA request on informations<br>time - 3hr                                  | other protection measures<br>identify targeted spots   | mass casualty event<br>landslide<br>road interruption (to be communicated to nadma?)  | request on support  | communication exchange   | use of communication tools<br>message form  |
|                   |  |  | St. John river flooding some people missing (pushed into the sea?)   | organize rescue in st. andrews  | organize emergency recruitment  |  |   |
|                   |  |  | ressources mobilisation<br>organize damage assessment<br>plan internal & external shifts                         | one person missing<br>request on special USAR   |   |  |   |
|                   |  |  | organize report to CDEMA   | identify next priorities  |   |  |   |
|                   |  |  | prepare the press conference   |   | organize a meeting in shelter   |  |   |
| Phase 4<br>15 min | Post-event   | time 0   | organize a press conference  |   |   | walters fa giornalista   |   |
| 30 min            | debriefing & wrap up   |  |  |   |   |  |   |



**EVRECA!**

European Volunteers for Response of Emergencies in the Caribbean



|             |           |           |                   |
|-------------|-----------|-----------|-------------------|
| Title       |           |           |                   |
| Date:       | Location: | Duration: | Participants:     |
| Objectives: |           |           | Evaluation Output |

| Phase      | time | Scenario | General informations | Task Group 1 | Task Group 2 | Task Group 3 | NOTES | Evaluation |
|------------|------|----------|----------------------|--------------|--------------|--------------|-------|------------|
| Phase 0    |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
| Phase 1    |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
| Phase 2    |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
| Phase 3    |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
|            |      |          |                      |              |              |              |       |            |
| Phase 4    |      |          |                      |              |              |              |       |            |
| Debriefing |      |          |                      |              |              |              |       |            |

**NOTES**

**LOGISTICS**