



planning and executing a mock exercise

Silvio Adamo

Protective Services Manager / Fire Chief

Town of Banff

planning and executing a mock exercise

- Starting on the right foot (initial planning stage)
- Covering all the details
- Dusting off the ECC / emergency plans
- evaluating the exercise

Starting on the right foot

- Picking a scenario
 - Relevant to risk assessment
 - Full mock or combination
 - Mutually agreed upon by key agencies
 - Full disclosure Vs. surprise

Starting on the right foot

- **Agency involvement / commitment**
 - Communication is paramount in the planning stage as it is in a real emergency
 - Establish level of commitment as soon as possible for all agencies
 - Distribution list, key contacts, and 2IC's

Starting on the right foot

- Establishing roles, responsibilities, and timelines
 - Identify / assign detailed task list
 - Document, update, and send reminders regularly
 - Use of Gant Chart or similar

Covering all the details

- Support services
 - Makeup artists
 - Catering
 - External contractors / Vendors
 - Transportation
 - Video / Photography

Covering all the details

- **Script development for exercise**
 - Consistent with agency involvement
 - Realistic as possible
 - Timing

Covering all the details

- **Participants and Participant instructions**
 - Varied demographic
 - Detailed
 - Locations
 - Access to site(s)
 - Date and time specific

Covering all the details

- **Exercise controller**
 - Big picture approach during planning
 - Detailed approach during exercise

Dusting off the ECC

- Review and update Plan and all supporting documents (**annually**)
- ECC equipment and supplies
- ECC personnel training and responsibilities

Time to evaluate the system

- Importance of exercise duration
 - Work with a realistic time frame
 - Many months of planning and preparation deserves an appropriate time to exercise

Time to evaluate the system

- **Exercise evaluators**
 - We exercise to learn
 - Who and how many evaluators?
 - Important to have objective perspective
 - Develop checklist / key benchmarks as well as opportunity for narrative report

Time to evaluate the system

- **Debrief of exercise**
 - Organizing Committee debrief with respective groups
 - Organizing Committee debrief (generate master report)
 - Keep notes, reports, and planning information for review or use at similar scenario

planning and executing a mock exercise

Thank You

Silvio Adamo

Protective Services Manager / Fire Chief

Town of Banff