

Exercise Network

Session 4

17 June 2021



Exercise Network

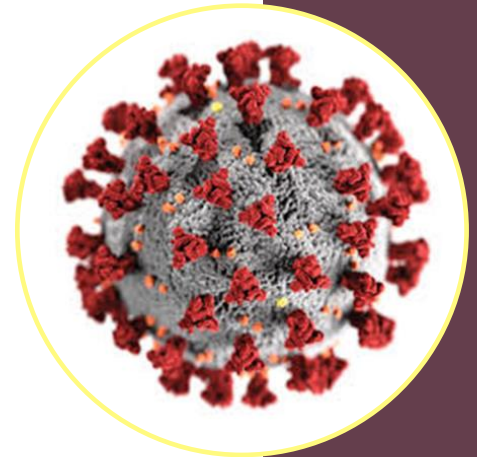
Session 4 Opening Note

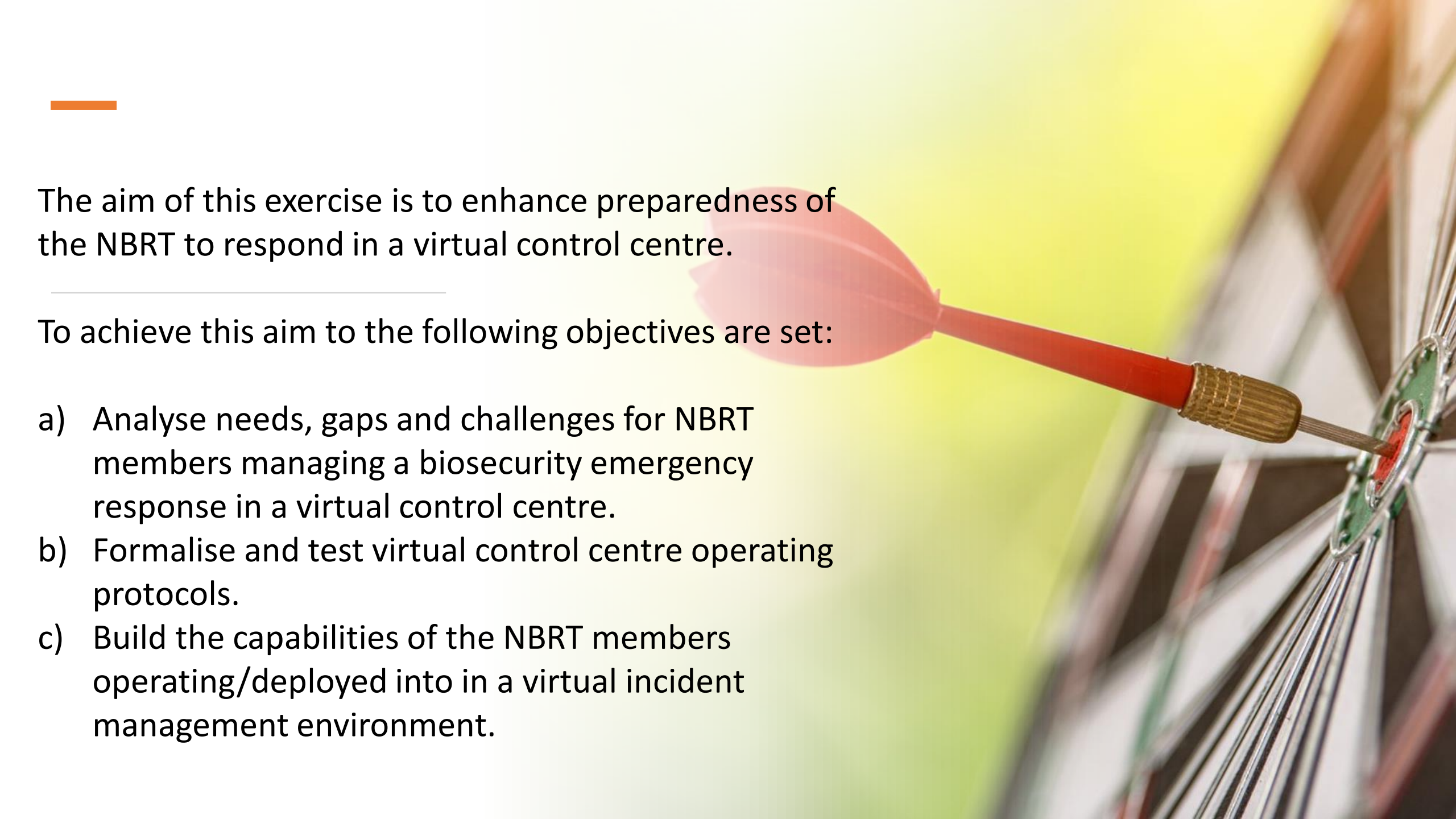
Ben Byrne

Claire Hollis

Exercise background

- Virtual control centre, a COVID-19 workaround that demonstrated to be a valuable resource





The aim of this exercise is to enhance preparedness of the NBRT to respond in a virtual control centre.

To achieve this aim the following objectives are set:

- a) Analyse needs, gaps and challenges for NBRT members managing a biosecurity emergency response in a virtual control centre.
- b) Formalise and test virtual control centre operating protocols.
- c) Build the capabilities of the NBRT members operating/deployed into in a virtual incident management environment.



The *purpose* of this session is to lay the foundation.

- Introduce the protocols
- Build proficiency

Think about:

- a) The set up of a virtual control centre (VCC)
 - b) Formation of the structure
 - c) Plan your approach
- Practice with the initial steps of manoeuvring between channels, working together in a document and conducting briefings



Exercise design philosophy

- Reviewing protocols and practices through practical application
- Multiple scenarios for all hazards proficiency and equal engagement
- Building VCC competency through practice
- Gradual approach

Learning environment

- Open your mind to the concept
- Your contributions and active participation is invaluable
- Support each others learning and share insights



Structure of this session

Segment	Sessions 4	Timings
Introduction	20 mins	10:30-10:50
Theory/Protocols	20 mins	10:50-11:10
Scenario introduction	5 mins	11:10-11:15
Execute tasks	45 mins	11:15-12:00
Brief back	20 mins	12:00-12:20
Debrief	10 mins	12:20-12:30



Exercise Safety

Operating in a virtual environment brings different safety challenges:

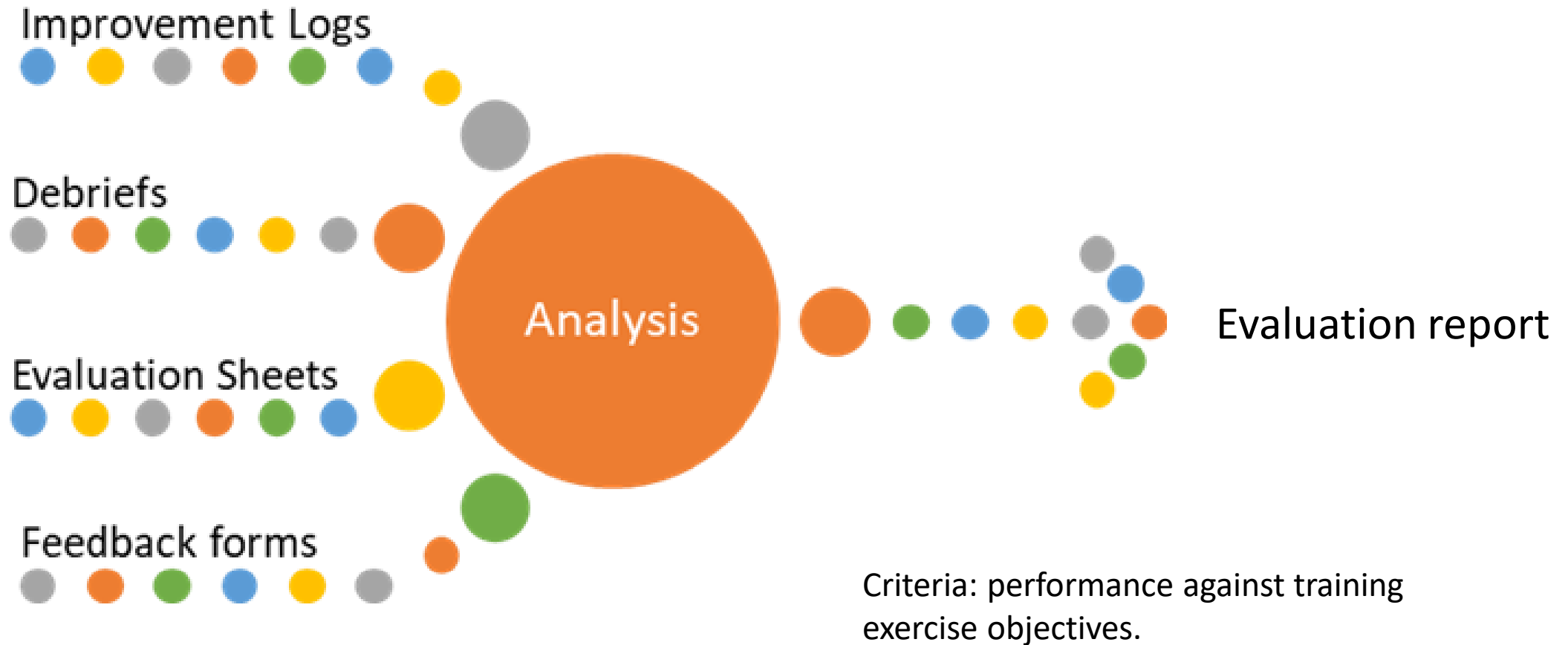
- any distress, distractions, disruptions call the safety officer:
 - Kristy Piper
 - kpiper@animalhealthaustralia.com.au
 - 02 6203 3931
- In case of any technical difficulties please contact:
 - Nicole Dash-Greentree
nicole.dash-greentree@awe.gov.au
02 6272 4017
 - Karly O'Neill
Karly.oneill@daf.qld.gov.au
0436 670 800
 - Technical support channel and table with contact details
- Remain hydrated, fed and fit!
- 3x No Duff for real emergency
- Respectful engagement



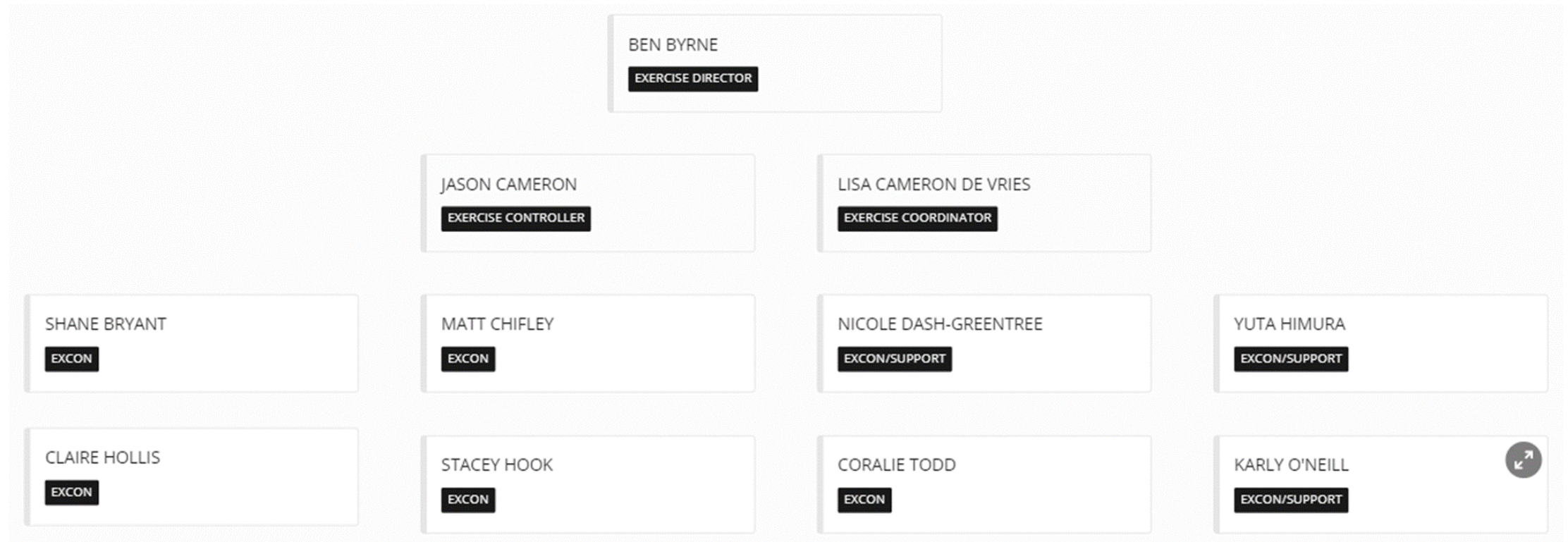
MS Teams

- Where bandwidth permits leave your camera on
- Maintain information security
- Notify absence/break/local disruption to your direct report
- Record all meetings
- Set your background
- Manage background noise

Evaluation methodology



EXCON



A large crowd of stylized human figures in various colors (black, brown, grey) is shown against a dark background. One central figure is highlighted in light blue. The word "Introductions" is overlaid in white text.

Introductions

A photograph of a brown and white cow standing in a green field. In the background, several other cows are lying down. The sky is blue with some light clouds. The image is overlaid with a semi-transparent dark blue filter.

Guest speaker

Gav Rawson

Animal Biosecurity and Welfare

Biosecurity Queensland

Department of Agriculture and Fisheries

Challenges of set up in a virtual world



Technical proficiency of responders



Reduced human connection



Reduced ability to monitor wellbeing of responders



Information management



Communication



Situational awareness

Protocols

Protocols are established to:

1. Have a common approach
2. Mitigate risk
3. Improve performance and outcomes
4. Achieve efficiency

Exercise Network

VCC Protocols – Final draft

8 June 2021



Background

- These protocols are developed to guide the incident management activities conducted in a Virtual Control Centre by NBRT representatives.
- The protocols are based on the learnings identified in various virtual control centre exercises, as well as NBRT consultations with members that have participated in virtual responses.
- The purpose of the protocols is to mitigate the risks of a virtual control centre response, as well as optimise the outcomes.

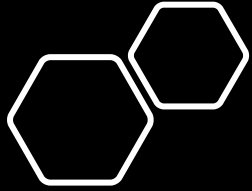
Risks

- Different safety hazards, including increased stress, fatigue, tense shoulders, back/headaches.
- Requires additional concentration to monitor screens and various areas where information is passed.
- The human connection that is made when working together in a physical control centre is disrupted
- Reduced non-verbal and social cues
- It is more difficult to get situational awareness
- Information gets missed more easily
- Version control is more complex
- Processes are different and clarity on 'how to do things' is needed





- These protocols aim to mitigate the risks identified by setting expectations of set up, adding roles and describing processes.
- These protocols should be used in conjunction with AUSVETPLAN, PLANTPLAN, Biosecurity Incident Management System and NBRT Interstate Deployment Arrangements.
- These protocols should be reviewed three-monthly to ensure they reflect the latest capabilities in MS Teams.

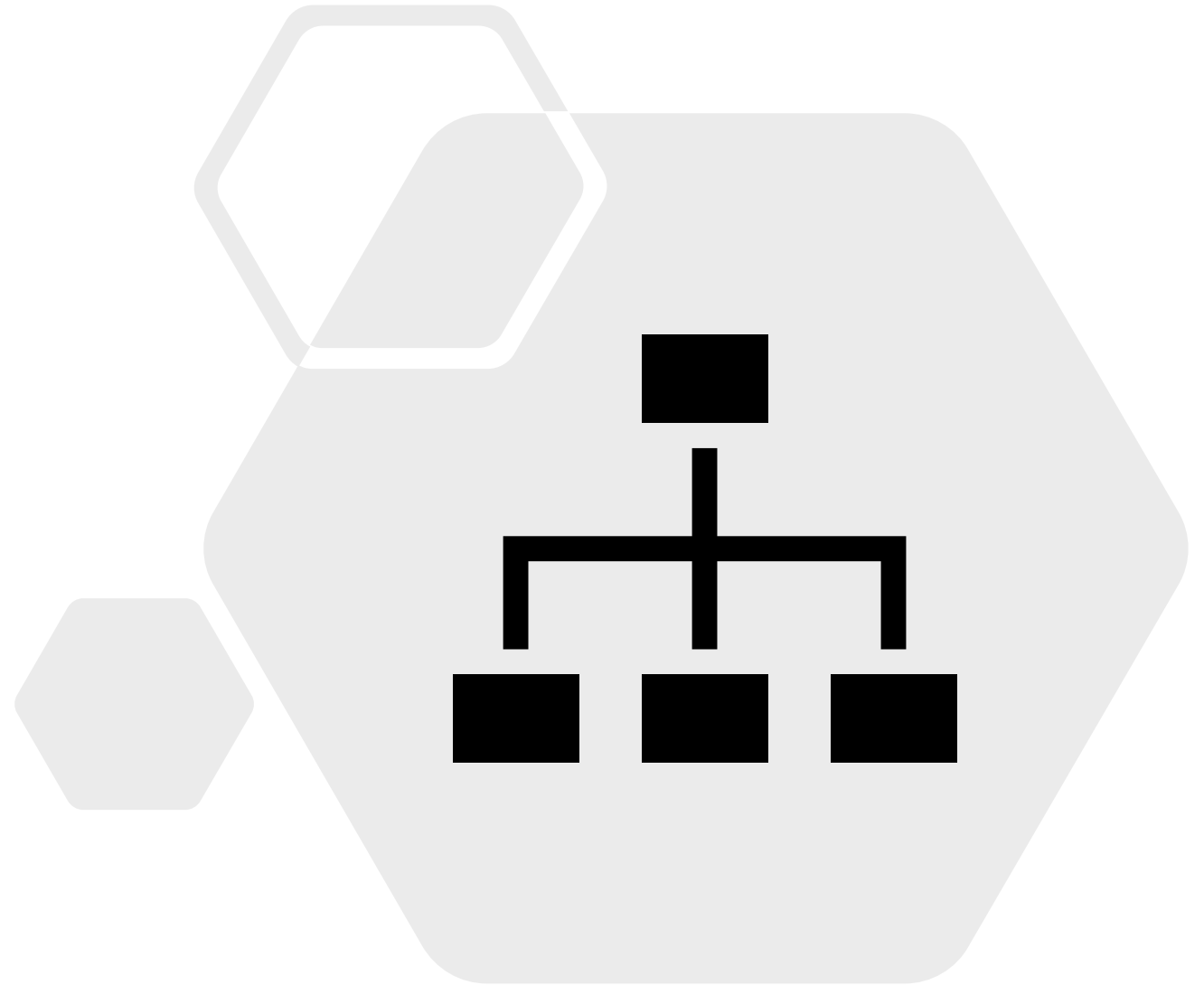


Code of conduct

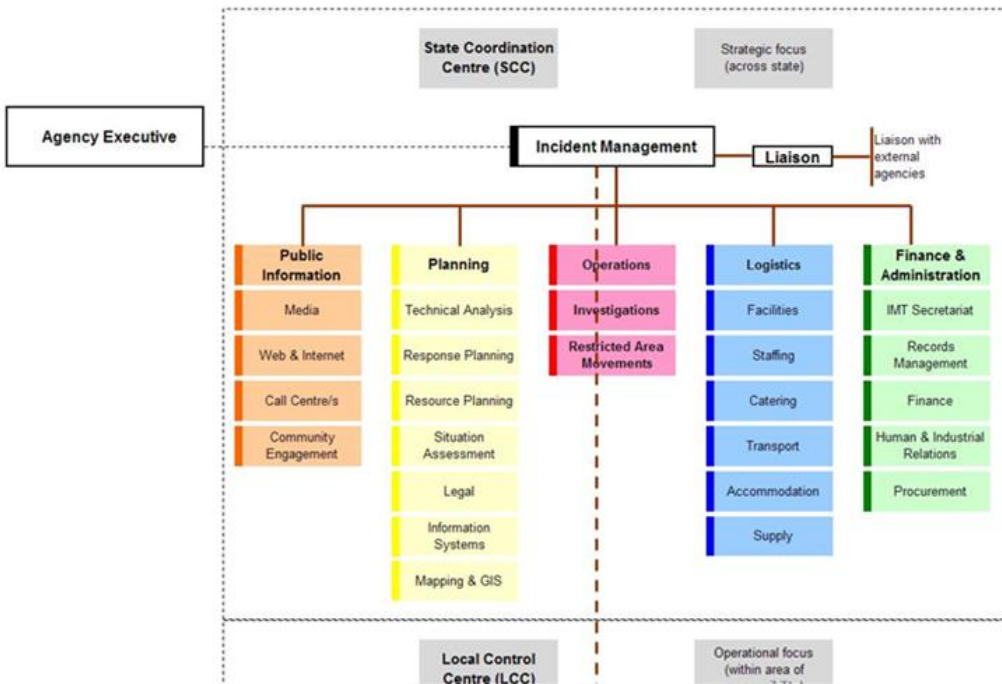
- Where bandwidth permits leave your camera on
- Maintain information security
- Notify absence/break/local disruption to your direct report
- Record all meetings
- Confirm integration requirements with jurisdictional document/information management systems
- Do not store any unapproved documents in the COP
- Do not use any aspect of the VCC for social media posts, unless specific approval is obtained

Set Up

- Provide Induction/training to all staff
 - How to navigate MS Teams – Training document
 - VCC protocols
 - Safety and technical support
- All staff to set their background in the colour of the Function
- Manage your background noise
- IC to allocate the additional roles as required



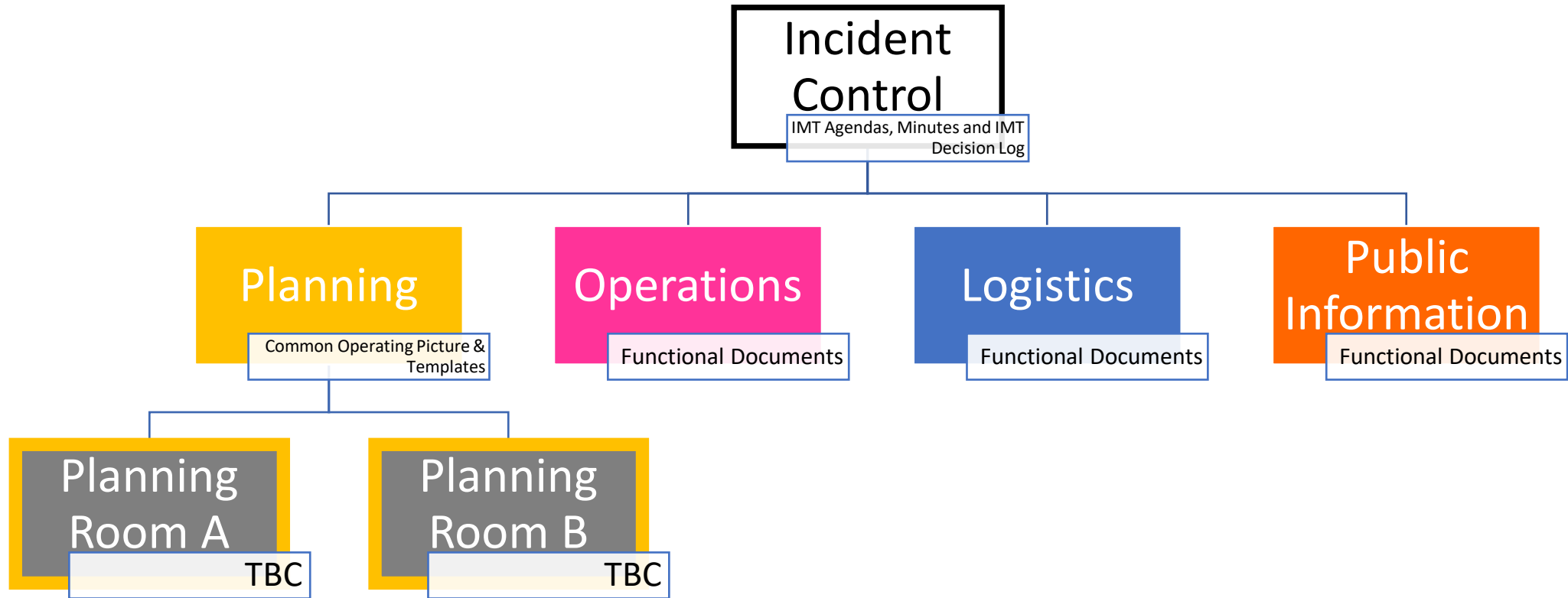
Additional roles



Function	Role	Responsibilities
Safety	Virtual Safety Officer	<ul style="list-style-type: none"> Regularly check in with all members Conduct a safety check when a camera is switched off Facilitate the safety induction at the start of the shift Facilitate a safety debrief at the end of the shift
Planning	Information Compliance	<ul style="list-style-type: none"> Monitor and maintain version control Monitor, maintain and improve Information security Ensure consent to record meetings is received from all responders and all agencies Check that information is time-stamped
All Functions	Additional responsibility for existing role	Appoint one person in each function to be responsible for monitoring information in 'chat', 'activity' and 'files' and checking in with other channels to ensure no new information is missed.
Planning	COP Officer	<ul style="list-style-type: none"> Set Up and Maintain the virtual Common Operating Picture Ensure situational awareness is maintained across all Functions by regularly checking in and extracting any data that should be kept centrally. Manage use of the regulatory system used
Logistics	Technical Support Officer	<ul style="list-style-type: none"> Conduct the MS Teams induction/training Provide Technical Support Manage the Channels and File Folders Implement technical improvement initiatives
Area to be confirmed: Logs, Executive support or Admin?	Meeting moderator	<ul style="list-style-type: none"> Ensure all participants receive the meeting agenda when available Ensure meetings are recorded and recordings are filed Monitor raising of hands and comments made in 'meeting chat' and ensure the meeting chair is notified

Fig. BIMS structure

VCC Structure



Note: Liaison and Finance and Admin are part of the BIMS structure and can be included when there is a need to scale up.

Incident Action Plan

STEP 1:

The IC is to select the team to work on the IAP from all the Functions and allocate them to a Planning Room.

STEP 2:

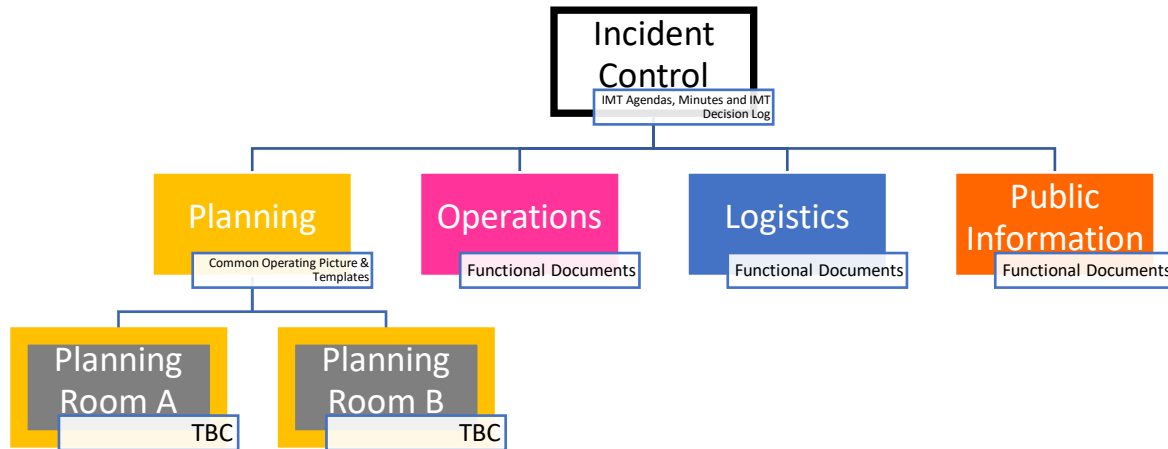
The selected staff attend the allocated Planning Room and open the Incident Action Plan template located in the 'Files' section of Planning.

STEP 3:

The team is to complete the IAP and once completed and approved by the Planning Manager move it to the 'for approval' folder in the Incident Control Channel. The Planning Manager is to send an @message to the IC that the IAP is ready for approval

Step 4:

The IC is to review the IAP and once approved relocate to the folder COP in Planning and issue a broadcast to inform all that the updated IAP is available.



Sitrep

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STEP 2:

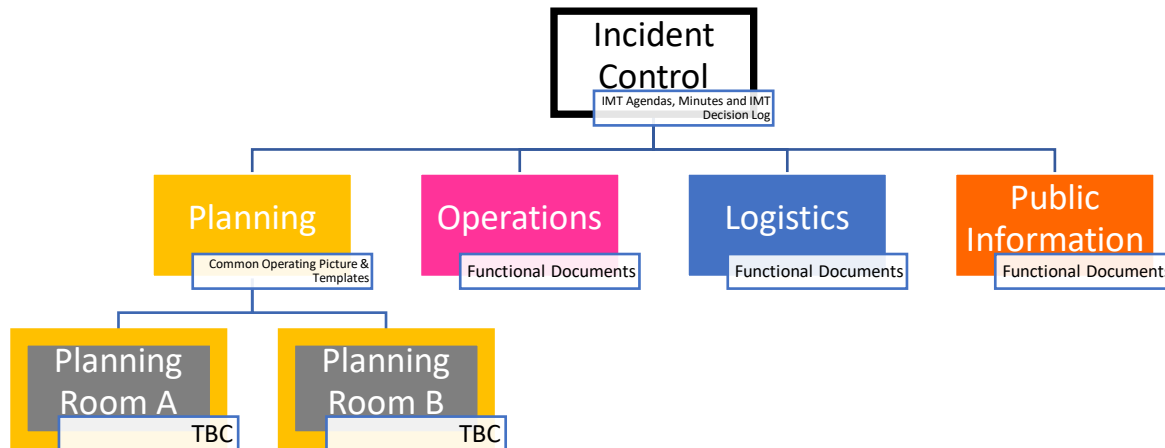
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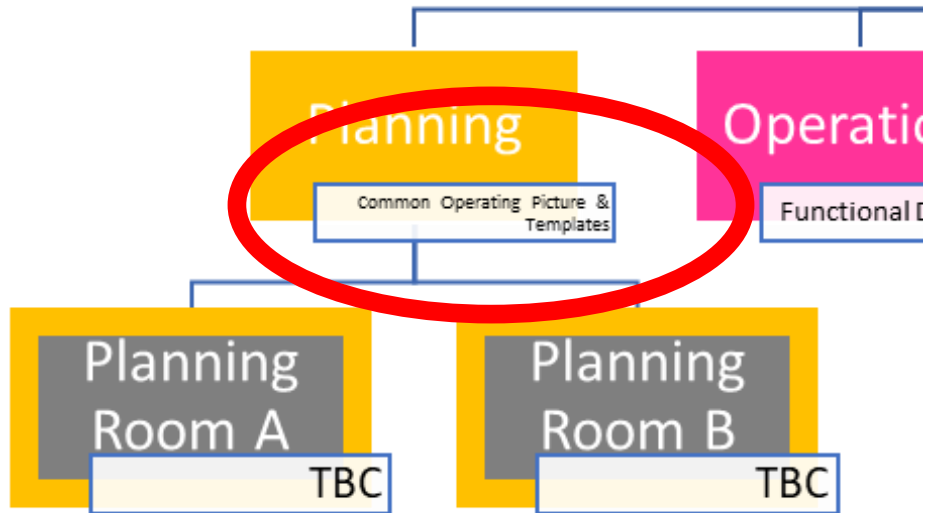
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Common Operating Picture



STEP:

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The COP Officer is to regularly check that all information in the COP is verified, approved and up-to-date (most recent version).

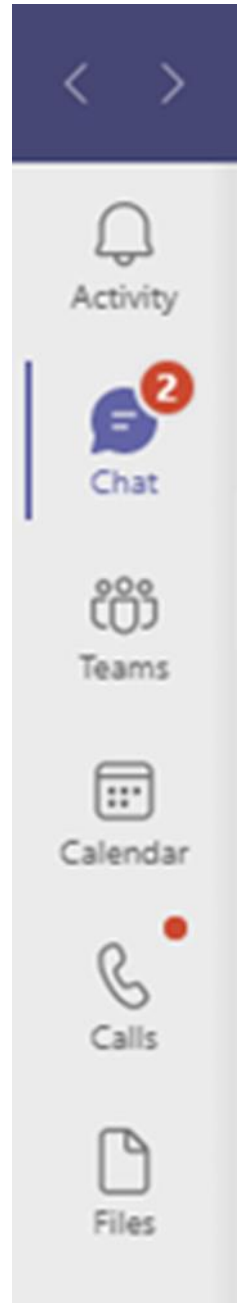
Situation	Direction	Coordination
Description of the event.	Daily Schedule	Org structure for the VCC and relevant contacts
Overview of impacts through registers, lists, graphs, maps.	Mission, Objectives and Strategies (can be included in the latest Incident Action Plan)	Multi agency coordination structure and contacts
Consider: Sitrep and Intel Report	Event specific response procedure if available.	Consider: Org structure for that shift Communication Plan Roster

Information monitoring

Each Person is responsible for monitoring the various areas where information is passed. One person per Function per shift must be specifically allocated to confirm every 15 minutes that no information has been missed. Areas that should be monitored are:

- Chat
- Activity
- @message
- COP

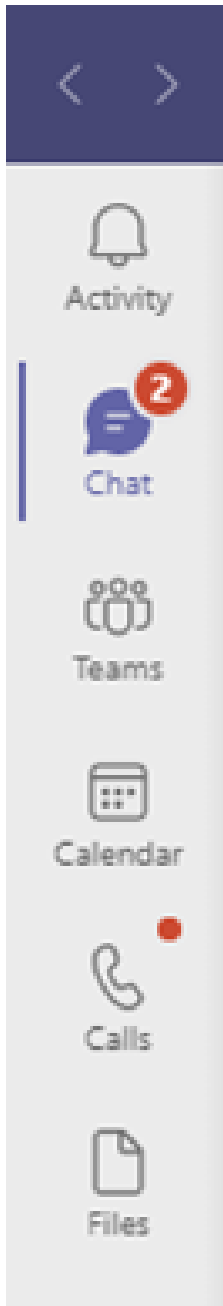
When detecting information that has been missed immediately inform your team and confirm with the IC that the information is known.

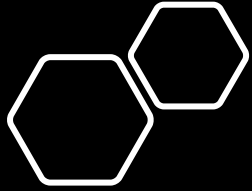


Communication options in Teams

- *Chat* – In Microsoft Teams you can send a message to one or more people using chat. The message can contain text, images, GIFs, a recorded voice message, a video clip – pretty much any type of media. The chat message is exclusive to the people in that chat.
- *Channel posts* – The other way to send a message is to write it in a channel post. It can be used for group communication in the Function.
- *The @mention* is the universal way to get someone’s attention in Teams. You should use an @mention in a channel post every time you want to make sure the receiver is made aware that there is a message for them. The @message is mandatory to relay new important or ‘hot’ information.
- *Banner* – This is the little pop-up window that appears on the screen of your computer. This is the most noticeable (and disruptive) way to be notified.
- *Feed* – This is the list of activities that you can see by clicking “Activity” in the top left corner in Teams.
- *Email* – This is an email sent by Teams to your inbox informing you about the activity in Teams. An email can be sent directly to a channel post. *Email out of scope for this exercise.*

Note: The phone is always a good alternative too.





New important information

Communicating new information that is critical to the response is different in a virtual control centre. The two recommended methods are:

- @message to all
- 'Heads Up' meeting in the Incident Management Channel

Set your status

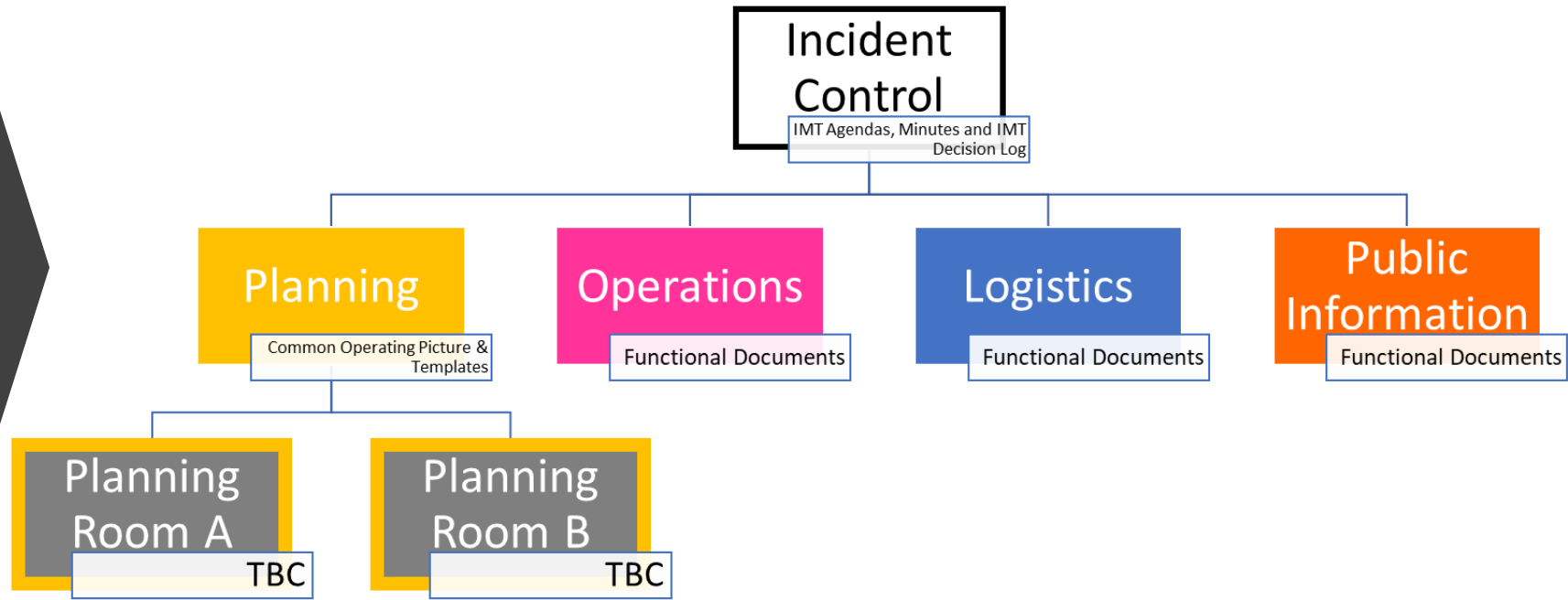
- *Available* – This is your green status, where you show others that you are online and available for calls, chats and so on.
- *Busy* – This is your red status which indicates to others that you are busy with something – either you have something booked in your calendar, or you are in a meeting or call. Even when your presence is set to Busy, you will receive pop-up notifications or so-called banners on your screen. You don't have to change the presence status to busy yourself, Teams will automatically do it for you if you have something scheduled in your calendar, or if you are in a meeting or a call.
- *Be right back* – This is your orange status which shows to others that you are not available at the moment but that you will be soon. This status is only set by you manually.
- *Away /Appear away* – This is another version of orange status which just shows you are away (without communicating that you will be right back). This status is set automatically by Teams if you haven't used your computer for ten minutes or more. You can also set this manually by selecting the "Appear away" status. This might be useful if you don't want to show others that you can't respond right away but you still want to get pop-up notifications.
- **NOT RECOMMENDED FOR USE IN INCIDENT MANAGEMENT:** Do not disturb – This is your "Do not enter" status, which indicates that you don't want to be interrupted. When your status is set to "Do not disturb" you don't get pop-up notifications at all – instead they are reverted to your activity feed. You should use this status when you want to focus and not be interrupted, or if you are presenting your screen and you don't want others to see pop-ups on your screen.



Safety management

- Take a regular exercise break
- Maintain access to water and food
- Function Leads to remind teams to regularly walk around and eat/drink.
- Check in on each other regularly
- Do debriefs after every shift and ensure safety and wellbeing is a separate agenda item

VCC structure





Exercise instructions

1. The Incident Manager will introduce the scenario and coordinate the activities
2. Mentors are in your channel to assist, guide and support
3. Technical support is available to assist with moving between channels
4. The scenario is just there to set a scene



StartEX

Scenario

- A deliberate food contamination issue has arisen with a fruit. The issue has been detected by the consumer in City A, but the fruit was distributed from a remote area.
- The investigation and response are led by a Law Enforcement Agency but require a biosecurity agency to provide support.
- Setting up a Local Control Centre will take at least 2 days.
- The NBRT is requested to provide support to the lead agency and activate the VCC within the next 4 hours until the LCC is activated.

IM	<ul style="list-style-type: none"> • Coordinate the activities across the functions • Ensure all members are introduced and acquainted • Conduct a short introduction on the appropriate conduct in a virtual control centre and what support is available (technical, safety and wellbeing)
Planning	<p>Set Up and plan your approach:</p> <ul style="list-style-type: none"> • How will you communicate with other functions – reference protocols for the virtual CC • What are your five top tasks and how do execute them in a virtual CC • How are you going to set up and manage your team in a virtual environment • Do the protocols help you or hinder you setting up/establishing your function
Operations	<p>Set Up and plan your approach</p> <ul style="list-style-type: none"> • What are your five top tasks relevant to your function and how do execute them in a virtual CC (see the information under the header ‘Operations’ in your Operations channel)? • How are you going to set up and manage your team in a virtual environment? (considerations: Are there extra roles? Responsibilities? Challenges that need to be managed?) • How will you communicate and coordinate with the field and other response agencies? • Do the VCC protocols help you or hinder you setting up/establishing your function?
Logistics	<p>Set Up and plan your approach:</p> <ul style="list-style-type: none"> • How are you going to set up and manage your team in a virtual environment? Are there additional roles? (See protocols) • As logistics you are responsible for the induction process. How will you conduct the virtual induction? What is different about it? • Determine how you will establish a roster and where it will be stored (are the shifts different for a VCC?) • How will you communicate with suppliers, service providers, partners? • Do the VCC protocols help you or hinder you setting up/establishing your function?
Public Information	<p>Set Up and plan your approach:</p> <ul style="list-style-type: none"> • What are your five top tasks for your function and how do execute them in a virtual CC • Will there be a need for additional roles and responsibilities within your Function to manage the challenges of a VCC? • How will you liaise with the key stakeholders from a virtual control centre? What are the differences? • How will you determine what communication resources you have available for this event and how do you determine the local communication context? • Do the VCC protocols help you or hinder you setting up/establishing your function?



Brief back

Thoughts about today



- What worked well?
- What was challenging?
- Is there anything we can do better tomorrow?

Exercise Network

Session 5

18 June 2021





MS Teams Tips and Tricks

Structure of this session

Segment	Session 5	Timings
Recap	10 mins	10:30-10:40
Process and practice refresher	15 mins	10:40-10:55
IM brief	10 mins	10:55-11:05
Execute tasks	50 mins	11:05-11:55
Brief back	15 mins	11:55-12:10
Debrief	20 mins	12:10-12:30



Recap

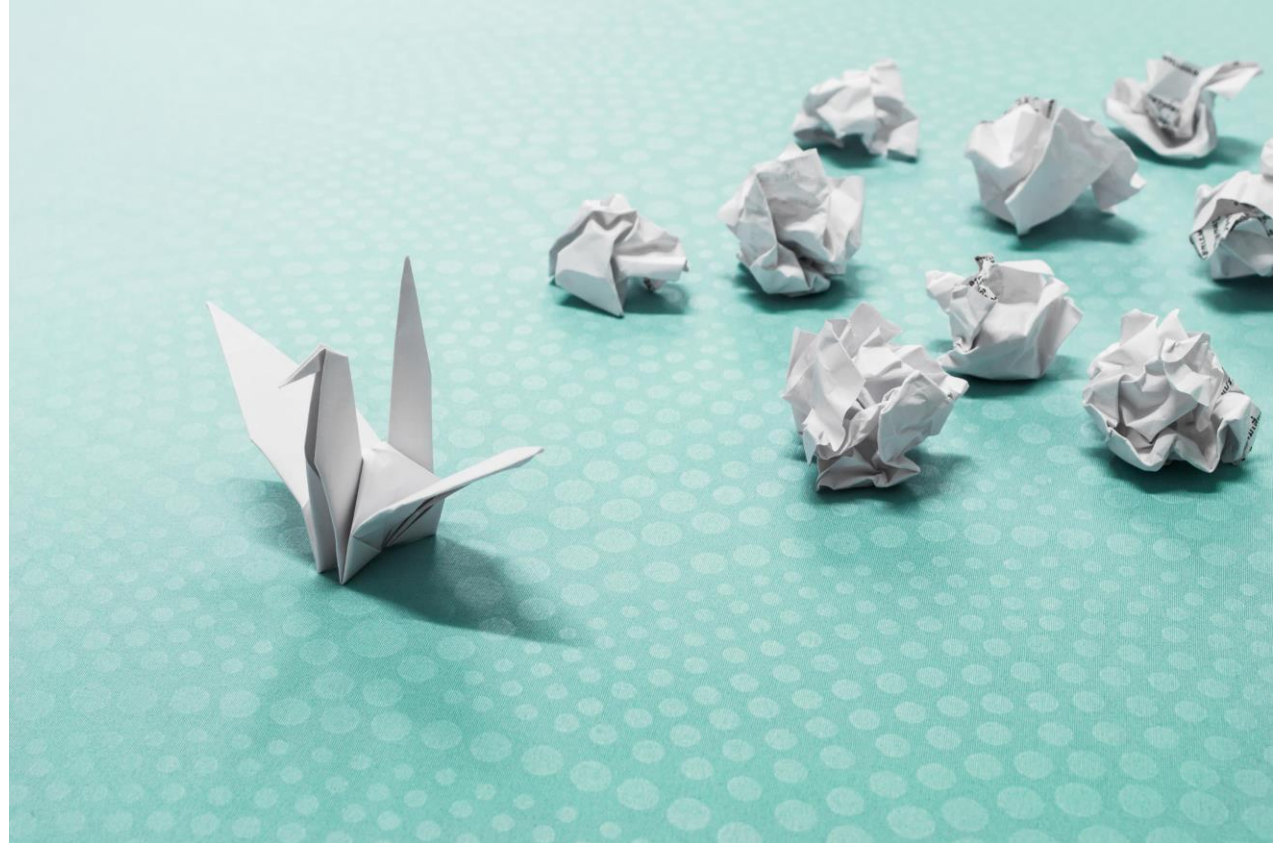
- What did we learn from yesterday?
- What will we do differently?

The *purpose* of this session is to practice and test.

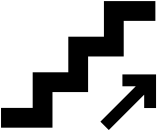
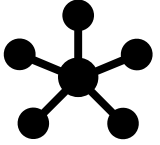

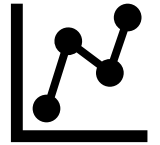

Collaboration

Conduct the following key incident management activities to test the VCC protocols:

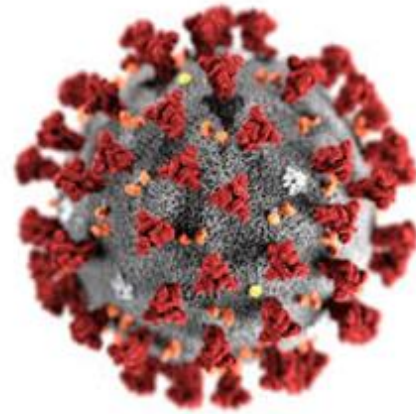
- Intelligence planning
- Development of Incident Action Plan and COP
- Field Safety Plan
- VCC Org structure
- Induction
- Stakeholder identification and risks
- Speaking notes



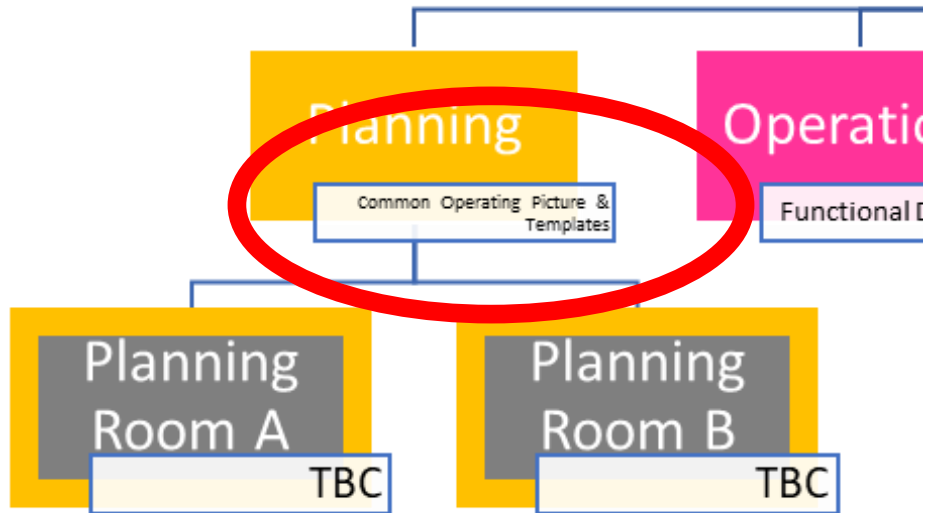
Intelligence cycle

	Phase	Activity
	Planning and direction	Determine the required information, identify reliable sources, plan where you can get it from and how you will get it.
	Collection	Gather the information from the relevant sources
	Processing and investigation	Verify the information and determine how reliable it is (transition from information to intelligence) and process it into a format that supports effective decision making
	Analysis and production	Analyse the intelligence products, determine best case/worst case/most likely.
	Dissemination and integration	Disseminate the intelligence and integrate in the incident management products

Field: Hazards and Controls



Common Operating Picture



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Situation	Direction	Coordination
Description of the event.	Daily Schedule	Org structure for the VCC and relevant contacts
Overview of impacts through registers, lists, graphs, maps.	Mission, Objectives and Strategies (can be included in the latest Incident Action Plan)	Multi agency coordination structure and contacts
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Incident Action Planning



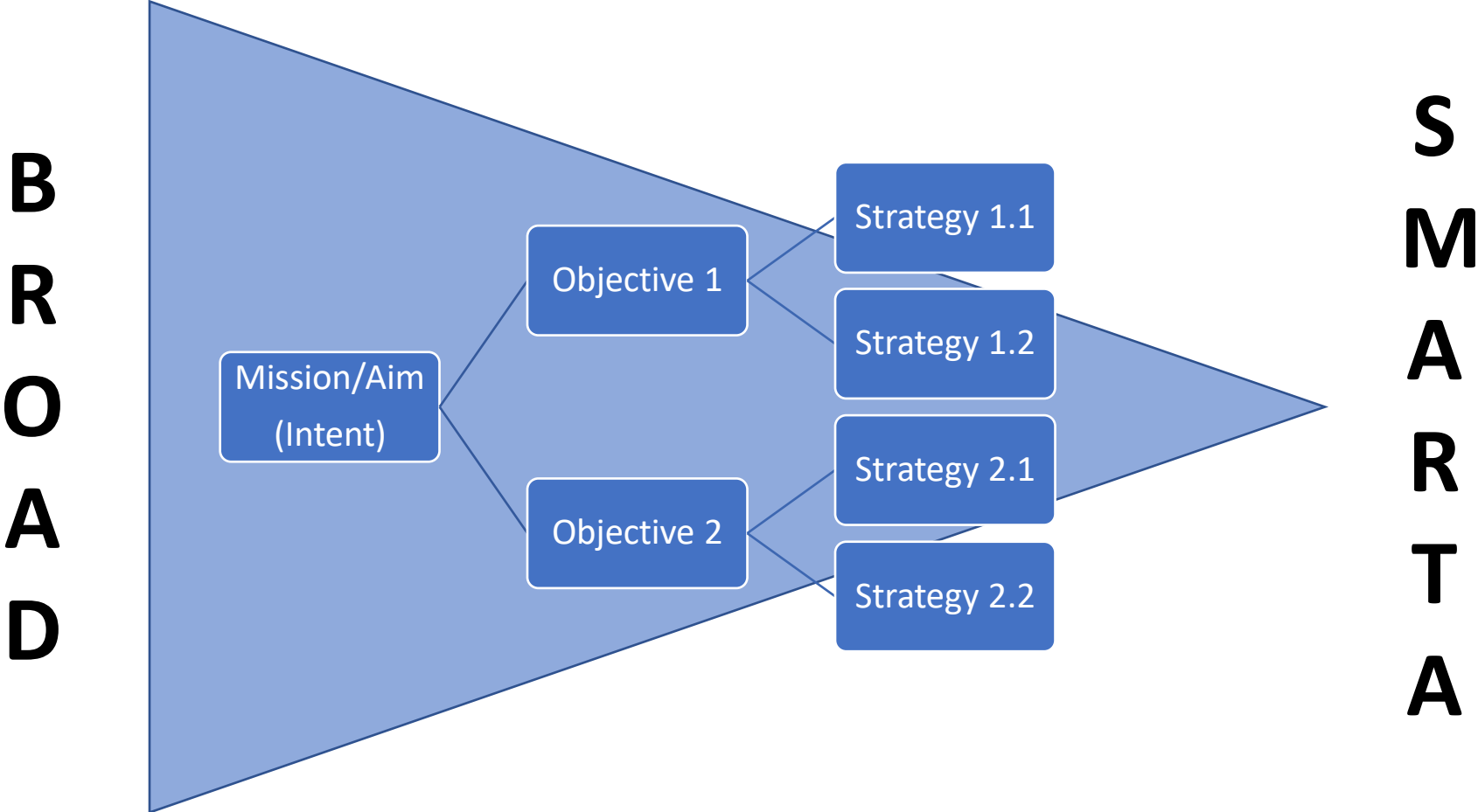
Incident Action Plans (IAPs) in action



Why is an effective IAP so important?



Incident Action Plan (IAP)



Incident Action Planning – Example 1



Let's Plan!



Situation: The troops hungry

Mission/Aim: The staff must be fed

Objective: Get the correct type of pizzas to the troops by lunchtime

Strategies:

R1 Identify who requires pizza and their dietary requirements

R2 Organise funding strategy, confirm procurement process and identify pizza provider.

R3 Organise method of delivery

R4 Organise eating area and implement food safety measures

...etc

(Note: Don't forget by who? By when?)

Incident Action Planning – Example 2



Let's Plan!



Situation: A community is under direct threat of a bushfire

Mission: Protect the community members against the threat of a bushfire

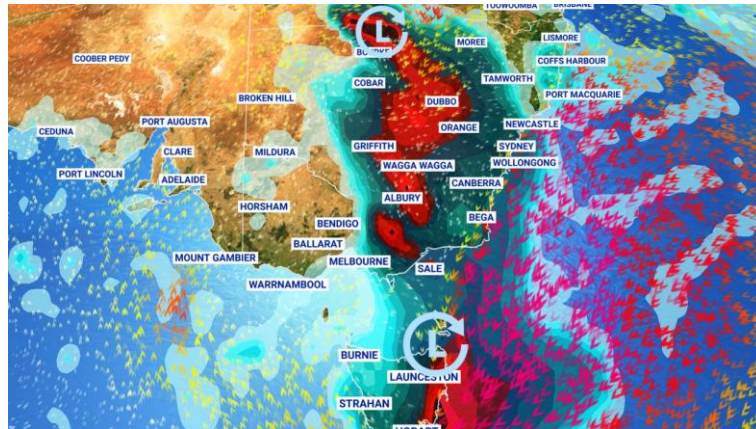
Objective 1: Evacuate the community in the four hours.

Response Strategies: How? & Who?

Incident Action Planning – Example 3



Let's Plan!



Situation: An East Coast Low Pressure System will cause riverine flooding into your local river catchment within 6 hours.

Mission: Protect life and minimise impact to our community and responders

Objectives:

Response Strategies:

Good Incident Action Planning Principles



The principles that should be observed when formulating an IAP:

- Keep it simple
- Ensure your Objectives relate directly to the Mission (Aim)
- Objectives are SMARTA
- Strategies (Tactics) are sequenced to ensure maximum efficiency and effectiveness
- Safety, Safety, Safety - Dynamic Risk Assessment
- Monitor, review and adjust



Exercise instructions

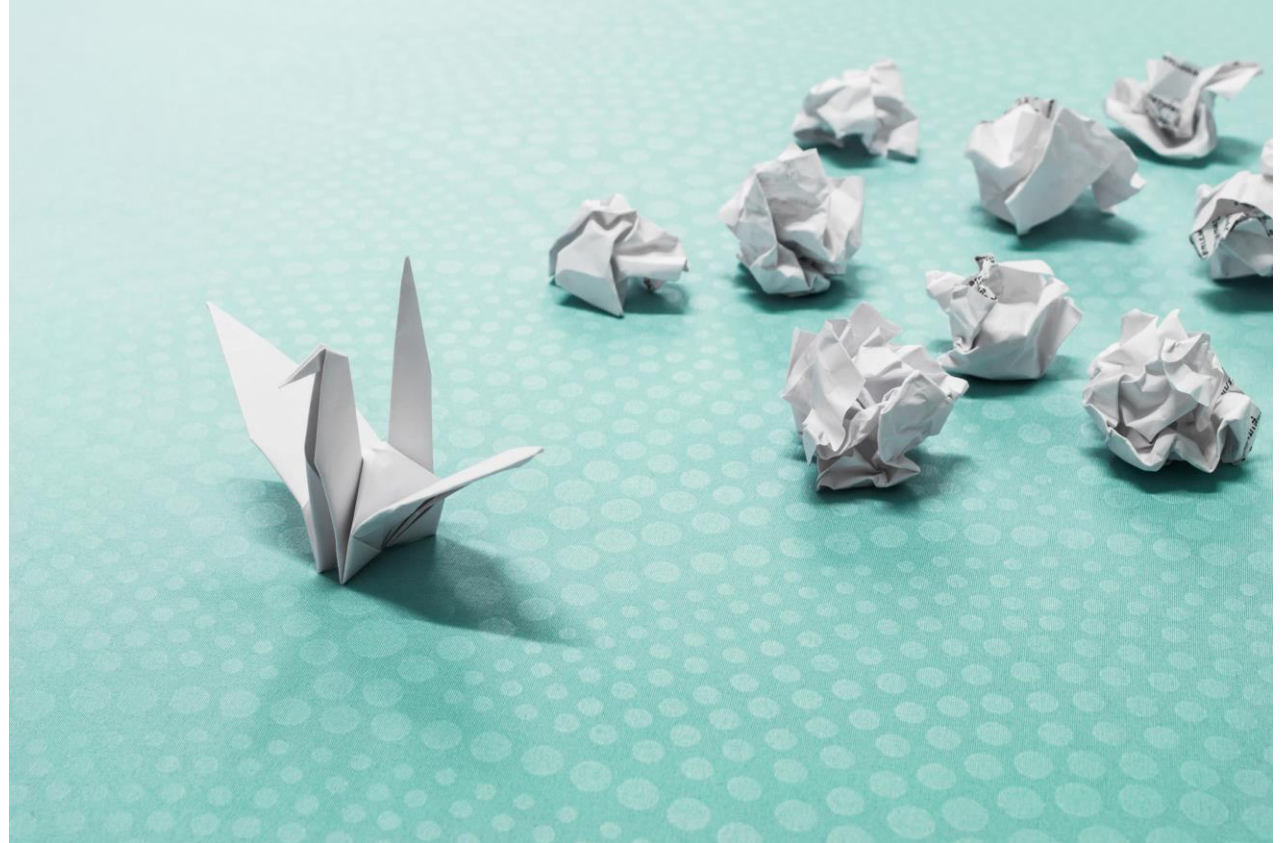
1. The Incident Manager will introduce the scenario and coordinate the activities
2. Mentors are in your channel to assist, guide and support
3. Use your artistic licence where needed
4. The focus is on practicing working together and implementing the processes, not on the quality of the products.

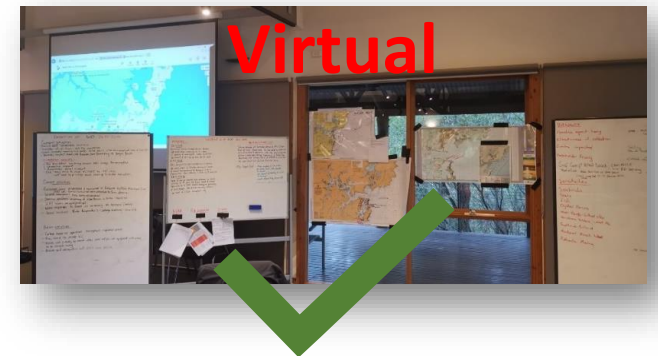
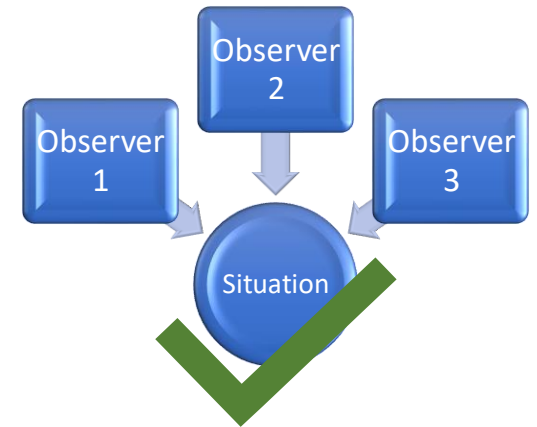
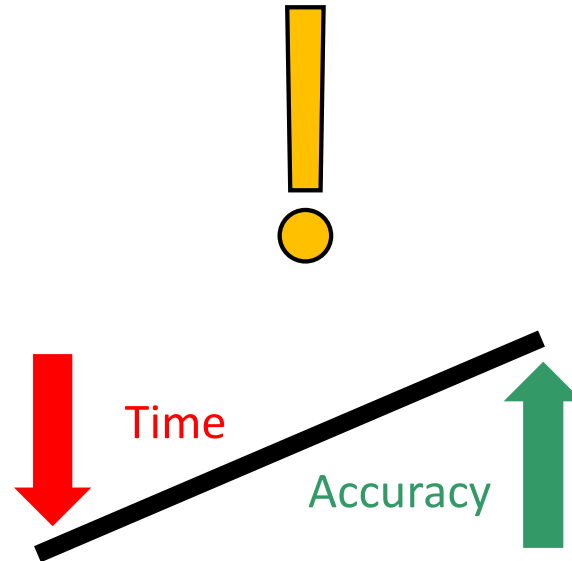
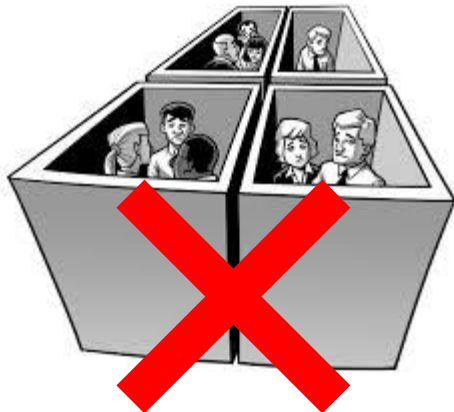
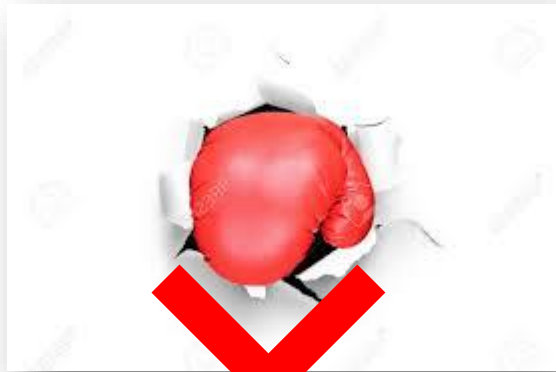
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- Stakeholder identification and risks
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StartEX

Session 5

Friday 18 June 10:30-12:30

Incident Manager's Room Brief

VCC Protocol: Incident Action Plan

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STEP 2:

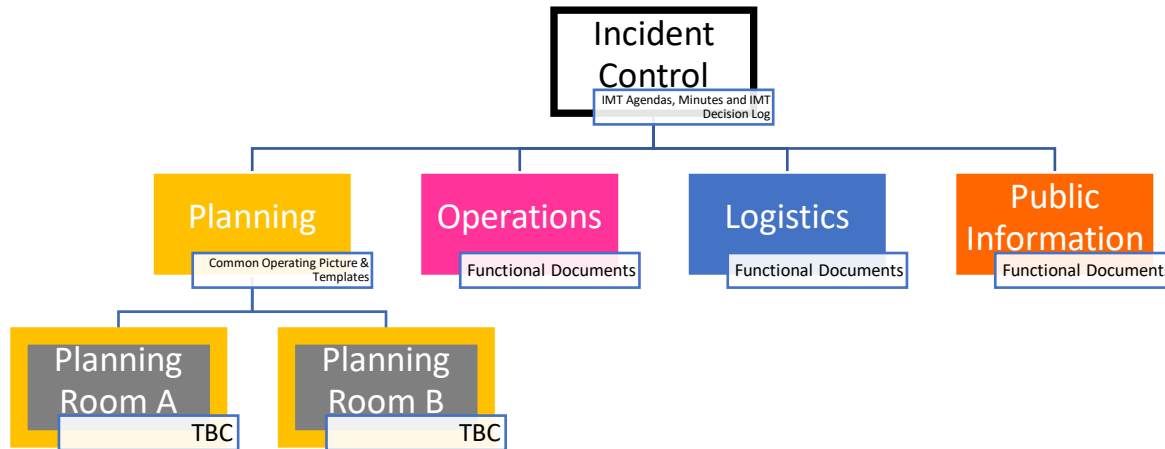
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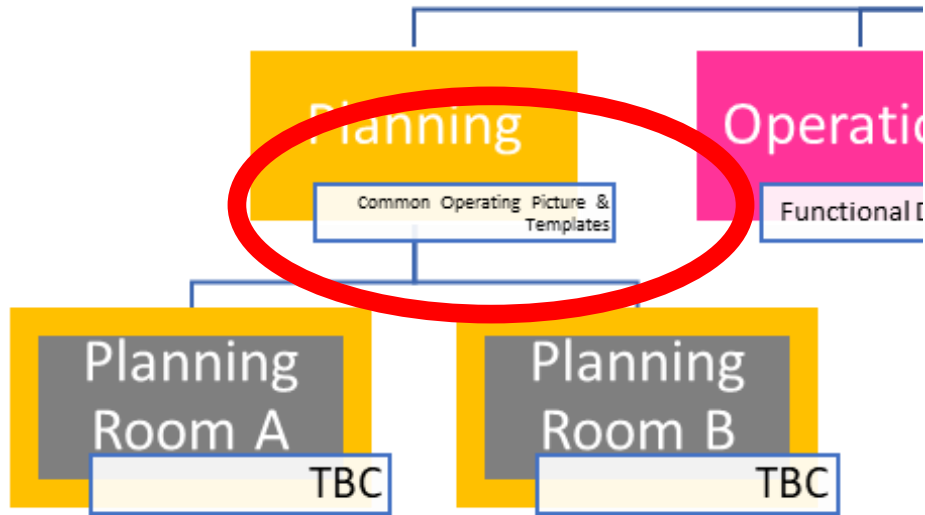
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VCC Protocol: Common Operating Picture



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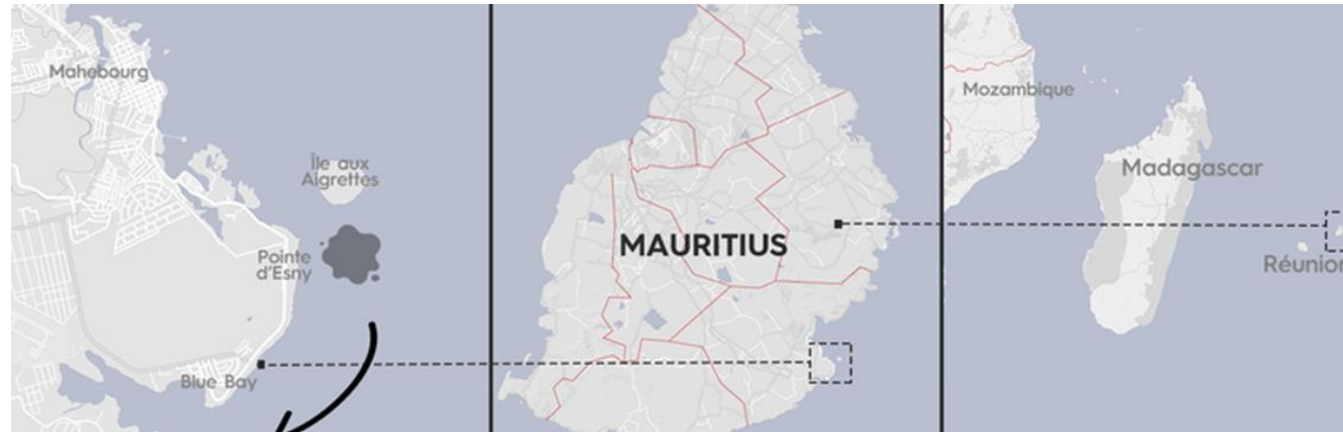
The COP Officer is to regularly check that all information in the COP is verified, approved and up-to-date (most recent version).

Situation	Direction	Coordination
Description of the event. Overview of impacts through registers, lists, graphs, maps. Consider: Sitrep and Intel Report	Daily Schedule Mission, Objectives and Strategies (can be included in the latest Incident Action Plan) Event specific response procedure if available.	Org structure for the VCC and relevant contacts Multi agency coordination structure and contacts Consider: Org structure for that shift Communication Plan Roster

Situation



- MV Wakashio ran aground on a coral reef about 1.6km off Mauritius, releasing approximately 1000 tonnes of crude oil (a quarter of the ship's total cargo) in the Indian Ocean in vicinity of the internationally-recognised Blue Bay Marine Park – polluting the island of Mauritius' once untouched coastline.
- Prolonged pounding by heavy sea conditions has caused further cracking of the ship's hull.
- Ship could potentially break apart and the remaining crude oil released into the ocean
- Declaration of a state of disaster by local authorities and deployment of additional resources, including international IMT resources, to assist.
- The spill has so far extended about 27 square kilometres around the Wakashio.



Task



Your VCC has been tasked by the Lead Agency and Local Authorities to coordinate the response on the island (Mauritius), minimising impacts and community consequence (Human Social, Environment, Economy, Infrastructure/Transport) from the oil spill.

Structure



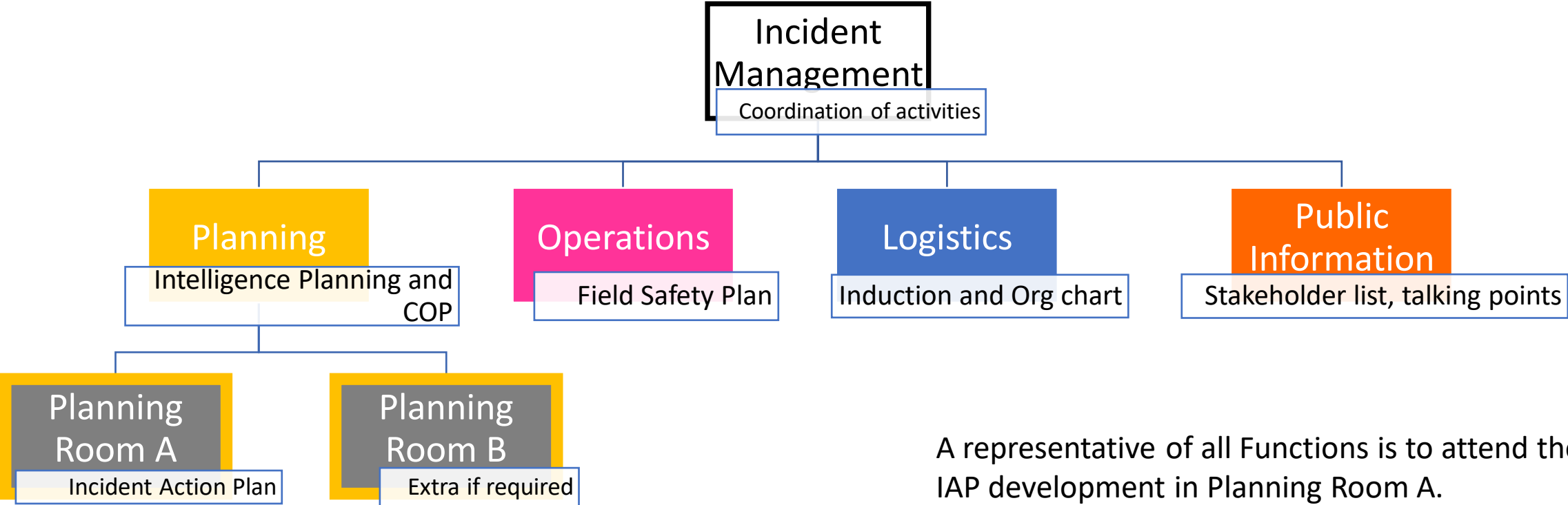
Your VCC is leading the response on the island. To ensure a coordinated approach to your response, you are liaising with local community groups and suppliers, Government agencies (Maritime, Environment Protection, Communities, Public Works), emergency services, emergency volunteer organisations, charities, elected officials and Local Government for support with cleaning beaches.

Various Issue Motivated Groups (IMGs) have raised concerns about the effectiveness of the response to date. Despite COVID travel restrictions, a few international media outlets were able to travel to the island.

There is a partner agency CLEANUP that is responsible for containing the spill and working with the local Port Authority. You receive regular updates from them.

IC	Coordinate the incident management activities.
Planning	<ol style="list-style-type: none"> 1. Develop the plan for gathering intelligence – what do you need to know, where are you going to get the information from, how will you process, validate, store and present it? (Planning Channel) 2. Develop the Aim, objectives and response strategies in the IAP in consultation with the other functions (Planning person(s) to join Planning Room A) 3. Collate the relevant information and set up the Common Operating Picture (consideration: how do you timestamp data and how do you relay reliability/verification status) (Planning Channel) 4. Assist PI with the stakeholder risks (Planning person(s) to join PI channel)
Operations	<ol style="list-style-type: none"> 1. Liaise with Planning to determine appropriate response strategies for the IAP (Operations person(s) to join Planning Room A) 2. Assist PI with the stakeholder risks (Operations person(s) to join PI channel) 3. Develop a Safety Plan for the field (Operations Channel) 4. Determine how you will do task management in the VCC (Operations Channel)
Logistics	<ol style="list-style-type: none"> 1. Contribute to the IAP and identify logistical challenges in this scenario and liaise with Planning how that will affect the response strategies (Liaise with Planning Room A) 2. Develop the VCC Induction (Logistics Channel) 3. Develop the VCC organisational chart (Logistics Channel)
Public Information	<ol style="list-style-type: none"> 1. Contribute to the IAP (Planning Room A) 2. Conduct a stakeholder analysis and identify stakeholder risks across all functions. (PI Channel) 3. Write talking points for the Local Government representative that addresses the concerns of the community and IMGs. (PI Channel)

Location for tasks – Session 5



A representative of all Functions is to attend the IAP development in Planning Room A. All Functions are to assist each other with product development.



Brief back

Thoughts about Session 1-3



- What worked well?
- What was challenging?
- What can we do to improve?

Exercise Network

Session 6

18 June 2021



Structure of this session

Segment	Session 6 -	Timings
Introduction/Induction/Recap	10 mins	14:30-14:40
Process and practice refresher/guest speaker	20 mins	14:40-15:00
Incident Manager brief	10 mins	15:00-15:10
Execute tasks	45 mins	15:10-15:55
Brief back on tasks per Function	15 mins	15:55-16:10
Exercise debrief	20 mins	16:10-16:30

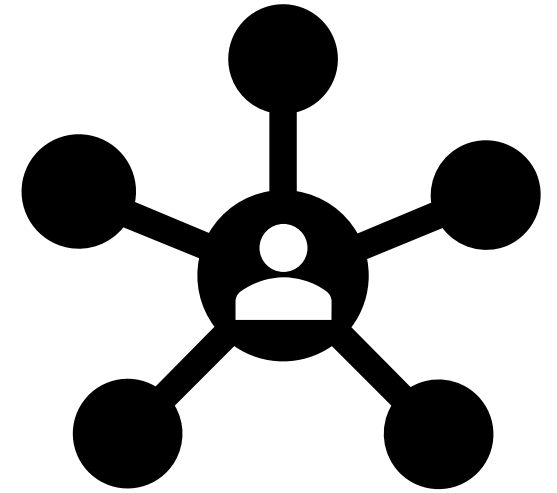


Recap

- What did we learn from this morning?
- What will we do differently?

The *purpose* of this session is to practice and test.

- Having an IMT meeting with Agenda and Minutes
- Multi agency coordination
- Sitrep
- Stakeholder analysis
- Communication planning
- Briefing





Multi agency coordination

Stakeholder engagement



Objectives:
INFORM
WARN
DIRECT
ENGAGE
COLLABORATE



Guest speaker

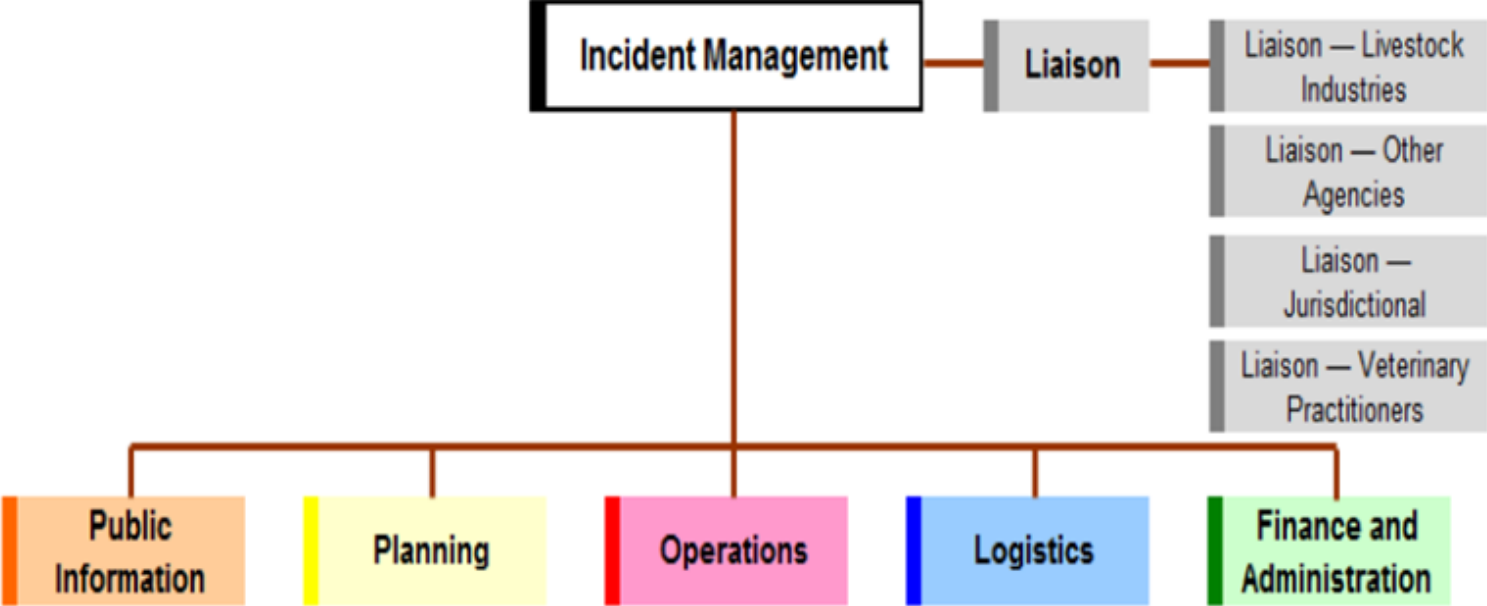
Kirsten Phillips

Manager, Engagement

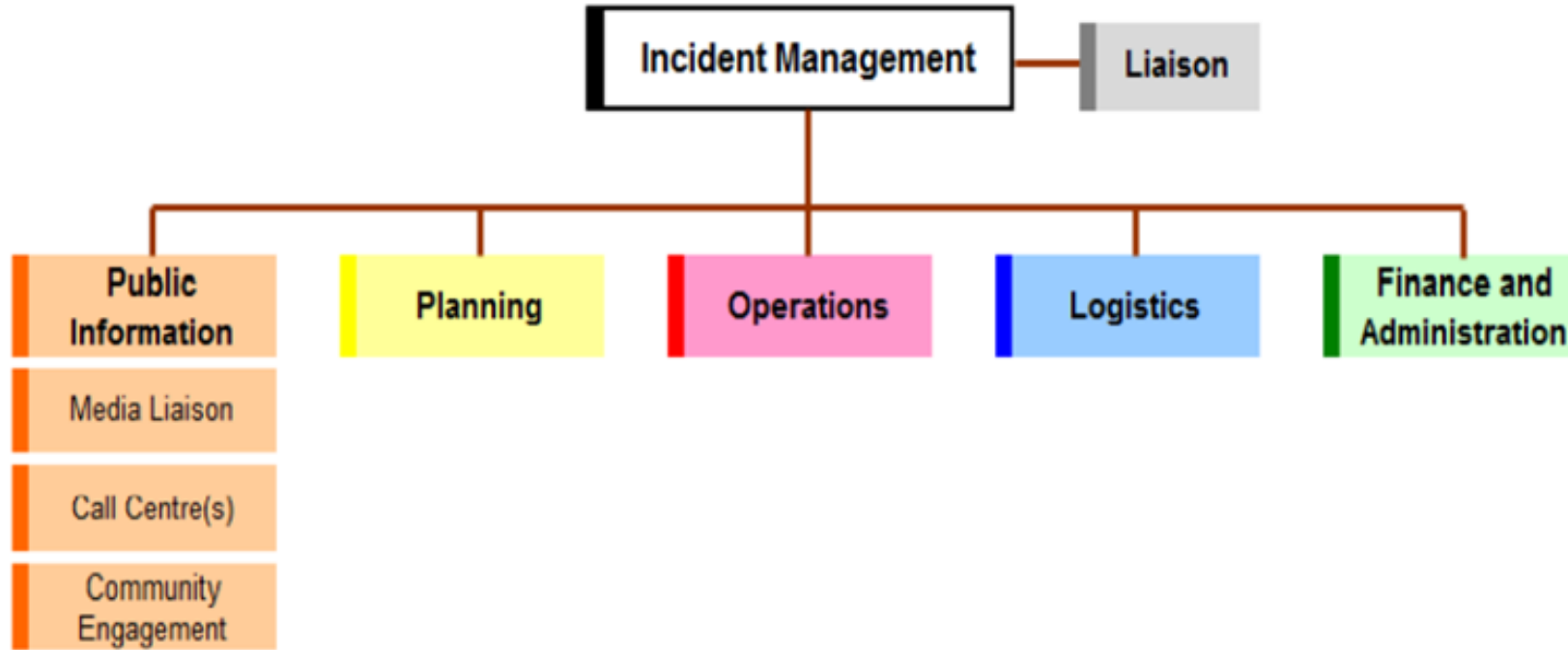
Biosecurity Queensland

Department of Agriculture and Fisheries

Liaison



Public Information Function



Stakeholder management and communications



- Tell them what **we know**
- Tell them what **we don't know**
- Tell them what **we are doing**
- Tell them what **we want them to do**

- Individual reputation/s
- Organisational reputation/s



Understand information needs

- What is the threat?
- What do I need to do to prepare?
- What do I need to do to protect my farm?

Or;

- What is the emergency
- What does it mean for me?
- What do I need to do?
- Where can I go for help?

Briefings - SMEACS

- **Situation:** What is happening – now and projected
- **Mission:** What are we trying to achieve
- **Execution:** How are we going to achieve our mission
- **Admin and Logistics:** What resources are available to support us
- **Coordination, Command, Communications:** Structure and communication systems/strategies
- **Safety:** Any specific safety considerations and controls

Session 6

Friday 18 June 14:30-16:30

Incident Manager's Room Brief

Situation

At approximately 0530hrs this morning, it was reported that a pod of 60 Whales were found beached at an Australian island.

This island is known for its 4WD/camping/ fishing tourism and can only be accessed by ferry.

The island has 2239 inhabitants and is home to a large indigenous community.

You are the lead Government agency (Environment, Wildlife and Tourism) operating from the VCC.

Response agencies involved include:

Fire, SES, spontaneous volunteers, animal rescue agency, local major Tourist Marine and Conservation Park, residents, police, Council, Surf Life Saving, EPA

Other stakeholders include the local community and animal rights activists.

Stranded whales



FOR EXERCISE ONLY

Mission

Attend to welfare of the whales in a timely manner, humane euthanasia and disposal of carcasses as needed.

Execution

- Provide hydration, shelter, for stranded whales
- Manage public access and messaging- communications plan
- establish a VCC initially with handover to LCC in 6hrs time

Administration

- Use templates available in Exercise for Comms plan
- Sitrep developed by 1500 – main audience Govt and operational stakeholders
- prepare handover materials

Attend to animal welfare of the whales in a timely manner, humane euthanasia and disposal of carcasses as needed.

Communication

- Develop plan for comms at every level
- Monitoring briefs to Ops manager- on ground liaison/ ground observers

Safety

- Personal safety with large animals
- (Public interference and abuse)
- (fatigue)

VCC Protocol: Sitrep

STEP 1:

The IC is to select the team to work on the Sitrep from all the Functions and allocate them to a Planning Room.

STEP 2:

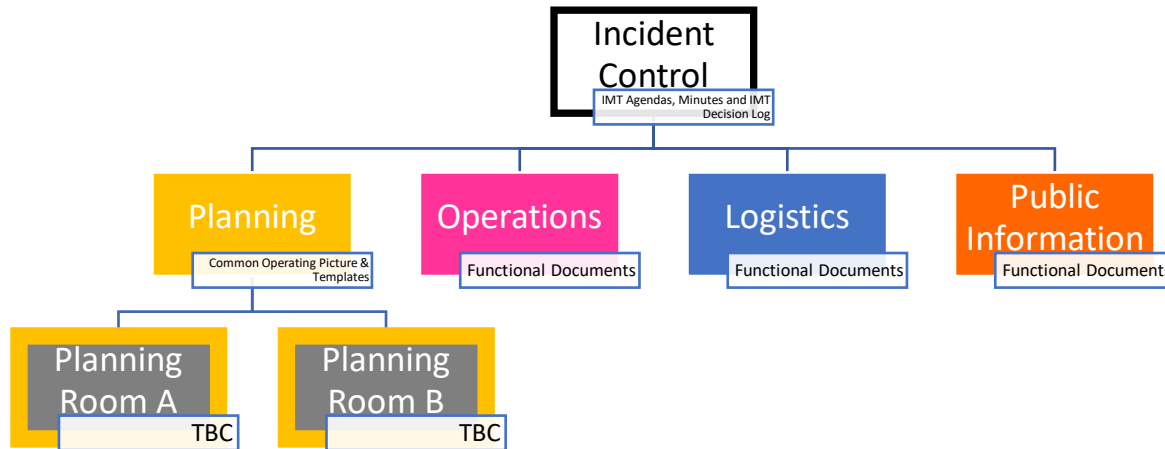
The selected staff attend the allocated Planning Room and open the Sitrep template located in the 'Files' section of Planning.

STEP 3:

The team is to complete the Sitrep and once completed and approved by the Planning Manager to move it to the 'for approval' folder in the Incident Control Channel. The Planning Manager is to send an @message to the IC that the Sitrep is ready for approval

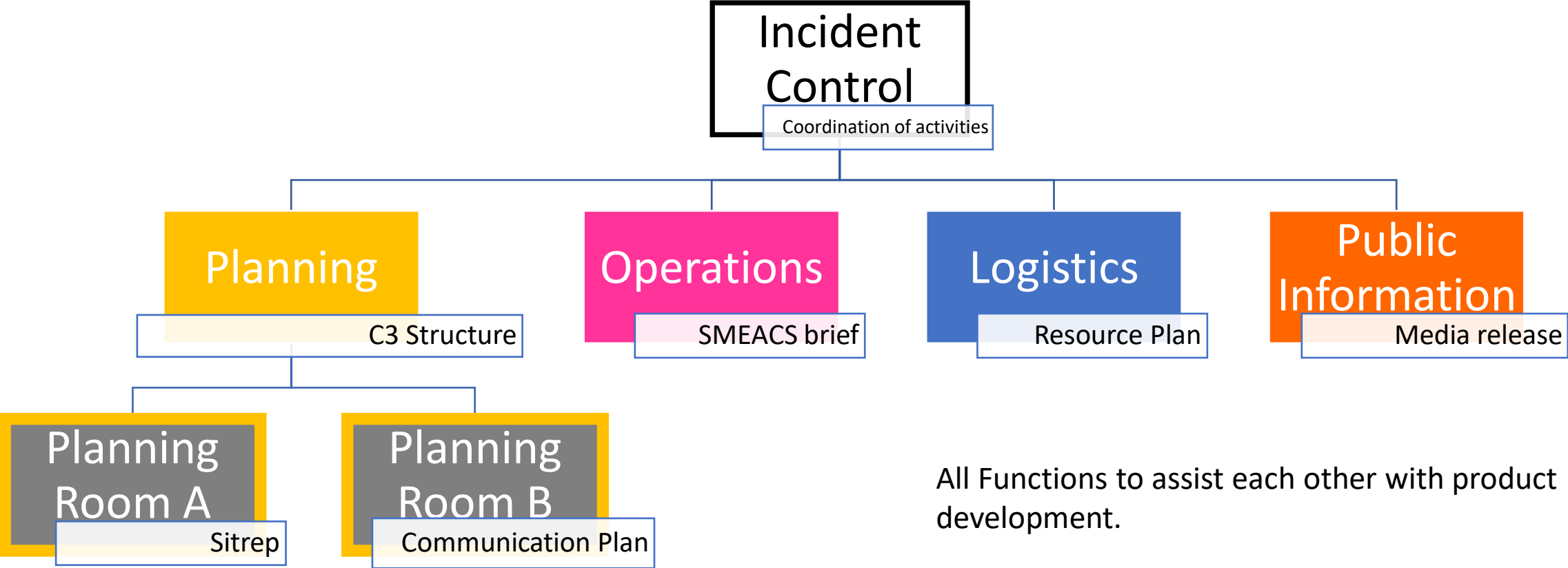
Step 4:

The IC is to review the Sitrep and once approved relocate to the folder COP in Planning and issue a broadcast to inform all that the updated Sitrep is available.



IC	<ol style="list-style-type: none"> 1. Strategic planning of internal and external communication and coordination 2. Conduct an IMT meeting (including Agenda and Minutes) 3. Discuss Communications Plan at the IMT
Planning	<ol style="list-style-type: none"> 1. Develop a Sitrep to enable effective information sharing with the other agencies (Planning Room A) 2. Map the potential Control and Coordination structure in consultation with the other functions (Planning Channel) 3. Develop a Communications Plan in collaboration with the other Functions (Planning Room B) <ul style="list-style-type: none"> • Operations: response agencies • Logistics: suppliers, partners • PI: stakeholder groups, like general population, tourists, issue motivated groups, local indigenous community, elected officials
Operations	<ol style="list-style-type: none"> 1. Assist Planning with the Communications Plan (Planning Room B) 2. Prepare a SMEACS for the IC on the proposed field operation, including the following considerations: (Operations Channel) <ul style="list-style-type: none"> • How do you coordinate activities with the various agencies that are deployed • How are you going to communicate? What method/equipment is required? • What resources are required to support field operations (work with Logistics)? • What are the safety considerations
Logistics	<ol style="list-style-type: none"> 1. Assist Planning with the Communications Plan (Planning Room B) 2. Prepare a Resource Plan (Logistics Channel)
Public Information	<ol style="list-style-type: none"> 1. Assist Planning with the Communications Plan (Planning Room B) 2. Write a media release that mitigates any potential concerns from the local community and issue motivated groups (Public Information Channel)

Location for tasks



All Functions to assist each other with product development.



Session 4-6 Debrief

- What do you feel went well?
- Did this training exercise improve your understanding of how to work together effectively?
- What do you feel was challenging?
- What can be done to improve virtual preparedness?