

Standard Operating Procedure for Conducting EMEx:

Introduction:

Emergency Management Exercise (EMEx) is a capacity building week-long exercise conducted to test the response mechanism that is in place in a disaster-prone city/town. The exercise is designed to harness the strengths and capabilities of the different departments/ institutions/ organizations that are responsible for carrying out the emergency response mechanism in an event of a disaster.

The exercise involves trainings, workshops and mock scenarios participated by various professionals for disaster management in the city, viz. regional emergency responders, educational institutions, hospitals, health professionals, humanitarian agencies, state agencies, members of the community, non-government organisations, civil society organisations and professionals working in related fields to assess the cities / towns disaster preparedness and resilience.

The week-long exercise provides an environment for the participants to build up inter agency communication and coordination for responding to a disaster. It helps in developing new skills for emergency management and mass casualty events, and to work together to develop a multi-disciplinary, coordinated response to local disasters and emergencies. It becomes an important tool for evaluating and assessing the capabilities of the emergency responders and to test the current plans and identify gaps in existing capacity and systems.

EMEXs provides for efficient disaster preparedness in a city which is vulnerable to multi-hazards and at the same time has a history of several disaster occurrences with its devastating effects on infrastructures, utilities and lives of people.

EMEx was originally designed by a team from Harvard Humanitarian Initiative, experts from Cornell Columbia Hospital and other institutions in US and tested around the world including India. The National Disaster Management Authority, GoI has taken-up EMEx as a systematic approach to capacity building in urban areas in emergency preparedness and periodic testing of its response capabilities.

Objective:

1. To test response capacity of the city to a multi hazard scenario
2. To test the existing capacity of the first responders /Emergency Support Functionaries (ESF)
3. To test uses of existing departmental DM plans & SOPs of concern line departments
4. To test the level of coordination in response
5. To evaluate the level of community awareness and preparedness

Proposed Tracks for EMEx:

1. HOSPITALS PREPAREDNESS & EMERGENCY MANAGEMENT
2. MASS CASUALTY HANDLING FOR NURSES & PARAMEDICS
3. SEARCH AND RESCUE
4. SCHOOL DISASTER PREPAREDNESS
5. WATER & SANITATION
6. RESCUE OPERATION FOR CATTLE & CARCASS DISPOSAL
7. MANAGING RELIEF OPERATIONS & COMMUNICATION DURING EMERGENCY
8. SAFE BUILDINGS

A brief note on the various tracks of the proposed EMEx:

1. HOSPITALS PREPAREDNESS & EMERGENCY MANAGEMENT (2 days):

While EMS and other first responders provide initial trauma care in the disaster setting, the hospital will be the ultimate destination for majority of survivors. This course is aimed at improving the ability of hospital management to organize intra-hospital care during mass casualty events. With considerations of surge capacity and local physical conditions at the forefront, participants will be able to develop unique plans to coordinate the delivery of care at all levels and effectively assess and mobilize hospital resources. This course is targeted at hospital administrators, Emergency Physicians and casualty medical officers.

2.MASS CASUALTY MANAGEMENT(2 days):

This course has been carefully designed to give first responders - EMS or Paramedics AND nursing staff working in the emergency department the confidence, skills and knowledge they need to provide the highest level of immediate care in a disaster setting. Beginning with basic, critical skills like CPR, log-rolling and extrication, physiological basis of life support, early trauma management and triage will be covered during this training programme.

3 .MANAGING RELIEF OPERATIONS & COMMUNICATION DURING EMERGENCY (1 day):

This training will focus on the effective management of relief operation at micro level and communication with concerned officials and Aid agencies, existing rules, protocol and government policy. Current global trends in communication technology will also be discussed. Circle Level Land Management & Conservation Committee members and Gaoburah will be the participants of this track.

4 . SEARCH AND RESCUE (3 days):

The search operation and provision of aid to people who are in distress or imminent danger is vital in emergency response. This course will provide Search and Rescue personnel with the

skillset they need to successfully complete search and rescue missions. F&ES, SDRF, Police, Traffic Police, Civil Defence, Home Guards, NYK & nominated representatives of Sainik Welfare Board will be the participants of this track.

5. SCHOOL DISASTER PREPAREDNESS (2 days):

A two-day course on school disaster preparedness and preparedness audits is targeted at educational administrators as well as students. Inspector of Schools, DEEO, Teachers & Students ,BEEO & SIs will be the participants of the track.

6. WATER & SANITATION (1 day):

This course will impart to the sub district level PHE staff, ICDS staff, NRHM staff , Municipal staff & Sanitation Committee members. The course will include an overview of various components of disaster response, various Public health issues and practical tools to evaluate these components.

7. RESCUE OPEARTION FOR CATTLE & CARCASS DISPOSAL

This course is designed for doctors & other sub district level filed staff of veterinary and animal husbandry department.

8. SAFE BUILDINGS

Structural safety of public & individual buildings is vital to minimize casualty in the event of an earthquake. Assam is located in seismic zone V and has a history of major earthquake in past. This course is design to impart knowledge of earthquake resistant construction techniques & norms for safety assessment for civil engineers of T&CP,PWD(B),Municipalities, SSA engineers posted in the districts.

Standard Operating Procedure for conducting EMEx

1. DDMA will finalize date and constitute a committee for the conduct of the EMEX.
2. A meeting of the Committee will be conducted to finalize
 - Tentative venues for the different events i.e. inaugural functions, training tracks, table top & hot wash.
 - Locations for conducting field drill
 - Hospitals where patients will be carried on the day of the field drill
 - VIPs to be invited for various events
 - Finalize availability of ambulances & Radio sets with operators for the field drill
 - Volunteers for field drill
 - Availability of projectors, laptops, generator/power backup, vehicles & accommodation for Resource Persons.
3. DDMA will notify Nodal officer/Sub Committee of the Committee for organizing
 - (a) Food supply through proper process. (All food should be packed & food supplier will ensure garbage lifting from the venue each day).
 - (b) Vehicle (ASDMA suggest DDMA's to utilize officials vehicles placed to Revenue Circles & Block Development Offices during the exercise to save public money)
 - (c) Accommodation of resource persons & VIP reception
4. DDMA will visit the tentative venues suggested by the Organizing Committee and finalize the venues for various events of the EMEX, considering

(a) Hall for inaugural function will be an auditorium with 500 capacities.

(b) Venue for each of the training tracks will be having sitting capacity of 60-80. Power backup facility, Toilet facility

(c) Venue for table Top exercise will be having sitting capacity of 500 and not having fixed furniture, so that tables & chairs can be arranged in groups.

(d) Hot wash/valedictory function on the last day in the afternoon will be held in the same venue where inaugural function organized

5. Nodal officers will be notified from line departments for looking after arrangement for each of the training tracks. The nodal officer will bring one grade III and one grade IV staff from his or her department along with him/her. A Nodal officer will be notified to look after training related matters.

6. A team from ASDMA will visit the district & orient the Committee, Chairman, DDMA & CEO, DDMA using audio visual tools on the process of conducting the EMEx. Minutes of the meeting will be recorded.

7. Nodal Officer for the Training will send request letters for the participants to the concerned heads of the line departments.

8. Every department will nominate name of the participants along with their contact details to DDMA & DDMA in District EOC will create a database of the participants. The database will be complete at least two weeks prior to the event.

7. DEOC will send group SMS to the participants one day prior to the EMEx and time to time before any major events i.e. Inaugural function, Table Top exercise, Field drill and Hot-wash/valedictory function.

8. Resource Persons for various tracks will be identified by the DDMA & DDMA will communicate with the Resource Persons at least 6 weeks prior to the event. So, that they can arrange their schedule for the EMEx and prepare necessary presentations and resource materials.

9. An event management group/vendor will be selected for logistic support to the venues. Contact details of the vendor will be shared with the

nodal officers of the each venue.

10. DDMA will conduct 2 press meets prior to EMEx. One in the afternoon on the day before inaugural function. DC & Chairman, DDMA will address press. Subsequently, written press release will be given during conduct of EMEx.

11. DDMA will prepare a detailed awareness & advertisement /media plan with the to popularize the event

12. DDMA will prepare logo for the event and get it approved by the Committee.

13. ASDMA will host information on the EMEx on its website.

13. Although funds for the conduct of EMEx will be provided by ASDMA to the districts, DDMA is encouraged to take promote sponsorship with various flagship programme like NRHM,SSA,RMSA and other corporate agencies to make them stakeholders in the endeavour.

14. For Table Top Exercise DDMA will identify a Resource Person to develop a district specific scenario like refinery fire, Earthquake, Flash flood etc. at least four weeks prior to the event and present it before the groups during table top exercise. Time to time, injects like road blockage, law & order problem etc will also be given to the groups. Trainers will facilitate respective groups in the table top exercise. Each group will choose a team leader to present the group's strategy to response to the given situation.

15. Field drill will be conducted in chosen location like school building, market, Government office etc. DDMA will conduct a meeting with the heads of the institutions chosen for field drill and apprise them about the field drill and their roles.

- All the responders i.e. SDRF, F&ES, Ambulances, Traffic Police, medical response team and staging area manager will be gathered by DDMA on the afternoon of the day before the field drill and brief about their roles and responsibilities.

- All responders i.e.SDRF, F&ES, Ambulances, Traffic Police, medical response team will report in the staging area and be despatched from staging area only.

- District Incident Response Team members will gather in DEOC for coordinating response on the filed drill. Communication with the responders will be done over police radio presuming that mobile and land line connection goes disrupted. Sequence of the field drill is given as annexure-I

- CEO,DDMA will be Incident Commander. He/she will coordinate with the responders. All resources will be gathered in a Staging area & after

keeping records only will be despatch to the incident sites.

- Observers will keep records of the response of every responders i.e. Ambulance, Staging area, SDRF, F&S, Police, Paramedics, doctors in response during the operation.

16. During Hot Wash/valedictory, observers will brief on their observers and identify the existing gaps and suggest future improvement.

17. ASDMA will prepare tentative budget for the event & provide it with the fund to the DDMA.

18. Check list for self-evaluation will also be provided by the ASDMA to DDMA's so that they can monitor progress in organizing the event.

19. DDMA's will ensure proper documentation of the event with adequate photography & video recording and prepare a comprehensive report after completion of the event for future reference.

Plan of action and Responsibilities for conducting EMEEx :

	Time frame	Activity	Who is Responsible
Before the Programme			
1	12 weeks before the event	Constitution of Organizing & Steering Committee	Chairperson, DDMA
2	11 weeks before the event	Meeting of the Organizing Committees for the conduct of EMEEx	Chairperson, DDMA
3	11 weeks before the event	Track finalization & meeting of the Sub Committees	CEO,DDMA assisted by DPO,ASDMA
4	10 weeks before the event	Identification & finalization of Venue for trainings and logistical arrangements	CEO,DDMA/ DPO,ASDMA
5	8 weeks before the event	Correspondence with various agencies & Knowledge Institutions for assistance in Training, Table Top and Field drill	CEO,DDMA/ DPO,ASDMA
6	6 weeks before the event	Seeking nomination from concerned Heads, Creation of data base & Invitation of the participants in various tracks	CEO,DDMA/DPO,ASDMA
7	8 weeks before the event	Orientation of District IRT members	CEO,DDMA assisted by DPO,ASDMA
8	6 weeks before the event	Choose food vendor & event support group(for providing laptop, projectors, gen-set etc) through due process	CEO,DDMA/DPO,ASDMA/ Sub Committee for Food
	6 weeks before the event	Notification of nodal officers for tracks, logistic, food and training and briefing them	CEO,DDMA/DPO,ASDMA
9	4 weeks prior to the event	Prepare scenario for the table top Exercise	CEO,DDMA/DPO,ASDMA/SP/F&ES
9	4 weeks prior to the event	Field Drill Scenario Planning	CEO,DDMA/DPO,ASDMA/SP/F&ES

10	3 weeks prior to the vent	Arrangement of Volunteers & makeup artists for field drill	PO, DDMA/NYK/CIVIL DEFENCE
	3 weeks prior to the vent	Invitation of Dignitaries	CEO,DDMA/DPO,ASDMA
	3 weeks prior to the vent	Accommodation of Resource persons and Guest	PO, DDMA/Nodal Officer
11	2 weeks prior to the event	Finalization of database	PO, DDMA/Nodal Officer
12	1 week prior to the event	Media campaign	DIPRO
During the Programme			
13	1 day prior to inauguration	Arrangement of refreshment, Lunch etc./VIP refreshment	CEO,DDMA/ Sub Committee for Food/Nodal Officer
	1 day prior to inauguration	Venue wise logistical arrangements like, LCD, Laptop, stationaries, Printers, Banners/ handing over training materials to the Nodal officers	DPO,ASDMA/Nodal Officer Training/Nodal Officer tracks
	1 day prior to inauguration	Press meeting	DIPRO
	1 day prior to inauguration	Briefing of responders & Volunteers in staging area	DPO,ASDMA
	1 day prior to inauguration	Sending of Group SMS to the participants in the mobile number collected in database	DPO,ASDMA

the ambulance services like 108,104 etc.to be used during Field drill have to be ensured

- Manikins and other teaching aids will be provided by Jt. Director Health Services

3. SEARCH AND RESCUE(3 days)

Description of specific action:

- SP will nominate personnel from F&ES,SDRF, Home Guards ,Police, Traffic Police ,SWB,NYK &Civil Defence
- The training venue must have adjacent open space to conduct hands-on training
- Trainers from NDRF or Fire & Emergency Services/ Civil Defence will be the Resource Persons
- Traffic Police will arrange scene tap, Cone used for marking accident site etc.
- F&ES will arrange Stretcher, tarpaulin, rope and other Search & Rescue equipment to be used in the training

4. SCHOOL DISASTER PREPAREDNESS(2 days)

Description of specific action:

- Participants on day 1 will be Inspector of Schools, DEEO, Teachers & Students ,BEEO & Sis.
- On day 2 students along with teachers will attend the training
- IS will nominate Resource persons from among the teachers who

3. Police/Superintendent of police /CEO-DDMA

4. Education dept./DEEO & IS

attended ToT course organized by the ASDMA

- Students will be accompanied by their class teacher
- If School buildings are chosen for Field drill , teachers & students from that school will have to attend the training . The selected schools will bring with them their School Disaster Management Plan

5. WATER & SANITATION (1day)

Description of specific action:

- District level PHE staff, ICDS staff, NRHM staff , Municipal staff, NGO & Sanitation Committee members will be nominated
- EE,PHE will arrange Resource Persons from the group of Resource Persons they invite for UNICEF WATSAN Programme

6. RESCUE OPEARTION FOR CATTLE & CARCASS DISPOSAL(1 day)

Description of specific action:

- District & Sub District level Veterinary & animal husbandry officials ,Municipal/Town Committee officials will be nominated
- District Veterinary Officer will arrange Resource Persons

7. MANAGING RESCUE,RELIEF OPERATIONS & COMMUNUCATION DURING EMERGENCY

(1 day)

Description of specific action:

- Circle Level Land Management & Conservation Committee members and Gaoburah will be nominated
- CEO-DDMA/ADC/SDO/CO or any officer nominated by Chairman-

5. Public Health Engineering/EE,PHE

6. Veterinary & Animal Husbandry/DVO

7. ADC-Revenue/CEO-DDMA

DDMA ,who has sufficient experience of managing relief operation will train the participants as per guideline of the Disaster Management Manual-2015

- District IRT members will also attend this training.

8. SAFE BUILDINGS(1 day)

Description of specific action :

- Civil engineers of T&CP,PWD(B),Municipalities, SSA engineers posted in the districts will be nominated
- EE,PWD(Building) will arrange Resource Persons from among the engineers trained in the training programme organized by ASDMA or any other Resource Persons from knowledge institutes like Engineering College, Polytechnic or ITI
- Equipment like Non Destructive Test equipment etc. for the training will be arranged by PWD(B)

TABLE TOP EXERCISE

Description of specific action:

- DDMA will arrange Resource Persons for the Table Top exercise
- Scenarios to be finalized beforehand
- The hall should not have fixed furniture, so that tables and chairs can be arranged in groups.
- The venue should have sufficient parking space & power back up(Genset)
- Trainers will identify lead track on the basis of individual interest and performance. They will lead the tracks in Table Top exercise
- Trainers may be requested to attend the groups during Table top exercise, so that they can assess if newly acquired knowledge is utilised or not

8. PWD(B)/EE,PWD/CEO-DDMA

FIELD DRILL

Description of specific action:

- Participants from these hospitals ,where the casualties will be brought on the day of field drill have to be ensured in Training Track and various preparatory meetings
- APRO will have to provide radio sets with operators for communication during field drill
- Responders, Stage artists, Volunteers & Ambulances drivers will be briefed in the Staging area on the day before the Field drill
- Stage artists & Volunteers will report on the day of the drill at least 3 hours before the scheduled drill.
- The Volunteers /stage artists to be shifted to the drill sites by vehicle
- Emergency Medical Service/Medical Response Team to be placed at the site for triage
- Card written with the details of injury will have to pin up in the mock casualties .Medical responders will conduct triage on the basis of the cards
- DDMA will use Sirens to trigger field drills in various locations
- Siren to be placed at the DEOC & other sites of the drill and operators to be fixed for blowing the sirens indicating start of the drill
- Staging area should have two gates ,one for entry and another for exit
- DTO is usually designated as Staging Area Manager during field drill in the districts. He will be assisted by other 2 officers & radio set operators

Sequence for field drill:

11.00 AM EQ strikes (Siren will Sound at DEOC)

11.05 AM District IRT assembles in DEOC

11.07 AM A runner come to DEOC & to inform that Fire caught up in Urban School & parts of ADP College building collapsed .Some students are trapped

11.08 AM Incident Commander(IC) informs Police to verify the report
Staging Area manager asked to activate and to deploy resources (SDRF team/Fire tender/Ambulance/Medical QRT to site from Staging Area)
IRT directs Joint Director Health Services to activate Hospitals to receive casualties

Interim reports received from affected sites about rescue operations and Planning Chief accordingly makes the Action Plan

Staging Area Manager informs about deployment to Operation Section Chief as well as Planning Section Chief.

Operation Section Chief also shares the information with Planning Section Chief.
Planning Section Chief collects field information through Situation Unit & Prepare Incident Action Plan (About Situation, Resource Deployment & new information Regarding Road Accident)

11.45 AM Incident Commander Brief about the overall situation to Responsible Officer (Incidents, Casualties, forces deployed, Number of casualties sent to different Hospitals etc.)

All clear signal received from site for closure of operations