This document will guide you through facilitating a response drill for wildfires. It presents a disaster scenario, discussion topics, and steps for completing the documentation and conducting a debrief.

For a quick walkthrough or rapid scenario planning discussion (15-minute discussions over coffee or during a regularly scheduled meeting), focus on steps 1 through 3. To conduct a tabletop or functional exercise, complete all the tasks below. The preliminary set-up for a drill is outlined in the document titled “How to Conduct a Drill” in the Ready Rating Resource Centre.

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| Wildfires | Impacts can be regional and severe. |
| Additional sources of information for the scenario | U.S.: [Red Cross Wildfire Preparedness](http://www.redcross.org/get-help/prepare-for-emergencies/types-of-emergencies/wildfire)  Canada: [Wildfires: Information & Facts - Canadian Red Cross](https://www.redcross.ca/how-we-help/emergencies-and-disasters-in-canada/types-of-emergencies/wildfires/wildfires-information-facts) |
| Resources you may wish to consider or use during the drill | Response plan and procedures, emergency medical and first aid kits, local first responders, fire department, emergency response team, safety and fire wardens, and safety equipment. |

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| **#** | **Tasks** |
| 1 | The facilitator provides introductions, presents drill objectives, and sets the ground rules. For more details, see ‘How to Conduct a Drill’. |
| 2 | The facilitator introduces the scenario. Provide the time and location. Describe immediate impacts on people, operations, or services, as well as the availability and engagement of resources.  **SAMPLE SCENARIO**  Following weeks of drought, vegetation across the county is extremely dry. Temperatures have been unseasonably warm, and winds are high. At [insert time], a power line snaps, falls to the ground, and sparks a fire. The fire, pushed by 25 mph (40 km/h) winds, spreads rapidly through the surrounding acres of grassland.  Within 3 hours, firefighters from three counties/towns are fully committed. Several structures outside of town have burned. Smoke is causing visibility and air quality issues. Local fire officials have issued mandatory evacuation which includes your business. |
| 3 | **Discuss available resources and immediate actions.**  Consider the following:   * What type of notification or alarms would be activated in this situation? * What actions need to be taken to ensure personnel safety? * What are the current and potential impacts on personnel, assets, services, and critical business processes? * What will you need to communicate with personnel, customers, or business partners? Who is responsible for drafting the communication? What method of communication will you use? * How will you address the needs of your customers? * What considerations do you need to make regarding the impact on individual personnel and their families? * What immediate financial costs might be incurred and how do you plan to manage them? * How will you manage staffing? * How are you going to monitor the situation? * What actions do you need to take to continue business operations? * What actions do you need to take to recover processes that have been interrupted?   If you are conducting a functional exercise, then some or all the response actions should be simulated. |
| 4 | **Document key discussions, actions, and decision points.**   * Document the actions that should be taken, the required resources, and the individual(s) or group(s) responsible. * Responses should be as complete as possible. * Revisit and review the discussion points if the scenario involves additional ‘injects’.   These should be compared to what is in existing plans. Where necessary, after-action items should be assigned to revise plans. |
| 5 | **Conduct a debrief.** Discuss the following:   * Did you meet the drill/exercise objectives? * What went well? * What challenges did you face? * How can you improve? * Are there any gaps, changes, and/or additions that need to be made to your plan(s)? For any action items, ensure that you document responsibility and deadlines. |
| 6 | **Document the drill/exercise and lessons learned.** The following forms can be used for this documentation:   * Drill/Exercise History Form * After-Action Report   For any action items, ensure that you document responsibility and deadlines. |