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.
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| 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. |