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NeamWAVE 26 Local Level Tsunami Exercise Planning, Conducting, Evaluating

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Purpose

- Test local tsunami response plans
- Strengthen coordination among agencies
- Improve community preparedness
- Identify strengths and gaps

SECTION 1. PLAN THE EXERCISE

1. Establish the Planning Team

Exercise Tsunami Wave Planning Team

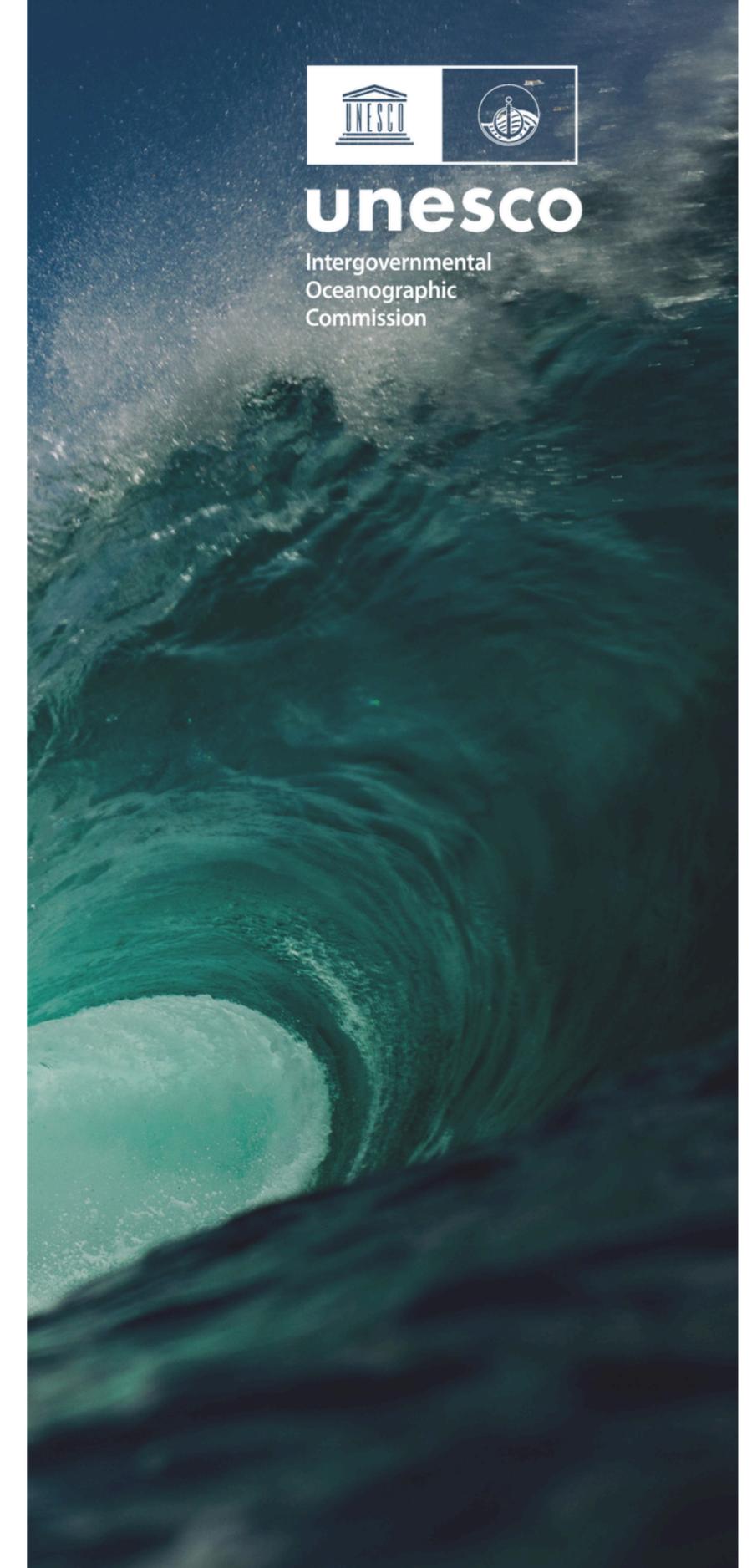
Includes:

- Exercise Director
- Planning Coordinators
- Technical Coordinators
- Field Support Team
- Public & Media Support
- Welcoming Team
- Agency Representatives
- Evaluators
- Observers



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SECTION 1. PLAN THE EXERCISE

2. Roles and Responsibilities

Exercise Director

- Overall coordination
- Monitor Master Schedule of Events (MSEL)
- Oversee documentation
- Prepare final report

Planning Coordinators

- Prepare documentation
- Develop MSEL
- Organize debriefs

Technical Coordinators

- IT & communications
- Phones, radios, printers
- Exercise logs



SECTION 1. PLAN THE EXERCISE

2. Roles and Responsibilities

Agency Representatives

- Act as main contact point
- Provide expert advice
- Ensure coordination with other agencies

Evaluators

- Assess objectives achievement
- Observe performance
- Provide structured feedback

Each agency should appoint at least two evaluators



SECTION 1. PLAN THE EXERCISE

3. Exercise Planning Meetings

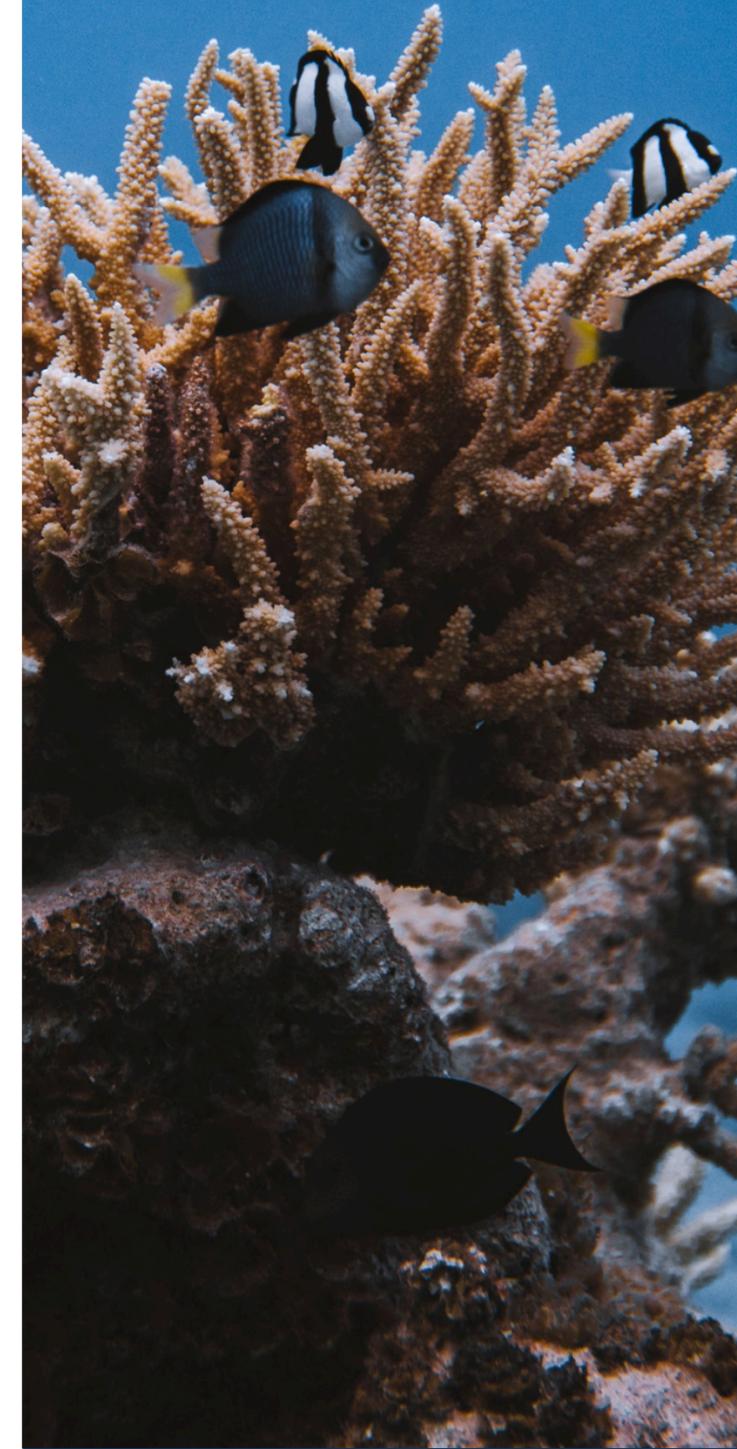
1. Concept & Objectives Meeting
2. Initial Planning Meeting
3. Mid-term Planning Meeting
4. Final Planning Meeting

Regular meetings ensure alignment and preparedness.



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SECTION 1. PLAN THE EXERCISE

4. Establish the Aim and Objectives

The Aim should:

- Be clear and concise
- Define what the exercise intends to accomplish

Example:

“To test and validate local tsunami warning and evacuation procedures.”

Objectives must be:

- Clear
- Measurable
- Performance-focused

Each objective should include:

- Observable action
- Conditions
- Expected performance standard

SECTION 1. PLAN THE EXERCISE

5. Confirm Participation Levels

Agencies may participate as:

- Full participant
- Partial participant
- Facilitation role
- Not engaged

Clarify roles early.



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SECTION 1. PLAN THE EXERCISE

6.Exercise Documentation

Required documents may include:

- Planning meetings/ agendas and minutes.
- Local level Master Schedule of Events List (MSEL)-printed
- Message/inject recording sheets for all control staff
- Guidance document for all Staff
- Exercise Program
- Printed Evacuation Maps
- Safety Briefings
- Evaluators program
- Evaluators sheet
- Observer Sheets
- Collated feedback from hot and cold debriefs. etc.

Each participating agency should issue some guidance to staff participating in the exercise.



SECTION 1. PLAN THE EXERCISE

7. Messages & Injects

Messages (Injects):

- Trigger actions
- Simulate real tsunami warnings
- Include time, message number, expected response

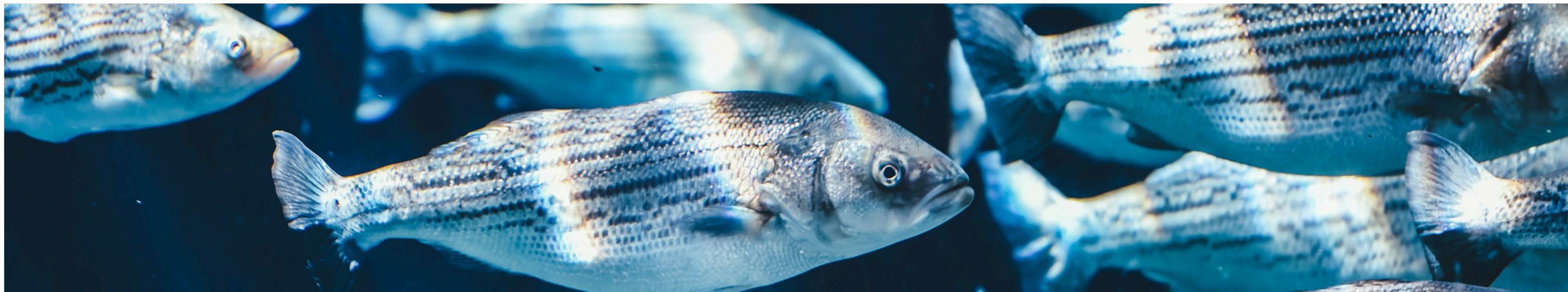
Delivery methods:

- Telephone
- SMS
- Email
- Radio/TV
- In person
- Written note



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SECTION 1. PLAN THE EXERCISE

8. Master Schedule of Events List (MSEL)

MSEL = Exercise Script

A spreadsheet, Includes:

- Date & Time
- Event Activity
- Location
- Desired Outcome
- Initiator
- Recipient
- Control Documents

Prepared by the Exercise Director

SECTION 1. PLAN THE EXERCISE

9. Set Up the Exercise

- Use real operational locations
- Replicate real-world conditions
- Establish control room
- Ensure safety procedures
- Prepare communications systems

Realism is critical.



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SECTION 2. CONDUCT THE EXERCISE

1. Exercise Briefings

Before starting:

Initial briefing: Director provides briefing covering:

- Timing
- Boundaries
- Locations
- Expected outcomes
- Safety
- Logistics

Second briefing: Control staff receive expanded instructions.



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SECTION 2. CONDUCT THE EXERCISE

2. Start the Exercise

Exercise begins with:

“Exercise Start Message”

Sent by international/regional tsunami warning centers



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SECTION 2. CONDUCT THE EXERCISE

2.Utilize the MSEL

Director:

- Monitors timing
- Adjusts flow
- Maintains objectives
- Communicates with control staff
- MSEL ensures structured progression.

SECTION 2. CONDUCT THE EXERCISE

3. Maintain Control and Spontaneity

Control staff must:

- Handle unexpected reactions
- Adjust inject timing
- Pause if necessary
- Keep realistic pace

Director may introduce spontaneous injects if required.



SECTION 2. CONDUCT THE EXERCISE

3. End the Exercise

Exercise ends with:

- Pre-planned cancellation bulletin
- “All Clear” message

Immediately followed by:

Hot Debrief



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SECTION 3. EVALUATE THE EXERCISE

1. Debrief Types

Hot Debrief

- Immediately after exercise
- Quick feedback
- Capture fresh impressions

Cold Debrief

- Within 4 weeks
- Detailed evaluation
- Identify improvements



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SECTION 3. EVALUATE THE EXERCISE

2.Evaluation and Validation

Evaluation answers:

- Were objectives met?
- Were procedures effective?
- Were resources sufficient?
- Did coordination work?

Evaluation forms must be completed and submitted

SECTION 3. EVALUATE THE EXERCISE

3. Final Exercise Report

The Final Report must:

- Describe what happened
- Identify strengths
- Identify gaps
- Provide recommendations
- Summarize national evaluations



SECTION 3. EVALUATE THE EXERCISE

4. Follow-up Actions

After the exercise:

- Assign responsibility for improvements
- Develop corrective action plan
- Monitor progress
- Report to senior officials
- Send appreciation letters

Improvement is the ultimate goal.

Key Success Factors

- ✓ **Strong planning team**
- ✓ **Clear objectives**
- ✓ **Realistic scenario**
- ✓ **Trained evaluators**
- ✓ **Structured debrief**
- ✓ **Action-oriented follow-up**

Example Report of IHCantabria from NeamWAVE 23:



**Tsunami Exercise. NEAMWAVE 23 EXERCISE
(Chipiona, Spain)**

This document presents the organization, methodology, and results followed in the development of the NEAMWave23...

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THANK YOU



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