

**Interreg**  
Caraïbes



Co-funded by  
the European Union  
Cofinancé par  
L'Union Européenne



FONDATION  
CMA CGM



# International Disaster Response Law (IDRL) SIMEX (Tabletop) Exercise

## Participant Manual

**Georgetown, Guyana**

March 25 – 27, 2025

**Event  
Organisers:**



# About

The IDRL SIMEX is a tabletop exercise where a fictional disaster event is created for the purpose of testing the plans and procedures that would come into effect during a real emergency, helping to identify strengths and weaknesses.

This activity is jointly facilitated by the Guyana Civil Defence Commission (CDC), the Caribbean Disaster Emergency Management Agency (CDEMA) and the International Federation of Red Cross and Red Crescent Societies.

Funded by the Ready 360 / 3 Oceans Project which is led by the French Red Cross, through its Regional Intervention Platform for the Americas and the Caribbean (PIRAC), co-funded by the INTERREG Caribbean Program under the European Regional Development Fund and Agence Française du Développement AFD and Fondation CMA-CGM.

*Partners of the Ready 360 / 3 Oceans Project:*

INTERREG Caribbean  
European Regional Development Fund  
Agence Française du Développement  
Fondation CMA-CGM  
French Red Cross, PIRAC  
International Federation of Red Cross and Red Crescent Societies (IFRC)  
Organisation of Eastern Caribbean States (OECS)  
Caribbean Disaster Emergency Management Agency (CDEMA)



**Event Organisers:**



# Contents

- Acronyms.....4
- IDRL SIMEX Exercise Overview .....5
- Exercise Objectives and Core Capabilities .....8
- Participant Roles and Responsibilities.....9
- Exercise Structure .....10
- Player Instructions .....11
- Group Roles.....14
- Tools, Instruments and Resources.....15
- Exercise Guidelines .....16
- Exercise Assumptions and Artificialities.....16
- Exercise Evaluation .....16
- IDRL SIMEX Exercise Schedule .....17
- Facilitators/Evaluators: .....20
- Observers: .....20

# Acronyms

AAR	After-Action Report
CDC	Civil Defence Commission
CDEMA	Caribbean Disaster Emergency Management Agency
CDM	Comprehensive Disaster Management
DPR	Disaster Preparedness and Response
DRM	Disaster Risk Management
IDRL	International Disaster Response Law
IFRC	International Federation of the Red Cross and Red Crescent Societies
PIRAC	Regional Intervention Platform for the Americas and the Caribbean

# IDRL SIMEX Exercise Overview

<b>Exercise Name</b>	<b>IDRL SIMEX (Tabletop) Exercise, Georgetown, Guyana</b>
<b>Exercise Date</b>	<b>March 25-27, 2025</b>
<b>Scope and purpose</b>	<p>The IDRL SIMEX is a table-top exercise to be executed over 3 days. A fictional disaster event is created for the purpose of testing the plans and procedures that would come into effect during a real emergency, helping to identify strengths and weaknesses. Through a facilitated discussion, players will drive the action of the exercise and discuss areas for improvement in line with national procedures and recommended IDRL guidelines and provisions. Observers witness the decisions made and processes followed. Emergency responders will be given the chance to develop their skills and knowledge while providing a valuable opportunity for the various stakeholders to meet and work together to improve coordination.</p> <p>The IDRL SIMEX is designed to examine the application of a country's laws, policies and institutional arrangements, as well as interaction with non-government entities and civil society relevant to the facilitation and regulation of international disaster assistance. This exercise will also test the Model International Disaster Response Law (IDRL) provisions developed for the CDEMA Model National Comprehensive Disaster Management (CDM) Legislation, within the context of Guyana.</p>
<b>Target Areas</b>	Preparedness, Coordination, Response.
<b>Core Capabilities</b>	<ul style="list-style-type: none"> <li>• National Legislation</li> <li>• National Plan and Policy</li> <li>• Operational Coordination</li> <li>• Regional Response</li> <li>• International Response</li> <li>• Institutional Arrangements</li> <li>• Stakeholder Assessment</li> </ul>

<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. Improve the understanding of participants on the importance and role of national laws, policies and plans to facilitate international disaster assistance.</li> <li>2. Identify the strengths, gaps and challenges of the laws, policies, plans and institutional arrangements in Guyana across key sectors and stakeholder groups, using the IDRL and DPR Checklists as benchmarking tools.</li> <li>3. Identify the strengths and gaps in the IDRL Provisions (2024) developed for the CDEMA Model CDM Legislation using the IDRL and DPR Checklists as benchmarking tools.</li> <li>4. Develop a set of 'next steps' for addressing identified IDRL challenges.</li> <li>5. Document knowledge gained so that it can be shared within each stakeholder group and the humanitarian sector, both nationally and regionally.</li> </ol>
<b>Hazard</b>	<p>A major flooding event in the coastal regions of Guyana after persistent heavy rains, resulting in a breach of the East Bank of the Demerara River and there is over-topping of the East Demerara Water Conservancy Dam.</p> <p>An actual flooding event of this nature would necessitate the involvement of additional response partners, private sector partners, government officials and activities that are not included in this exercise.</p>
<b>Scenario</b>	<p>The hazard scenarios will be executed in two phases. The first phase will be the domestic response. The second phase will be international assistance. Phase 2 represents an escalated set of circumstances where the national authorities are overwhelmed, the CDEMA Regional Response Mechanism is activated, and international assistance is required.</p>
<b>Hosted by</b>	<p>The Civil Defence Commission (CDC), Guyana, The Caribbean Disaster Emergency Management Agency (CDEMA), The International Federation of the Red Cross and Red Crescent Societies (IFRC)</p>
<b>Funded by</b>	<p>French Red Cross, PIRAC under the READY 360 Project, Phase 2</p>

## Invited Organizations

- Ministries and agencies responsible for civil defence; finance; emergency services; national security; ports; immigration; foreign affairs; legal affairs; customs; social welfare; health; education; housing; roads; transport; infrastructure; planning; environment; natural resources; land and agriculture.
- Organisations related to humanitarian services and development such as the Guyana Red Cross Society
- Local and international non-government organisations,
- UN Agencies and other international development organisations

## Points of Contact

### **Guyana Civil Defence Commission (CDC)**

Name: Major Lakshman Persaud

Title: Preparedness and Response Manager

Email: [lakshmanpersaud@gmail.com](mailto:lakshmanpersaud@gmail.com)

### **International Federation of Red Cross and Red Crescent Societies (IFRC)**

Name: Jessie Jordan

Title: Disaster Law Officer

Email: [jessie.jordan@ifrc.org](mailto:jessie.jordan@ifrc.org)

### **Caribbean Disaster Emergency Management Agency (CDEMA)**

Name: Dr. Nicole Greenidge

Title: Disaster Risk Management Specialist

Email: [nicole.greenidge@cdema.org](mailto:nicole.greenidge@cdema.org)

# Exercise Objectives & Core Capabilities

The following exercise objectives outlined in Table 1 describe the expected outcomes for the exercise.

**Table 1: Exercise Objectives and Associated Capabilities**

Objective	Related Core Capabilities
1. Improve the understanding of participants on the importance and role of national laws, policies and plans to facilitate international disaster assistance in the context of the regional response mechanism.	<ul style="list-style-type: none"> <li>• National Legislation</li> <li>• National Plan and Policy</li> <li>• Operational Coordination</li> <li>• Institutional Arrangements</li> <li>• Regional Response</li> <li>• International Response</li> </ul>
2. Identify the strengths, gaps and challenges of the laws, policies, plans and institutional arrangements in Guyana across key sectors and stakeholder groups, using the IDRL and Disaster Preparedness and Response (DPR) Checklists as benchmarking tools	<ul style="list-style-type: none"> <li>• National Legislation</li> <li>• National Plan and Policy</li> <li>• Institutional Arrangements</li> <li>• Stakeholder Assessment</li> </ul>
3. Identify the strengths and gaps in the IDRL Provisions (2024) developed for the CDEMA Model CDM Legislation using the IDRL and DPR Checklists as benchmarking tools.	<ul style="list-style-type: none"> <li>• National Legislation (IDRL Provisions 2024)</li> <li>• National Plan and Policy (IDRL Provisions 2024)</li> <li>• Institutional Arrangements</li> <li>• Stakeholder Assessment</li> </ul>
4. Develop a set of 'next steps' for addressing identified IDRL challenges	<ul style="list-style-type: none"> <li>• National Legislation</li> <li>• National Plan and Policy</li> <li>• Operational Coordination</li> <li>• Stakeholder Assessment</li> </ul>
5. Document knowledge gained so that it can be shared within each stakeholder group and the humanitarian sector, both nationally and regionally.	<ul style="list-style-type: none"> <li>• National Legislation</li> <li>• National Plan and Policy</li> <li>• Operational Coordination</li> <li>• Regional Response</li> <li>• International Response</li> <li>• Institutional Arrangements</li> <li>• Stakeholder Assessment</li> </ul>



**Table 2: Core Capabilities Defined**

Core Capability	Definition
<b>National Legislation</b>	Ordinance, regulation or rule adopted by a national government authority.
<b>National Plan and Policy</b>	Overarching national frameworks that guide actions
<b>Operational Coordination</b>	The use of operational structures and coordinated processes to bring stakeholders together to support response operations.
<b>Regional Response</b>	Regional mechanisms that facilitate comprehensive disaster management including response.
<b>International Response</b>	Collective actions and strategies undertaken by countries, organizations and global institutions in reaction to an emergency or disaster.
<b>Institutional Arrangements</b>	Systems and processes that organizations use to plan and manage their activities and effectively coordinate with others to fulfill their mandate.
<b>Stakeholder Analysis</b>	Identification and assessment of stakeholders to determine who to be engaged and to what extent.

## Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during this tabletop exercise. Players discuss or initiate actions in response to the hazard scenarios and injects. Players will also evaluate the extent to which laws, policies and plans address the various situations presented and address the IDRL and DPR Checklist recommendations.
- **Observers.** Observers do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
- **Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. The IDRL SIMEX Exercise Planning Team (Technical Committee) members also may assist with facilitation as subject matter experts (SMEs) during the exercise.

- **Evaluators.** Evaluators are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, policies, and procedures. Evaluators will complete an assessment form and share the results at the Post-SIMEX workshop.

## Exercise Structure

This exercise will be a multimedia, facilitated exercise that is preceded by an introductory briefing.

### Flow of the IDRL SIMEX

- A generic scenario will be developed, based around a hazard capable of causing rapid onset disaster, which overwhelms local authorities and requires regional and international disaster assistance.
- The scenario will escalate through two phases. Participants will be required to respond to a series of injects in each phase about the actual laws and policies in place in the country across different sectors.
- Participants will consider the extent to which the current laws, policies and plans are suitable for addressing the various situations presented and address the IDRL and DPR Checklist recommendations.
- Participants will consider the extent to which the IDRL provisions developed for the CDEMA Model National CDM Legislation (2024) address the various situations presented and address the IDRL and DPR recommendations.
- At the end of each phase, the key learning points will be captured through a Traffic Light exercise which helps to focus attention on the strengths, gaps and challenges relating to specific issues, laws and policies.

### Facilitation

The IDRL SIMEX will comprise three main components:

- **Pre-SIMEX Workshop:** to provide an overview of the:
  - General disaster risk management framework of Guyana including its disaster risk profile
  - Instruments to be tested during the exercise:
    - Guyana DRM Bill 2019
    - Laws, policies, plans and procedures Guyana relevant to DRM.
    - IDRL Provisions (2024) developed for the CDEMA Model CDM Legislation
  - Benchmarking tools to be used:
    - DPR and IDRL Checklists
    - Model CDM Legislation (2013)
  - Expectations for the IDRL SIMEX exercise and will include a briefing on the roles and responsibilities of players, observers, facilitators and evaluators, to ensure all participants have a common understanding and the necessary information to enable full participation in the SIMEX.

- **IDRL SIMEX:** where the laws, policies, plans under consideration are applied to a hazard scenario and injects which entails the onset of a sudden disaster that escalates to a situation requiring regional and international assistance.
- **Post-SIMEX workshop:** which involves a structured debrief from the tabletop exercise and, and a more of systematic review of the checklist issues to identify gaps, recommendations and next steps.

## Player Instructions

### Pre-SIMEX – Day 1

1. All players are required to participate in the Pre-SIMEX Workshop scheduled on March 25, to allow for effective participation in the IDRL SIMEX.
2. Players should become familiar with the instruments and tools shared during the Pre-SIMEX workshop, as these will be used during the IDRL SIMEX.
3. All participants will be asked to complete a baseline survey, to assess their level of knowledge before the SIMEX.

### IDRL SIMEX – Day 2

1. The IDRL SIMEX is divided into two phases:
  - a. Phase 1: Domestic Response
  - b. Phase 2: Regional and International Assistance
2. The first phase will begin immediately after the welcome/kick off briefing.
3. At the start of each phase, players will be briefed on the hazard scenario. This briefing will provide information on the hazard and the disaster impacts as well as some initial assessments and government response.
4. Players will then be divided into (up to) five groups:
  - a. National Disaster Management Committee (NDMC) / National Emergency Operations Center (NEOC)
  - b. Human Services
  - c. Infrastructure
  - d. Environment
  - e. Humanitarian and Development
5. Each group will receive up to 3 injects for each phase. An inject is a specific scenario that will prompt players to respond by implementing the laws, policies, plans, and/or procedures that require testing during the exercise.

6. In each group, players are required to complete the tasks required for each inject and may use the discussion questions provided as a guide. Tasks should be completed using the Response Action Templates provided. Players will have 30 minutes to complete the tasks for each inject.
7. Following each inject, each group will undertake a Traffic Light exercise. The Traffic Light exercise is an exercise where participants are asked to classify relevant laws, policies and issues that arise during the course of the SIMEX into a table. Each Traffic Light exercise will last 30 minutes.
8. The categories for the Disaster Law Traffic Lights are as follows:

<b>Blue: Unknown</b>	<b>Green: Good to go</b>	<b>Yellow: Minor gaps and changes</b>	<b>Orange: Significant barriers or changes needed</b>	<b>Red: Significant gaps</b>
<p>Issues for which the presence of laws and policies are likely to exist but were unknown during the SIMEX.</p> <p>May require further research.</p>	<p>Laws and policies which are in place and fully adequate to address the situation presented.</p> <p>Issues for which existing laws and policies are fully adequate.</p>	<p>Laws and policies are in place but may need further detail or minor improvements to address the situation presented.</p> <p>Issues for which existing laws and policies may need further detail or minor improvements.</p>	<p>Laws and policies are in place but require significant improvement to address the situation presented.</p> <p>Laws and policies in place which cause problems for the situation presented.</p> <p>Issues for which existing laws and policies require significant changes.</p> <p>Issues for which DRM and sectoral laws and policies exist but may conflict with each other and/or the constitution and/or international (jus cogens) laws.</p>	<p>Important issues for which no laws and policies currently exist.</p>

Blue: Examples	Green: Examples	Yellow: Examples	Orange: Examples	Red: Examples
No information on environmental standards for imported vehicles.	Special visa category for humanitarian workers is in place.  Civil Defence Law – Training requirements for emergency services personnel are clearly specified.	Disaster Risk Management Law – needs a provision relating to the role of Ministry of Education during early warning.  Volunteer legislation – need further clarity on volunteer liability.	Land tenure documents: need a clear procedure for expedited issue of documents after a disaster.  INGO registration procedures too cumbersome for emergency situations.  Specific laws and policies on ensuring protection in evacuation centres are unknown (check with Civil Defence).	No laws or policies addressing cross-border displacement.  Customs laws do not include special provisions for relief goods and equipment.

9. Participants are required to share their responses, through the templates and the results from the Traffic Lights exercises with their respective Facilitators.
10. The responses and results of the exercises will be consolidated for discussion in the Post-SIMEX workshop.

### Post-SIMEX

1. One player from each group will be asked to present the responses to each inject as well as the results from the Traffic Light exercises. Different players should be appointed to present for each inject/traffic light exercise.
2. Participants will be guided to discuss and analyse their responses and results against the Checklists, to identify the strengths, gaps and challenges of the existing legal and policy framework and specifically the key instruments identified to be tested:
  - a. Guyana Disaster Risk Management Bill, 2019
  - b. IDRL provisions in the CDEMA Model National Comprehensive Disaster Management Legislation
3. Participants will develop an action plan that identifies recommendations and prioritizes next steps aimed at strengthening the legal and policy framework for domestic response and international disaster assistance.

4. All participants will be asked to complete an endline survey, to assess their level of knowledge after the SIMEX.
5. Participants will also have the opportunity to provide feedback on the exercise and facilitation through an evaluation survey.

## Group Roles

These participant roles will help ensure efficient collaboration and clear responsibility distribution in group discussions and interactions during the exercise:

### **Group Leaders/Facilitators**

#### Responsibilities:

- Guide the group through the exercise, ensuring discussions stay on track and within the scope of the objectives.
- Manage the timing of the exercise and keep the group focused.
- Encourage participation from all members and resolve any conflicts or challenges that may arise during discussions.

### **Scribers/Note-Takers**

#### Responsibilities:

- Document key points, decisions, and outcomes of discussions throughout the exercise.
- Ensure important action items are recorded accurately for review later.
- Share notes with the group and facilitators after each session.

### **Presenters**

#### Responsibilities:

- Present the group's findings, decisions, and recommendations to the larger group during debriefing or after each exercise phase.
- Summarize key points from discussions and prepare concise presentations.
- Engage with the audience and answer questions after presentations.

### **Timekeeper**

#### Responsibilities:

- Monitor the time during the exercise, ensuring each phase or activity runs according to the schedule.
- Alert the group when time is running out for each session or task, prompting them to wrap up discussions.
- Help manage breaks and transitions between activities.

**Group members should work together to:**

- Analyze the scenario as it unfolds, evaluating how the group's decisions align with real-world disaster response needs.
- Share insights and suggestions to improve strategy and decision-making based on the evolving exercise context.
- Anticipate potential outcomes or complications in the scenario.

## Tools, Instruments and Resources

All participants will have access to a variety of tools, instruments and resources necessary for the execution of the IDRL SIMEX.

**Tools:**

The following are tools developed by the IFRC and CDEMA to assist law and policymakers, as well as those responsible for implementing disaster risk management activities in assessing the effectiveness of laws, policies and plans in relation to key aspects of disaster risk management with a view to providing guidance on how to improve and bring them in line with existing international standards.

- Checklist on the Facilitation and Regulation of International Disaster Relief and Initial Recovery Assistance (IFRC, 2017)
- Checklist on Law and Disaster Preparedness and Response (IFRC, 2019)
- Disaster Risk Governance Guidelines (2024)
- Model CDM Legislation and Regulations (CDEMA, 2013)

**Instruments:**

The following instruments will be tested and analysed against the hazard scenarios and injects carried out during the IDRL SIMEX.

- The Disaster Risk Management Bill, 2019
- The IDRL Provisions (2024)
- Sectoral laws, policies and plans related to disaster risk management

**Resources:**

All participants can access the relevant tools and resources through the IDRL SIMEX event webpage at [<https://www.cadrim.org/idrlsimex>] for easy reference throughout the three-day event.

Alternatively, you can scan the QR code below to directly access the IDRL SIMEX webpage:



# Exercise Guidelines

- This tabletop exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected. Players are encouraged to engage in an open and frank dialogue while being respectful of other participants' input and remaining on topic.
- Respond to the scenario using your knowledge of current plans and capabilities. Actively review and apply existing legislation, policies, and operational plans to the scenario. Identify any gaps or areas for improvement. For responses that come from experience and are not currently documented in plans, please document this and highlight the need for consideration in future revisions.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve response efforts. Problem-solving efforts should be the focus.
- Please silence all cell phones and/or take any urgent phone calls outside.

# Exercise Assumptions and Artificialities

During this exercise, the following apply:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- All players receive information at the same time.

# Exercise Evaluation

A key component of the SIMEX will be an evaluation process to determine the extent to which the SIMEX's objectives have been achieved. A base-line survey of the participants will be conducted during the pre-SIMEX workshop to gauge participants':

- current awareness/understanding about existing DRM legal and institutional frameworks.
- knowledge about key terminology, international laws/ regional and international coordination systems and the Disaster Law Checklists.
- expectations about the SIMEX (form, content and outcomes)



At the end or following the post-SIMEX workshop, participants will be surveyed again to determine if/to what extent their awareness and knowledge has improved, as well as to seek feedback about whether their expectations were met, and recommendations for improving the SIMEX in future.

Participants will also have the opportunity to provide feedback on the effectiveness of the exercise. Participant feedback, coupled with facilitator observations and notes, as well as the results from the post-SIMEX workshop will be used to evaluate the exercise and compile the After-Action Report (AAR).

## IDRL SIMEX Exercise Schedule

### Day 1 – Pre-SIMEX Workshop

Activity	From	To	Duration
<b>Registration</b>	8:30	9:00	30 min
<b>Opening Remarks:</b> <i>Key personnel from each of the host organisations will address the participants (CDC, CDEMA, IFRC)</i>	9:00	9:30	30 min
<b>Welcome and Introductions:</b> <i>Participants will have the opportunity to introduce themselves. The Moderator will provide an outline of the week's agenda.</i>	9:30	10:00	30 min
<b>Overview of Guyana's hazard profile:</b> <i>Presentation by the CDC</i>	10:00	10:30	30 min
<b>Overview of the institutional and legal framework for DRM</b> <i>Presentation by CDC</i>	10:30	11:00	30 min
<b>BREAK</b>	11:00	11:15	15 min
<b>Overview of sectoral laws and policies for DRM</b> <i>Key sectors briefly present on the sectoral laws governing their area of work.</i>	11:15	12:00	45 min
<b>LUNCH</b>	12:00	1:00	60 min
<b>Role of civil society and non-government entities:</b> <i>Group/interactive exercise where participants learn about the role of non-government entities, civil society, private sector, vulnerable groups, international humanitarian system – how they contribute to DRM and how they are addressed in the legal framework.</i>	1:00	1:30	30 min
<b>Lessons learned from previous disasters</b> <i>Interactive panel discussion: CDC; CDEMA</i>	1:30	2:00	30 min

Activity	From	To	Duration
<p><b>Overview of the benchmarking tools to be used in the IDRL SIMEX</b></p> <p><i>IFRC presentation: Participants will be sensitized to the DPR and IDRL Checklists, and the Disaster Risk Governance Guidelines which are used as tools to assess law and policy frameworks</i></p> <p><i>CDEMA presentation: Participants will be sensitized to the Model CDM Legislation (2013), which is used as a template of best practice.</i></p>	2:00	2:30	30 min
<p><b>Overview of instruments to be tested during the IDRL SIMEX</b></p> <p><i>Participants will be sensitized to the following instruments that will be tested during the exercise:</i></p> <ul style="list-style-type: none"> <li>- <i>Guyana DRM Bill 2019</i></li> <li>- <i>IDRL Provisions (2024) for the CDEMA Model Comprehensive Disaster Management Legislation</i></li> </ul>	2:30	3:00	30 min
<b>BREAK</b>	3:00	3:15	15 min
<p><b>Briefing on the IDRL SIMEX</b></p> <p><i>Participants will be briefed on:</i></p> <ul style="list-style-type: none"> <li>- <i>the flow of the IDRL SIMEX</i></li> <li>- <i>roles and responsibilities of participants</i></li> </ul>	3:15	3:50	35 min
<p><b>Participant Evaluation – baseline survey</b></p> <p>Participants will engage in a pre-knowledge assessment to gauge their understanding of laws, policies, plans, procedures related to disaster response.</p>	3:50	4:00	10 min
<b>End of Day 1</b>			

## Day 2 – IDRL SIMEX Exercise – phase 1 to 2

Activity	From	To	Duration
<p><b>Welcome and kick-off briefing</b></p> <p><i>Lead Facilitator will introduce the SIMEX and its purpose and will explain how the sessions will run.</i></p>	9:00	9:30	30 min
<p><b>Presentation of the hazard scenario – phase 1: Domestic Response (DR)</b></p> <p><i>Lead Facilitator will introduce the hazard scenario, and participants will break off into their groups.</i></p>	9:30	9:45	15 min
<p><b>Injects round 1 (DR)</b></p> <p><i>Participants will receive the first round of injects in which to respond.</i></p>	9:45	10:15	30 min

Activity	From	To	Duration
<b>Traffic lights session</b> <i>Participants will consider the extent to which current laws and policies address the issues raised and whether they have the level of detail required.</i>	10:15	10:45	30 min
<b>BREAK</b>	10:45	11:00	15 min
Injects round 2 (DR) + Traffic lights session	11:00	12:00	60 min
<b>LUNCH</b>	12:00	12:45	45 min
<b>Presentation of the hazard scenario - phase 2: International Assistance (IA)</b>	12:45	1:00	15 min
Injects round 1 (IA) + Traffic lights session	1:00	2:00	60 min
Injects round 2 (IA) + Traffic lights session	2:00	3:00	60 min
Injects round 3 (DR) + Traffic lights session	3:00	4:00	60 min
Injects round 3 (IA) + Traffic lights session	4:00	5:00	60 min
<b>End of day 2</b>			

### Day 3 – Post SIMEX Workshop

Activity	From	To	Duration
<b>Welcome and outline of agenda</b> <i>Lead Facilitator will briefly recap the activities of the SIMEX exercise and outline the agenda for the day.</i>	9:00	9:30	30 min
<b>Feedback from Evaluators and Observers</b> <i>Evaluators and Observers will provide feedback on how the exercise was conducted including how well participants collaborated; the effectiveness of the exercise; and areas for improvement</i>	9:30	10:00	30 min
<b>Phase 1 – National Response</b> <i>Review of the compiled Traffic Light exercises from all the SIMEX Groups</i>  <i>Comparison of key issues against the relevant Disaster Law checklists</i>  <i>Discussion and prioritisation of issues to be addressed.</i>	10:00	12:00	120 min

Activity	From	To	Duration
<b>LUNCH</b>	12:00	12:45	45 min
<b>Phase 2 – Regional and International Assistance</b> <ul style="list-style-type: none"> <li>• <i>Review of the compiled Traffic Light exercises from all the SIMEX Groups</i></li> <li>• <i>Comparison of key issues against the relevant Disaster Law checklists</i></li> <li>• <i>Discussion and prioritisation of issues to be addressed.</i></li> </ul>	12:45	2:45	120 min
<b>BREAK</b>	2:45	3:00	15 min
<b>Next Steps – Development of an action plan</b>	3:00	4:00	60 min
<b>Participant Evaluation</b>	4:00	4:15	15 min
<b>End of day 3</b>			

## Facilitators/Evaluators:

The Facilitators/Evaluators for this exercise are as follows:

Name	Organisation
Jessie Jordan	IFRC
Renee Thomas	IFRC
Allana Walters	CDEMA
Nicole Greenidge	CDEMA
Major Lakshman Persaud	CDC, Guyana
Shameza David	CDC, Guyana

## Observers:

Name	Organisation
Capt. (retired) Neville Wint	CARICOM IMPACS (IDRL Working Group)
TBD	World Food Programme
Clement Loquet	French Red Cross, PIRAC
Mrs. Descima Hamilton (TBD)	St. Vincent and the Grenadines Red Cross (IDRL Working Group)