



SIMULATIONS GUIDE WORKBOOK





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The workbook was designed to help you design, organise, implement, and evaluate both tabletop simulations as well as operation-based simulations such as drills, functional and field exercises. Use the information provided in the Simulations Guide to help you complete these activities.

PHASE 1: PLAN THE SIMULATION



ACTIVITY 1: DEFINE THE AIM

In the space provided below, define the aim for the simulation exercise. Consider the plans, or any specific functions you may want to test.

Aim:



ACTVITIY 2: IDENTIFY THE OBJECTIVES

Identify the objectives in the table below. Remember a simulation usually has 3 to 5 objectives. Remember to consider what, who, when, how much and where (see Table 1 of Simulation Guide).

Objectives:

Objective 1	
Objective 2	
Objective 3	
Objective 4	
Objective 5	



ACTIVITY 3: IDENTIFY MAJOR ACTIVITIES AND OUTPUTS

Please list some of the main activities and outputs needed to achieve the objectives that you identified in Activity 2.

Objectives	Major Activities	Outputs
Objective 1		
Objective 2		
Objective 3		
Objective 4		
Objective 5		



ACTVITIY 4: IDENTIFY TIME JUMPS AND OUTPUTS

You can refer to Table 3 and Table 13 on pages 14 and 49 of the Simulation Guide to help you with this activity.

Phase	Real Time	Time Jump	Outputs



ACTVITIY 5: IDENTIFY THE TARGET AUDIENCE AND STAKEHOLDERS

The target audience, both internal and external, are the persons and/or organizations whose plans and procedures are being tested. Examples of these plans include business continuity plans, emergency plans, operation plans, evacuation plans and standard operating procedures.

Target Audience: Please use the drop-down menu to fill in Type of Audience.

Type of Target Audience (Internal or External)	Organization Name	Plan and/or Procedure Name

Identify stakeholders or participants responsible for assisting with or providing any of the following: food, water, WASH, psychological support, shelter, health and medical support, logistics, finance, livelihoods and conducting assessments. Please also select the relevant phase of the disaster management cycle being tested during the simulation.

Stakeholder List: Select in the drop down menu the appropriate Phase of Disaster Management Cycle.

Response Sector	Phase of Disaster Management Cycle	Stakeholder



ACTVITIY 6: DEVELOP A RESOURCE LIST

Identify the resources needed in the table below to plans, policies and operating procedures relevant to the simulation. You can use Table 4 on page 16 in the Simulation Guide to help you with this activity.

Plans
Resources
Logistical Arrangements

Use the table below to develop the budget. You can use Table 5 of Step 6 on page 17 to help guide you.

EXPENSE ITEMS	QTY	NO. OF DAYS	UNIT PRICE	CURRENCY	PAYMENT METHOD (CASH, BANK TRANSFER OR CHEQUE)	SUB-TOTAL	AMOUNT SPONSORED
TRANSPORT COST							
RENTING EXTERNAL CONFERENCE ROOM							
LUNCH							
REFRESHMENTS AND COFFEE BREAKS							
STATIONERY (NOTEPADS, PENS, FLIPCHARTS)							
PRINT-OUTS (CERTIFICATES, SOP)							
OTHERS							
TOTAL							



ACTVITIY 7: VERIFICATION OF PREPARATION

Use the resource list and the logistical arrangements list created in Step 6 to create a table showing the various activities that must be completed, the persons responsible for conducting the activities and the deadline by which each activity should be completed. You can use Table 6 in Step 7 on page 18 to help guide you.

Activity	Name of Person	Start Date	End Date	Status

PHASE 2: DESIGN THE TABLETOP SIMULATION



ACTIVITY 8: DEVELOP THE MASTER TRUTH

Use the components of the two checklists below when creating your Master Truth then complete the table below with the scenario developed. Use Table 7 in Step 2 on page 25 to help guide you.

1. Demographic and Geological Characteristics:

- The demographic profile of the communities or country (depending on the scale of the simulation) being impacted
- The geological profile of the area being impacted
- Risks and vulnerabilities
- Economic characterizes of the area (type of production activities and services)
- Resources and capacities
- Health infrastructures
- Access to utilities

1. Disaster Narrative Summary:

- The type of event
- The date and time of the event
- Who are impacted:
 - The number of fatalities
 - The number of persons injured
 - The number of persons missing
 - The number of persons affected
- Damage to public facilities (total collapse or with serious, moderate, or slight damage; number damaged and type of damage; and consequences).
- Damage to private facilities (total collapse or with serious, moderate, or slight damage; number damaged and type of damage; and consequences).
- Damage to critical networks and infrastructure (total collapse or with serious, moderate, or slight damage; number damaged and type of damage)
- Damage to critical services (total collapse or with serious, moderate or slight damage; number damaged and type of damage; consequences, etc.).

Phase	Real Time	Time Jump	Situation



ACTVITIY 9: IDENTIFY SUPPORTING MATERIALS

Use the components of the two checklists below when creating your Master Truth then complete the table below with the scenario developed. Use Table 7 in Step 2 on page 25 to help guide you.

Time Jump: _____ Hours after Disaster: _____			
Supporting Materials			
Material	Release Time	Document Title	Date

Time Jump: _____ Hours after Disaster: _____
Supporting Materials

Material	Release Time	Document Title	Date

Time Jump: _____ Hours after Disaster: _____
Supporting Materials

Material	Release Time	Document Title	Date

Time Jump: _____ Hours after Disaster: _____
Supporting Materials

Material	Release Time	Document Title	Date



ACTVITIY 10: DEVELOP THE INJECTS

Develop injects for the script that was created in Activity 8. You can use Table 9 in Step 3 on page 27 to help guide you.

Real Time	Time Jump	Inject #	Inject Summary	Inject Objective

PHASE 3: ORGANIZE THE TABLETOP SIMULATION



ACTIVITY 11: ORGANIZE THE SIMULATION

Use this checklist to ensure that all the resources and logistical arrangements for the simulation are sourced and/or arranged. Note: The preparation time is the period in allocated to complete the identified activities. You can use Table 10 on page 30 to help guide you.

Preparation Time	Details of actions to be carried out	Status
3-6 weeks before	○	
1-2 week/s before	○	
Week of the workshop	○	
A day prior to the workshop and day of workshop	○	

PHASE 4: EXECUTE THE TABLETOP SIMULATION



ACTIVITY 12: DEVELOP THE AGENDA FOR THE SIMULATION

In the space below, draft an agenda for your simulation and give a brief explanation of each agenda item. Use the steps in Phase 4 on pages 34 and 35 as a guide when creating the agenda for the simulation.

Time	Agenda Item	Explanation

PHASE 5: EVALUATE THE TABLETOP SIMULATION



ACTIVITY 13: IDENTIFY THE CRITERIA THAT SHOULD BE EVALUATED

Evaluators will be asked to rate the performance of the participants as well as the organization of the simulation. Use the table below to identify some of the areas and functions that you would like to have evaluated during the simulation exercise. Keep in the mind your overall aim and objectives when deciding on these criteria. You can use the evaluation tips outlined in Table 11 on page 39 to help guide you.

Criteria to Evaluate Participants	
Criteria to Evaluate Organization of Simulation	

