

# **SCENARIOS FOR PLANNING**

# Emergency Management Planning Scenario

## Regional Event - Utility Failure

**This scenario has been developed to enable the participants to test their emergency management plans and identify areas for development and/or improvement.**

### **Objectives:**

1. To practice some aspects of your emergency plan
2. To heighten awareness amongst staff of the need for planning and practice
3. To identify actions that need to be taken during an incident of this type
4. To identify opportunities for improvement in the way your team has planned to respond to an incident of this type
5. To identify training/education requirements for staff
6. To ensure that staff are familiar with the plan and know their role in an emergency

### **Resources**

- The emergency management plan for your facility or service

### **Instructions:**

1. Work through the scenario
2. Discuss how your group or Service would respond
3. Document your responses on the sheets supplied
4. Identify areas for further work or development

### **Scenario**

Your workplace is as you currently find it, and the time is 1100. You are working at the computer, when suddenly the screen goes blank and the lights go off.

On further investigation you find that there has been a complete loss of electricity to the whole building. When you finally get through to the power company you are told that the Ruapehu Lahar has burst through the rim of the crater lake and on its way down the mountain side has taken out two of the pylons that feed electricity to the upper North Island. There will be no electricity for at least the next three days. You can assume this is a region wide incident.

## Scenario worksheet

List all the activities that rely on electricity that would normally be taking place in your facility or service at 1100 on a week day.

What are your immediate actions?

How will this affect your ability to provide a service to your clients?

What actions will you take regarding long-term loss of electricity?

Consider:

- a. How will you assess the current status and needs of your clients
- b. Who/what organisations might be able to provide assistance?
- c. What other aspects would you/your service have to consider?
- d. What assistance will you need?
- e. How would the following be managed?
  - Medicines – storage/prescriptions, dispensing
  - Security
  - Critical equipment
  - Clinical records/results/inventory
  - Other?

**What resources are available to assist staff in debriefing from an incident such as this?**

## **Emergency Management Planning Scenario**

### **Societal Event - Staffing Absences**

**This exercise has been developed to enable the participants to test their emergency management plans and identify areas for development and/or improvement.**

#### **Objectives:**

1. To practice some aspects of your emergency plan
2. To heighten awareness amongst staff of the need for planning and practice
3. To identify actions that need to be taken during an incident of this type
4. To identify opportunities for improvement in the way your team has planned to respond to an incident of this type
5. To identify training/education requirements for staff
6. To ensure that staff are familiar with the plan and know their role in an emergency

#### **Resources**

- The emergency management plan for your facility or service

#### **Instructions:**

1. Work through the scenario
2. Discuss how your group or Service would respond
3. Document your responses on the sheets supplied
4. Identify areas for further work or development

#### **Scenario**

H5N1 "Bird Flu" has made the shift to human to human transmission and is quickly becoming a world wide pandemic. Australia has already declared a pandemic and while there are no cases in New Zealand, it is only a matter of time.

Your business decides to review its plans and begin to restructure services to deal with the anticipated 50% staff reduction due to illness, and reduced supply availability due to reduced shipping.

## Scenario worksheet

**What actions will you take?**

**What assistance will you need?**

**Who/what organisation might be able to provide assistance?**

**Think about how the following would be managed?**

- Patients
- On going medication for patients
- Record Keeping
- Personal Protective Equipment

**What resources are available to assist staff in debriefing from an incident such as this?**

## **Emergency Management Planning Scenario**

### **Local Event - Fire**

**This exercise has been developed to enable the participants to test their emergency management plans and identify areas for development and/or improvement.**

**Objectives:**

1. To practice some aspects of your emergency plan
2. To heighten awareness amongst staff of the need for planning and practice
3. To identify actions that need to be taken during an incident of this type
4. To identify opportunities for improvement in the way your team has planned to respond to an incident of this type
5. To identify training/education requirements for staff
6. To ensure that staff are familiar with the plan and know their role in an emergency

**Resources**

- The emergency management plan for your facility or service

**Instructions:**

1. Work through the scenario
2. Discuss how your group or Service would respond
3. Document your responses on the sheets supplied
4. Identify areas for further work or development and develop an action plan

**Note: This scenario was developed around a 30-bed residential care facility housed in a single building. However, participants should relate the questions to their own situation.**

**Scenario (1):** It is today. The weather is fine and the time is 1500. A staff meeting is in progress. Suddenly a staff member runs in yelling that there has been an incident in the kitchen and one of the ovens is engulfed in flame.

## Scenario worksheet

**What actions will you take?**

### **Scenario 2**

The fire subsequently spread and all the residents have been moved to an evacuation point outside. Following evacuation of the patients the floor warden reports that Mr T is unaccounted for and has probably wandered off.

**What actions will you take?**

### **Scenario 3**

The fire has caused a lot of smoke damage and there is also a lot of water damage. You will be unable to go back into the building for at least a week.

**What actions will you take?**

**What assistance will you need?**

**Who/what organisation might be able to provide assistance?**

**Think about how the following would be managed?**

- Temporary accommodation
- Medicines
- Personal belongings
- Critical equipment
- Transport

**What resources are available to assist staff in debriefing from an incident such as this?**

# Emergency Management Planning Scenario

## Distal Event - Auckland Volcanoes

**This exercise has been developed to enable the participants to test their emergency management plans and identify areas for development and/or improvement.**

### **Objectives:**

1. To practice some aspects of your emergency plan
2. To heighten awareness amongst staff of the need for planning and practice
3. To identify actions that need to be taken during an incident of this type
4. To identify opportunities for improvement in the way your team has planned to respond to an incident of this type
5. To identify training/education requirements for staff
6. To ensure that staff are familiar with the plan and know their role in an emergency

### **Resources**

- The emergency management plan for your facility or service

### **Instructions:**

1. Work through the scenario
2. Discuss how your group or Service would respond
3. Document your responses on the sheets supplied
4. Identify areas for further work or development

### **Scenario**

Following an increase over the weekend in seismic activity underneath Auckland Volcanic Field, including felt earthquakes. The latest scientific information has identified that an eruption is likely in Auckland Volcanic Field in the next 12-48 hours. Earthquake activity continues to be concentrated in an area south of One Tree Hill to Auckland International Airport. This general location remains the most likely area for an eruption, although the precise location cannot be pinpointed at this stage. The Scientific Alert Level remains at 2 at this stage.

While not an event that will impact directly on your business,

**List all the supplies that are critical to your business that may be disrupted due to the Volcano in Auckland.**

**What are your immediate actions?**

**How will this affect your ability to provide a service to your current clients?**

**What actions will you take based on the knowledge that the Auckland Region is being evacuated in anticipation?**

Consider:

- a. Can you expand your services to accommodate additional clients?
  - How will you do this?
  - Would you look at incorporating Medical and Nursing staff who have been evacuated?
- b. What other aspects would you/your service have to consider?
- c. What assistance will you need?
- d. How would the following be managed?
  - Medicines – storage/prescriptions, dispensing
  - Security
  - Critical equipment
  - Other?