

Ref: [Enter Reference Number]

[Enter a Date]

**[Enter Name]**

**[Enter Address]**

**[Enter Suburb, State and Postcode]**

Re: Heatwave Discussion Exercise

Dear [Insert Name],

This template is designed as a letter and can be formatted as an email. We recommend always sending an appointment request at the same time as the invitation. Suggested wording is in black, which you may choose to use or amend. Delete or update guidance text in red once complete.

This exercise will be conducted as a facilitated hypothetical discussion, where participants will respond to evolving emergency scenarios presented with minimal prior notice.

Guided by a skilled facilitator, participants will engage in group discussions to address challenging situations, allowing for an assessment of their decision-making abilities, operational knowledge, and procedural effectiveness.

The facilitator will introduce thought-provoking questions and unexpected developments to steer the discussion, fostering a shared understanding of emergency strategies and procedures. This format is well-suited to a group discussion, ideal for an LEMC or REMC-sized team. Effective preparation and an experienced facilitator are essential to ensure meaningful outcomes.

This exercise is based on a heatwave event impacting a large region, including the LEMC or REMC area conducting the exercise. It will explore the LEMCs / REMCs coordinated response to various scenarios related to the warning, preparation, impact, and immediate recovery phases of a heatwave emergency.

Over the course of the exercise, participants will examine these phases as they unfold over several days, collaborating to discuss response strategies and actions for each phase in alignment with relevant emergency procedures and protocols applicable to the LEMC or REMC.

Participants include stakeholders that would normally be part of an Emergency Operations Centre or be represented on a recovery committee, including councils, state agencies, NGOs and community groups/leaders.

RSVP: You have received an Outlook invite for this exercise, please respond to the invitation by [DATE]. If you are unable to attend, please nominate a suitable alternate who can represent the views and policies of your agency or organisation.

Your RSVP is essential for planning and catering purposes. Please advise us of any dietary requirements.

Further enquiries contact:

Sincerely,

[Insert Name]

[Insert Position]