# Appendix 2A – Facilitator Guide

Heatwave Functional Exercise

## Exercise [Name] – Facilitator Guide

Date: [INSERT]

Time: [INSERT]

Venue: [INSERT]

| Time | Activity |
| --- | --- |
| 0830 | Arrival and registration  Encourage informal introductions |
| 0900 | Welcome (facilitator or host names)  Welcome/acknowledgement of Country (name)  Agenda  Housekeeping:  emergencies and evacuation  toilets  mobile phones  breaks and catering. |
| 0905 | **Aim**  To test the real-time response of the LEMC/REMC to a simulated heatwave emergency, in order to evaluate the committee's readiness, preparedness, and capability to manage the hazard effectively.  **Objectives**  1 - Ensure that the LEMC/REMC has procedures in place for managing heatwaves.  2 - Evaluate the adaptability and flexibility of LEMC/REMC team members in responding to challenging or unexpected developments during the exercise.  3 - Verify that the structure of any activated organisation (e.g., EOC) aligns with procedures and is logical, clearly structured, and communicated to all involved.  4 - Evaluate participants' knowledge and awareness of emergency management, hazard specific and EOC procedures.  5 - Assess participants' knowledge, skills, and abilities in operating within an EOC.  6 - Evaluate the effectiveness of decisions and actions in response to challenging and complex scenarios.  7 - Assess the suitability and adequacy of facilities, venues, and resources available during the exercise.  8 - Identify knowledge, skill, and capability gaps among LEMC/REMC members and develop action plans to address these gaps.  9 - Test interagency communication and coordination during the response. |
| 0910 | Introductions by participants – name, day-to-day role, emergency management role |
| 0915 | **Exercise Briefing with Exercise Controller**  The scenario unfolds during an extreme heatwave event in early January, following months of drought and abnormally high temperatures across the region. Local services, including health and emergency response, are already under sustained pressure from heat-related incidents and increased community needs. With temperatures exceeding 45°C during the day and minimal overnight relief, the heatwave has triggered widespread challenges for residents, businesses, and critical infrastructure.  The scenario focuses on testing the coordination, resource management, and support functions of EOCs as they address the complex challenges of a widespread heatwave emergency. It emphasises interagency collaboration and effective communication between functional areas, combat agencies, and community stakeholders.  This exercise framework is designed to be geographically and contextually adaptable, allowing organisers to tailor the scenario to reflect the unique risks, infrastructure, and community characteristics of the participating LEMC or REMC. Tailoring could include integrating locally relevant hazards, demographics, or infrastructure challenges. By presenting a dynamic and realistic sequence of events, it aims to evaluate readiness, identify procedural gaps, and strengthen overall emergency management capabilities.  See Facilitator Slides for Scenario Details |
| 0945 | Exercise Commences - EXCON |
| 1500 | Exercise Concludes at direction of Exercise Controller |
| 1515 | After Action Review  Invite participants to complete their feedback sheet individually, then work at their table to identify and then report three things that they discovered (or surprised them) during the exercise   * Three things that work well * Three things that they would do differently * Any questions they would like to answer before they leave   Responses can be recorded on butcher paper or similar for post-exercise analysis. Participants to be also provided with Participant Feedback Form. |
| 1600 | Depart |