

## RedR Australia-AusAID-Indonesia Emergency Response Team Training (ERT)

### Report

<u>Title:</u> ERT Training Report	<u>From:</u> <b>Marion Orchison</b> , Senior Humanitarian Trainer / Workshop Coordinator <b>Regan Potangaroa</b> , Associate Trainer	<u>To:</u> <b>Penny Davis, Manager, Disaster Response Unit, AusAID</b> <b>Australian Embassy , Indonesia</b>
<u>Training Delivered:</u> 5-7 March 2012	<u>Contract Number:</u> 61723	<u>Date of Report:</u> 26 March 2012

The report covers:

- 1) Background and workshop methodology
- 2) Design parameters
- 3) Implementation
- 4) Findings and Recommendations
- 5) Recommendations for next steps in staff capacity building

Annexes:

- Annex 1: Sim-Scope (including AIFDR shake-map)
- Annex 2: MEL
- Annex 3: Insert Tracking Sheet
- Annex 4: Team feedback from debrief, including feedback from Team Leader debrief
- Annex 5: Evaluation data

#### **1: Background and workshop methodology**

To support the preparedness of AusAID-Indonesia's Emergency Response Team 'to assist in emergency and humanitarian assistance in the disaster prone areas', RedR Australia was contracted to design and deliver simulation training in Jakarta that would:

- Enhance the knowledge and skills of Jakarta ERT members
- Test key parts of the Jakarta Disaster Response Plan
- Put a particular focus on leadership roles within the ERT

In January 2012 Alan Johnson (RedR Senior Trainer) undertook a visit to Indonesia to discuss the needs analysis, venue, key external role players and the scope of the simulation and training. Based on this visit and subsequent teleconferences with AusAD Jakarta, time-lines, desired outcomes and key inputs were discussed and agreed on. Based on these discussions RedR developed an earthquake scenario that formed the basis of the simulation (simulation scope attached as Annex 2).

## **Dates**

It was agreed that the training would run from 5-7 March, with two days of training provided by AusAID and RedR preceding a full-day simulation, to be held off-site at the Sultan Hotel from 8:00-15:30, with an internal team de-brief between 15:30 – 16:00 and a plenary debriefing session between 16:00 and 17:00. The following day a meeting would be held with DRU staff, RedR and ERT team leaders to debrief their experiences and record their feedback for the DRP and future training.

## **2. Design**

RedR was requested to deliver two training sessions prior to the simulation for new ERT members. These focused on: Humanitarian Principles; and Key Players and Mechanisms in Humanitarian Assistance/Disaster Response. Draft content for these sessions, used in previous training by AusAID was provided to RedR by AusAID and formed the basis of the sessions.

Due the large number of participants (50+) attending the simulation, it was agreed that the group would be split into two teams and the same simulation would be run on consecutive days (5-6 March). This would maximise the participant engagement in the simulation, ensuring maximum buy in from participants, reflect real team sizes and support a leadership focus by enabling two senior members of the ERT to undertake leadership roles for the entire simulation. Team Borobudur undertook the simulation on 5<sup>th</sup> March, Team Prambanan on 6 March.

As the primary focus of the simulation was the testing of the revised DRP, some aspects of the simulated event were truncated. In particular, the activation phase of the response was not tested with the teams as AusAID regularly tests the phone-tree and this was not considered a crucial aspect of the simulation. Focus was instead, put on the ability of those in leadership positions to determine roles and responsibilities and support teams through different aspects of their response, both at Jakarta post and in the field.

Although the designation of roles within teams was left to the ERT leaders on each day, basic roles and responsibilities i.e. Information Management, Program etc. were outlined in the participant briefing.

## **Simulation Parameters**

The simulation day represented the first 72 hours of response with two and a half hours of real time representing one day in simulation time.

The scenario for the simulation was developed based on an earthquake measuring 6.2 on the Richter scale at a depth of 5.2 km. The epicentre of the quake was Lembang, just outside Bandung in West Java. AIFDR supported the simulation team by providing a detailed shake-map of the event as well as estimated populations for affected locations; numbers of dead and injured. This was used to develop a two page sim-scope document provided to role players and a map provided to team leaders.

Artificial email accounts were established for teams at field, Post and Canberra and the teams were physically separated during the simulation to highlight the communication processes between teams. Mobile phones were used to supplement email communication. Field teams were deployed to an outside area, under tents erected by HK Logistics, and provided with office-in-a-box equipment and supported to set up and utilise this equipment to communicate with Post.

In addition to a Master Events List (MEL attached as Annex 1), an Insert Tracking Sheet was developed by RedR and reviewed by AusAID to track what activities each of the teams (Field, Post and Canberra) needed to achieve in each simulated day and what role plays were needed to support these outcomes.

### **3. Implementation**

#### **Simulation Activation**

On the afternoon prior to the simulation all participants received a briefing from RedR on the scenario and simulation parameters. It was agreed that following this an actual Embassy Emergency Response Committee (ERC) meeting was needed as the activator for the response. The ERC was held in the Australian Embassy with the Deputy Head of Mission and real-life options discussed regarding the outlined scenario. This proved an important element of the training, raising issues of genuine concern for future response. In particular, issues of security assessment in potential field locations and concerns over media skills and protocols amongst staff.

As a result of the ERC meeting the early morning elements of the scenario were changed to enable the whole team to meet prior to field team deployment. RedR concurs that this change is more realistic and should be adopted for any future simulations of this nature.

#### **Media**

A national daily newspaper (Bintang Pagi) was produced 'daily' by the media role-player to capture the impact of the emergency and AusAID response. Interviews with participants and collaborators were also conducted to reflect progress and issues in the response. It was recognised from the ERC meeting and highlighted throughout the simulation that dealing with the media is an area where AusAID staff felt they needed additional guidance/support.

#### **Assessment Quotes and Images/OCHA data**

More than 70+ images and quotes from sites affected by the earthquake were used throughout the simulation to represent information from NGOs, Red Cross personnel and affected communities. Numeric data in the form of OCHA updates were also distributed every 30 minutes at the field level to support informational gathering activities by ER staff. It was noted in debriefing that additional secondary data will add to the realism of the simulated event.

#### **Collaborators**

A key aspect of the success of the simulation was the availability and contribution of representatives from key AusAID stakeholders, including Badan Nasional Penanggulangan Bencana (BNPB, both national representatives and seconded AusAID staff); UN OCHA, International Federation of the Red Cross (IFRC) and Palang Merah Indonesia (PMI); and HK Logistics. These roles added vital realism to the engagement of AusAID staff response and depth to the learning process as AusAID ERT members need to negotiate with them as they would in reality. Although the numbers and individuals from collaborating agencies varied over the two days, this did not pose a significant problem to the running of the simulation.

Sadly, due to unavoidable conflicts in work priorities, the ADF were not able to take part in the simulation. This left a hole during the day and posed some challenges re: reality/decision making. If at all possible, it would be a great advantage if the ADF could take part in future trainings.

AusAID Canberra and AusAID Jakarta staff were also utilised to play key roles throughout the simulation and to act as the end point of email correspondence for teams. This included one person dedicated to media (AusAID – AIFDR personnel).

Role players, AusAID simulation team staff and RedR staff met prior to the simulation to run over the insert-tracking sheet and simulation sequencing and to ensure roles were understood.

Staff from NZAID, AusAID East Timor and DFAT Jakarta participated in the course. AusAID East Timor and NZAID highlighted the usefulness of participation in building linkages and in the development of internal process (i.e. AusAID East Timor ERT manual). DFAT Jakarta staff fed back that they felt that the simulation did not integrate their roles sufficiently. This is an area for further consideration by AusAID as to expansion/changes to the simulation to better reflect real-time the links between DFAT Jakarta and AusAID in the event of an actual major disaster.

#### **4. Key Findings and Recommendations**

The following findings and recommendations are based on analysis of participant feedback and evaluations and RedR Australia trainer observations throughout the simulation, as well as discussions held with team leaders and management upon course conclusion. Team feedback and individual participant evaluation comments can be found at Annexes 4-5. It is important to note that feedback received by the RedR Australia through debriefing was in line with what was reported in the formal evaluations and that these also correlated with RedR Australia training team observations.

An important overall finding which has guided this report and the recommendations is that the ERT training simulation demonstrated the overall strengths of the DRP and the importance of the manual for planning and staff preparation purposes, as well as a guide during a disaster response. No major structural weaknesses were identified and it was clear that the DRP enhanced staff knowledge of roles and tasks in a disaster response and management/leadership responsibilities.

#### **Disaster Response Plan (DRP) – Protocols and Processes**

##### **Findings**

The ERT training simulation demonstrated that the AusAID-Indonesia DRP is a well-constructed document that supports staff to understand their roles and responsibilities and how to apply these during an emergency response. In particular, it allows staff to develop an understanding of the emergency response process prior to an event – as is the case with most manuals<sup>1</sup>. Although the results from evaluations show consistently that participants agree the simulation made them more familiar with the DRP and improved their understanding of how to apply it, slightly lower scores were recorded regarding the types of information needed by different parts of AusAID in a response and how the DRP can assist them to make decisions.<sup>2</sup>

The simulation uncovered a few areas of the DRP that could be developed to strengthen the application of the Plan during a response. These areas were related to practical protocols and processes – not the Plan framework or structure. For instance, the ERT simulation demonstrated that staff understood the Operational Plan High Level Flowchart (at 2.1 of the DRP), but could use specific practical guidance regarding

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<sup>1</sup> Annex 4 A: point 1, 2,4,5; 22, 23, 24, 27,

<sup>2</sup> Annex 5, page 37 participant evaluation data

the steps involved in realising tasks. During formal and informal feedback and discussion, participants reported that checklists, timeframes, and reporting guidance would assist them in the application of the DRP and communication between actors.<sup>3</sup>

The need for further development of practical tools for undertaking tasks was also reflected in RedR Australia training team observations throughout the simulation. The team noted that adherence to DRP protocols varied and there appeared to be some confusion regarding the steps or content of specific tasks. For instance, while Situation Reports (SITREPs) and Cables were filled out, at times there was confusion regarding the roles of DFAT Jakarta and AusAID in relation to submitting and filling out reporting requirements or what information needed to be prioritised or highlighted. Support and further development of the 'why' behind requirements and protocols would be useful, as would 'when', 'who' and 'how' practical guidance. Greater clarity regarding engaging with the Government of Indonesia and associated processes was also noted during the simulation and throughout feedback.

### Recommendations

It is clear from the results of the simulation, participant feedback, and RedR Australia training team observations that the DRP is a particularly useful planning tool for disaster response. What needs to be enhanced is staff familiarity with the Plan manual and its application – in terms of both their individual roles and organisational response mechanisms. Therefore **it is recommended that** further exercises and familiarisation processes be run to assist staff internalise their roles and seek clarity on areas of confusion or limited understanding.

Further, **it is recommended that** guidance on how to actually perform tasks and possible steps to take should be part of the DRP to the greatest extent possible. While flexibility is crucial in a disaster response, it is clear that frameworks for some tasks are needed to enhance implementation of the DRP.

Specifically, **it is recommended that** the DRP include:

- More checklists and timelines to support decision making and prompt action at appropriate stages in the response – in relation to flowcharts or strategic guidance throughout the DRP, participants identified a need for timeline checklists that prompt action or information gathering that may be needed at later stages of a response. As will be noted below, this feedback is partially a case of building familiarity with the manual and further training – however some areas would be strengthened by breaking down tasks into specific steps;
- Funding templates and additional information/guidance on funding options – in relation to requests for staff or other resources, participants identified a need for understanding and applying for funding as part of the DRP;
- Communication protocols to improve information management – including reporting flowcharts and checklists, as well as key stakeholders to receive briefings/reports;
- In light of changes to legislation, processes related to determining security conditions prior to deploying field staff require clarification and clearer planning responsibilities. It is clear from the simulation and participant feedback that there are concerns regarding security protocols and authorisation mechanisms which will need to be translated into the DRP.<sup>4</sup>

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<sup>3</sup> Annex 4 A: points 6-21; 29-36, 38, 39, 40-53. Annex C: points 7, 11. Annex 5: points 5-12, 19, 23, 26-28.

<sup>4</sup> Annex 4 C: point 11

It is recommended that training be conducted in the following areas to support DRP protocols:

- Media management and practice – in relation to Section 2.3 of the DRP ‘How to work with the media’, staff identified a need for additional support to build confidence in speaking on behalf of AusAID when little information is available, how to use the media proactively to deliver key messages, and how to manage media flow and timelines to meet AusAID requirements.<sup>5</sup> Staff understand the importance of media interviews but have highlighted a desire for training on interview delivery;
- Checklists, timelines, flowcharts, and templates set out in the DRP manual and how/when to utilise them and who is responsible for tasks associated with each – these could be run as desktop simulations/exercises rather than role play simulations, allowing for development and discussion of these sections;
- Responsibilities and division of labour set out with greater clarity in the manual – tasks and priorities over time relevant to specific staffing roles, management positions, and agencies.
- Greater clarity may be needed for staff – especially field staff – on data assessment/analysis, both where they would do assessment themselves and where they would rely on the assessment of partners. When using the assessments of others, how to determine strong and weak data and assessments would be useful for ERTs.
- Clarification of the processes and practical tips on how to engage with Government of Indonesia counter-parts at different levels of Government.

### **Staff Capacity, Leadership, and Team Dynamics**

#### **Findings**

As noted above in relation to the DRP, the ERT training simulation demonstrated the considerable strengths of AusAID ERT staff members and managers<sup>6</sup>. Staff consistently worked well together, knew what their roles were and worked hard on the outputs associated with their areas of responsibility.<sup>7</sup> Despite pressure and difficulties with communication systems, the team did not become fragmented and were committed to ensuring cohesion throughout the response.

As would be expected, leadership styles and team dynamics varied between the two days and highlighted differences in approach to managing ERTs during a disaster response. Leaders were given time to reflect on this and provide feedback to training and DRU management on their experiences. Furthermore, learning points were derived regarding the strengths and weaknesses of their approaches, which could be fed back into AusAID response management and organisation in the future. The merits of speed of response v coherent/planned package of assistance were discussed with team leaders during debrief.

Some staff knowledge/capacity gaps were noted by the RedR training team and participants themselves.

These were:

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<sup>5</sup> Annex 4 A: points 12, 37. Annex 4 B: points 3, 7. Annex 4 C: point 12. Annex 5 A point 4, 22

<sup>6</sup> Annex 4 C: points 8-9

<sup>7</sup> In evaluation forms knowledge about roles was gathered using the questions “what was your role in the simulation” and “what did you feel accountable for”. Staff were consistently clear about what their role was and what they were accountable for, indicating that this is an area of strength in the ERT. Evidence to the contrary in other such trainings is shown by comments indicating they were unclear about their roles or lengthy explanations rather than a clear position description.

- Understanding of the Whole of Government approach was good but not consistent at different levels (Canberra, DFAT/Consular/Geneva/ New York);<sup>8</sup>
- Knowledge integration and information management was inconsistent, which would likely have a negative impact on a response if staff/teams were rotated for welfare and rest purposes.<sup>9</sup> Specifically, how the teams recorded/tracked decisions and information, and when information had been sent and to who were not logged accurately. These omissions would slow a response as a new team would be unaware of previous commitments/information sharing;
- There was little use of existing secondary data i.e. census, government health data etc. This sort of data could be useful in early stages of response when field data is very limited/of poor quality;
- Not all members of the field team having First Aid skills was raised as a concern by one of the field teams

### Recommendations

It is clear from the above findings that AusAID ERT staff and leadership are committed to a cohesive disaster response that aligns with Australian Government policy and DRP protocols.

To strengthen this response and ensure all staff share a common understanding of policies and protocols, **it is recommended that:**

- Principles of Australian Government response could be briefly highlighted in the introduction to the DRP to ensure common understanding among staff;
- A shorter training event, designed to support staff to further internalise the manual, check on specific outputs, information flows and decision making, should be held within six months. This could be undertaken as a table-top exercise in which one scenario is given to a group and people work within their specified roles using the manual to develop specific areas of the DRP;<sup>10</sup>
- Simulation-based training should continue annually with the next simulation building on the 2012 event, and a possible table-top exercise, and focusing on staff capacity rather than the manual. Such training should continue to be coupled with sit-down training on areas of interest and need for staff. Where possible annual training should seek buy-in from ERT and SMT on specific areas of interest/need which would support new staff, ensure existing ERT members skills remain current (and that they can support newer staff) and ensure that the DRP continues to be relevant (with any changes made as needed). This event could be designed to run for slightly longer/more real-time, such as starting early/finishing late so as to add to sense of realism which participants identified as desirable. Sit-down sessions can be run before or after the simulation.
- A survey of ERT staff to establish specific areas of need/concern prior to the next training event of this nature may be beneficial. For instance, individual/organisational needs assessment, Sphere standards, and humanitarian response systems. Recent experience in PNG in which staff were surveyed to establish their priorities ensured a high level of buy in and discussion during training – something that could be replicated in Indonesia;
- Where RedR is contracted to support future training of this nature key aspects of the simulation design and process need to be provided to AusAID earlier in the development time-line to support better understanding of how the simulation will run and support alignment between inputs and

<sup>8</sup> Annex 4 A: point 16, 22, and 44. Annex 4 B: point 21. Annex 4 C: point 14

<sup>9</sup> Annex 4 A: points 6, 15,29,30,36,38, 43, 44, 48,51, 52. Annex 4 C: 15, 16. Annex 5 A p 37

<sup>10</sup> Annex 4 C: points 9,10,13

learning outcomes – particularly to ensure relevance to DRP timeframes and incorporate ‘lessons learned’ from this simulation;

- As RedR has also been involved with other AusAID Posts ERT training, we can see value in Jakarta sharing their DRP with other AusAID posts i.e. PNG, Philippines, East Timor to support standardization where possible and appropriate.

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26 March 2012



## Annex 1: Sim-Scope

<b>Activity:</b> ERT Jakarta.	<b>Type:</b> EQ Bandung.	<b>Activity:</b> 1) joint training for 2 days, 2) ERT team emergency response simulation x 2 over 3 simulation days @ 2.5 hours per day and a 1.5 hour debrief.	<b>Support Roles:</b> OCHA (field and national), NDMA (field and national), IFRC/ Red Cross (field and national), Media, HK Logistics, AIFDR, Community representation (field representation through 60 insertions of quotes and photographs)	<b>Key References:</b> Disaster Response Plan October 2011. RedR-DRU Concept matrix of 30 January 2012. Sphere 2011. AusAid Contract 61723.
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### Scenario: Bandung

An earthquake measuring 6.2 on the Richter scale at a depth of 5.2km struck near Bandung at 5.45 a.m.

The Indonesian Government initial estimates that over 19,000<sup>11</sup> homes and buildings have been destroyed, with over 45,000<sup>12</sup> buildings & homes having suffered some level of damage. The Government estimates that the total number of people left immediately homeless could be as high as hundreds of thousands. About 33,000 people injured and 60,000<sup>13</sup> may need humanitarian assistance. The estimated death toll currently may be over 8,000.

The Government of Indonesia (GoI) has not formally requested international assistance but has stated that it will welcome support from in-country resources to meet the needs of the affected population.

### **Overall Tasks:**

- Conduct a site visit to the Kota Cimahi and Bandung areas on activation by the ERC
- Collect primary data from those on the ground including field teams, OCHA, Red Cross, NDMA local disaster management agencies (BPBD) & Community.
- Integrate at Jakarta level data received from field teams, OCHA, Red Cross, NDMA (BNPB) sitreps and coordination meetings.
- Collation and dissemination of cables, traffic & Sitreps to Canberra within a WoG approach (consular, ADF, DFAT).

<sup>11</sup> Relief web 2009 = 23,267

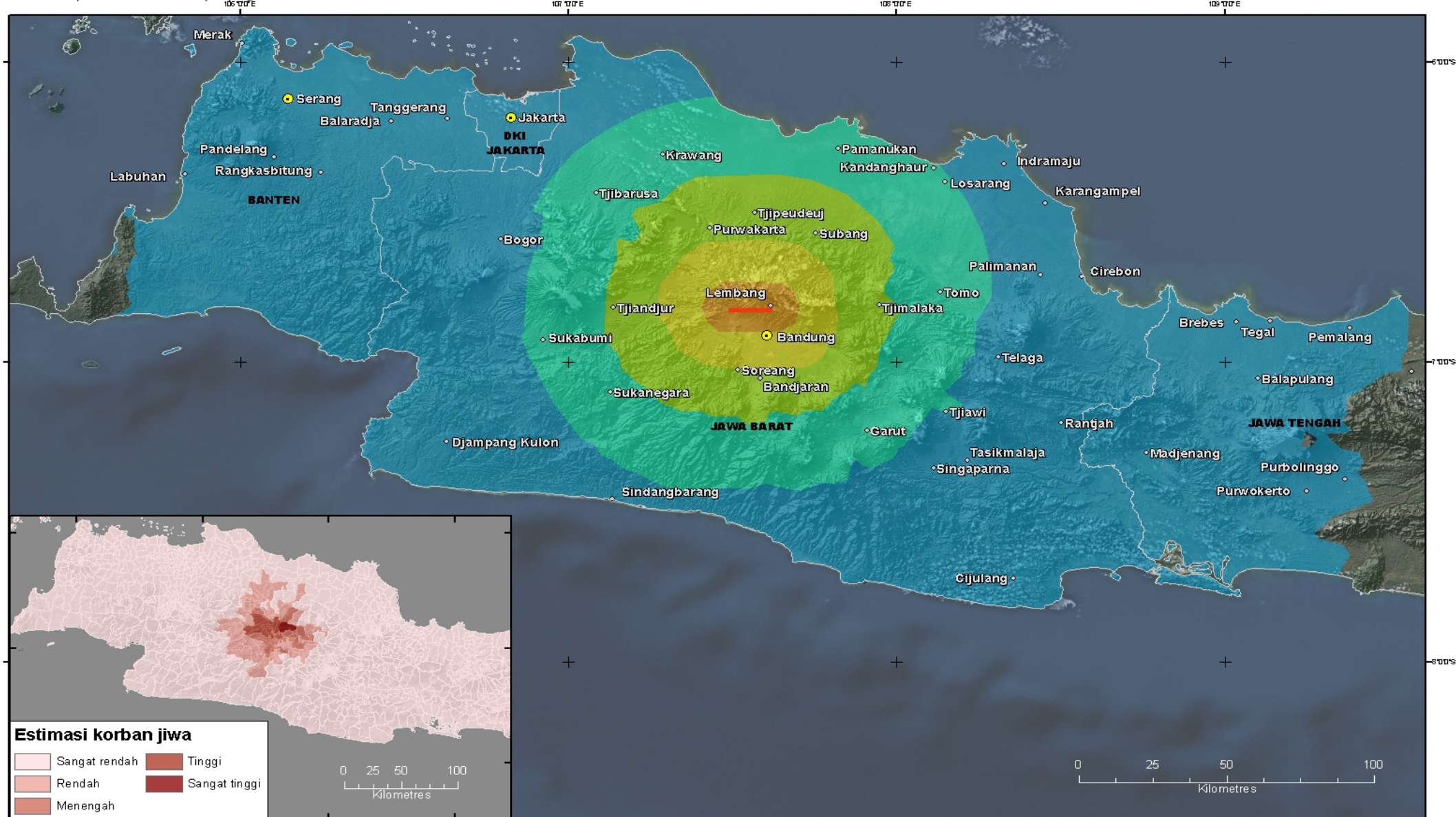
<sup>12</sup> 55,444 from 2009 7.3 quake

<sup>13</sup> 88,000 ocha sitrep 2009 7.3 quake

Estimasi Populasi Terkena Dampak (k = x1000)	49.124k *	9.847k	4.275k	4.211k	1.644k	0	0
Estimasi MMI	IV	V	VI	VII	VIII	IX	X+
Besar Guncangan	Ringan	Sedang	Kuat	Sangat Kuat	Merusak	Sangat Merusak	Ekstrem

\* Perkiraan penduduk terkena dampak yang

<b>Lembang, Indonesia</b>		
Mw 6.2 Kedalaman 5.2 km		Sesar
Propinsi	Propinsi Ibu kota	Kota



### Estimated Fatalities & Injuries

KAB KOTA	Population	Estimated fatalities	Estimated Injured (factor x 4)
Bandung	4,796,477	4,759	16,000
Kota Bandung	2,136,213	2,082	8,200
Kota Cimahi	285,250	393	1,600
Sumedang	1,103,553	328	1,200
Purwakarta	819,427	183	800
Subang	1,533,152	161	600
Cianjur	2,193,998	112	450
Karawang	2,123,310	57	200
Indramayu	1,812,752	43	160
Garut	2,321,341	43	160
<b>Total</b>	19,125,473	8,159	32,800 +-

## Annex 2: Master Events List

Activity	Input (Event)	Output (Responsibility)	Measure of success	DRP Reference	Support Roles
Briefing on Day 2 of the Training (ERT agenda)	Objectives, learning outcomes, themes. Email accounts for simulation.	RedR-DRU-Participants RedR-DRU.		DRP	Information circulated to support role players a week before.
Team Roles and Preparation for deployment Day 2. (ERT agenda) Initial planning: 45 minutes per team. <u>Simulation:</u> (Team Borobudur Day 3, Team Prambanan on Day 4).	ERC Activation of ERT.  Initial area & figures circulated  Request for GoI received  No requirement for RRT staff from Canberra  Request office in the box/ equipment  Personal kit  Briefings of teams by DRU  Communication protocols	ERC. Simteam-Team Managers. Use of telephone tree through team manager. Simteam-Via email and Team Manager  Simteam: ERC circulate letter/précis.  Simteam-ERC.  Team  Team  Simteam. No movement by road as bridges unsafe. Simteam		Pages 7-16, 64-69.  Page 16  Page 36  Page 17  Page 24  Page 63  Page 16, D. (Note—do we have team members bring personal kit?) Note: for simulation. gmail accounts @ prefaced SIMULATION.	HK provide office in a box and logistics person for training (ERT equipment including 2 tents).Option 2 of DRP. Page 24.  Test equipment. HK charter helos for team movement from Jakarta.      Option 2 of DRP. Page 24

Days 3 @ 4					<p><b>Sultan Hotel:</b> Jakarta operations Room, Canberra room, Role player's area/briefing area, Simteam area, outdoor area for field team (separate entrance), indoor field team area.</p> <p>Flow and events can be adjusted to meet desired outcomes &amp; progress by the 3 teams.</p> <p>Simteam members will monitor a component/team.</p>
<p><u>Day 1: 0800-1030.</u> Set up Field Office</p> <p>Set up Jakarta Ops Centre</p> <p>Set up Canberra Room</p>	<p>Roles, assessment data. Meetings with partners. HK logistics availability. Sitreps Event logs</p> <p>HER &amp; DESK aware of deployment GoI aware of deployment Awareness of international USAR/UNDAC possible assistance HK logistics Sitreps Event logs Consular &amp; ADF responsibilities WoG approach</p> <p>Talking points Sitreps Support options GoA (ADF, AusAID resources Brisbane)</p> <p>Prepared insertions (30%),</p>	<p>Simteam: Information triangulation. Role Players-seeking information, collaboration, conflicting information. Media interview</p> <p>Simteam: Role Players-seeking information, collaboration, conflicting information. Media interview Newspaper article</p> <p>Simteam. Media interview.</p>	<ol style="list-style-type: none"> <li>1. Liaison</li> <li>2. Drafting package of assistance</li> <li>3. WOG approach</li> <li>4. Communicating for clearance of package</li> <li>5. Package approved</li> </ol>	<p>Page 23</p> <p>Page 38</p> <p>Pages 33-34. Page 38</p> <p>Pages 42-44.</p>	<p>Role players and media (page 19) representative available each day from 8.30 a.m-5 p.m. Desirable if they remain for debrief.</p> <p>Role players (national and field) depict their organisational mandate within the scenario/simulation.</p>

Initial reports of damage and affected people	photographs, Red Cross, NDMA, OCHA, community.	Simteam & role players. Role players			
<u>Day 2:1030-1300</u>					Lunch on the run.
Field Office	Australians missing. Team member with broken leg. Assessment Meetings with: OCHA, Red Cross and BPMD. Additional information on affected people and building damage. Office set up & accommodation options continue. Event log Day 2 sitrep.	Red Cross information. Simteam  Media interview. Newspaper articles. Simteam. Release of estimated figures and 30% of quotes and data through role players. Simteam. Input from HK logistics.			
Jakarta Ops Centre	WoG involvement Diplomatic clearances for ADF aircraft Australian USAR team offered. Calls from Australian citizens. Day 2 sitrep. Event log. Funding allocations at post. ERC meeting.	Media interview. OCHA Sitrep (guided by Simteam) BNFB Sitrep (guided by Simteam) IFRC update (guided by Simteam) Simteam Simteam Simteam			
Canberra	High PM@C/Ministerial interest Calls from Australian citizens Ministerial announcement on GoA support.  Australian USAR team offered Possible visit by Minister of Foreign Affairs (in Singapore at an ASEAN meeting)	Simteam " " " Simteam			



## Annex 3

### Simulation AusAID ERT Jakarta

## Insert Tracking Sheet - Field Team

Memo/ time	To	From	Team Task	Role Player task	Done? (√)	Debriefing	
						Point? (Y/N)	Comment
D1: 8:00			Set up field office  Team roles and Responsibilities set				
D1: 8:15			Assessment data collected  Meet with BPBD on the ground  Begin logistics preparedness for first package	Information requested of team by role players  Quotes fed in 30%			
D1: 8:30			Information triangulated (secondary and primary)  Identify a media spokesperson to Jakarta for clearance from Canberra	Information offered to team by role players (NGO, BNBD, PMI)			
D1: 9:00			Meetings held with local representatives of Red Cross and	Meet with role players ask			



Memo/ time	To	From	Team Task	Role Player task	Done? (√)	Debriefing	
						Point? (Y/N)	Comment
			other actors (NGO etc)  Media interview requested  Feed information to Jakarta on proposed package of assistance	asked (NGO, BNBD, PMI)			
D1: 9:30			Event log filled in				
D1: 10:00			Sitrep sent to Jakarta  Prepare for arrival of first package of assistance	Information fed to media for Newspaper for day 1 delivered to teams			
D2: 10:30			Gather information and disseminate on Australians missing	Red Cross to feed information on missing Australians (names etc)			
D2: 11:00			Team member with broken leg. Request evacuation for medical treatment (contact HK for logistics support)	Notify the team member they are injured and need to be evacuated (will take a day?)  HK to feed information in on transport options			

Memo/ time	To	From	Team Task	Role Player task	Done? (√)	Debriefing	
						Point? (Y/N)	Comment
D2: 11:30			Assessment Meetings with: OCHA, PMI and BPBD.  Attend local health cluster meeting to gain additional information on priority needs	OCHA field, Red Cross and BPBD to meet with field team and provide information on assessment data.  BPBD and OCHA to call health cluster meeting for them to attend.  Health cluster meeting role players (3)			
D2: 12:00			Confirmation of office set up & accommodation options to Jakarta  Media interview requested	Jakarta to request confirmation			
D2: 12:15			Event Log completed				
D2: 12:30			Sitrep completed	Day 2 newspaper delivered			

Memo/ time	To	From	Team Task	Role Player task	Done? (√)	Debriefing	
						Point? (Y/N)	Comment
D3: 13:00			Liaise with counterparts at field level to confirm injured and killed Australians	Release of final additional data and quotes.  Red Cross & BPBD information inserted  Consular requirements requested  Feed names of Australians			
D3: 13:30			Update Jakarta with information on missing and dead Australian Citizens  Commencing preparations for ministerial visit	Role players (PMI) to ensure they have a full list of dead and injured			
D3: 14:00			Prepare for arrival of support teams  Identifying public affairs opportunities (re: visit/support teams)	Liaise with HK on needs as well as with BPBD			
D3: 14:30			Collate and send updated data to Jakarta				
D3:			Sitrep completed				

Memo/ time	To	From	Team Task	Role Player task	Done? (√)	Debriefing	
						Point? (Y/N)	Comment
15:00							
D3: 15:30			Event log completed				

## Simulation AusAID ERT Jakarta

# Insert Tracking Sheet – Ops Team Jakarta

Memo	To	From	Task	Role player task	Done? (√)	Debriefing Point? (Y/N)	Comment
D1: 8:00			<p>HER &amp; Canberra desk made aware of deployment of field team</p> <p>Recommends first package of assistance to Canberra</p>				
D1: 8:15			<p>GOI made aware of field deployment (meet with GOI)</p> <p>Request meeting/discussion re: possible assistance</p>	<p>Role Players-seeking information,</p> <p>Meet with BNPD</p>			
D1: 8:30			<ul style="list-style-type: none"> <li>GOI Aware of assistance options (items/support available in country and UNDAC (USAR) possible assistance)</li> <li>Consular &amp; ADF contacted re: their responsibilities</li> <li>WoG approach employed by team</li> </ul>	GOI role players to negotiate over package of assistance			

Memo	To	From	Task	Role player task	Done? (√)	Debriefing Point? (Y/N)	Comment
			<ul style="list-style-type: none"> <li>Sitrep information requested from field</li> </ul>				
D1: 9:00			<ul style="list-style-type: none"> <li>HK logistics engaged re: options for further deployment of people and goods</li> <li>Media interview requested</li> <li>Jakarta develops package of assistance for submission to Canberra and GOI</li> <li>Details of media spokesperson from field relayed to Canberra for clearance</li> </ul>	HK to discuss logistics support options  Media interview requested/			
D1: 9:30			Sitrep info received from field team  Jakarta team recommends package of assistance to Canberra (Goods to be moved from Brisbane warehouse using ADF assets)  Notify field of approval of first package  Make official offer to GOI re: first package	Media interview accomplished  Canberra reviews package and returns information			
D1: 10:00			Discuss RRT possibilities with Canberra	Newspaper article			

Memo	To	From	Task	Role player task	Done? (√)	Debriefing Point? (Y/N)	Comment
			Sitrep completed Event Log completed	completed			
D2: 10:30			Request new information from field team Get clearance of the package of assistance from Canberra Jakarta team makes formal offer of package of assistance to GOI Notify field team of media spokesperson clearance from Canberra	GOI role players for meeting			
D2: 11:00			Notify Canberra of Injured team member Notify Canberra of GOI and field team of response to offer of assistance package				
D2: 11:30			Request confirmation of staff accommodation and that field operation is fully set up. Minister makes announcement on package of assistance In-Country media release re: package of assistance	Canberra to send details			

Memo	To	From	Task	Role player task	Done? (√)	Debriefing Point? (Y/N)	Comment
D2: 12:00			<p>WoG involvement – meet/discuss options with consular/ADF etc.</p> <p>Diplomatic clearances for ADF aircraft undertaken with GOI</p> <p>Meetings with stakeholders in Jakarta including invitation to attend UNHCT meeting to discuss donor contributions</p>	<p>GOI inputs</p> <p>ADF inputs</p> <p>Meetings</p> <p>Sitreps and or meetings with OCHA, Red Cross</p> <p>BNPB</p> <p>Resident coordinator inputs for HCT</p>			
D2: 12:15			<p>Field calls from Australian citizens seeking help</p> <p>Australian USAR team offered to GOI</p>	Make calls to team			
D2: 12:30			Day 2 sitrep completed				



Memo	To	From	Task	Role player task	Done? (√)	Debriefing Point? (Y/N)	Comment
			Event log completed				
D3: 13:00			<p>Confirmation and support to arrival of AusAID resources early morning via ADF aircraft, USAR team.</p> <p>AusMAT team on standby</p> <p>Media interview requested (filmed) Other media opportunities identified for arrival of AusAID resources</p> <p>Commence preparations for Ministerial Visit</p>	<p>Coordinated with ADF, Consular and Canberra</p> <p>TV (filmed) interview</p>			
D3: 13:30			Notification of Activation of AusAID RRT – begin coordination of possible movement of people	Coordinated with Canberra			
D3: 14:00			Request information on humanitarian partners on the ground	Could discuss with NGO representation as well as PMI and			

Memo	To	From	Task	Role player task	Done? (√)	Debriefing Point? (Y/N)	Comment
				GOI			
D3: 14:30			GoI-OCHA-IFRC-BNPB-GoA meeting	Meeting with role players from GOI, OCHA, IFRC, BNPB			
D3: 15:00			Day 3 Sitrep.	Requested from Canberra			
D3: 15:30			Event Log updated				

**Simulation AusAID ERT Jakarta**

**Insert Tracking Sheet - Canberra**

Memo	To	From	Task	Role Player task	Done	Debriefing	Comment
					?	Point?	
					(√)	(Y/N)	
D1: 8:00			Canberra requests initial information from Jakarta (basis for talking points)  Established schedule for sitreps				
D1: 8:15			Sitrep information requested  Media comment requested  Discuss possible RRT support (and technical teams)  ID source of funding for programming  Go through approvals for first package of assistance	Journalist requests government comment on possible assistance (pre-GOI decision)			
D1: 8:30			Receive information from Jakarta re: package of assistance, submit for ministerial approval	Ministerial request for			

Memo	To	From	Task	Role Player task	Done ? (√)	Debriefing Point? (Y/N)	Comment
			Support options discussed GoA (ADF, AusAID resources Brisbane)  Confirm grey areas with Post	information			
D1: 9:00			Talking points completed and submitted for clearance  sitrep completed  seek approval for field media spokesperson  Notify Jakarta of approved first package  Media release re: first package of assistance	Sim team to clear talking points?			
D1: 9:30			Media interview completed	Media interview completed			
D1: 10:00			Discussion and clearance of package of assistance with Minister's Office  Event Log completed				

Memo	To	From	Task	Role Player task	Done ? (√)	Debriefing Point? (Y/N)	Comment
			Notify field team of clearance of media spokes person				
D2: 10:30			Funding allocations at post discussed  Request information on existing AusAID NGO partners on the ground	Discuss with Jakarta the GOI preference for PMI support			
D2: 11:00			Field high PM@C/Ministerial interest	Insert emails re: interest			
D2: 11:30			Calls from Australian citizens re: family that are missing	Make calls to ask for assistance			
D2: 12:00			Ministerial announcement on GoA support.	Press release sent out			
D2: 12:15			Australian USAR team offered	Page29			

Memo	To	From	Task	Role Player task	Done ? (√)	Debriefing Point? (Y/N)	Comment
D2: 12:30			<p>Notify Jakarta of possible visit by new Minister of Foreign Affairs (in Singapore at an ASEAN meeting)</p> <p>Event Logs completed</p>				
D3: 13:00			<p>Coordinate the arrival of AusAID resources early morning, ADF aircraft, USAR team with Jakarta team</p> <p>Identify appropriate media opportunities</p>				
D3: 13:30			Notify Jakarta team that AusMAT team are on standby.				
D3: 14:00			Activation of AusAID RRT (notify Jakarta and coordinate movements)				

Memo	To	From	Task	Role Player task	Done ? (√)	Debriefing Point? (Y/N)	Comment
D3: 14:30			Additional information request on what support is required at post.				
D3: 15:00			Request additional information from field team on status of Australian citizens				
D3: 15:30			Request additional information for Minister in Singapore  Event log completed				