

Step 6.2: Decide what kind of simulation you would like to conduct and plan, design and organise the simulation

Many national societies have lots of experience with different type of simulations. If you are less experienced, it is useful to start with a tabletop exercise and not with a full-fledged-field exercise.

Guiding questions to decide what type of simulation to do:

- What exactly do you want to test? Do you want to test early actions or processes? Select the approach that best fits what you want to test.
- How much experience do you have with simulations? If you have never done a field exercise but have conducted drills, start with a drill.
- What is your experience with this early action? Has it been implemented similarly as a response action or is this a completely new approach? If completely new, a drill might be more suitable than testing several actions simultaneously.
- Have the early actions already been tested or even implemented elsewhere? Can lessons be drawn from this for your EAP?
- Who is being tested or will be involved? Are all parties willing or available to participate?
- When and where will the simulation take place? Is the timing appropriate?
- How involved were partners and local authorities in the developing of the EAP? A simulation is a learning experience for all involved, but it should also not overwhelm partners. Select the kind of simulation according to partners capacity.
- Do you already assume where your national society or partners might have gaps (e.g. in capacity, processes, knowledge)? This might be worth testing!
- How much budget and time do you want or have available to invest?



Reach out to IFRC for simulation support

Reach out to IFRC to support you with the planning and

implementation of the tabletop exercise that tests the communication and administrative processes of an EAP activation. IFRC has supported several tabletop exercises for anticipatory action, including support of staff from the anticipatory pillar of IFRC in Geneva. This is particularly helpful when this is your first EAP and processes are not yet clear to everyone.

After establishing the type of simulation, hold a first coordination meeting with the key partners. For example, this could include:

- The FbF coordination team and other relevant staff from the national society
- Government authorities (e.g. National Hydromet Services, Disaster Management and Relevant sectoral departments),
- Volunteers of the respective branches,
- Community members,
- IFRC offices and relevant partner organizations.

Note: Have a look at the suggested team structure and their responsibilities in the IFRC CADRIM Simulation guide.

Generally, all types of simulations need thorough planning. Please refer to the respective section in the IFRC and CADRIM simulation guide which also includes templates. Some common aspects across all kinds of simulations include:

- Define the objectives of the simulation
- Determine the scope, outputs and activities for each objective
- Set your timeline for each output and activity
- Define the target audience and stakeholders
- Identify resources and logistical agreements needed
- Allocate a budget
- Final verification of preparations

Once you have a plan, design the simulation. Usually this includes the following steps:

- Develop the script or master truth (note: this is never shared with the participants beforehand!)
- Develop supporting materials (e.g. media reports, government statements)
- Develop injects (Injects are prompts or updates of the scenario that

stimulates additional responses from participants)

Lastly, you need to organise the simulation before conducting it. This includes aspects like sending invitations, organizing accommodation arrangements, and confirming the venue.