

note

Standard Operating Procedure (SOP) for conduct of Mock Exercises/Table Top Exercises(TTE)/Capacity Development Programme(CDP) by NDMA in various States/UTs.

I. Background

The need for Mock Exercise is to inculcate the culture of preparedness, to examine the Plans and SOPs of identified stakeholders, including (Industries – Public/Pvt Sector), to evaluate the resource status of various Departments, to coordinate the activities of various agencies for their optimum utilization and to use the feed back to identify the gaps and improve the resource capabilities to face actual disasters.

The broad objectives of the Mock Exercise are to review Disaster Management Plan of the State, to evaluate the Emergency Response Plan and Standard Operating Procedures of the Industry/District/s selected for Mock Exercise, to highlight the Roles and Responsibilities of various Stakeholders, enhance Coordination among Emergency Support Functions of various stakeholders at District level, to generate Public Awareness by involvement of Local Government, NGOs and Public and to identify the gaps in Resources, Manpower, Communications and in any other field.

Three steps are taken in the conduct of any Mock Exercise:

(i) Coordinating Conference. The purpose of Coordinating Conference is to Delineate objectives of Mock Exercise, Scope of Exercise, Selection of the Industry/ Industries & District for Mock Exercise, deciding the date and Venue for Table Top and Mock Exercise, identifying the involvement of Participants and Media for coverage.

(ii) Table Top Exercise. Table Top Exercise(TTE) is a precursor to Mock Exercise, wherein worst case scenarios are simulated. Scenarios are initially painted at the operational level of the industry for 'on site' plan. The operational staff, supervisory staff and the management respond to various injects. When the 'on-site' plan is decided 'off-site' plan for dealing with the disaster situation by the civil administration i.e. District Magistrate needs to be formulated for which, the injects are targeted at the Collector/DC and other Stakeholders at District level like Director Industry, SSP, District Health Officer, Fire Officer, Public Services heads, NDRF Team Leader, Communication, Civil Defence, Home Guard, Red Cross, RTO, NGOs Public Relations etc. Responses are elicited and detailed discussion takes place. Details of Coordination and Safety are discussed, gaps are identified and remedial measures taken before conduct of actual Mock Exercise.

(iii) Actual Mock Exercise: This is the 'D' day of the entire exercise which aims to bring together each and every participant to apply what they have learned to a practical context and to develop an cooperative, large scale, inter agency response to emergencies.

