

How to organise a mock emergency training session

- Identify someone who you trust, and who is familiar with emergency plans
- Ask them to be your trainer and lend them a copy of your building plans

- The trainer looks at the plans and secretly identifies a likely place for a small flood
- Ideally the 'flood' will spread through two or more rooms, over two floors and will compromise the electrics

- Pick a day for the training - the most realistic time is just after you've opened up
- Make sure at least one person in your organisation knows that there will be a mock emergency, but tell as few people as possible
- Warn the appropriate people [front of house staff?] that there will be some training, but don't tell them what kind of training
- You are trying to replicate, as far as possible, the unexpectedness of a real emergency

- On the day, the trainer arrives, greets the one person who knows about the mock emergency, then goes to the area they have already identified
- The trainer lays out paper on the floor marking the extent of the flood, with labels saying 'water'. Similar notices can be stick to walls and electric sockets etc.
- The trainer then tells someone [front of house staff?] that they are there to run a training exercise and that they think there is a problem in the appropriate area of the building

- The trainer then observes what happens

- It's easiest to 'pretend' to switch off utilities and alarms, but don't actually do it
- Everything else has to be done for real – close the rooms, fetch your equipment, put on your PPE, move some of the collections etc etc
- The trainer only intervenes to point out health and safety issues – “You are now soaking wet” “That's too heavy to move on your own” - to remind people who they might call on to help them, and with other practical suggestions
- Part of the training can be in 'fast forward'. For example, if your people decide they need the RRN kit, the trainer can say “Right, 2 hours have now passed and we now have the RRN kit on site.” Alternatively, you could go and get the kit!

- When your people decide that the emergency has been dealt with, the training stops
- The trainer congratulates your people on what they have done well
- The trainer gives your people feedback on what might be done differently and what equipment / materials you might need on site
- The trainer provides feedback to the person who organised the training

- You may decide to amend your emergency plan or buy some items, as a result of the training