

Facilitator Guide

Run a 75 minute discussion exercise using any of 12 scenarios. This kit includes 12 fictional situations, 48 selectable injects, participant records and an after-action tracker. Adapt the chosen scenario to your organization before play.

Prepare the session

Use 4 to 12 participants from operations, facilities, communications, leadership and relevant support functions. Assign a facilitator and a separate note-taker when possible. Invite accessibility or service-user perspectives relevant to the site.

- [] Choose a date, accessible room or meeting link, and a real-emergency stop procedure.
- [] Review the approved emergency plan and current contact methods.
- [] Replace the fictional site details and agree on exercise assumptions.
- [] Select the injects needed for the three objectives below.
- [] Print one worksheet per participant and retain cards for the facilitator.
- [] Confirm that no real alerts, system changes or emergency calls will occur.

Exercise objectives and evidence

Objective	Discussion evidence to collect
O1 Protective action	Participants name a decision authority, a safe action and the information needed to reassess.
O2 Communication and accountability	Participants identify primary and backup messaging and a method to reconcile staff and visitors.
O3 Continuity and recovery	Participants set essential-service priorities, assign recovery approval and identify corrective actions.

These objectives are customizable discussion targets. Speaking about a process does not prove it works in the field. Record any demonstration or follow-up test needed.

Exercise date sponsor facilitator note taker and participants

Scenario 05

Severe winter weather and facility closure

EXERCISE ONLY | Suggested session 75 minutes

OPENING SITUATION

A winter storm warning is in effect. Snow and freezing rain are expected to worsen before the end of the workday, making travel unsafe. The facility remains open, but leadership must decide whether to close early, shift to remote operations, or continue essential services on site.

PARTICIPANTS AND PREPARATION

Suggested roles: Operations, facilities, reception or communications, HR and business continuity. Confirm reliable weather sources, closure authority, employee notification methods, remote-work expectations and support for people who cannot travel safely.

SCENARIO TARGETS

Recognize decision triggers; make a timely closure or continuity decision; communicate clearly with staff and visitors; maintain accountability and essential services while conditions deteriorate.

FIRST DISCUSSION

What do you know, what needs verification, and who takes the first action? Explain which approved procedure supports the decision and how affected people will receive instructions.

EXAMPLES ONLY

SITE DETAILS SUBSTITUTED AND ASSUMPTIONS AGREED

SELECTED CARDS AND PLANNED DISCUSSION TIME

EVIDENCE TO COLLECT AND OBSERVER RESPONSIBLE

Use O1 for protective decisions, O2 for communication and accountability, and O3 for continuity and recovery. Adapt the objectives before play. Record gaps on Resource 11 and assign verified improvements through Resource 12.