

7 Steps of Workshop Design

Simulation Exercise-SIMEX – Hurricane Preparedness

EMPOWER Caribbean

June 13-15, 2023

WHY?

Given the increasing frequency of emergencies in the Caribbean and South America, Catholic Relief Services (CRS) has expanded its support and work in solidarity with local partners across the region. CRS' EMPOWER project aims to strengthen the capacity of local first responders to both meet the acute needs of the most vulnerable, as well as lead comprehensive emergency efforts that support people's dignified recovery. The overarching goal of EMPOWER is that local partners effectively prepare for and respond to disasters in the Caribbean and South America.

As part of its capacity strengthening initiatives with participating partners and as part of the ongoing efforts to support partners in the Caribbean Zone in developing comprehensive hurricane preparedness plans and testing those, the EMPOWER project in the Caribbean aims to continue providing accompaniment to partners in developing, reviewing and testing their hurricane preparedness plans.

To date, the EMPOWER project in the Caribbean has conducted a SIMEX twice. In July 2021 the exercise was conducted virtually using the Teams platform and in 2022 in person in St Lucia. In both instances, the EMPOWER team received the support of the Emergency Coordinator from the CRS Haiti country program. The in-person approach has been selected as the preferred method to conduct this exercise by partners given the ability to discuss and receive feedback in real time from different partner organization within the region.

The ELMA Relief foundation, current donor of the EMPOWER project in the Caribbean has also expressed interest to visit a partner institution and their work in the Caribbean and we believe that this will be great opportunity for the donor to meet multiple partners and also witness firsthand a project activity.

The EMPOWER team is putting forth an in-person workshop to accomplish the deliverables discussed below.

WHAT AND WHAT FOR?

The EMPOWER project in the Caribbean will bring representatives from five (5) partner institutions and relevant EMPOWER Project staff and CRS Haiti Emergency Coordinator to conduct the Simulation Exercise.

Proposed activities:

- 1-day Donor meeting and potential site visit with partner Caritas Antilles
- 1 day EMPOWER BHA Funding mechanism (RRF and DRR)
- 2 days in-person Hurricane preparedness and response Simulation Exercise with a debrief session after the exercise

WHERE AND WHEN?

The EMPOWER Caribbean SIMEX will be held from June 13-15 2023 in St Lucia.

The workshop will begin at 9:00 AM and end at 4:00 pm each day. There will be 2 fifteen-minute coffee breaks, and a one-hour lunch break each day.

WHO?

- **Participants.** The workshop will include EMPOWER project staff, CRS Haiti Emergency Coordinator, potential donor representatives and 2 representatives per partner organizations (5 partners). Detailed participant list is the following: Final list TBC

Name	Title	Relevant Program	Nationality	POET Code
Anna Hrybyk	TAIII – HRD EMPOWER LACRO Team Lead	EMPOWER LACRO	USA	200894.326.101
Erin McGee	USAID/BHA Donor Representative	USAID/BHA	USA	
Peter Morrison	ELMA Relief Foundation	ELMA	USA	
Kristie Suarez	BHA Grants Manager	EMPOWER LACRO	USA	200894.326.101
Cassandra Bissainthe	TAII – HRD EMPOWER Caribbean	EMPOWER Caribbean	USA	200894.326.101
Carlos Rivas	DRR TA	EMPOWER LACRO	Nicaragua	200894.326.101
Fernanda Orellana		EMPOWER LACRO	Guatemala	200894.326.101
Hannah Kyle	MEAL TA	EMPOWER LACRO	USA	200894.326.101
Abdiel Cabrera	Safeguarding TA	EMPOWER LACRO	Guatemala	200894.326.101
Michael Augustin	Emergency Coordinator	CRS Haiti	Haiti	200894.326.101
Marcia Haywood	Regional Director	Caritas Antilles	St Lucia	200894.326.101
Cynthia Fontenelle	YEAC Regional Program Manager	Caritas Antilles	St Lucia	200894.326.101
Dwayne Francis	General Manager	St Patricks Rangers	Jamaica	200894.326.101
Vivienne Morris	Finance Manager	St Patricks Rangers	Jamaica	200894.326.101

Francis Darius	Diocesan Coordinator	Caritas Grenada	Grenada	200894.326.101
Rose Anne Redhead	YEAC Project Manager	Caritas Grenada	Grenada	200894.326.101
Deacon Curtis	Diocesan Coordinator	Caritas Dominica	Dominica	200894.326.101
Mahalia Paul	YEAC Project Manager	Caritas Dominica	Dominica	200894.326.101
Rochelle Nahkid	Director	LWC – Migrants and Refugees Ministry	Trinidad and Tobago	200894.326.101

- **Facilitator(s).** The workshop will be facilitated by Michael Augustin Emergency Coordinator from the CRS Haiti country program and Carlos Rivas EMPOWER DRR Technical Advisor

HOW?

- **Language:** The workshop will be held in English.
- **Proposed Approach:**
 - **2 days of travel** (Arrival on Sunday and Departure on Thursday) Final dates TBC
 - **1 day of Donor meeting**, visit of Caritas Antilles office and staff and potential project site – Final agenda for donor meeting TBC
 - **1 day** EMPOWER BHA Funding mechanism (RRF and DRR)
 - **2 days of SIMEX Workshop** -testing existing hurricane preparedness plans
- **SIMEX Day 1:**

Simulation Exercise- Preparedness actions, communication functions and pre- and post impact behavior.

- Participants identify steps and actions that needs to be done within the critical phase of an Emergency PREP -72 hours before landfall,
- Participants Test plans and procedures through Table-top simulation exercise
- Participants Identify capacity to respond to an emergency.
- Participants implement actions to be carried out within the first 48hours of an Emergency Response

Debrief session after Day 1

- **SIMEX Day 2:**

Simulation Exercise- After-Impact- Responses & coordination Functions, and Post-Impact behavior.

- Participants identify and implement actions to be carried out during the first 3 weeks of an Emergency Response.
- Test plans and procedures through semi-functional simulation exercise
- Participants simulate response to an emergency

- Participants conduct an after-action review of the exercise, Identify and outline areas for improvement
- Participants develop a draft of their Actions plan

Debrief Session after Day 2

- **TEAMS:** All pre-work and individual partner meetings will be held virtually prior to the in person Simulation Exercise.

Date	Activity	Lead
Monday 06/12/2023	<ul style="list-style-type: none"> • Visit/Meet and greet with Caritas Antilles • Potential meeting with St Lucia RRF participants • YEAC activity visit • Prepositioning/Hurricane Preparedness 	Caritas Antilles / EMPOWER
Tuesday 06/13/2023	<ul style="list-style-type: none"> • EMPOWER - BHA funding mechanisms and process • MEAL Requirements • Rapid Response Fund – RRF • Disaster Risk Reduction – DRR 	EMPOWER <ul style="list-style-type: none"> • Kristie Suarez • Carlos Rivas • Hannah Kyle
Wednesday 06/14/2023	SIMEX DAY 1 <ul style="list-style-type: none"> • Emergency PREP – 72 hours before landfall • Debrief 	<ul style="list-style-type: none"> • Michael Augustin • Carlos Rivas
Thursday 06/15/2023	SIMEX DAY 2 <ul style="list-style-type: none"> • After Impact, Responses and Coordination Functions up to 3 weeks after landfall • Debrief • Next Steps • Donor Q&A 	<ul style="list-style-type: none"> • Michael Augustin • Carlos Rivas