



UNESCO/IOC – NOAA ITIC Training Program in Hawaii (ITP-TEWS Hawaii)
TSUNAMI EARLY WARNING SYSTEMS
AND THE PACIFIC TSUNAMI WARNING CENTER (PTWC) ENHANCED PRODUCTS
TSUNAMI EVACUATION PLANNING AND UNESCO IOC TSUNAMI READY PROGRAMME
15-26 September 2025, Honolulu, Hawaii

TR PREP 5

IOC Community Tsunami Exercise Guideline (IOC MG 86)

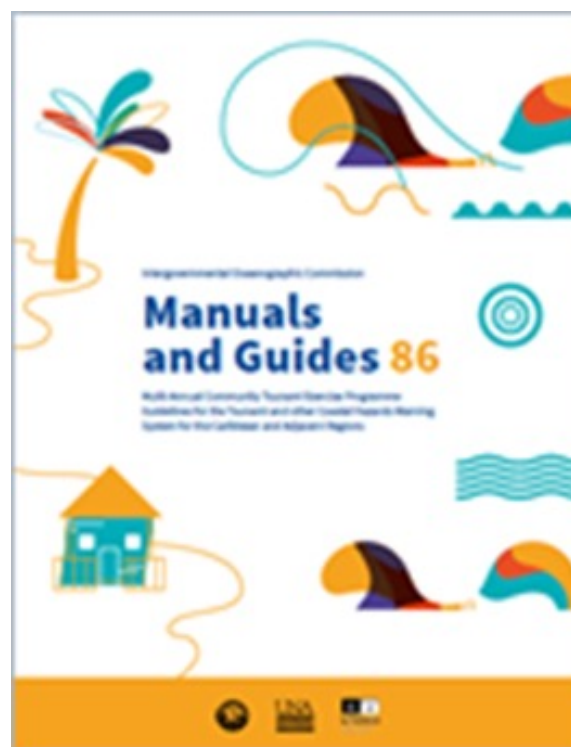
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ITIC



Pacific
Community
Communauté
du Pacifique

UNESCO/IOC Manual and Guide 86

- ❑ **“The Multi-Annual Community Tsunami Exercise Programme: Guidelines for the Tsunami and other Coastal Hazards Warning System for the Caribbean and Adjacent Regions”.**
- ❑ **Available in English, French and Spanish**
- ❑ **Socialized in CARIBE WAVE and Ocean Decade Safe Ocean Lab**



Main Objective

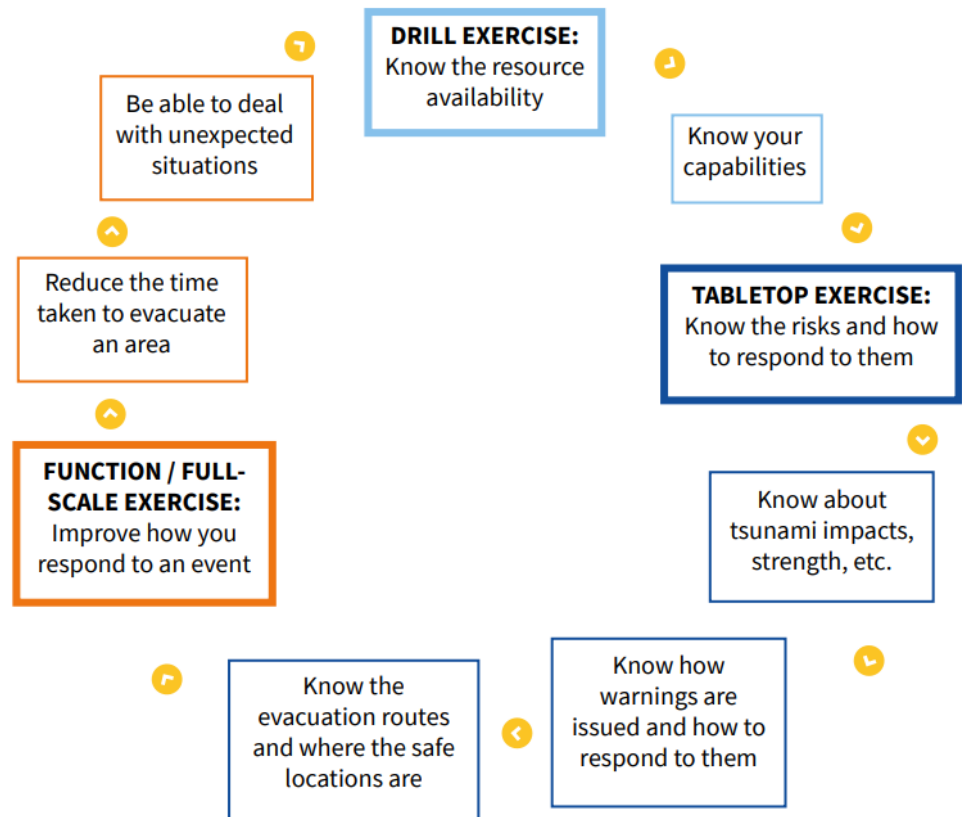
“....help coastal communities establish a multiannual tsunami exercise program...”

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- Preparing for Tsunamis
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 - Tsunami Impacts
 - Preparing for Tsunami-Related Hazards
- How to Set Up Multiannual Exercise Program (MEP)
- Starting and Preparing a MEP
- Conducting and Evaluating the Exercise
- Annexes with examples

Circle of Activities with Continuous Improvement

MAKE SURE YOU DO
NOT RUN BEFORE
YOU CAN WALK.



Analysis of Community Needs



Do you already have a multi-annual exercise programme in place? If so, you will only need to add some objectives related to preparing your community for earthquake and tsunami risks.

NOTES

Exercise Team



- **COMMAND TEAM** ensures the overall coordination of the exercise. For larger-scale exercises, a coordination committee may be formed. The committee is overseen by the command team and brings together the director of delivery, the evaluation officer and their teams. External participants (fire and rescue, law enforcement etc.) should also be included. This multidisciplinary coordination committee defines the objectives of the exercise. It authorizes the type of exercise chosen, the preparation and planning, and the resources to be mobilized for the exercise. The command team is also in charge of producing the exercise dossier. This is made up of several sections, including documentation for delivery issues, communications, finance, a list of invited observers, etc.



- **DELIVERY GROUP** is responsible for drafting the delivery dossier, which is made up of the specification note, scenario, synopsis and timeline for delivering the exercise. These are the crucial tools needed to run an exercise. The delivery group also leads on all the logistics needed for the exercise to take place: preparing those taking part, setting up the materials needed for the simulation, arranging catering for the participants, etc. One member of this team is allocated the task of coordinating the work of the delivery group.



- **PARTICIPANTS** take part in the exercise. They should be people who have the minimum required know-how and appropriate attitude to be able to respond to the situation that the delivery group creates. They must be comfortable with being placed in a situation and reacting as they would in reality. The participants must not contribute to preparing the delivery of the exercise. They must not know the scenario or the actions to be introduced during the game. It is important to observe this rule as it allows the participants to practise and improve their know-how. It is encouraged that pets and service animals also participate in the exercise.



- **EVALUATORS** are there purely to observe. They do not interact with those playing a role in the simulation. They use an evaluation chart to record the extent to which the objectives have been achieved, and make observations about what went well (what should be capitalized on) and about points that are in need of improvement (Annex VIII). Together with the command team, they contribute to preparing the lessons learned phase.

SMART Objectives

S.M.A.R.T. Guidelines for Useful Objectives		
Objective		Description
<i>S</i>	<i>Specific</i>	Objectives should specify what they want to achieve – i.e. what results they are looking for.
<i>M</i>	<i>Measurable</i>	The objective should set the level of performance, so that results are observable and can be identified when the objective has been achieved. This is attained through indications of success/failure or by quantifiable standards.
<i>A</i>	<i>Achievable</i>	The participants should be able to achieve the objectives. For example, achieving it should be within the resources that the agency would reasonably be expected to commit to in a real event.
<i>R</i>	<i>Realistic</i>	The objective should be able to reproduce in a real-life situation. Even though an objective might be achievable, it might not be realistic for the exercise.
<i>T</i>	<i>Task oriented or time driven</i>	The objectives should focus on a behavior or procedure. With respect to exercise design, each objective should focus on an individual function. Objectives should also be time driven stating when something should be completed by.

Example of Press Release

SAMPLE PRESS RELEASE FOR LOCAL MEDIA

TEMPLATE FOR NEWS RELEASE

USE AGENCY MASTHEAD

Contact: (Insert name)

(Insert phone number)

(Insert email address)

FOR IMMEDIATE RELEASE

(insert date)

(insert exercise name) EXERCISE TO BE CONDUCTED ON (insert date)

(insert community name) will participate in a tsunami response exercise on (insert date). The purpose of this exercise is to evaluate local tsunami response plans, increase tsunami preparedness, and improve coordination throughout the community.

(insert a promotional comment from a local official, such as “The 2010 Haiti, 2010, 2014, 2015 Chilean, 2011 Japan, and the recent 2018 Sulawesi earthquakes and tsunamis have reminded the world of the urgent need to be more prepared for such events,” said (insert name of appropriate official). “this important exercise will test the current procedures of the Tsunami Warning System and help identify operational strengths and weaknesses in each community.” (Please modify for uniqueness.))

The exercise, titled (insert title), will simulate a widespread Tsunami Threat situation throughout (insert location), which requires implementation of local tsunami response plans. The exercise will (insert “include” or “not include”) public notification.

Insert paragraph tailored for specific community. Could identify agencies and specific plans. Could describe current early warning programs, past tsunami exercises (if any), ongoing mitigation and public education programs, etc. Could describe tsunami threat, history of tsunami hazards, if any.

If any real tsunami threat occurs during the time period of the exercise, the exercise will be terminated.

For more information on the U.S. tsunami warning system, see <http://www.tsunami.gov>.

Example of Table Summarizing Exercise

SPECIFICATION NOTE TEMPLATE FOR TSUNAMI EVACUATION EXERCISE AND EXAMPLE

Example Collège Robert 3 - Thursday 17 March 2016

SPECIFICATION NOTE FOR RUNNING AN EXERCISE (Page 1/2)			
Tsunami exercise – CW16			
Exercise type o Tabletop o In the field o Partial o Full scale o Planned o Unplanned	Location of exercise	Scheduled date Thursday 17 March 2016	
	Risk type o Natural risk o Technological risk o Health risk o Social risk	Level of participants in the exercise: Establishment director Communal command post Departmental operations centre Academic crisis cell	
	Timings: Day/night Morning/Afternoon Start time: 1030 End time: 1200		
Subject	An earthquake measuring 8.4 on the Richter scale has occurred in the north of Venezuela. It has triggered a tsunami that is to strike Martinique. The warning comes from the Rector's Office - no tremors are felt.		
Objectives	<u>Overall objectives:</u> Test the crisis cell in the college and the tsunami evacuation route	<u>Interim objectives:</u> <ul style="list-style-type: none">• Activate the targeted safety plan.• Evacuate, ensuring that no one remains at the college (use checkpoints).• Check the responsibilities of each person in the crisis cell.• Test the tsunami evacuation route	<u>Specific objectives:</u> <ul style="list-style-type: none">• Activate the targeted safety plan.• Walk to the tsunami safe location at Pontalery heights in less than 15 minutes.• Issue a situation report from the safe location to the Rector's Office.• Test the cascaded warning system (Town hall and Rector's Office => college).

SPECIFICATION NOTE FOR RUNNING AN EXERCISE (Page 2/2)	
Tsunami exercise – CW16	
Scenario and timeline	General overview and breakdown of timings T-15 mins: Observers and evaluators to be in place at the college. Participants to be in place at the departmental operations centre. T0: Prefecture issues tsunami risk warning to coastal town halls. T+1 min: Town hall issues tsunami risk warning to college. T+1 min: Rector's office forwards tsunami risk warning to educational establishments in the coastal zone. T+2 mins: Director of establishment activates targeted safety plan and triggers the tsunami evacuation alert. T+3 mins: Evacuation of the school community using a roll call system. Check that no one is left behind and that people with special needs are evacuated. T+15 mins: Muster at the tsunami safe location. Conduct roll call. T+20mins: Issue situation report to town hall and Rector's Office.
Exercise rules	Safety and actions to be either simulated or not played out according to the rules.
Logistics	Departmental operations centre room. Evaluators in educational establishment. Access to safe location secured.
Evaluators	Fire and rescue service Town hall
Observers	
'Hot' lessons learned	What time, where and with whom? In the establishment. With the observers in the establishment crisis cell.
'Cold' lessons learned	What time, where and with whom? Ten minutes after the end of the exercise, in the safe location, with the evaluators and checkpoint volunteers.
Name of Director of exercise command	
Name of Director of delivery	
List of actions to be introduced (optional)	None

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ANNEX VIII EXERCISE EVALUATION FORM

THANK YOU!!!



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Thank You

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