**Communicable Disease Emergency Planning Tabletop Exercise for Indigenous Communities**

***Facilitator Guide***

***November 2020***

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**What is your role as the Facilitator?**

Your role is to help the team meet the exercise goals. You help the group work well together.

You join in the planning meeting(s) that are held before the exercise.

Having good communication skills and having existing knowledge of local Emergency Management/Communicable Disease Emergency ( EM/CDE) plans, policies, and procedures, are an asset.

During the exercise, you will:

* Greet participants and hand out the agenda for the day. Make them feel at ease and welcomed.
* Talk about ground rules.
* Remind participants that this exercise is not a test. There are no trick questions. This type of exercise provides the opportunity to think of new ideas.
* Present the PowerPoint presentation to the group at the beginning of the exercise.
* Read the scenario and walkthrough the pre-determined questions with the participants. You are the only person with this role.
* Encourage everyone to participate and share answers.
* Use the Response Sheet to guide the discussion.
* Control the pace and flow of the exercise
* Interfere only to make sure that the exercise moves forward.

**What ground rules should you use?**

You can ask participants to suggest ground rules. Below are some examples.

* Participants may disagree with each other. We encourage different opinions.
* Share answers that reflect the community’s current capacity.
* Participants can’t change the scenario. Focus on how to solve the problems and find solutions.
* Respect the person who is speaking.
* Turn off cell phones.
* Look forward, not backward.
* The “Parking Lot” will be used for items that don’t relate to the current discussions.

**What is a parking lot?**

A parking lot records items that aren’t relevant to the discussion. The items might be questions, concerns, or things to consider. The discussion can continue without getting stuck on that issue. The parking lot reminds the group that an important issue came up. It reminds them to discuss it at a different time.

**How do you involve all participants?**

It can be hard to make sure that everyone participates. Everyone should have a chance to share their opinion. No one should be allowed to take over the discussion. Some suggestions are below:

* Invite quiet people to speak.
* Everyone should listen when someone speaks.
* Be a role model for the behaviours you want to see.
* Give positive feedback.
* If someone dominates the conversation, thank them for sharing. Then ask them to give space for others to speak.
* Set up the tables in a horseshoe shape or in small groups.
* Do an icebreaker at the beginning of the day.

**How can you guide the exercise through the day?**

You will guide the exercise through the day to keep everyone engaged and meet the objectives. There are several ways to do this:

* Watch the time and make sure every topic is discussed.
* Try to maintain balance. You don’t want to spend too much time on the issue. You also don’t want to move fast that decisions aren’t made. You can move to the next topic or ask participants to consider other issue.
* Watch the group’s body language. Take breaks when needed.

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