

Exercise STAR TREK Report
Rest Centre Exercise & Scouts
Night Hike Event
Saturday 28th – Sunday 29th
October 2017
Reepham High School



NORFOLK AND SUFFOLK

4x4

RESPONSE

Norse



Exercise STAR TREK Executive Summary

Exercise STAR TREK was a joint venture between Norfolk Scouts and Broadland District Council designed to test Rest Centre procedures in a live environment whilst also providing support to an all-night hike event.

Volunteer groups including RAYNET (Radio Emergency Amateurs Network), Norfolk Lowland Search & Rescue (NorLSAR), 4x4 Response and British Red Cross (BRC) played a crucial role in exercise planning, delivery and support.

The exercise took place from 16:00 on **Saturday 28th October 2017** to 08:30 (BST) on Sunday 29th October 2017 and used **Reepham High School (RHS)** as its base, this being one of Broadland's 8 designated rest centres.

A big thanks to Reepham High School for allowing us to use the school and providing site support leading up to the event.

Around 120 Scouts, Leaders and Explorers took part supported by around 30 volunteers.

Participants were welcomed, made comfortable, given refreshments and booked in just as they would be at a real rest centre. This was mainly carried out by a team of 6 Volunteer staff from British Red Cross (BRC). Broadland has an MOU with BRC to provide this service and the event provided a good practice opportunity.

Once the main rest centre functions had been tested our attention turned to supporting the scout teams on an all-night hike event covering a 10mile circular route around the Reepham area.

10 remote base stations were established along the route to provide shelter and refreshment for scouts teams and radio links using scout radio equipment. 6 stations had additional radio communication provided by RAYNET.

A central control room was established at RHS to co-ordinate the event, monitor team progress and keep a check on safety aspects.

Remote teams from 4x4 Response and NorLSAR were deployed via radio to assist scouts where necessary.

Supporting the event like this provided a good opportunity to test operational deployment of volunteer assets in much the same way as a real emergency.

All agencies found the exercise useful. The exercise provided an excellent chance to highlight organisational capabilities, to build on existing networks/contacts and to identify areas for future development.

And importantly, nobody got lost (for too long!)

Simon Faraday-Drake (Emergency Planning Manager)

Did the Exercise meet its Aim & Objectives?

Exercise Aim	Achieved?	Comments
To test Rest Centre activation procedures and assess voluntary sector support capabilities via a joint exercise with local scouts and voluntary organisations.	Yes	This was a good test of dealing with a reasonably large number of rest centre evacuees and a range of supporting voluntary organisations.
Exercise Objectives	Achieved?	Comments
To highlight logistical issues when dealing with large numbers of people arriving at a rest centre (100-150 people).	Yes	Yes – as suspected manpower is the biggest issue.
To engage with volunteer organisations giving them an opportunity to practice their response procedures and to assess support capabilities to BDC.	Yes	The volunteer organisations demonstrated a great deal of professionalism and willingness to ‘crack on’ with things with minimal external intervention.
To assess the practicalities of current rest centre procedures and highlight areas for improvement.	Yes	Current rest centre procedures stood up well. The exercise demonstrated how crucial it is that all support staff have a good concept of what is required to make things work ahead of an activation.
To give BDC rest centre support staff an opportunity to practice dealing with an incident at one of our designated rest centres.	Partially	<p>The exercise provided a great opportunity for the British Red Cross to test procedures and arrangements under the MOU.</p> <p>However possibly because of the chosen date (weekend at the end of Autumn school half term) no Broadland Rest Centre Managers or Support staff were available to attend.</p> <p>BDC staff will require an additional briefing session.</p>

<p>To provide school site staff with an opportunity to observe and assist with rest centre management.</p>	<p>Partially</p>	<p>School staff were very supportive of the event and had a good understanding of their role as a rest centre venue.</p> <p>They provided everything we needed in the lead up.</p> <p>School staff were not available to attend the exercise.</p>
<p>To generate interest around resilience planning within the local community.</p>	<p>Partially</p>	<p>The local parish council was notified of the event by email but did not respond.</p> <p>The local Rotary group was interested in taking part but could find no volunteers for the chosen date. They are very keen however to remain engaged with Emergency Planning and to join in with future events if possible.</p> <p>The local Councillor for the Reepham area (Graham Everett) attended the event to observe and offer support.</p>

Recommendations

1. Explore possibilities to develop this into a regular multi-agency exercise/event.
2. Carefully consider date and time of next event to maximise attendance.
3. Arrange refresher briefing/training for any RC staff un-able to attend the exercise.
4. Wrist bands on arrival worked well – consider using at all BDC Rest Centres.
5. Invite Scout leaders to join Norfolk Resilience Forum Voluntary & Faith Group.

Exercise Pictures



As people arrived at Reception they were greeted by Red Cross staff and given coloured wrist bands – Green for facilitators and helpers, Yellow for Scouts, Explorers and Leaders.

All facilitators were also given a Dalmatian Scout Neckerchief to show they were official participants.



Teams were then directed to the main hall – a busy time as people find friends and family, just like a real rest centre. Volunteer agencies such as RAYNET, NorLSAR and 4x4 Response helped here before getting into their main role of event logistics & communications support.



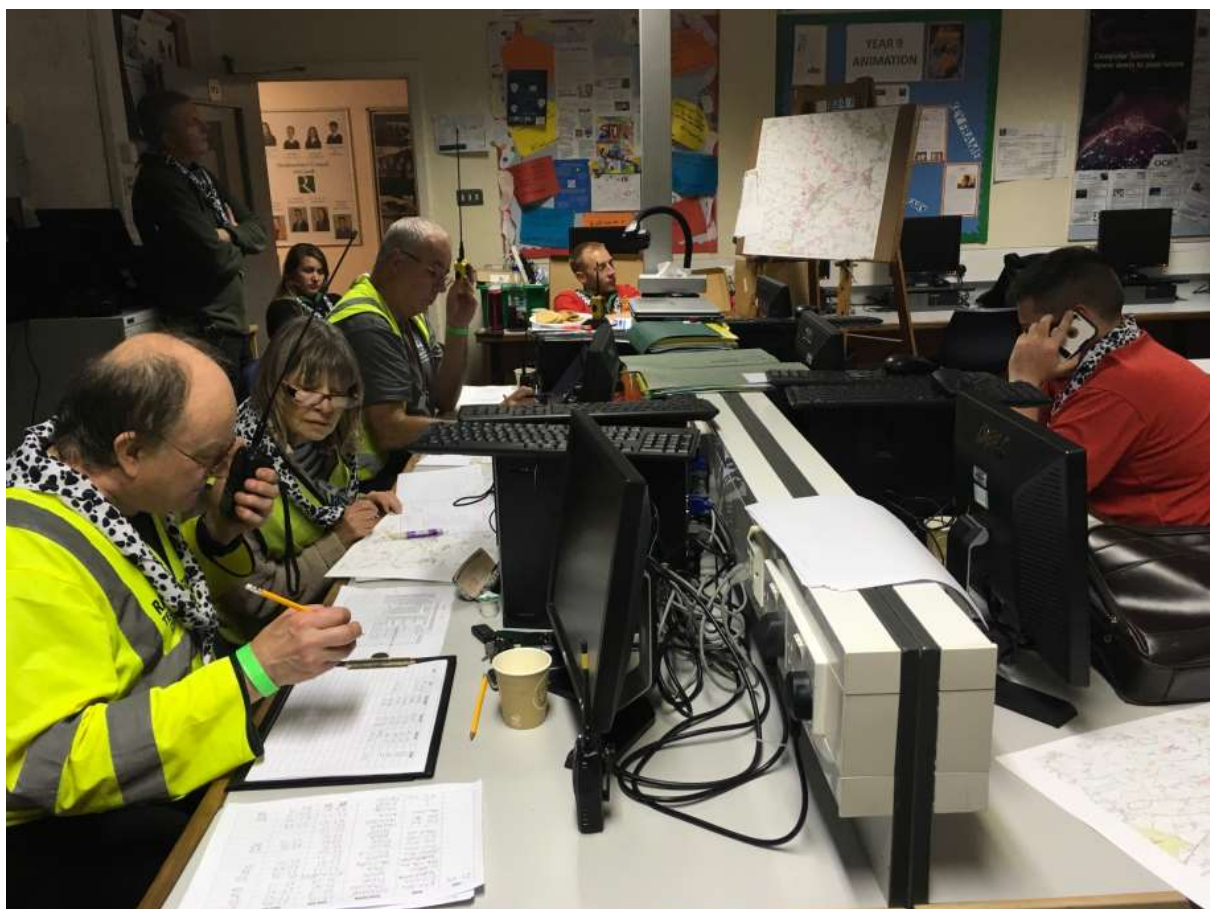
As with a real rest centre, a priority was to provide people with refreshments. A warm drink, a snack and a chat with a friendly face is crucial to supporting people during an emergency. The Red Cross did a great job of managing this.



Another key rest centre function is registration. In an emergency it is important to log contact details so that the police can re-unite people via the casualty bureau if required. Registration was carried out by The Red Cross.



Effective briefings are a key part of emergency and event management. Here we see Chris Latimer (30th Norwich Scout Leader) explaining how the night hike will work.



A busy night for RAYNET, NorLSAR and 4x4 Response in the Exercise STAR TREK Control Room. Relaying messages, receiving and collating scores from bases and deploying assets to assist teams which had gone astray!