THE EMERGENCY READY GAME

USER GUIDE

Introduction

The Emergency Ready Game was developed by Mansfield Shire Council through funding received from the CFA Summer Fire Safety Local Initiatives program.

The game, which was launched in Mansfield early April 2017, uses peer learning to deliver the information and messages – the value in the game is not just in the answers but the conversations and story sharing around the table

The game has been designed for use in any location or by any demographic eg school age. It can focus on one particular risk or 'all hazards' and covers preparedness, response and recovery.

Components

- ➢ Question database
- ➢ User guide
- ➢ Logos and artwork
- ➢ Powerpoint presentation
- ➢ Sample game
- ➢ Sample feedback form

Question database - there are around 150 questions that can be used for the game saved in an excel spreadsheet. The questions are classified to assist with designing a game:

> **Risks** - Bushfire, Flood, Heatwave etc
> **Categories** - Planning & preparedness, Response and Recovery
> **Sub categories** - Awareness, Fire behaviour, Emergency kit etc

Answers are alongside the questions and for some, the source of the answer. **All answers should be checked for accuracy before playing the game.**

The columns can be sorted to assist with selecting the questions that will deliver the messages you need.

The question database is a living document and questions may be added or changed at any time.

Logos and artwork

Three versions of the **Emergency Ready** logo are included in the package. The logos can be used for promotions, evaluations forms, reports etc. A flyer in Word format is included and simply needs relevant details added to it – municipality or locality, dates, times etc. Use of the logos and flyer is optional.

Powerpoint presentation

A power point presentation template has been designed for adaptation for your game. The slides in the template include:

- Cover
- Welcome page
- Rules of the game
- Risk headers
- Question slides
- Blank slides

An 'all-hazards' sample game has been included in the package to assist you with designing your own game.

How to design a game

1. Before designing the game you must determine the risks you wish to address and any messages to be delivered.

2. Determine 'the rules' for the game

3. Select questions that will support the messages or adapt questions for the purpose.

4. Copy and paste questions onto a Word document before working on the power point – it is easier to view them and work on them this way. Once you have finalised all the questions for use and the order they are being used in, then copy them into the presentation.

5. Create 3 or 4 rounds with 8 to 12 questions in each round. Be aware that some questions may need quite a lot of discussion.

6. Copy each round and add the answers to create an answer round. Refer the sample game for how this is done. This is optional. You may wish just to discuss the answers rather than using the presentation.

7. Allocate scores for the correct answers.

8. Add notes to the slides to help with discussing the answers.

9. Add images and diagrams to add interest or assist with the answers.

10. Be sure to acknowledge stakeholders and include logos.

Use of any of the slides is optional – you can create your own presentation if you wish. The professionally designed slides give the game a polished look and help with the flow of the game.

Playing the game

- Select the MC - the MC should have good knowledge of emergency management and be comfortable in front of a crowd.

- Assign a scorekeeper as it is a competitive game.

- Limit teams to 6 people – this is an ideal number for good conversation and sharing.

- Invite emergency services personnel and volunteers to be present but not take part in the game. They should listen to the conversations and add to the discussions about the answers.

- Be sure to have food and drinks available to make the evening as social as possible.

- Explain the rules at the beginning of the game.

- Allow discussion about the questions to continue for as long as required – move to the next question when the discussions die down and people start looking around. The value lies in these discussions.

- Involve everyone in the discussions about the answers, especially people from the emergency services – their experiences really add to the learnings. Give points for the right answers. You could delete points for incorrect answers!

- Give prizes to the winning team – something emergency related is a good idea eg solar lantern, transistor radio, smoke alarms

- Consider incentives for participants eg 9v batteries for smoke alarms, USB sticks for scans of important documents, buckets with emergency ready information.

- Take regular breaks to charge up drinks and food and allow more discussion around the room.

Evaluation

After each game it is recommended that a feedback form be completed by participants to ensure the game remains fun, relevant and effective. A sample feedback form is part of this package or you can design your own.