

Facilitator Guide

Time	Min	Event Participants	Facilitators
8:00am – 8:15am	15	Registration	Morning briefing in room 209
8:15am – 8:30am	15	Registration	Greet participants at your table in room 200 & provide them with latest agenda & the survey results
8:30am – 9:25am	55	Introduction & discussion on most important factors of disaster preparedness	
8:30am – 8:50am	20	Introduction	Sit with your small group during the introduction
8:50am – 8:55am	5	Participants Move to Breakout Rooms	Remind your group which room you are moving to and go directly there
8:55am – 9:20am	25	Small Groups Discuss Most Important Factors of Disaster Preparedness	Introduction to Activity: Remind your small group of what you will be doing for the next 25 minutes and ask for a volunteer to be the recorder and update the <u>Most Important Factors</u> document (unless you would like to).
			Review the list of 20 factors (compiled as a result of the survey): In looking at each of the 20 factors listed, would you phrase this factor differently, combine it with another factor, or eliminate it all together?
			Identify any additional factors: After reviewing the initial 20 factors, is there anything missing? What additional factors would you add (up to a total of 25)?
			Save in folder to have printed: Once your group is finished, save the document to the desktop and drag and drop it into the “Most Important Factors” folder. Once this is done, copies will be printed for your group members and delivered to you in room 200.
			Group Reporter: Before leaving, identify a participant willing to speak to report out on the changes suggested by your small group.
9:20am – 9:25am	5	Participants Move to Large Room (room 200)	Remind your group that we will begin reporting out in room 200 at 9:25am.
9:25am – 10:30am	65	Defining factors of preparedness, what we do best, and our most critical gaps	
9:25am – 9:30am	5	Introduction to Second Session	Sit with your group in room 200
9:30am – 9:50am	20	Small Groups Report out on Most Important Factors (approx. 3 min. each)	Sit with your group in room 200 and assist them with the process as needed.

9:50am – 10:00am	10	Participants identify the most important preparedness factors	After the final list of factors are agreed on, Emergency Management Staff will instruct everyone to consider which of these factors is the most important factor and why. Facilitators will give each of the participants at their table the pink strip of paper labeled, <u>THE MOST IMPORTANT FACTOR</u> . Participants will spend a few minutes filling out the document and return it to their facilitator who will in turn give the participant the envelope labeled “Participant’s Name – Round 1”. This envelope will have 12 color-coded stickers that the participant will then use to vote for the factors they believe are most important. They will do this by placing a sticker (or stickers) on the strip of newsprint below the sign titled with the factor they would like to vote for. They can use all 12 stickers on one factor or put one sticker on 12 factors or any combination in between. They are not to give their stickers to anyone else or trade with anyone. They also need to make sure and use all of their stickers for that round.
10:00am – 10:10am	10	Participants identify what areas we do best in and why	After the multi-voting for the first round has ended, Emergency Management Staff will instruct everyone to consider which of these factors is the one they feel we (collectively county-wide) do the best at and why. Facilitators will give each of the participants at their table the green strip of paper labeled <u>WHAT WE DO BEST</u> . Participants will spend a few minutes filling out the document and return it to their facilitator who will in turn give the participant the envelope labeled “Participant’s Name – Round 2”. This envelope will have 12 color-coded stickers that the participant will then use to vote for the factors they believe we do best at.
10:10am – 10:20am	10	Participants identify what is the most critical gap and why	After the multi-voting for the second round has ended, Emergency Management Staff will instruct everyone to consider which of these factors is the one they feel we have the most critical gap in and why. Facilitators will give each of the participants at their table the yellow strip of paper labeled <u>OUR MOST CRITICAL GAP</u> . Participants will spend a few minutes filling out the document and return it to their facilitator who will in turn give the participant the envelope labeled “Participant’s Name – Round 3”. This envelope will have 12 color-coded stickers that the participant will then use to vote for the factors they believe we have the largest gap in.
10:20am – 10:30am	10	Break	Once the top most critical gaps are identified, let Emergency Management know if you have a preference for which critical gap you would like to facilitate.
10:30am – 11:30am	60	Defining our gaps and identifying potential solutions to address them	
10:30am – 10:35am	5	Review of votes and	Before breaking from your small group for the last time, let the participants at your table know that for the rest of the

		identification of rooms to discuss most critical gaps	Summit when the group breaks into smaller groups, they are free to attend any breakout session they would like. Also mention that if there are people that are unable to attend for the entire day, to please be sure to fill out an evaluation before you leave. They are located at the table on your way out.
10:35am – 10:40am	5	Participants move to breakout rooms to discuss most critical gaps	Move to the room you will be facilitating in and prepare to facilitate discussion on defining and addressing your “critical gap”
10:40am – 11:20am	40	Small groups discuss the gap & identify potential solutions for addressing it	Introduction: Introduce your participants to what we would like to accomplish in the next 40 minutes (identified in the <u>Addressing the Gap</u> document which should structure the discussion). Also, ask for a volunteer to be the recorder and fill out the <u>Addressing the Gap</u> document (unless you want to).
			Facilitate discussion and complete worksheet: Assist the group in walking through the worksheet, ensuring that the discussion stays focused and the worksheet is as complete as possible.
			Save Critical Gap Document: When the group is finished, save the document to the desktop and drag and drop the document into the “Addressing the Critical Gap” folder. Once this is done, your document will be printed out and distributed to all participants at lunch.
			Group Reporter: Before leaving, identify a participant willing to report out on the group’s work.
11:20am – 11:30am	10	Break & participants pick up lunch to bring into large room (room 200)	If you have to leave at this time, please be sure to fill out the Facilitator Evaluation & let us know how your small group meeting went before you go.
			Break & pick up lunch to bring into large room (200)
11:30am – 12:30pm	60	Lunch and further discussion on our gaps and solutions for addressing them	

We would love to have the facilitators join us for the entire day, but we understand some of you can only stay until lunchtime. If you do have to leave mid-day please feel free to join us for lunch before leaving or simply grabbing a box lunch to go.

We really appreciate your help with the Summit!