



Barents Rescue 2019

September 2019

1
(27)

Barents Rescue 2019

- Exercise Conduct Instructions



Barents Rescue 2019

September 2019

2
(27)

Content

Introduction	3
Background	3
Language	4
Purpose and Objectives	4
Actors' joint objectives	4
Evaluation.....	5
Exercise Format and timeline	5
Post Exercise Discussion	5
Scenario	6
Prehistory	6
Exercise Management Organisation	7
Instructions for Conducting the Exercise	9
Border Crossing.....	9
Safety and Security.....	9
General Rules on Funding, Costs and Payment	10
Insurance	10
Radio Communication Instructions	10
Maps.....	11
Publication, Broadcasting and Presentation of Live Media	11
Host Nation Support.....	12
Appendix 1. Actors' Joint Objectives.....	15
Appendix 2. Evaluation Plan	19
Appendix 3. Code of Conduct	23
Appendix 4 Communications plan Event Week.....	25



Barents Rescue 2019

September 2019

3
(27)

Introduction

This document contains information that is open for and should be given to the participants in the exercise.

The aim of the document is to give participating individuals (players) and organisations a common picture of the exercise, its scope, design, delimitations and other characteristics, in order to increase the prerequisites for achieving the purpose of the exercise.

Based on the information in this document, it is recommended that participating organisations also develop specific exercise instructions for their own organisation which contain the additional information necessary for their participation in the exercise.

It is also recommended that local exercise leaders from participating organisations supplement the information by holding briefings with the players before the exercise, to ensure that all players are familiar with the instructions, and to give the players the opportunity to ask questions about possible ambiguities.

Everyone who will participate or has a role associated with the exercise should read this document.

Anyone who has questions about the conduct of the exercise, should turn to their respective local exercise leader to receive answers to their questions.

Background

Barents Rescue is a civil international crisis management exercise within the framework of the Barents Cooperation. The exercise was initiated and conducted in Sweden for the first time in 2001 within in the partnership for peace.

In January 2008, the governments of Finland, Norway, Russia and Sweden signed an agreement on cooperation for the prevention, preparedness and response to emergencies in the Barents Region. Within the framework of the agreement, joint exercises and training are undertaken with the aim of improving the ability of the contracting parties to provide rapid and effective assistance.

This is the 9:th Barents Rescue Exercise. The Main part of BR19 will be conducted 23-27 September, in Kiruna municipality.



Barents Rescue 2019

September 2019

4
(27)

The exercise is jointly planned and conducted by the Swedish Civil Contingencies Agency (MSB) and the County Administrative Boards of Norrbotten and Västerbotten County.

Language

The official language for the Barents Rescue 2019 (BR19) is English.

Purpose and Objectives

The overall purpose of BR19 is to contribute to the development of a common working method at the site of injury, and strengthen the ability to work together.

Actors' joint objectives

Barents Rescue 2019 has three actors' joint objectives. These objectives have a systemic perspective and relates to the common knowledge and understanding that is needed in order to achieve the goals and purpose of the exercise.

Table 1. Actors' joint objectives and capabilities

Actors' joint objectives	Actors' joint capabilities
1. Test the capability to handle alarms and request for assistance according to routines for cooperation under the Barents agreement	The exercise actors have good capability to handle alarms and request for assistance according to routines for cooperation under the Barents agreement
2. Explore the capability to execute an efficient border-crossing	The capability to execute an efficient border-crossing
3. Explore the capability for strategic and emergency response collaboration in emergency situations	a. The capability to establish command and control over resources and actors
	b. The actors are able to establish the joint command and control required for collaboration in order to achieve direction by liaisons at the accident site

Actors' joint objective is further described in Appendix 1. Actors' Joint Objectives. The descriptions aims to describe and clarify what the actors' joint objective entails including boundary settings. The descriptions are meant to be used as a guide for participating actors' when identifying and describing their own actor specific objectives and how these are linked to the actors' joint



Barents Rescue 2019

September 2019

5
(27)

objectives. The distinction between the actors' joint evaluation and the actor-specific evaluations is important to clarify.

Evaluation

The purpose of the evaluation of Barents Rescue 2019 is to assess whether the objectives of the exercise have been achieved. The findings from the evaluation of Barents Rescue 2019 should contribute to the identification of the development themes that can form the basis of a joint action plan. The results will also serve as a basis for Barents Rescue 2022. The goal is to further develop the capacity for cross-border cooperation in emergencies in the Barents Region.

The evaluation of Barents Rescue 2019 is conducted in a way that promotes learning and participation. The method to be used for evaluation is further described in Appendix 2 Evaluation Plan.

Exercise Format and timeline

Barents Rescue 2019 consists of a function exercise of the alarming procedures (ALARMEX) and Event Week 23-27 september 2019. Event Week will consist of practical training and field exercises for first responders, exercises on strategic levels, seminars and other forms of educational training.

- 28-30 Aug, Alarm Function Exercise, ALARMEX
- 23 Sep, Border Crossing Function Exercise (live)
- 24 Sep, Training day
- 24-25 Sep, V.I.P. programme
- 25-26 Sep, Visitors programme and seminars for the participating organisations
- 24-25 Sep, Command Post Exercise, CPX
- 25-26 Sep, Field Training Exercise, FTX

After the exercise, the evaluation work begins and the International BR19 report and joint action plan is planned for September 2020.

Post Exercise Discussion

Exercise actors will be invited to a Post Exercise Discussion (PXD) planned to 9-10 March 2020, with the objective of reaching a common understanding of



Barents Rescue 2019

September 2019

6
(27)

identified lessons, as well as to discuss how to use the lessons that have been identified in future exercises.

The results from the evaluation and the PXD discussion will form the basis of a Joint Action Plan according to the Barents Joint Manual.

Representatives from the participating organisations, and relevant experts will be invited to participate in the conference. All exercise participants who had coordinating responsibilities at a senior level of decision making are asked to be present and take an active part in the PXD.

The International Evaluation Syndicate are responsible for preparing a program for the PXD, which will be held in May 2020 in Norway. ‘

Scenario

The scenario has been developed and anchored with experts in natural hazards and climate change at national authorities in Sweden. The choice of scenario is linked to the type of geological and environmental challenges faced in the region.

Prehistory

The summer 2019 is an exceptional forest fire season in Sweden. The weather is very hot and dry with an extended heat wave. The number of forest fires across the country is unusually high with several major forest fires.

With the assistance from the EU the major fires are brought under control. Due to very extensive forest fires in the Mediterranean Region European resources have to be redirected.

Without assistance from the EU, the national fire fighting resources are becoming increasingly scarce. At this moment there are a number of minor on-going forest fires in Norrbotten County. These fires affect major transportation routes in the region. Some roads are blocked due to falling trees and some roads have been shut down by the authorities due to public safety.

To facilitate coordination of emergency response needs the County Administrative Board of Norrbotten assumes control and responsibility for the Rescue services in the affected municipalities.

A large number of people have been affected and seek hospital care due to smoke inhalation injuries. The extended heat wave period in Sweden causes additional health problems especially for the elderly and vulnerable citizens



Barents Rescue 2019

September 2019

7
(27)

with pre-existing health issues. The health system is backlogged due to the high number of injured people.

At this point Sweden decides to activate the Barents Agreement. On the 19:th September an Early Warning is issued to the Barents member states.

Exercise Management Organisation

This section describes the different roles and responsibilities in the conduct of the exercise. The main roles are presented in table 3. During Event Week Exercise lead, DISTAFF Mangement and Evaluation Lead will operate from hotel Ferrum in Kiruna. Additional staff will be assigned to the different locations where activities will take place during Event Week.

Table 3. Roles and responsibilities of the Exercise Management Organisation

Role	Responsibilities
Exercise Leader	<ul style="list-style-type: none"> • Has the superior and overall responsibility for the conduct of the exercise.
Evaluation Lead	<ul style="list-style-type: none"> • Has the overall responsibility for planning and conducting the actors' joint evaluation of the exercise in accordance to the actor's joint objectives for the exercise. • Coordinate and has the overall responsibility for the international evaluation work and AAR-teams during the whole period assigned.
Evaluators	<ul style="list-style-type: none"> • Contribute to the actors' joint evaluation on the basis of a specific area of expertise or evaluation area.
AAR-Teams	<ul style="list-style-type: none"> • Consist of members from different participating actors who are part of the Exercise Management Organisation.
Local Evaluator	<ul style="list-style-type: none"> • Responsible for planning and conducting an actor-specific evaluation of the exercise.
Local Exercise Leader	<ul style="list-style-type: none"> • Represents and safeguards the interests of its own organisation in the planning process. • Disseminate information to the relevant parties within the organisation. • Prepares the organisation for the exercise, via for example instruction and rehearsals.
DISTAFF Management	<ul style="list-style-type: none"> • Reports to the exercise leader. • Leading and coordinating the conduct of the exercise in a way that ensures that the purposes and objectives of the exercise is achieved.



Barents Rescue 2019

September 2019

8
(27)

	<ul style="list-style-type: none"> • Holds briefings with DISTAFF.
Safety Controller	<ul style="list-style-type: none"> • Responsible for monitoring exercise safety during exercise setup, conduct, and cleanup.
Site Coordinator	<ul style="list-style-type: none"> • Responsible for coordinating the conduct of the exercise on site. • Monitors exercise safety before and during exercise activities. • Reports any safety concerns to the safety controller.
Base of Operations Coordinator	<ul style="list-style-type: none"> • Responsible for the logistical organisation of the exercise Base of Operations and coordination of pathways • Overall safety within Base of Operations.
Injector	<ul style="list-style-type: none"> • Part of the simulation cell in DISTAFF. • Simulate non-participating organisations or individuals in the contact with the players. • Take the initiative to interact with the players to simulate the course of a real event. • All simulators are accountable to the Exercise Leader and DISTAFF Management.
Actor	<ul style="list-style-type: none"> • Actors are volunteer personnel responsible for simulating a specific role in the exercise.
Others	<ul style="list-style-type: none"> • Staff responsible for Host Nation Support, logistics, media, VIP programme, Visitors programme, Training Day etc.



Barents Rescue 2019

September 2019

9
(27)

Instructions for Conducting the Exercise

Border Crossing

According to the Barents Agreement, Article 8 Border crossing procedures, the conditions in this section must be met.

The receiving nation requires information on:

- The planned location and time for the border crossing,
- Number of personnel, vehicles and other crafts,
- A list of accompanying equipment,
- Specific information on animals and animal feed.

Dispensations and exemptions from duties and taxes are provided for emergency services resources in accordance with valid agreements and also apply to exercises for emergency response operations.

For the border crossing of citizens from a third country they must hold valid travel documentation e.g. passport, visa and formal invitation.

Safety and Security

Participants in Barents Rescue 2019 exercises are responsible for their own safety and to act in accordance to Swedish legislation and safety regulations for the exercise.

DISTAFF Management has the overall responsibility for safety during exercises and to ensure that participants have been given the prerequisites to work in accordance with the safety regulations so that no accidents occur during the exercise or while travelling to and from the exercise sites.

All participants will undergo a safety review before any field training activities.

The safety of each exercise site will be inspected by the Site coordinator before the exercise commence, and will be continuously monitored during the activities.

All teams are responsible for using personal protective equipment. Team leaders are responsible for safety assessments for their own teams and following the safety regulations during exercise activities.

The Site Coordinators have the overall responsibility on site to ensure that exercises are carried out in a safe manner.

All participants must wear their badges visible at all times.



Barents Rescue 2019

September 2019

10
(27)

Participants should report all unsafe situations and risks to their Site Coordinator. Medical first aid resources will be available on sites.

Incidents may occur, which might cause the temporary suspension or termination of the exercise. If individual organisations decides to suspend or terminate their part in the exercise the Local Exercise Leader must inform Exercise Lead immediately. In a situation where the entire exercise must be terminated each exercised organisation will be informed immediately by Exercise Lead.

General Rules on Funding, Costs and Payment

MSB will provide the general resources for the planning and conduct of the Exercise Barents Rescue 2019.

Participating nations have to be able to finance their own participation in the exercise including planning for the exercise and evaluation.

More detailed instructions on costs and payments are clarified in special order.

Insurance

MSB is working under the assumption that all participating actors have valid insurance for their personnel, vehicles, materiel and other equipment and liabilities, that are valid in Sweden and these types of activities.

Radio Communication Instructions

The primary means of communication will be through TETRA terminals.

During the Barents Rescue exercise, MSB will provide robust and secure communication to all participants of Barents Rescue 2019, by using the interconnection between Nödnet (Norway), Virve (Finland) and Raket (Sweden). This interconnection is called the TETRA Net and it is secure in all three countries. By this the first responders in Norway, Sweden and Finland will be able to communicate with the neighbouring country's first responder's colleague during the exercise. MSB will lend equipment to the Liaison Officer for the Russian first responders. The Liaison Officer will forward important information to the Russian first responders during the exercise.

All visiting terminals from Norway and Finland will need the new 'talk' groups preprogrammed in the radio terminals. Therefore, it is necessary to plan this well in advance of Event Week in September 2019.

The exercise wil

I give the participants the knowledge and skills to handle cross-border communication between all nations. The English language is to be used for



Barents Rescue 2019

September 2019

11
(27)

communication between the first responders when information is shared and instructions are given out.

The NATO standard shall be used for lettering and numbers. Radio discipline is important.

A Command and Control Communication plan on both the strategical and the operational level has been developed together with first responders, who are responsible for the communication planning. To accommodate visiting terminals from more than one country working in a major incident a number of ISI-‘talk’ groups will be patched by the Swedish control rooms into the ‘talk’ groups already used in Rakel. There will be ISI-linked ‘talk’ groups to facilitate cross-border communication. The main focus has been to provide local Swedish Rakel ‘talk’ groups that visitors can use to cooperate locally.

Maps

Maps over exercise areas will be provided to all teams in an appropriate manner.

Publication, Broadcasting and Presentation of Live Media

During Event Week, a film crew will be present to document the exercise. They are hired by MSB and wear vests marking their positions.

All participants must be aware that they can be filmed during exercise work, for evaluation and PR purpose. The Barents Rescue film crew have access to all areas.

When photographing or filming for private purpose or for social media, Swedish and EU legislation for the protection of natural persons with regard to the processing of personal data and on the free movement of such data must be respected.

Please note!

In Distaff areas, as well as the locations for exercised OSSOC and CPX offices, all photographing, filming and publishing in social media is prohibited. Only the MSB film crew have the right to film, take photos etc in these areas. Exceptions can be decided by exercise management.

In order to keep a coordinated and clear message regarding BR19, exercise management recommend that every participant use the core messages below when communicating about exercise.



Barents Rescue 2019

September 2019

12
(27)

Core messages

- Exercise Barents Rescue has been created under the Barents agreement in order to develop the capacity for cross-border collaboration when dealing with natural disasters, large scale accidents and other emergencies in the Barents region. In rural areas with long distances, we need to help each other between the neighboring countries
- We exercise to be able to help each other in emergencies.
- We will train, exercise and learn during event week within a number of areas.
- We exercise in order to give each other help quickly when needed.
- We exercise to cooperate more efficiently at the emergency sites.
- We also take into account the action plans for climate adaption and their impact on the Barents region.

During Event Week,

- The city of Kiruna will be the centre of a number of simulated emergencies and accidents
- Several hundred people from Sweden, Norway, Finland and Russia will exercise in different emergency situations; landslide, fires, explosions and drownings with a large amount of victims
- Sweden together with Norway and Finland will, for the first time in the world, interconnect the three countries Tetranet to enable for first responders to communicate with each other with their own terminals
- One of the world´s largest exercises within Disaster Victim Identification (DVI) will be conducted.

If you receive a question about Barents Rescue in social media, please use core messages above and FAQ:s as a starting point. Please communicate about the exercise in social media and elsewhere with respect of the exercise subject, the exercise conduction and the personal data of the participants. Do not communicate anything in social media that you would not tell a journalist.

Host Nation Support

This section includes Host Nation Support provided to participants staying at Base Camp.

Accommodation

Teams will be accommodated at Basecamp at Bolagsskolan in Kiruna. MSB will provide:



Barents Rescue 2019

September 2019

13
(27)

- Tents and bunkbeds with mattresses and pillows (without pillowcase). Important: participants need to bring their own sleeping bags, no bedlinen will be provided
- Toilets and shower/wash facilities will be provided in Bolagsskolan. Outside there will be chemical toilets.
- Drinking water and electricity is included in the price
- Food, breakfast, packed lunch and hot dinner will be on charge

MSB will provide accommodation (bunkbeds) for all who wish to stay at Basecamp. Dogs and their staff will be situated in suitable accommodation at Gullriset, within walking distance from Base Camp. Vehicles and team equipment can be securely parked at the Base of Operations at the Firestation 10 min walking distance from Base Camp. Parking will be available at the Firestation and Bolagsskolan.

Services

There will be tents available for drying clothes/equipment etc. in the supervised area at Bolagsskolan.

Food

Catering will be available for participants staying at Base camp. The catering will include breakfast, lunch packages and dinner, including water and non-alcoholic beverages. This will be included in the price for Basecamp per night. If participants choose to eat at another location it will be at their own expense.

Transport

Participating Teams are responsible for their own transportation to and from the exercise areas. MSB will provide bus transportations in Kiruna for the exercise and Event Week. Teams arriving by road from border crossing points in Sweden will be met by the HNS teams.

Vehicle services

The vehicle washing facility at Base of Operation (Fire Station) can be used by participants free of charge. Participants are responsible for costs related to fuels and vehicle repairs. If there is a need for vehicle repair HNS can assist during contact with a local garage.

Medical support

Participating teams are responsible for their own first aid. There is emergency medical services in Kiruna. There will be a medical post available at Basecamp. Additionally, ambulances with a doctor and a nurse will be assigned to all exercise sites. All participating teams will receive detailed briefings about the medical plan and procedures upon arrival.



Barents Rescue 2019

September 2019

14
(27)

Veterinary support

Veterinary services will be available at Base Camp and exercise locations between 07:00-18:00. There is also a Veterinary Clinic available in Kiruna by appointment only.”



Appendix 1. Actors' Joint Objectives

This Appendix contains the actors' joint objectives with descriptions specific for the international exercise.

Overall Objective

1. Test the capability to handle alarms and requests for assistance according to routines for cooperation under the Barents agreement

Joint Objectives

1. The exercise actors have a good capability to handle alarm and request for assistance according to routines for cooperation under the Barents agreement

Sub-objectives

- Send the notification of emergencies in accordance with the Barents Joint Manual
- Initiate request for assistance in accordance with the Agreement
- Analyse received responses and transform them into a final request, including the formal acceptance of the proposed terms
- To provide guidance to assisting countries regarding entry points, RDC, special conditions for border crossing and geographic location for the emergency response operation
- Receive and handle incoming request for assistance
- Interpret the request
- Submit an offer for international support and proposed terms

Descriptions

The objective in the exercise is about testing the exercise actors abilities to handle alarms and request according to the Barents Joint Manual. The exercise actors should be able to inform each other of emergencies in their respective territories that have or may have harmful consequences for other Barents countries. The countries shall, without delay, provide information on what support can be offered and conditions.

Exercise format

AlarmEx

Evaluation structure

Distributed evaluation forms to the all Point of Contacts or local exercise leaders



Barents Rescue 2019

September 2019

16
(27)

Overall Objective

2. Explore the capability to execute an efficient border-crossing

Joint Objectives

2. The capability to execute an efficient border-crossing

Sub-objectives

- Ensure a quick and simple border-crossing of emergency response teams and resources
- Have prepared certificates (issued by the requesting country), permits, inventory of equipment and travel documents according to the Barents Joint Manual to enable border crossing without delay

Descriptions

The objective in the exercise is tested live at the border stations. The objective is about applying the most simplified border-cross procedure that is possible. Participants need to hold valid documentation describing the operation and the composition of the forces and providing complete lists of the members of the response teams and emergency response resources. Special permissions (for government or military personnel, aircraft, ships or vehicles) must be issued and valid before crossing the border.

Exercise Format

Border-crossing live

Evaluation Structure

AAR with POC for border crossing, Evaluation forms



Barents Rescue 2019

September 2019

17
(27)

Overall Objective

3. Explore the capability for strategic and emergency response collaboration in emergency situations

Joint objectives

3a. The capability to establish command and control over resources and actors

Sub-objectives

- Establish On-site Operations Coordination Centre (OSOCC)
- Communicate and share Situation Reports (SITREPs) to the incident site according to a set communication plan
- Establish and maintain a common operational picture (COP)
- Perform and share situational awareness analysis
- Provide joint direction to the incident sites
- Collaborate to prioritise and coordinate emergency response resources to incident sites
- Evaluate and follow up decisions and actions taken

Descriptions

The core aspects in this exercise is about exploring how an OSOCC within the Barents Cooperation can be organised and designed to enable timely and adequate response to the incident sites. The ability in OSOCC to provide command and collaboration at the incident site and to coordinate international emergency response teams and resources to support rescue operations.

Exercise format

Comman Post Exercise, CPX

Evaluation structure

After Action Review, Evaluation forms



Barents Rescue 2019

September 2019

18
(27)

Overall Objective

3. Explore the capability for strategic and emergency response collaboration in emergency situations

Joint Objectives

3b. The actors are able to establish joint command and control for collaboration to achieve direction by liaison at the incident site

Sub-objectives

- Initiate liaison with other emergency response actors
- Ensure safety and resource management at the incident site
- Communicate and share Situation Reports (SITREPs) from the incident site to strategic (OSOCC) level of command according to a set communication plan
- Establish on-site command and ensure that officers are distinguished with correct tabards
- Continuously share information for a common joint operational picture
- Perform and share situational awareness analysis
- Establish an operational joint direction and coordination on-site
- Evaluate and follow up decisions and actions

Descriptions

The objective in the exercise is about exploring how the emergency actors work to achieve command and collaboration at the incident site through joint working methods for emergency response collaboration.

Exercise format

Field Training Exercise

Evaluation structure

After Action Review, Evaluation forms



Appendix 2. Evaluation Plan

The assessment grounds for the evaluation of Barents Rescue 2019 are based on the common values and grounds for the Barents cooperation as specified in the Barents Agreement and the Barents Joint Manual. These guiding standards provide a baseline for how to analyse and evaluate Barents Rescue 2019.

The evaluation of Barents Rescue 2019 consists of three parts:

- 1) Actors' joint objectives for the international exercise
- 2) The implementation of Exercise concept Event Week
- 3) Improved individual skills in methodology for emergency response collaboration and lessons learned

Data collection and analysis

The data will primarily be collected electronically. Exonaut is the system to be used for collecting and analysing the results from the evaluation. Evaluators and AAR-Teams will have access to tablets installed with the Exonaut Application. The collection of data does not require Internet connection. However, due to unpredictable situations on sites e.g. bad weather conditions, Evaluators and AAR-Teams have to be flexible and will therefore be equipped with weather resistant field guides that can be used for writing.

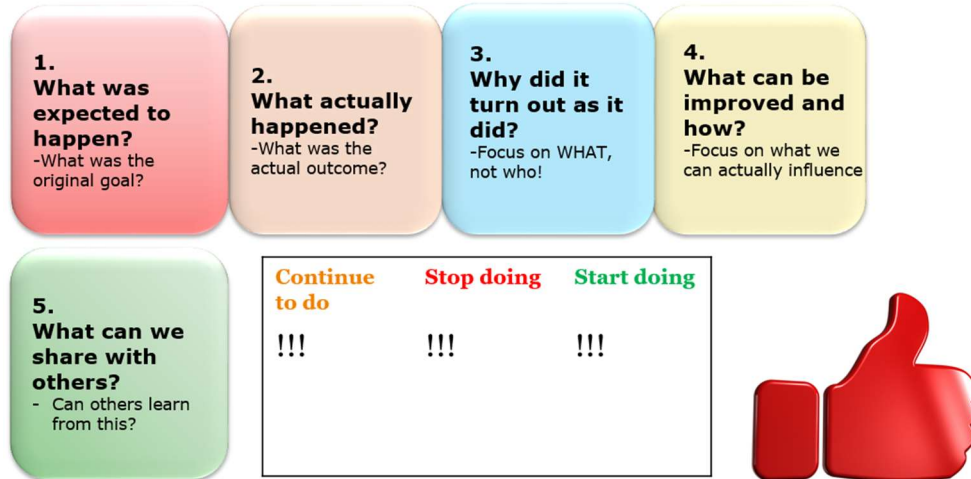
Evaluation Lead will also collect other sources of information from interviews, system logs and other documentation produced during the exercise.

The assessment which the Evaluation Report delivers on basis of these findings is made in relation to each Actors' Joint objective. The actors' joint objectives have been further operationalized based on validated processes and methods.

After Action Review

The primary method used for collecting data in the actors' joint evaluation is through After Action Review (AAR). AAR is a structured approach for reflecting on the work of a group and for identifying strengths, weaknesses, and areas for improvement. The method is scalable and can be applied within an emergency response or exercise.

The AAR dialogue process is led by a Dialogue Leader. The process revolves around five questions:



The AAR process consists of two parts:

- 1) Each participant conduct their individual AAR based on question 1-4
- 2) Then the group conduct an AAR dialogue together with all 5 questions. Based on the result from the common AAR the group categorise the most important learning points into: continue to do, stop doing and start doing.

Presentation of the Result

The evaluation report is the written presentation of the result from the evaluation of the actor's joint objectives. A first impressions report will be presentet in close connection with Event Week. The results will be further analyzed and validated as data from the exercise is compiled.

A draft of the evaluation report will be sent for review to International POC:s for evaluation and members of the International Evaluation Syndicate in February 2020. An International Evaluation Working meeting will be held (preliminary in March). The purpose of the working meeting is to verify the quality of the results produced by the actors' joint evaluation and to anchor any final adjustments. The Report will be presented to the Barents Rescue Joint Committée before the Post Exercise Discussion in May. The results from the evaluation and the PXD discussion will form the basis of a Joint Action Plan according to the Barents Joint Manual.

Roles and Responsibilities

All participants in the Evaluation organisation in the exercise are responsible for reviewing the method and evaluation documentation that has been developed by the international evaluation syndicate and Evaluation lead. The method for the international evaluation shall be known and applied by members of the Evaluation organisation.



Barents Rescue 2019

September 2019

21
(27)

International Evaluation Syndicate

The Exercise Barents Rescue 2019 includes an organisation in the form of an Evaluation Syndicate where members from all participating countries are invited to participate with at least one POC for evaluation. Members of the Evaluation Syndicate are expected to participate actively throughout the planning process, during the exercise as well as during the post exercise work. The Syndicate will function as an evaluation working group led by the Evaluation Lead from the Swedish Civil Contingencies Agency (MSB). International POC:s for evaluation are responsible for appointing relevant representatives that are to participate in an AAR for different Actor's joint objectives. Each participating country should also provide two dialogue leaders for conducting an AAR during Event Week.

After the exercise, the International Evaluation Syndicate will take an active part in validating the results from the evaluation.

Members of the International Evaluation Syndicate may also be used as Evaluators on the basis of a specific area of expertise or evaluation field.

Evaluation Lead

The evaluation lead has the overall responsibility for planning and conducting the *actors' joint evaluation* of the exercise in accordance to the actor's joint objectives for the exercise. The Evaluation Lead will coordinate and have the overall responsibility for the international evaluation work and AAR-teams during the whole period assigned. The work is to be carried out in close collaboration with the Planning and Evaluation Working Group (PEWG). It is the Evaluation Lead who writes the report for the actors' joint evaluation based on the data collection from the After Action Reviews, Evaluation Forms and other materials produced during the exercise.

Evaluation Teams

There will be one Evaluation Team assigned on each site. One team consists of a Chief Evaluator and one or more evaluators. Evaluation Teams are expected to work independently during Event Week to collect and validate data by retrieving complementary information from interviews or through documentation produced during the exercise.

- Chief Evaluator has the overall responsibility for the evaluation carried out on the assigned site to ensure that the necessary data is collected to answer the questions in the evaluation forms.
- The Evaluator works to support the Chief Evaluator in the collection and validation of data to answer the questions in the evaluation forms.



Barents Rescue 2019

September 2019

22
(27)

AAR-Teams

AAR-Teams consists of a Dialogue Leader and Note Takers. The AAR teams are expected to work independently during Event Week in compiling documentation from AAR-dialogues according to the AAR process and to validate the data when needed. All AAR-Team members have undergone AAR training organised by Evaluation Lead.

- The role of the Dialogue Leader is to guide the participants through the questions to be answered according to the AAR process.
- The role of the Note Takers is to support the dialogue leader in her/his role and to document the dialogue according to the AAR process.

Preparations and training

Preparations for evaluators will take place during the Final Planning Conference. AAR training is given to the international actors May 6 in connection to the Final planning conference.

Evaluation Lead will invite the Evaluation Syndicate in June to confirm the evaluation organisation for AlarmEx and Event Week. The Evaluation Lead will invite members of the Evaluation Organisation to a rehearsal held in August.

Evaluation staff present during Event Week will also receive hands on training and inbriefs on evaluation procedures, data collection plans and supporting technical systems.



Appendix 3. Code of Conduct

Code of Conduct – before, during and after BR19

1. My relationship with exercise planners or participants shall stay independent of personal relationships and preferences.
2. As a representative of my employer I will always appear in a representative manner, also during designated leisure time.
3. For **safety reasons**, I am very restrictive with consumption of alcohol. I do not drive under the influence of alcohol, I do not handle any type of drug classified as narcotics (in accordance with Swedish law and as stipulated by the Medical Products Agency), unless this is part of my assignment as a licensed healthcare professional, or unless I have been medically prescribed the drug due to illness or injury.
4. I do not take improper advantage of my position in order to give anyone or myself personal benefits and I do not act in a manner that may be perceived as though I expect favours to be returned.
5. Through my behaviour and work, I actively strive to prevent discrimination and harassment based on sex, ethnic origin, age, religion or belief, political opinion, disability, sexual orientation and gender identity or expression. I am responsible for contributing to an environment free from discrimination and harassment. Sexual harassment is an unwelcome behaviour of sexual nature that violates a persons' dignity or creates an offensive environment for them. This includes but is not limited to demeaning comments, jokes, unwelcome body contact and abuse. I am aware that it is the exposed person who determines whether the behaviour is unwelcome or not.
6. I do not buy or convey any sexual services. Visits to pornography-, striptease- or similar clubs are not allowed and I keep the workplace free from all pornographic material.



Barents Rescue 2019

September 2019

24
(27)

Code of Conduct – before, during and after BR19

7. I undertake to avoid contact with organized crime in all situations.
8. I will actively work to counter corruption and other irregularities. Therefore, I do not abuse the trust, power or position derived from my employment for improper gain. I do not pay nor receive bribes. I am aware of my employer's anti-corruption policy and I act according to it.
9. I handle the information available to me in a safe manner in accordance with its sensitivity.
10. I shall work to ensure the integrity and security of people in the exercise. I take the integrity and security of my environment into consideration by refraining from publishing potentially sensitive information (including pictures). I am aware that the information I publish on social media can be spread and used in ways not initially intended.
11. I have a responsibility for how environmental issues are managed and I actively contribute, according to the preconditions of my position, to a positive environmental impact of the exercise and work for a sustainable development.
12. I strive towards an efficient use of resources. I handle equipment and money at my disposal in a responsible manner.



Barents Rescue 2019

September 2019

25
(27)

Appendix 4 Communications plan Event Week

This plan is an appendix to *Exercise Conduct Instructions for Barents Rescue 19*. The plan describes the communication during Event Week in particular. No secret or classified information shall be conducted within this plan.

Goals for communication

Communications shall support the overall aims and objectives for Barents Rescue 19.

Communication must be available, clear and coordinated and, as far as possible, early. That is, to reach target groups when they need information and not afterwards.

For the public, communication can also contribute to spread knowledge about crisis preparedness and safety and security in general during event week. People living and staying in the exercise area (municipality of Kiruna and Jukkasjärvi), shall receive the information they need according to the different activities during Event Week, so they will be safe and well informed about the activities that may affect them.

Media shall be given the opportunity to share knowledge about safety and security in the Barents Region.

For the participants, the communication aims to support and facilitate their participation in Event Week.

For VIP-visitors and “ordinary visitors”, communication shall contribute to enhanced understanding of the Barents cooperation, and understanding of the importance of exercises to develop crossborder cooperation in natural disasters and disasters in the Barents Region.

Spokespersons

Spokespersons for Barents Rescue 2019 during Event week is:

Maria Jontén, Project leader/Exercise director

Core messages

Exercise Barents Rescue has been created under the Barents agreement in order to develop the capacity for cross-border collaboration when dealing with natural disasters, large scale accidents and other emergencies in the Barents region. In rural areas with long distances, we need to help each other between the neighboring countries

We exercise to be able to help each other in emergencies.

We will train, exercise and learn during event week within a number of areas.

We exercise in order to give each other help quickly when needed.

We exercise to cooperate more efficiently at the emergency sites.

We also take into account the action plans for climate adaption and their impact on the Barents region.



Barents Rescue 2019

September 2019

26
(27)

During Event Week,

The city of Kiruna will be the centre of a number of simulated emergencies and accidents

Several hundred people from Sweden, Norway, Finland and Russia will exercise in different emergency situations; landslide, fires, explosions and drownings with a large amount of victims

Sweden together with Norway and Finland will, for the first time in the world, interconnect the three countries Tetranet to enable for first responders to communicate with each other with their own terminals

One of the world's largest exercises within Disaster Victim Identification (DVI) will be conducted.

Crisis communications

If something unexpected happens that need to be communicated, or if questions or severe misunderstandings occurs regarding Event Week, communication needs to be even more fast and coordinated. New target groups can be identified, and maybe also other channels.

Core messages and activities shall then be conducted and decided in cooperation with Exercise management, and Head of Press & Information Center (PIC) shall be notified. It is important that concerned actors quickly inform each others press-contacts, and for that purpose a contact list is available at PIC management.

Press and Information Centre

A public press and information centre (PIC) will be staffed in Folkets Hus Foaje during event week; mon-thurs 8-17.

Press activities

A press-program will be conducted during Wednesday 25th of September. MSB will invite national media; local and regional media will be invited by the communications officers on that level and the countries Point-of-contacts will invite their countries media.

Publication, broadcasting and presentation of live media

During Barents Rescue 2019, a film crew will be present to document the exercise. They are hired by MSB and wear vests marked "STAFF". All participants must be aware that they can be filmed during exercise work, for evaluation and PR purpose. The Barents Rescue film crew have access to all areas.

When photographing or filming and so on for private purpose or for social media, Swedish and EU legislation for the protection of natural persons with



Barents Rescue 2019

September 2019

27
(27)

regard to the processing of personal data and on the free movement of such data must be respected.

Please note!

In distaff areas, as well as the locations for exercised OSSOC and CPX offices, all photographing, filming and publishing in social media is prohibited. Only the MSB film crew have the right to film, take photos etc in these areas.

Exceptions can be decided by exercise management.

In order to keep a coordinated and clear message regarding Barents Rescue, exercise management recommend that every participant use the core messages below when communicating about Barents Rescue. If you receive a question about Barents Rescue in social media, please use core messages and FAQ:s as a starting point. Please communicate about the exercise in social media and elsewhere with respect of the exercise subject, the exercise conduction and the personal data of the participants. Do not communicate anything in social media that you would not tell a journalist.

Press officers: Stina Wessling, +46 73 556 41 79, Anna Lindbäck, +46 72 219 50 13 are available during Event Week.

Webb www.barentscooperation.org/en/Working-Groups/BEAC-Working-Groups/Rescue-Cooperation is the base for information about Barents Rescue 2019 in english.

The website www.msb.se/Barents_Rescue19 is the base for information about Barents Rescue 2019 in Swedish and minority languages.

News

News about event week will be published on the websites and in MSB:s social media and news letter. PIC is responsible for doing so. In collaboration with PIC, other participating actors can also produce content about Event Week.

FAQ

For participating actors and others a FAQ is available on everybody on msb.se/Barentsrescue19 and barentscooperation.org.