**FIELD EXERCISE – DIVISION OF TASKS BETWEEN TEAMS**

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| Group | Responsibility | Thursday (16.00 – 18.00) | Friday morning (08.00 – 12.00) | Distribution (12.00 to 13.30) |
| 1 | Field kitchen (5 people)  **Coach: PMI (TBC)** | * Prepare menu * Prepare shopping list * Role distribution (shopping, cooking, etc.) | Shopping (2-3 people with Grace)  Cook (coffee break for 30 people and lunch for 100) | Inform menu to participants  Serve the food |
| 2 | Logistics (4 people)  **Coach: PMI HQ and Semarang** | * Survey location and check the warehouse * Coordinate with other teams on logistics needs * Prepare area map * Prepare list of equipment * Make a plan for area installation | * Check equipment * Supervise the volunteers installing the main tent and support the overall installation of the area * Ensure ongoing needs from other teams | Support management of the people, security and overall logistics |
| 3 | Inclusive action (5 people)  **Coach: PMI (TBC) and Christina IFRC** | * Design assessment form * Design registration form and vouchers * Design a system to welcome people and refer then to specific activities * Plan for the following activities: * Child-friendly space * First Aid post * PSP / referrals for GBV * Health promotion post * RFL post * Coordinate with other teams | From 08.00 to 10.30   * Assessment in the area surrounding the site * Preparation of beneficiary lists and vouchers * Preparation of the activities / coordination with LOG team   From 10.30 onwards   * Welcome people arriving at the registration * Handle specific cases and refer to related activities | |
| Team 4 | Field coordination and external relations (2 people)  **Coach:** | * Coordinate the three other teams / overall plan * Prepare a press release (focus on inclusion) * Hold a coordination meeting to validate all plans * Meeting with local authorities and traditional leaders | * Organize briefing between 08.00 and 09.00 hrs * Ensure overall coordination among the three other teams * Handle media, donors and local authorities as needed | |