**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 participantsServe 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
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| 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
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