



## **Yarra City Council Game Jam Competition**

Enter in a Game Jam competition for the chance to win \$1000!

### **What is it?**

We are looking for developers to create a short educational computer game based on [an emergency management quiz](#). Entries must comply with the [terms and conditions](#) of the competition.

The end product will be used as an educational tool for local government staff working in emergency management roles.

### **How does it work?**

Submit your entry in an executable Windows PC file to <https://tinyurl.com/yat9tez2>

All entries are due by 14 September 2017. Winners will be notified on 2 October 2017.

Make sure you read the [terms and conditions](#).

### **Why should I participate?**

This is a great opportunity to develop your skills in game development, to get your product out there on a government platform.

The winning entrant will be awarded \$1,000. The winner will be promoted on Yarra City Council's website and the game will be provided to emergency management staff working in local governments across Victoria.

### **Any questions?**

Contact Lucy Saaroni on [lucy.saaroni@yarracity.vic.gov.au](mailto:lucy.saaroni@yarracity.vic.gov.au).

## MRMs and MEROs: How will you score?

As a MERO or MRM, many things will be requested from you during an emergency.

Do you know when and how to resource?

Do you know when to transfer coordination to a higher level?

Do you understand the role of other agencies?

See how you score on this game...

**GAME DESIGNERS NOTE:** This table of acronyms below is for your information. Players will be know these terms and what they mean.

<b>ACRONYM</b>	<b>WHAT IT STANDS FOR</b>	<b>WHO/WHAT IT IS</b>
MRM	Municipal Recovery Manager	Designated Council Staff Member
MERO	Municipal Emergency Resource Officer	Designated Council Staff Member
MECC	Municipal Emergency Coordination Centre	A Council facility for coordinating resources (this centre can be run from any office space)
ERC	Emergency Relief Centre	A Council-run facility for providing emergency relief to affected people (e.g. Town Hall, Library, School)
MERC	Municipal Emergency Response Coordinator	A Victoria Police Officer

**GAME DESIGNERS NOTE:** the following wording of questions, options and answers need to be in the game.

**1. A storm has swept across the state, hitting numerous municipalities with all-embracing rain and strong winds. Hundreds of homes, businesses and roads are flooded within your municipality and the Emergency Management Commissioner has declared an “Emergency of State Significance” in Victoria. What should the MERO do?**

- a) Open a Municipal Emergency Co-ordination Centre (MECC)
- b) Place relevant staff on alert and once advice is received from the MERC, determine if, when and where a MECC and/or ERC is to be opened.
- c) Get the ok from the CEO to open an Emergency Relief Centre (ERC)
- d) Do nothing

**CORRECT ANSWER = B**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*The first actions a MERO and MRM should complete when they hear of a major incident should include identifying resources that may be needed and placing relevant staff on alert. The decision to open a MECC can come from Council, however if Police do not request a MECC, then Council must cover all costs associated with running the facility. A MECC can be set up virtually or physically. The decision to set up a physical MECC or ERC should be made by the MERO and MRM together, in consultation with the MERC.*

**2. Once an ERC is activated, what should the MRM be doing?**

- a) Determine which services and agencies should be at the ERC based on who has been affected
- b) Notify deputy MRMs of standby and consider placing a deputy MRM in the ERC
- c) Begin coordinating impact assessment teams and reports
- d) All of the above

**CORRECT ANSWER = D**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*A Municipal Recovery Manager is responsible for:*

- *Coordinating resources within the municipality to support recovery.*
- *Collating and evaluating information gathered in Municipal Secondary Impact Assessments.*
- *Establishing priorities for the restoration of community services and needs.*
- *Liaising with the MERO for the best use of municipal resources to enable individuals or the community to recover from the effects of an emergency.*
- *Establishing a Community Recovery Committee and Information Centre if required*
- *Liaising, consulting and negotiating on behalf of the affected area with recovery agencies and the affected community.*

**3. In a flood, who is the control agency?**

- a) Victoria Police
- b) Council
- c) Victoria State Emergency Service
- d) Department of Environment Land Water and Planning

**CORRECT ANSWER = C**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*The Victoria State Emergency Service (VICSES) is the control agency for flooding in Victoria which means they are responsible for planning for floods, and for managing flood response. The Emergency Management Manual of Victoria lists the nominated control agency for each type of emergency, refer to <http://files.em.vic.gov.au/Backups/EMV-website/EMMV-Part-7.pdf>*

**4. Council has set up a MECC. To support their operational requirements, VICSES through the MERC asks the MERO to supply a mechanical digger. Council doesn't have a digger available and cannot find one through its contractors. What should the MERO do?**

- a) Request the digger from a neighbouring Council
- b) Request the digger from a Council in another State
- c) Advise the MERC that Council cannot assist.
- d) Request the digger from the State Emergency Management Commissioner

**CORRECT ANSWER = A**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*If a request for resources cannot be satisfied at the local level, the MERO can seek assistance from other Councils in the region or in the State of Victoria. When requesting resources from outside the municipality, the MERO and CEO should be involved.*

**5. What should the MERO and MRM do if they cannot source a required resource locally or regionally?**

- a) Keep ringing contacts to source the required asset
- b) Speak to the CEO to identify alternative suppliers
- c) MERO notifies MERC that the required resource cannot be found/provided; MRM notifies DHHS that the required relief resource cannot be found/provided.
- d) Contact Department of Treasury and Finance and request a forward payment to purchase a digger under the Natural Disaster Funding Arrangements

**CORRECT ANSWER = C**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*If the MERO is unable to source the requested resources locally or through other municipalities in the state, then the MERO needs to escalate the request to the MERC at Victoria Police. If the MRM cannot source required resources to support relief and recovery, the MRM must escalate the request to Department of Health and Human Services Regional Manager.*

**6. Flood water is fast approaching a privately run Child Care Centre in a built-up residential area. 23 children under the age of 5 plus staff need to be evacuated. The Centre Manager calls the Council and asks for them to evacuate the children. What should the MERO and/or MRM do?**

- a) Seek assistance from the Regional Recovery Committee
- b) Notify VICSES and Victoria Police who will coordinate the evacuation
- c) Immediately evacuate the children to an Emergency Relief Centre.

- d) Organise Council staff to evacuate the children by carrying them through the flood water to a nearby park located on higher ground.

**CORRECT ANSWER = B**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*Primary responsibilities for evacuation is held by the control agency and Victoria Police. Notifying VICSES of flood related response requests will allow them to prioritise their work.*

**7. An ERC has been in operation for 36 hours straight and Council staff and resources are exhausted. Who should the MRM contact for replacement staff?**

- a) Neighbouring Councils or Regional Collaboration group
- b) Emergency Management Victoria
- c) It shouldn't seek assistance, Council staff should 'soldier on'
- d) A recruitment agency

**CORRECT ANSWER = A**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*If a request for resources cannot be satisfied at the local level, assistance may be sought from neighbouring Councils, or other Councils in the Region or State. If no resources can be sought, the MRM must contact the DHHS Regional Manager to notify them of the situation.*

**8. How does the request get made for extra staff?**

- a) VIA MERO and Council's Chief Executive Officer
- b) Phone call from ERC Manager to the other Council
- c) Signed letter from a Director
- d) Facebook request

**CORRECT ANSWER = A**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*Requests for external resources and support must be made via the MERO whose responsibility it is to keep the Chief Executive Officer abreast of developments.*

**9. To avoid property damage, the child care Centre Manager asks Council to sandbag the entrance of the building. What should the MERO do?**

- a) Source the sandbags from the depot or local supplier and task depot staff to sandbag the entrance.
- b) Forward the request to VicPol
- c) Forward the request to *Victoria State Emergency Service (VICSES)*
- d) Advise the Centre Manager to contact their Insurer

**CORRECT ANSWER = C**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*The Victoria State Emergency Service (VICSES) is the control agency for flood emergencies. VICSES' responsibilities include the management of the state-wide procurement and storage of sandbags for flood emergencies. This includes providing sandbags to local areas for distribution based on the requirements identified in the Municipal Flood Emergency Plan (MFEP).*

**10. Who is responsible for liaising with the community recovery committee and DHHS?**

- a) The MERO
- b) The MRM
- c) The ERC Manager
- d) All of the above

**CORRECT ANSWER = B**

**11. Who coordinates emergency relief at the State government level?**

- a) Council
- b) The Department of Health and Human Services
- c) Emergency Management Victoria
- d) All of the above

**CORRECT ANSWER = C**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

*Emergency Management Victoria coordinates relief arrangements at the State level. The Department of Health and Human Services with support from Red Cross coordinate relief at the regional level. At a Municipal level, the responsibility rests with the local Council.*

**12. Another emergency event has occurred and you have activated some part of the Emergency Management Plan. You have not opened a MECC or an ERC, but you've used some staff and material resources to support the control agency and affected community. How are you recording the information and requests coming in, plus any money being spent?**

- a) No need to record until a MECC/ERC is set up
- b) Assign admin assistants to record everything
- c) Log Books or software such as Crisisworks, Oracle
- d) Pen and Paper
- e) B, C or D

**CORRECT ANSWER = E**

**AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:**

It doesn't matter what you use as long as you record all information and requests received, all decisions made, actions taken and money spent. Choose the method that works for you.

**13. The emergency is over. The MECC and ERC have closed. Affected residents all have interim accommodation and are connected with recovery services and support. What do you do now?**

- a) Go on holiday
- b) Set up a Recovery Centre
- c) Ensure all staff have been fully debriefed and lessons are identified and captured, with an action plan to learn, embed and share lessons
- d) Provide a Council report on the event and ensure DHHS receives a copy

CORRECT ANSWER = C

AFTER QUESTION IS ANSWERED, THE FOLLOWING TEXT SHOULD APPEAR:

MEROs and MRMs have a responsibility to ensure that all staff are fully debriefed and that lessons are identified and captured, with an action plan to learn, embed and share lessons. This report can be shared with other stakeholders such as the community, Councillors and agencies involved in the emergency event.

***Are you worried about your score?***

- *Read your role description and review the Municipal Emergency Management Plan again.*
- *Read part 7 of the Emergency Management Manual of Victoria (<http://files.em.vic.gov.au/Backups/EMV-website/EMMV-Part-7.pdf>) for information about your role and the role of other agencies.*
- *The Municipal Emergency Management Plan also contains information about when and how to resource for emergencies and when to transfer responsibility to a higher level.*
- *Ask your emergency manager to provide you with more details on your roles.*

## **Terms and Conditions Emergency Management Game Jam**

1. This competition is a promotion run by Yarra City Council ("Promoter").
2. Entries and information on prizes and how to enter form part of these Terms and Conditions.
3. Participation in this competition constitutes acceptance of these Terms and Conditions.
4. The competition is open to Australian residents only
5. All entries must be playable on PC with a standard keyboard and mouse;
6. Group entrants must clearly nominate:
  - a. a "Group Name" attributed to the entry;
  - b. full names of all members of the group;
  - c. a point of contact (phone number and email address) for the Promoter.
7. The following entrants are ineligible:
  - a. employees, contractors and councillors of the Promoter, or any of the Promoter's agencies that are associated with the Promotion;
  - b. the spouse, de-facto spouse, parent, child or sibling (whether natural or by adoption) of a person listed in section 5a;
  - c. any entrants submitting an entry that includes Intellectual Property owned by anyone other than the entrant/s;
8. Entries must be received before the closing date to go into the draw. No responsibility is accepted for late, lost or misdirected applications.
9. The competition commences 14 August 2017 and closes 11.59pm AEDT 14 September 2017. The winner will be determined at 3pm AEDT on 29 September 2017 in Council Offices located at Collingwood Town Hall, 140 Hoddle Street Abbotsford.
10. This is a game of skill. Chance plays no part in determining the winner. The winner will be determined from all eligible entrants by a panel nominated by the Promoter, which shall judge each entry based on the following criteria:
  - a. Suitability for the purpose of Emergency Management training in the public sector;
  - b. Effectiveness as a learning resource;
  - c. Design and playability;
  - d. Aesthetic appeal.
11. The promoter's decision is final and no correspondence will be entered into.
12. The winner will be notified by phone or via email.
13. The prize of \$1,000 is in Australian dollars inclusive of GST. The winner acknowledges that the Promoter accepts no responsibility for any tax implications that may arise from the prize. The winner should seek advice from the Australian Tax Office or their own taxation advisor or independent financial advisor.
14. Submissions must not contain material that violates or infringes another's rights, including but not limited to privacy, publicity, copyright, trademark, patent, or intellectual property- or property-related rights.
15. The Winner grants to the Promoter and their designees the irrevocable, royalty-free right to publish, disseminate and use the Applicant's entry without notice, for a period of two years, throughout the world, in all media and formats now known or hereafter invented, in connection with the execution and promotion of the Competition and Council's emergency management activities.
16. The Winner grants to the Promoter and their designees a nonexclusive, irrevocable, royalty-free license to reproduce, adapt, use and display worldwide, for a period of two years, throughout the world, in all media and formats now known or hereafter invented, the Submission and all components thereof, in connection with the execution and promotion of the Competition and Council's emergency management activities.
17. The Promoter will not be liable for any loss or damage or for any personal injury sustained as a result of taking the prize or entering into this competition.