

## Exercise Reporting

The Office of the NEC is required to produce an exercise report for the HSE and the gas industry on the outcome of the NEC Exercise. The report will include the observations of exercise participants and recommendations for improvements to the emergency arrangements.

Each organisation participating in the Exercise is requested to appoint an exercise observer who can provide observations and feedback on the exercise.

Guidelines for preparing an exercise observation report are provided below. Exercise participants are requested to provide their observation reports to National Grid's Emergency and Incident Framework Team through [gasops.emergencyplanning@nationalgrid.com](mailto:gasops.emergencyplanning@nationalgrid.com), as soon as possible following the exercise.

Distribution Networks will produce reports on all exercises to provide assurance to comply with NEC requirements during an emergency.

National Grid's Emergency and Incident Framework Team will use the information received to produce an overall exercise report on behalf of the NEC for the HSE. The report will include the observations of exercise participants and will indicate any issues that were encountered during the exercise together with recommendations that may be required of industry as a consequence. The report will be published on National Grid's and HSE's websites post event.

### Guidelines for producing an Observation Report on the Exercise

On the following page, an observation report pro forma is provided which may be used to provide observations and feedback following the exercise. Observations and feedback should clearly identify which party you represent, each stage of the exercise that you were involved in and associated comments.

The following is a list of things that may be observed/reported on during each stage of the exercise, with a focus on continuous improvement, to improve the design and feel of the exercise to maximise the benefit for all participants to ensure an NGSE would be managed effectively:

- Were the correct procedures adhered to during each stage?
- Was the notification method correct according to the procedures?
- Was there any confusion over what actions were required?
- Were there enough people to implement the required procedures?
- Were the proposed emergency pro formas clear and concise?
- Were the used communication methods satisfactory?
- You may also wish to include any recommendations that you may have to improve any part of the emergency arrangements.

## Observation Report Pro forma

**Name of Observer:**

**Contact Details:**

**Representing (Shipper name, Transporter name, etc):**

**Stage of Emergency:**

**Process:**

**Observations:**

**Forms used:**

**Recommendations for Improvement to Process:**