

## Breakout Groups Facilitation Guide

### Your Goals:

- Group comes to reasonable consensus on 4 considerations for the working group -- 2 related to the protocol (e.g., expansions or amendments to SF Action Sheet) and 2 considerations for communications more broadly -- and writes these clearly on half-sheets
- Group members understand what is covered and not covered in the SF Action Sheet
- Group members leave feeling that they were heard if they wanted to be and that one or two people did not dominate the discussion at their table
- Group members hear new perspectives from their diverse group mates, and are able to understand and build on one another's ideas

### Breakout Table Materials:

Each participant should already have a copy of the SF Action Sheet with a notes page on the back.

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| <ul style="list-style-type: none"> <li>• Group letter in plastic table stand</li> <li>• Labeled "table" copy of SF Action Sheet with group letter on it</li> <li>• Copy for each person of scenario/reflection questions with group letter on it</li> <li>• Flipchart with at least 5 pages. Front page marked "Scenario," Second page with line down the middle: "Protocol Considerations" on left, "Other Communication Actions" on right</li> <li>• Roll of blue tape</li> </ul> | <ul style="list-style-type: none"> <li>• 2 dark and 1 light markers</li> <li>• 2 yellow halvesheets, 2 orange halvesheets with group letter on them</li> <li>• At least 7 sets of 4 blue dot stickers (hand out after report-outs)</li> <li>• Timekeeping sheet</li> <li>• Facilitators: this guide, participant list, and timepiece (watch or device with countdown timer)</li> </ul> |
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**Resources:** Sarah and Erin will be floating to support you. You can ask them to find group members, if the room is too loud, if you are missing materials, if you're concerned that your group is falling behind, if the way you're explaining something is not resonating with the group, etc.

	Script/Actions	Guidance Instructions for Facilitator
<b>Context (1 min)</b>	<i>Welcome!</i>	If some have wandered, ask Erin for help showing them to the table.
<b>Goals</b>	<p><i>We're answering two main questions: (refer to presentation screen)</i></p> <p style="margin-left: 40px;">1) <i>What should be considered when drafting an Alameda County protocol for smoke communications?</i></p> <p style="margin-left: 40px;">2) <i>What other communication actions should be considered to advance smoke resilience?</i></p>	If you're missing a large part of the group, you can jump to scenario & individual review and do intros after.
<b>Introductions</b>	<i>Let's do some introductions so we know who is in the group. Name, role and organization. (You can model.)</i>	
<b>Roles</b>	<p><i>We have a great group!</i></p> <p><i>[person next to you,] do you have a phone or watch?</i></p> <p><i>Could you please help the group by acting as</i></p>	

	<p><i>timekeeper? At certain points I'll ask you to let me know when a certain amount of time has passed.</i></p> <p><i>[other person,] could you please be in charge of these yellow and orange sheets that we'll use at the end to share some thoughts with the full group? I'll let you know when it's time to write up our responses on them.</i></p>	
<p><b>Scenario Reading &amp; Instructions (1 min)</b></p>	<p><i>This breakout group has been given a scenario. We can each take a copy of the sheet that says "Scenario" top.</i></p> <p><i>[participant] could you please read it aloud.</i></p> <p><i>You'll now have a few minutes to review the SF DEM action sheet in front of you in light of this scenario. We'll be working <u>quietly on our own</u>.</i></p> <p><i>While reviewing, jot notes (into Scenario section of notes page) about 1) how this protocol would help in this scenario, 2) any questions you have, and 3) gaps you see, or other communication actions not covered in the protocol that might be needed under these conditions. These instructions are also noted on the scenario sheet.</i></p> <p><i>You can use the back of your Action Sheet for notes.</i></p> <p><i>Timekeeper, please let me know when 3 minutes have passed.</i></p>	<p>If the group challenges or asks questions about the scenario, let them know that the OES practice is to assume a scenario is plausible, and is sufficient information to spark discussion in the short time we have.</p>
<p><b>Individual Review (3 min)</b></p>		<p>If they ask about what communications have already been issued, you can say that we can assume the Action Sheet has been followed in prior days.</p>
<p><b>Imagining the Scenario Together (5 min)</b></p>	<p><i>Timekeeper – we have 5 minutes for the next section.</i></p> <p><i>Let's spend a few minutes imagining the scenario and our responses.</i></p> <ul style="list-style-type: none"> <li><i>• If following this protocol, how would the county respond to this air quality level?</i></li> <li><i>• What might we do that is not written on the SF Action Sheet?</i></li> <li><i>• From where you sit (given your current role and the groups you serve), what is one thing that you would particularly want to see communicated in this scenario?</i></li> <li><i>• How would the county get information to vulnerable groups, such as those surveyed in the community engagement results? (can mention specific groups as a prompt: Older adults?)</i></li> </ul>	<p>Take brief notes on flipchart labeled "Scenario"</p> <p>Remember that we want to go beyond just what is on the action sheet.</p> <p>We want to move briskly through this section. If the workshop is running late, Sarah may let you know to only ask the first question.</p>

	<p><i>Parents of young children? Non-English speakers? Outdoor workers? Unsheltered individuals?)</i></p>	
<p><b>Discussion of Considerations (15 min)</b></p>	<p><i>Now we're going to step out of the scenario.</i></p> <p><i>We are going to think about what we would recommend to the working group and the sponsoring agencies for consideration. I will capture our responses as a group up here. Everything written here will be captured in the meeting documentation.</i></p> <p><i>Timekeeper, please let me know when 8 minutes have passed.</i></p> <p><i>We'll start with protocol considerations, things the working group should keep in mind.</i></p> <ol style="list-style-type: none"> <li><i>1) Which existing elements of this protocol would be useful to Alameda County?</i></li> <li><i>2) Which elements that we need in Alameda County are missing from this protocol or not addressed?</i></li> </ol> <p><i>Now we have to move on to other communications actions that are important but may not be captured in something like the Action Sheet. These are things the county should consider, beyond the protocol. These suggestions will be considered by the leadership of the agencies here today.</i></p> <p><i>Timekeeper, please let me know when 8 minutes have passed.</i></p> <ol style="list-style-type: none"> <li><i>3) What additional communication actions will help our County and its residents be resilient to smoke?</i></li> <li><i>4) Thinking back to the community engagement results, what should the county consider planning for or doing?</i></li> </ol> <p><i>If the group dwells on which category an idea is in, remind them – We will get to report out on both categories, so don't worry too much about which it falls under.</i></p>	<p>You can tape the "Scenario" flipchart page to a nearby wall if you think it will help the group. Use blue tape.</p> <p>Take notes on the NEW flipchart page with left column "Considerations for Protocol" and right column "Other Communication Actions." (You can also mark up the table copy of the Action Sheet if that is relevant for a certain suggestion.)</p> <p>If people express support for ideas already captured, add a checkmark.</p> <p>If unclear which category a suggestion falls in, you can ask the speaker, but don't dwell on which category. In general, if a suggestion is about official information going to all public/all sensitive groups/all schools from a county department, such as AC Alert, Countywide social media, or a County PIO, it relates to the protocol. This includes official direction to close schools or cancel events. If a suggestion relates to communications to clients of a single program or <u>actions</u> by individual county programs like Healthcare for the Homeless or by service providers, it probably is an "other communication action."</p> <p>Tips:</p> <ul style="list-style-type: none"> <li>• Make sure one or two voices aren't the only ones heard. You can go around the table, or ask people who have been quiet if they would like to share. Before someone speaks who has already contributed, you can say "Let's make sure we hear from everyone first – did anyone who hasn't shared yet have a comment?"</li> <li>• You can ask follow-up questions: "Can you say a little more about that?" "Can you give us an example?"</li> <li>• If people are reporting facts or stories, you can ask them "Given that, what would you recommend that the working group keep in mind?"</li> </ul>

<p><b>Decide What to Report (4 min)</b></p>	<p><i>Now, let's select 2 ideas from each category to report out to the full group. Timekeeper, we have 4 minutes for this.</i></p> <p><i>Let's start with Protocol Considerations. This relates to the first question on the slide.</i></p> <p><i>Our first task is to select two important protocol elements the working group should consider.</i></p> <p><i>Here is the list of what we brainstormed. Which do you think are important or new ideas that we should share with the full group today?</i></p> <p><i>(It sounded like there was a lot of energy on X...)</i></p> <p><i>Remember that all ideas written up on flipcharts will be shared with the working group, so don't worry if your idea is not selected to report on.</i></p> <p><i>Ask a group member: Please write the selected ideas in 5-7 words on half-sheets: <b>yellow</b> for protocol. Make sure they use a dark marker and write big letters, as in the example on the blue wall.</i></p> <p><i>Let's look at communications actions. Our second task is to select two communication actions that we want to report out today. This is our answer to the second questions on the slide.</i></p> <p><i>Here is our list. Which seem most important to share?</i></p> <p><i>(Earlier we had a lot of discussion about Y...)</i></p> <p><i>Ask a group member: Please write these on <b>orange</b> paper</i></p> <p><i>If stuck: Which ideas are most innovative or out-of-the-box? Which ideas are most impactful?</i></p>	<p>You can reference the guiding questions on the slide to remind the group of the task here.</p> <p>If the top ideas aren't clear, you can go around the group and ask each person for a suggestion and star the items mentioned. If there still aren't top ideas, you can ask people to explain why they nominated as idea as important.</p> <p>If there is a 5<sup>th</sup> idea the group wants to share, highlight it on the flip chart and let them know it will be shared with the working group.</p>
<p><b>Select Reporter (1 min)</b></p>	<p><i>Who can report out our selected ideas to the full group? (__, could you please do it?)</i></p> <p><i>Each group gets only 2 minutes. The report will read what is on the cards and say a sentence to explain the idea.</i></p> <p><i>See you back here after the break.</i></p>	<p>The person who reports out should NOT be you. Try to select someone who can be succinct and compelling, but was not the person who dominated conversation in the group.</p> <p>If the group really wants two reporters, that is fine, just make sure they know it's only a minute each.</p>

**Scenarios:**

**Group A:** There is a major fire 130 miles away in Yuba County that is 35 percent contained. Smoke from the fire is affecting air quality across Alameda County. The County is in its second day of having an Air Quality Index of around 125, and levels are expected to be similar on Day 3. You must determine communications for Day 3.

**Group B:** There is a major fire 130 miles away in Yuba County that is 35 percent contained. Smoke from the fire is affecting air quality across Alameda County. The County is in its fifth day of having an Air Quality Index of around 125, and it is predicted that the AQI will continue at this level. You must determine communications for Day 6.

**Group C:** There is a major fire 130 miles away in Yuba County that is 35 percent contained. Smoke from the fire is affecting air quality across Alameda County. The County is in its fifth day of wildfire smoke, and the Air Quality Index has spiked from 140 to 450, and is likely to stay at this level. You must determine communications for Day 6.

**Group D:** There is a major fire 130 miles away in Yuba County that is 35 percent contained. Smoke from the fire is affecting air quality across Alameda County. The County has experienced 4 days of wildfire smoke with AQIs as high as 400. The Air Quality Index is now leveling off at 140 and is expected to stay at this level on Day 5. You must determine communications for Day 5.

**Group E:** There is a major fire 130 miles away in Yuba County that is 35 percent contained. Smoke from the fire is affecting air quality across Alameda County. The County is in its second day of having an Air Quality Index of around 250, and levels are expected to be similar on Day 3. You must determine communications for Day 3.

**Group F (Top-level group):** There is a major fire 130 miles away in Yuba County that is 35 percent contained. Smoke from the fire is affecting air quality across Alameda County. The County is in its second day of having an Air Quality Index of around 175, and it is predicted that the AQI will continue at this level. You must determine communications for Day 3.