Exercises

Conducting the Exercise

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Emergency Preparedness & Response
Today’s Objectives

By the end of this webinar you will be able to:

1. Identify steps required prior to the exercise
2. Identify roles of the facilitator and controller
3. Describe exercise control and the role of the SimCell
4. Explain roles of other exercise participants
Components of an Exercise

1. Briefings and preparations
2. Initiate, facilitate, and observe exercise activity
3. Terminate play
4. Hotwash of participants
HSEEP Reminder

- Homeland Security Exercise & Evaluation Program
- Use the tools that work for you
- [https://www.preptoolkit.org/web/hseep-resources](https://www.preptoolkit.org/web/hseep-resources)
Advance Steps

1. Location
2. Evaluator & observer preparation
3. Actor preparation
4. Signage
5. Equipment or handouts
6. Staff readiness
Facilitator/Controller

- Planning is key
- Initiating the exercise
- Stimulate responses
- Manage flow
Discussion-based

Facilitator

- Introductions
- Ground rules
- Moves/modules
- Evaluation
- Hotwash
Operations-based

Controller

- Demonstration
- Multiple briefings
- Safety is key
- Hotwash
Exercise Control

- Communication
- Synchronization
- SimCell
- Tools
SimCell

- Who is in the SimCell?
- Flow of information
- Setup
Who is in the SimCell?

Controllers and Simulators

- Senior/Lead controller
- Controllers
- Simulators
- Whole community representation
- Knowledgeable
Who is in the SimCell?
Lead Controller

- Delivery person
- Organizer
- Monitor
- Logistics
Controllers

- Manage play
- Key data providers
- Deliver injects
- Quick thinking
Simulators

- Role players
- Provide injects
- Respond to player feedback
- Follow MSEL
Whole Community

- Government
- Media
- Citizens

MDH Minnesota Department of Health
Health Partnerships Division
Flow of Information

- Two-way flow
- Rules for contacting
- Directory in the EXPlan
SimCell Setup

- Size
- Communication
Reminder

- “This is a drill” or “This is an exercise”
Other Participants

The following individuals may be involved in drills or exercises:

- Evaluators
- Players
- Actors
Evaluators

Actions:
- Before...
- During...
- After...
Evaluators should

Before

- Know the exercise objectives
- Review plans
- Attend training
- Review and understand the Exercise Evaluation Guides (EEGs)
Evaluators should

During

- Identification
- No prompting
- Document
### Exercise Evaluation Guide

<table>
<thead>
<tr>
<th>Exercise Name:</th>
<th>2016 Stormy Weather</th>
<th>Organization/Jurisdiction:</th>
<th>MN Department of Health</th>
</tr>
</thead>
<tbody>
<tr>
<td>Exercise Date:</td>
<td></td>
<td>Venue:</td>
<td>Department Operations Center</td>
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**Response**

**Exercise Objective 1:** Healthcare Surge Group Supervisor will open a MNTRac room within 1 hour of initial event to coordinate and obtain situational awareness from Healthcare Coalitions at least twice during the exercise.

**HPP Capability: 3- Emergency Operations Coordination**

Emergency operations coordination is the ability to direct and support an event or incident with public health or medical implications by establishing a standardized, scalable system of oversight, and supervision consistent with jurisdictional standards and practices and with the National Incident Management System (NIMS).

**HPP Capability 3, Function 2: Assess and notify stakeholders of healthcare delivery status**

**Task 1:** During an incident, implement information sharing processes that supports ongoing communication to inform healthcare organizations about the status of the incident and of healthcare delivery in the community.

**Exercise Objective 2:** The Local Public Health Group Supervisor will communicate with the PHPCs via their primary or secondary modes of communication to obtain situational awareness.

**PHEP Capability: 3- Emergency Operations Coordination**

Emergency operations coordination is the ability to direct and support an event or incident with public health or medical implications by establishing a standardized, scalable system of oversight, and supervision consistent with jurisdictional standards and practices and with the National Incident Management System (NIMS).

**PHEP Capability 3, Function 4: Manage and sustain the public health response.**

**Task 3:** Maintain situational awareness using information gathered from medical, public health, and other health stakeholders.

**Exercise Objective 3:** Local Public Health Group Supervisor will activate MN Responds to send message to local Emergency Preparedness Coordinators to assess volunteer availability to respond to a potential Public Health need.

**PHEP Capability: 15- Volunteer Management**

Volunteer Management is the ability to coordinate the identification, recruitment, registration, credential verification, training, and engagement of volunteers to support the jurisdictional public health agency’s response to incidents of public health significance.
## EEG

### Observation Notes and Explanation of Rating

#### Asses and notify stakeholders of healthcare delivery status

<table>
<thead>
<tr>
<th>HPP Capability Function</th>
<th>Associated Critical Tasks</th>
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<td></td>
<td>During an incident, implement information sharing processes that supports ongoing communication to inform healthcare organizations about the status of the incident and of healthcare delivery in the community.</td>
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#### Manage and sustain the public health response.

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<th>PHEP Capability Function</th>
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<tr>
<td>Manage and sustain the public health response.</td>
<td>Maintain situational awareness using information gathered from medical, public health, and other health stakeholders.</td>
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<tr>
<td></td>
<td>Track and account for all public health resources during the public health response.</td>
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#### Notify Volunteers

<table>
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<th>Associated Critical Tasks</th>
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<tr>
<td>At the time of an incident, contact pre-incident registered volunteers using multiple modes of communication.</td>
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</table>

#### Activate public health emergency operations

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<th>Associated Critical Tasks</th>
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<tr>
<td>In preparation for or at the time of an event or incident, assemble designated staff at the appropriate emergency operations center(s) (i.e., public health emergency operations center or jurisdictional emergency operations center).</td>
</tr>
</tbody>
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#### Observation Notes and Explanation of Rating

<table>
<thead>
<tr>
<th>Local Public Health Group Supervisor – Contact each PHPC and report Local Public Health status</th>
</tr>
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<tbody>
<tr>
<td>Resources Unit-complete ICS 204 Assignment List</td>
</tr>
</tbody>
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<table>
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<tr>
<th>Incident Manager or Operations or Local Public Health Group – Activate MN Responds</th>
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</table>

| Operations Chief – Establish MDH ICS org Chart- Operations Section                      |

### Target Rating
### Ratings Definitions

<table>
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<tr>
<th>Rating</th>
<th>Description</th>
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<tr>
<td><strong>Performed without Challenges (P)</strong></td>
<td>The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.</td>
</tr>
<tr>
<td><strong>Performed with Some Challenges (S)</strong></td>
<td>The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.</td>
</tr>
<tr>
<td><strong>Performed with Major Challenges (M)</strong></td>
<td>The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.</td>
</tr>
<tr>
<td><strong>Unable to be Performed (U)</strong></td>
<td>The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).</td>
</tr>
</tbody>
</table>

### Ratings Key

- P – Performed without Challenges
- S – Performed with Some Challenges
- M – Performed with Major Challenges
- U – Unable to be Performed
Evaluators should

After

- Hotwash
- Debrief
- Summary
Players

- Expected actions
  - Follow plan and procedures

- Roles
  - Subject matter expert
  - Incident command role, or other?
### Exercise Actor Symptomatology Tag

**Date of Exercise:** 

**Casualty #:** ____

**Visible Symptoms:**

[Symptoms]

**Physical Findings:**

[Physical findings, e.g. respiration, pulse, blood pressure]

**Other Patient Information:**

[Other patient information as needed]

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### Sample Actor Exercise Assessment Form

Please complete the following questions at the conclusion of the exercise. This card is to be turned in at the checkout station at the exercise site. Please be accurate with your answers. Your cooperation is important and is appreciated.

**Field Assessment and Treatment:**

1. **Initial Contact and Triage**
   - How long did it take response personnel to contact you?
   - How long did it take response personnel to begin decontaminating (if applicable)?
   - Were you examined on the scene more than once?
   - Yes ☐ No ☐
   - d. Identify the personnel who assessed your medical condition (list all)? □ Fire □ EMS □ Police □ Other □
   - e. If you received a colored triage tag, what was the first colored tag given to you?
   - Yes ☐ No ☐
   - f. What actions did response personnel take as a result of their assessment of your condition?

2. **Treatment:**
   - a. If conscious, did someone explain your treatment?
   - Yes ☐ No ☐
   - b. If conscious, were you given clear instructions?
   - Yes ☐ No ☐
   - c. What treatment was given?

3. **Did you observe any outstanding actions among the response personnel you observed?**

**Hospital (if applicable)**

1. **Which hospital did you go to?**

2. **Once at the hospital, how long was it until someone examined you?**
   - Less than 5 minutes ☐ 5 minutes ☐ 10 minutes ☐ Over 15 minutes ☐ I was never examined at the hospital

**Exercise Design:** Did you observe any problems during your participation in the exercise? What improvements would you suggest?
Actor Waiver Form

Note: This waiver should be reviewed by the Sponsor Organization’s legal counsel prior to distribution or use.

On behalf of [Sponsor Organization], we thank you for volunteering to be a mock victim for our preparedness exercise. The event is scheduled for [date]. Actors should report to [location] at [time].

Please Print Name, Sign, and Date

I, _____________________________, agree to participate in the [Exercise Name] exercise on [date] and hold harmless [sponsor organization] and any other organization or its members participating in this exercise. I understand that all reasonable and customary safety measures will be performed during the exercise.

Signature: _____________________________ Date: _____________________________

Signature of parent or Guardian (if under 18): _____________________________ Date: _____________________________
Terminate

- Real-world emergency
- Objectives met
- Scheduled end

TERMINATED
Hotwash

- 20-30 minutes
- Remain neutral
- Five basic questions
Hotwash – 5 Questions

- What went well during this exercise?
- What were the key strengths you observed?
- What could have worked better or what were the areas that could be improved?
- What can we do to ensure it goes better next time?
- What tools or training do you need that could have helped you?
Summary

Today we discussed:

1. Steps required prior to the exercise
2. Roles of the facilitator and controller
3. Exercise control and the role of the SimCell
4. Roles of other exercise participants
Upcoming Webinar

- October 19 & 20: Evaluating the Exercise and Creating an AAR/IP
Contact Information

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