Exercises

Identifying Goals and Developing a Scenario

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Emergency Preparedness & Response
Agenda

- Goals and objectives of exercises
- Eight steps in exercise design
- Developing a scenario
Today’s Objectives

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

- Define exercise goals & objectives
- Effectively use the eight steps in exercise design
- Develop a scenario
HSEEP Reminder

- Homeland Security Exercise & Evaluation Program
- Use the tools that work for you
- https://www.preptoolkit.org/web/hseep-resources
Overarching Goals & Objectives

- PHEP Capabilities
- Agency-Specific Goals
- Objectives
- Examples
Eight Steps in Exercise Design

1. Assess Needs
2. Define the scope
3. Write a statement of purpose
4. Define objectives
5. Compose a narrative
6. Write major and detailed events
7. List expected actions
8. Prepare messages
Step 1: Assess Needs

- Capabilities, Capabilities, Capabilities
- Begin with your plan
- Learn from past exercises
- JRA/THIRA
- Assessment results
Assess Needs

Capability 6 – Information Sharing

Weakness: Gap in Information Exchange

Corrective Action: Review and update process for MDH Department Operations Center (DOC) to request and receive local public and tribal health information from PHPCs.
Step 2: Define the Scope

Scope includes:

- Capabilities
- Type of emergency/hazard
- Location
- Participants
- Exercise type
- Duration
Step 2 Example

Scope Statement
This is a 2.5 hour functional exercise for MDH ICS response staff operating in the MDH Department Operations Center. This exercise tests emergency operations coordination in a train derailment scenario.
Step 3: Write A Statement of Purpose

- Broad statement of the exercise goal
- Use it for media
Purpose Statement
MDH will conduct a 2.5 hour functional exercise on May 20, 2016 at the MDH department operations center to evaluate the ICS response staff’s ability to develop an incident response strategy to a chemical spill from a train derailment.
Step 4: Define Objectives

Objectives are essential for:

- Design process
- Exercise conduct
- Evaluation
- Improvement planning
Step 4: Objectives

- Clear, concise, focused on performance
- State WHO should do WHAT under WHAT CONDITIONS according to WHAT STANDARDS
- Tabletop – 3 to 5 objectives
- Functional – 4 to 6 objectives
- Full scale – 7 +
But Are They...

SMART

Specific
Measurable
Action Oriented
Realistic
Time Bound

JoyfulThriftyHome.com
S.M.A.R.T.?

Coordinate with faith-based community leaders to assess the availability of health information for their community with language barriers.
Environmental health staff will complete inspections within 3 days for Springfield’s 45 licensed restaurants and grocery delis to allow them to reopen after a 24-hour power failure.
Objectives

1. Healthcare Surge group supervisor will establish a briefing schedule with the MDH Health Regulation Division to maintain situational awareness before the next operational period.

2. The MDH Public Information Officer will coordinate with MDH subject matter experts (environmental health and long term surveillance staff) and with the joint information center to provide health information to the affected population before the next operational period.
Step 5: Compose a Narrative

- A brief description of the events that have occurred up to the minute the exercise begins.
- Provided in the **Situation Manual** (tabletop exercises) and the **ExPlan** (for functional or full scale exercises)
A train derailment occurred in Little Falls, MN on Sunday, Sept 13 at 4:45 PM at the intersection of Broadway Avenue & Highway 23. Three train cars carrying hazardous materials derailed. One car is on fire and leaking into the Mississippi River. A large portion of the city’s population was evacuated to shelters.
Step 6: Write Major and Detailed Events

- What they are
- Provide a structure
- Care is necessary
Step 6: Write Major and Detailed Events

- **Major Events**
  - Big problems
  - Realistic actions

- **Detailed Events**
  - Specific problem situations
  - Expected actions
Write Major and Detailed Events

Twenty-five people from Highland Assisted Living were deemed not appropriate for a general population shelter and were sent to the hospital in St. Cloud. The hospital is requesting a list of available beds in skilled nursing facilities, including 10 memory care beds. Can MDH assist?
Injests

- Link simulation to action
- Enhance exercise experience for the players
- Prompts player action
- How to write
LPH will coordinate with response partners to conduct shelter assessments of population registering at local shelters during day 1 of incident.
Step 7: List Expected Actions

- Expected Actions
- Types of Actions
List Expected Actions

Health Care Surge will send out survey to skilled nursing facilities in Central region. Share information with Operations Chief and other DOC staff in a briefing or email.
Step 8: Prepare Messages

- Characteristics
- Message, events & actions
- Composing the message
Step 8: Prepare Messages

<table>
<thead>
<tr>
<th>Time</th>
<th>Description</th>
<th>From</th>
<th>Method</th>
<th>To Player</th>
<th>Expected Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>2:15 PM</td>
<td>Environmental Health will be holding regular daily meetings this week with our Drinking Water Protection staff. We thought you would like to attend and pass along to the DOC our updates on the water testing we’re doing because of the train derailment and spill. We’re holding the meetings at 9:00AM in room OLF-C 442.</td>
<td>SIM CELL as EH Division Director</td>
<td>Email</td>
<td>Operations Chief</td>
<td>Should reply to email and accept daily meetings with EH. Should also relay info to Planning &amp; IM.</td>
</tr>
</tbody>
</table>
Recap of the Steps
Pulling It Together

Master Scenario Events List (MSEL)

- Development
- Best practices
## MSEL Example

<table>
<thead>
<tr>
<th>Inject Number</th>
<th>Time</th>
<th>Description</th>
<th>From</th>
<th>Method</th>
<th>To Player</th>
<th>Expected Action</th>
<th>Observed Action</th>
<th>Done?</th>
</tr>
</thead>
<tbody>
<tr>
<td>EX Overview</td>
<td>1:30 PM</td>
<td>Read the rules of play. How to “simulate” This is an Exercise</td>
<td>Room Controller</td>
<td>Review EX Overview</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Scenario</td>
<td>1:40 PM</td>
<td>Train derailment occurred in Little Falls, MN at the intersection of Broadway Avenue &amp; Highway 23. Three cars derailed. One car is on fire and leaking acrylonitrile into the Mississippi river.</td>
<td>Room Controller</td>
<td>Reads Scenario</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>MDH Education</td>
<td>1:45 PM</td>
<td>Long Term Surveillance informs staff on role of Long Term Surveillance in this scenario- and what they need from DOC.</td>
<td>verbal</td>
<td>All</td>
<td>Get working on Preparing for the Planning Meeting.</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Start EX</td>
<td>1:55 PM</td>
<td>Review ICS 201 Incident Briefing-- &amp; Tactics Meeting Results</td>
<td>IM</td>
<td>Verbal briefing</td>
<td>All</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>1</td>
<td>2:05 PM</td>
<td>25 people from Highland Assisted Living were deemed not appropriate for a general population shelter and were sent to the hospital in St. Cloud. The hospital is requesting a list of available beds in skilled nursing facilities, including 10 memory care beds. Can you put out a Vocaci survey?</td>
<td>SIMCELL as</td>
<td>Phone</td>
<td>Healthcare Surge Group Supervisor</td>
<td>Send out survey to skilled nursing facilities in Central region. Share information with Operations and other DOC staff in a briefing or email.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>2</td>
<td>2:10 PM</td>
<td>Morrison County Public Health is asking if MDH can help them out at the DRCs by providing the public information on any health effects they should be aware of regarding this chemical spill. What can I tell them about this request?</td>
<td>SIMCELL as</td>
<td>Email</td>
<td>Local Public Health Group Supervisor</td>
<td>Pulling together material now to send to DRCs. Also organizing PHPCs to attend each DRC. Should also share information with Logistics, Ops and IM to ensure MDH will provide this info at DRCs.</td>
<td></td>
<td></td>
</tr>
<tr>
<td>3</td>
<td>2:10 PM</td>
<td>We were asked to provide staff for the DRC. Here are the 4 EH staff who will work the DRCs: Camp Ripley AM: Dave Schultz, PM: Leslie</td>
<td>SIMCELL as EH Supervisor</td>
<td>Email</td>
<td>Logistics</td>
<td>Forward email to Resources Unit to add names to ICS 204 Assignment List.</td>
<td></td>
<td></td>
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</tbody>
</table>
Scenario Development

Steps for all exercises

1. Use agency experts
2. Make scenario realistic
3. Draft and review
4. Talk-through
5. Finalize
Wrap-Up

KEEP CALM AND WRAP IT UP
Upcoming Webinars

- October 5: Conducting the Exercise
- October 19 and/or 20: Evaluating the Exercise and Creating an After-Action Report/Improvement Plan (AAR/IP)
Contact Information

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