

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>**



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**



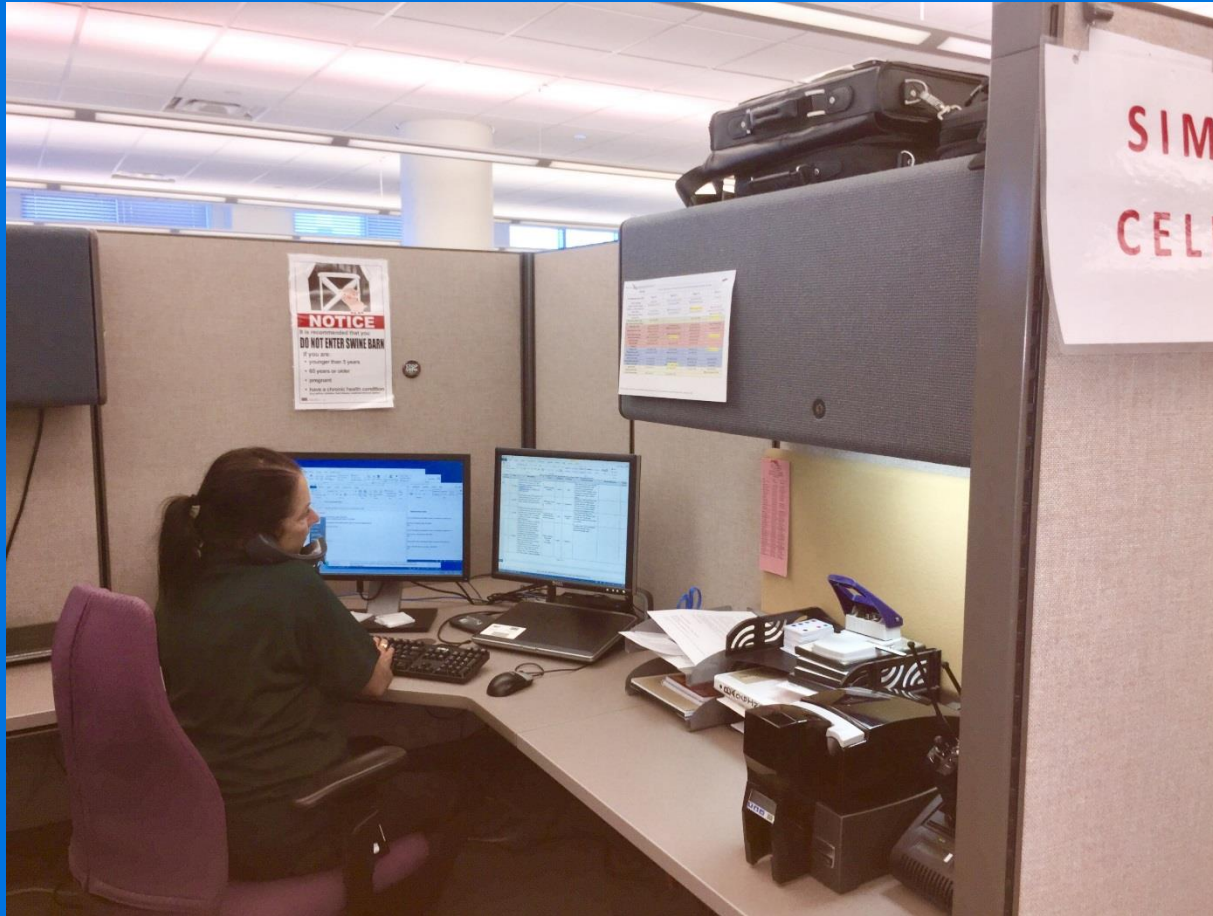
Who is in the SimCell?

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**

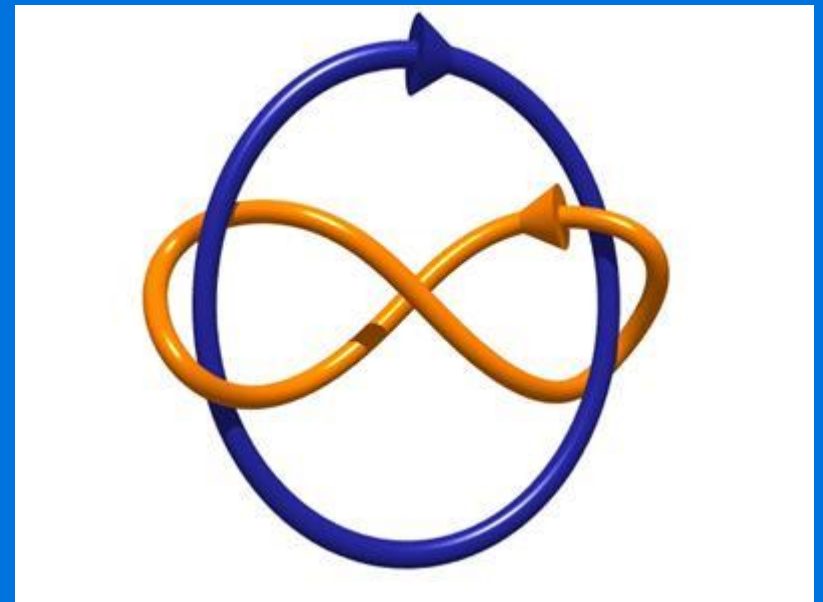
Whole Community

- **Government**
- **Media**
- **Citizens**



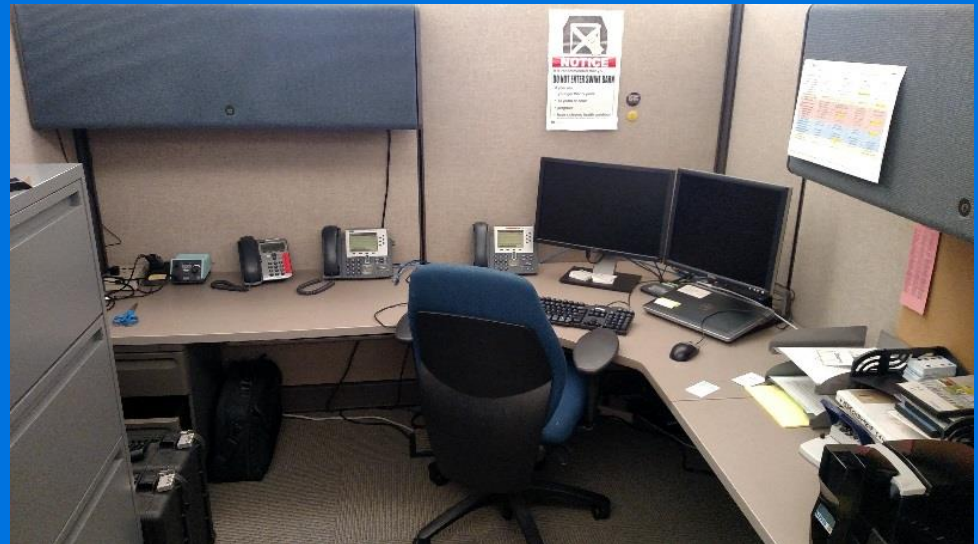
Flow of Information

- **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



EEG

EXERCISE EVALUATION GUIDE

<i>Exercise Name:</i> 2016 Stormy Weather <i>Exercise Date:</i>	<i>Organization/Jurisdiction:</i> MN Department of Health	<i>Venue:</i> Department Operations Center
Response		
<i>Exercise Objective 1:</i> 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 <i>Task 1:</i> 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.		
<i>Exercise Objective 2:</i> 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. <i>Task 3:</i> Maintain situational awareness using information gathered from medical, public health, and other health stakeholders.		
<i>Exercise Objective 3:</i> 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

HPP Capability Function	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Assess and notify stakeholders of healthcare delivery status	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	Healthcare Surge Group Supervisor- open MN Reg coordination Center room for all RHPCs, hold conf. calls with them, contact Health Regulation division	
PHEP Capability Function	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
Manage and sustain the public health response.	Maintain situational awareness using information gathered from medical, public health, and other health stakeholders.	Local Public Health Group Supervisor – Contact each PHPC and report Local Public Health status	
	Track and account for all public health resources during the public health response.	Resources Unit-complete ICS 204- Assignment List	
Notify Volunteers	At the time of an incident, contact pre-incident registered volunteers using multiple modes of communication	Incident Manager or Operations or Local Public Health Group- Activate MN Responds	
Activate public health emergency operations	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).	Operations Chief – Establish MDH ICS org Chart- Operations Section	

EEG

Ratings Definitions		Ratings Key
		P – Performed without Challenges S – Performed with Some Challenges M – Performed with Major Challenges U – Unable to be Performed
Performed without Challenges (P)	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.	
Performed with Some Challenges (S)	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.	
Performed with Major Challenges (M)	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.	
Unable to be Performed (U)	The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).	

Evaluators should

After

- **Hotwash**
- **Debrief**
- **Summary**

Players

- **Expected actions**
 - Follow plan and procedures
- **Roles**
 - Subject matter expert
 - Incident command role, or other?



Actors – Symptomology Card

EXERCISE ACTOR SYMPTOMATOLOGY TAG	Sample Actor Exercise Assessment Form
Date of Exercise: [MM/DD/YYYY], Casualty #: _____	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.
VISIBLE SYMPTOMS:	Field Assessment and Treatment:
[Symptoms]	1. Initial Contact and Triage a. How long did it take response personnel to contact you? _____ b. How long did it take response personnel to begin decontaminating (if applicable)? _____ c. Were you examined on the scene more than once? <input type="checkbox"/> Yes <input type="checkbox"/> No d. Identify the personnel who assessed your medical condition (list all)? <input type="checkbox"/> Fire <input type="checkbox"/> EMS <input type="checkbox"/> Police <input type="checkbox"/> Other _____ e. If you received a colored triage tag, what was the first colored tag given to you? <input type="checkbox"/> Green <input type="checkbox"/> Yellow <input type="checkbox"/> Red <input type="checkbox"/> Black <input type="checkbox"/> Never received a tag f. What actions did response personnel take as a result of their assessment of your condition? _____ _____
PHYSICAL FINDINGS:	2. Treatment: a. If conscious, did someone explain your treatment? <input type="checkbox"/> Yes <input type="checkbox"/> No b. If conscious, were you given clear instructions? <input type="checkbox"/> Yes <input type="checkbox"/> No c. What treatment was given? _____ _____
[Physical findings, e.g. respiration, pulse, blood pressure]	3. Did you observe any outstanding actions among the response personnel you observed? _____ _____
OTHER PATIENT INFORMATION:	Hospital (if applicable) 1. Which hospital did you go to? _____ _____ 2. Once at the hospital, how long was it until someone examined you? <input type="checkbox"/> Less than 5 minutes <input type="checkbox"/> 5 minutes <input type="checkbox"/> 10 minutes <input type="checkbox"/> 15 minutes <input type="checkbox"/> Over 15 minutes <input type="checkbox"/> I was never examined at the hospital
[Other patient information as needed]	Exercise Design: Did you observe any problems during your participation in the exercise? What improvements would you suggest? _____ _____

Actor Waiver Form

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**



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**



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Questions

