Summer Storm 2018

Tabletop Exercise Plan

05/16/2018

The Exercise Plan (ExPlan) gives elected and appointed officials, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

EXERCISE OVERVIEW

Exercise Name	Summer Storm 2018

Exercise Dates	05/16/2018
Scope	This exercise is a tabletop exercise, planned for 1.5 hours at Bismarck-Burleigh Public Health. Exercise play is limited to participants and the West conference room.
Mission Area(s)	Response
Core Capabilities	Emergency Center Operation Management, Mass Care, Responder Safety and Health
Objectives	1-Local agencies will identify what a Department of Operations center is and how to utilizing the Incident Command Structure. 2-Local Agencies will discuss the options for sheltering in place verses evacuation 3-Local agencies will discuss what a communication plan is and how to utilize it.
Threat or Hazard	Summer Storm
Scenario	A summer storm approaches the community quickly building up without warning. High winds over 60 MPH tear apart the city and at least two tornados touching ground have been reported. Golf ball size hail has been reported in over half of the town causing major damage to buildings.
Sponsor	Bismarck-Burleigh Public Health SWC Regional Emergency Preparedness and Response
Participating Organizations	LTC, Hospitals, Home Health, Private Health agencies and LPHU please see Appendix B for a complete list
Point of Contact	Crystalynn Kuntz, BSN, RN Bismarck-Burleigh Public Health, 500 E. Front Ave., Bismarck, ND 58503 701-220-5851 cell & 701-355-1546 office ckuntz@bismarcknd.gov

GENERAL INFORMATION

Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Exercise Objective	Core Capability
1-Local agencies will identify what a Department of Operations Center is and how to utilize the Incident Command Structure.	Emergency Center Operation Management
2-Local Agencies will discuss the options for sheltering in place verses evacuation.	Mass Care
3-Local agencies will discuss what a communication plan is and how to utilize it.	Responder Safety and Health

Table 1. Exercise Objectives and Associated Core Capabilities

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Controllers.** Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.
- **Simulators.** Simulators are control staff personnel who role play nonparticipating organizations or individuals. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin) in accordance with instructions provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.
- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).

- **Actors.** Actors simulate specific roles during exercise play, typically victims or other bystanders.
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.
- **Media Personnel.** Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.

Artificialities

During this exercise, the following artificialities apply:

- Exercise communication and coordination is limited to participating exercise organizations, venues, and the SimCell.
- Only communication methods listed in the Communications Directory are available for players to use during the exercise.

EXERCISE LOGISTICS

Safety

Exercise participant safety takes priority over exercise events. The following general requirements apply to the exercise:

- A Safety Controller is responsible for participant safety; any safety concerns must be immediately reported to the Safety Controller. The Safety Controller and Exercise Director will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed.
- For an emergency that requires assistance, use the phrase **"real-world emergency."** The following procedures should be used in case of a real emergency during the exercise:
  - Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services and the closest controller, and, within reason and training, render aid.
  - The controller aware of a real emergency will initiate the "real-world emergency" broadcast and provide the Safety Controller, Senior Controller, and Exercise Director with the location of the emergency and resources needed, if needed, if any.

Fire Safety

Standard fire and safety regulations relevant to BBPH will be followed during the exercise.

Emergency Medical Services

The sponsor organization will coordinate with local emergency medical services in the event of a real-world emergency. BBPH policy is to call 911 for a medical emergency.

Electrical and Generating Device Hazards

All applicable electrical and generating device safety requirements should be documented prior to the start of the exercise.

Weapons Policy

All participants will follow the relevant weapons policy for the exercising organization or exercise venue. BBPH doesn't allow weapons on premises.

Site Access

Security

If entry control is required for the exercise venue(s), the sponsor organization is responsible for arranging appropriate security measures. To prevent interruption of the exercise, access to exercise sites is limited to exercise participants. Players should advise their venue's controller or evaluator of any unauthorized persons.

Media/Observer Coordination

Organizations with media personnel and/or observers attending the event should coordinate with the sponsor organization for access to the exercise site. Media/Observers are escorted to designated areas and accompanied by an exercise controller at all times. Sponsor organization representatives and/or the observer controller may be present to explain exercise conduct and answer questions. Exercise participants should be advised of media and/or observer presence.

Exercise Identification

Exercise staff may be identified by badges, hats, and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation. Table 2 describes these identification items.

Group	Color
Exercise Director/facilitators	Plain dress
Players Command	White
Players Planning	Blue
Players Operations	Red
Players Finance	Green
Players Logistics	Yellow
Observers/evaluators	Orange

Table 2. Exercise Identification

POST-EXERCISE AND EVALUATION ACTIVITIES

Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Hot Wash

At the conclusion of exercise play, controllers facilitate a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants may attend; however, observers are not encouraged to attend the meeting. The Hot Wash should not exceed 30 minutes.

Controller and Evaluator Debriefing

Controllers and evaluators attend a facilitated C/E Debriefing immediately following the exercise. During this debriefing, controllers and evaluators provide an overview of their observed functional areas and discuss strengths and areas for improvement.

Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. Participant Feedback Forms should be collected at the conclusion of the Hot Wash.

Evaluation

Exercise Evaluation Guides

EEGs assist evaluators in collecting relevant exercise observations. EEGs document exercise objectives and aligned core capabilities, capability targets, and critical tasks. Each EEG provides evaluators with information on what they should expect to see demonstrated in their functional area. The EEGs, coupled with Participant Feedback Forms and Hot Wash notes, are used to evaluate the exercise and compile the After-Action Report (AAR).

After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of core capabilities, including capability performance, strengths, and areas for improvement. AARs also include basic exercise information, including the exercise name, type of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the name of the exercise sponsor and POC.

Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program.

After-Action Meeting

The After-Action Meeting (AAM) is a meeting held among decision- and policy-makers from the exercising organizations, as well as the Lead Evaluator and members of the Exercise Planning Team, to debrief the exercise and to review and refine the draft AAR and Improvement Plan (IP). The AAM should be an interactive session, providing attendees the opportunity to discuss and validate the observations and corrective actions in the draft AAR/IP.

Improvement Plan

The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. It is created by elected and appointed officials from the organizations participating in the exercise, and discussed and validated during the AAM.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **"This is an exercise."**
- Exercise players who place telephone calls or initiate radio communication with the SimCell must identify the organization or individual with whom they wish to speak.

Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

Before the Exercise

- Review appropriate organizational plans, procedures, and exercise support documents.
- Be at the appropriate site at least 30 minutes before the exercise starts. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive.
- If you gain knowledge of the scenario before the exercise, notify a controller so that appropriate actions can be taken to ensure a valid evaluation.

During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers will give you only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- Do not engage in personal conversations with controllers, evaluators, observers, or media personnel. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
- If you do not understand the scope of the exercise, or if you are uncertain about an organization's participation in an exercise, ask a controller.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort has been made

by the exercise's trusted agents to balance realism with safety and to create an effective learning and evaluation environment.

- All exercise communications will begin and end with the statement **"This is an exercise."** This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- When you communicate with the SimCell, identify the organization or individual with whom you wish to speak.
- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
- Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

After the Exercise

- Participate in the Hot Wash at your venue with controllers and evaluators.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.
- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

Simulation Guidelines

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers. A SimCell will simulate the roles and interactions of nonparticipating organizations or individuals.

Scenario

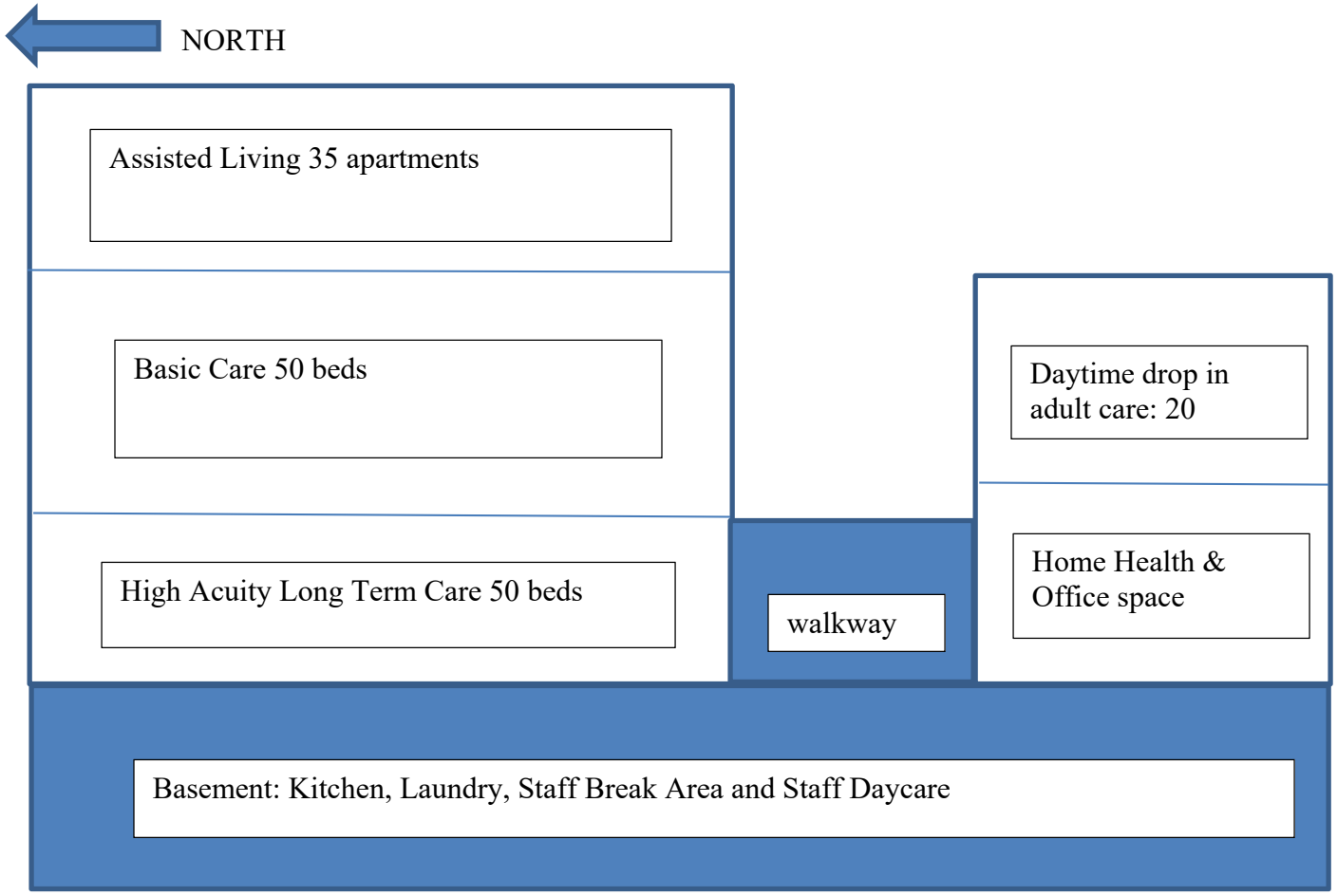
We are a large healthcare facility located in the center of Bismarck ND.

Healthcare ABC, 500 E Front Ave, Bismarck ND 58504

We provide several healthcare services to the community including basic care, assisted living, high acuity long term care, daytime drop in adult care and home health visits. There is a staff-only daycare center located on the grounds. The building structure is a combination of an old building and new building strung out across a city block. The old building is three stories high and the new building is two stories high. The buildings connect via an indoor walkway.

Old Building:
The third floor is assisted living and has 35 apartments. The second floor is basic care and has 50 beds. The first floor is high acuity long term care and has 50 beds. In the basement is the kitchen, laundry and staff break area.

New Building:
The second floor is the daytime drop in adult care. The average census for the drop in adult care is around 20 a day. The first floor is office space and home health. In the basement is the staff daycare center.



Around 6am the National Weather service reported a large storm heading East at 30MPH and will hit Bismarck/Mandan around 9am. The storm has the potential to create large hail and high winds. Reported wind gust of up to 68MPH have been noted in this storm. Hail was reported in New Salem and was on average the size of a quarter. A funnel cloud was seen north of New Salem but did not touch down. The temperature this morning is 75 degrees.

1-Would you beware of this coming into town?
2-Would you do any prepping at his time?

9:00am-the storm approached Mandan and is intensifying. Winds up to 75MPH and large hail are hitting the city. A funnel cloud has been spotted just north of Main Ave by the river.

1-How are you preparing your facility?

9:15am-the storm continues to pass through town. Winds continue to sustain at 75 MPH and the funnel cloud touches the ground and follows a path down main street from Main/Washington to Main/9 St. The tornado caused property damage up to a block away from the path. In the direct path is total destruction. Hail did not occur on the Bismarck side but heavy hail caused widespread damage to Mandan area. High winds uprooted trees and damaged siding and roofs of local structures.

9:20am-the winds have slowed down and the majority of the storm has passed. It continues to rain in the area and winds are sustained at 18 MPH.

Healthcare ABC
The old building was damaged by the tornado as it touched down a block north of the building. The entire north side of the building received damage. The building is still standing but visual damage to the north side can be seen. The severity of the damage and the structure's foundation is not verified at this time. We have lost power to the building but have generators that kicked in and are currently running. The generator is powering sections on the main floor and basement. The second and third floor have no power. Windows are busted out on the north side. There is damage to the water system and the second floor is flooding. The sewer system is backing up in the basement.

The new building received minimal damage. It was facing south and the old building protected it from the storm. The city power is off but the generator kicked in and is powering the entire building. No windows are damaged. You currently have little water pressure but the water system and septic is running properly.

Group 1

EOC activation
When do you activate?
Who fills the roles?
Different as time goes on?
Where is it located?
ICS Forms
*These can help you respond and plan and of course they are essential for documentation of the event.
ICS 201(incident briefing)
ICS 202(incident objectives)
ICS 203 (organizational chart) or the (ICS 207 organizational chart diagram)
ICS 204 (assignment list)
ICS 205 or 205A (communication list)
ICS 206 (medical plan)
ICS 208 (safety message)
ICS 209 (incident summary) *shift change or end of incident.
ICS 213 (general message)
ICS 214 (activity log) *have everyone complete

Incidents always have 3 main objectives
L-Life Safety
I-Incident Stability
P-Preservation of Property

Did we focus our preparation and response on life safety?
How did our focus change once life safety was complete?

Group 2

- Evacuation or Shelter in Place
  - When do you shelter in place?
  - Where do you shelter in place?
  - How do you shelter in place?
    - HVAC system, water, sewer and electricity
    - Patient, staff and visitor safety?
    - What type of assistance and equipment is needed?
  - When do you Evacuate?
  - Where do you evacuate to?
  - How do you evacuate?
    - Do you use healthcare standards?
    - Is it temporary or permanent?
    - What type of assistance and equipment is needed?

Incidents always have 3 main objectives
L-Life Safety
I-Incident Stability
P-Preservation of Property

Did we focus our preparation and response on life safety?
How did our focus change once life safety was complete?

Group 3

Communication Plan
- When do you call?
- Who do you call?
- How do you call?
  - Manual calling tree?
  - Automated calling system?
- How do you connect when you can't call?
- What contact information would be important to have?
- Medical Plan-ICS 206?

Incidents always have 3 main objectives
L-Life Safety
I-Incident Stability
P-Preservation of Property

Did we focus our preparation and response on life safety?
How did our focus change once life safety was complete?

APPENDIX A: EXERCISE SCHEDULE

Time	Personnel	Activity	Location
5-16-18			
0800	Controllers and evaluators	Controller and Evaluator Briefing	BBPH
As needed	Controllers and exercise staff	Set up control cell and walkthrough	BBPH
5-16-18			
0845	Controllers, evaluators and exercise staff	Check-in for final instructions and communications check	BBPH
0900	Players	Arriving to site	BBPH
0905	All	Briefing	BBPH
0910	All	Exercise starts	BBPH
1010	All	Exercise Ends	BBPH
Immediately Following the Exercise	All	Venue Hot Washes/turn in all Participant Feedback Forms	BBPH
9-19-2018			
0900	All	After Action Review	BBPH

APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations
Medical Facilities
City/County
City of Bismarck Emergency Manager
Burleigh County Emergency Manager
Morton County Emergency Manager
LPHU's
Bismarck-Burleigh Public Health
Emmons County Public Health
Kidder County District Health Unit
Custer Health

APPENDIX C: COMMUNICATIONS PLAN

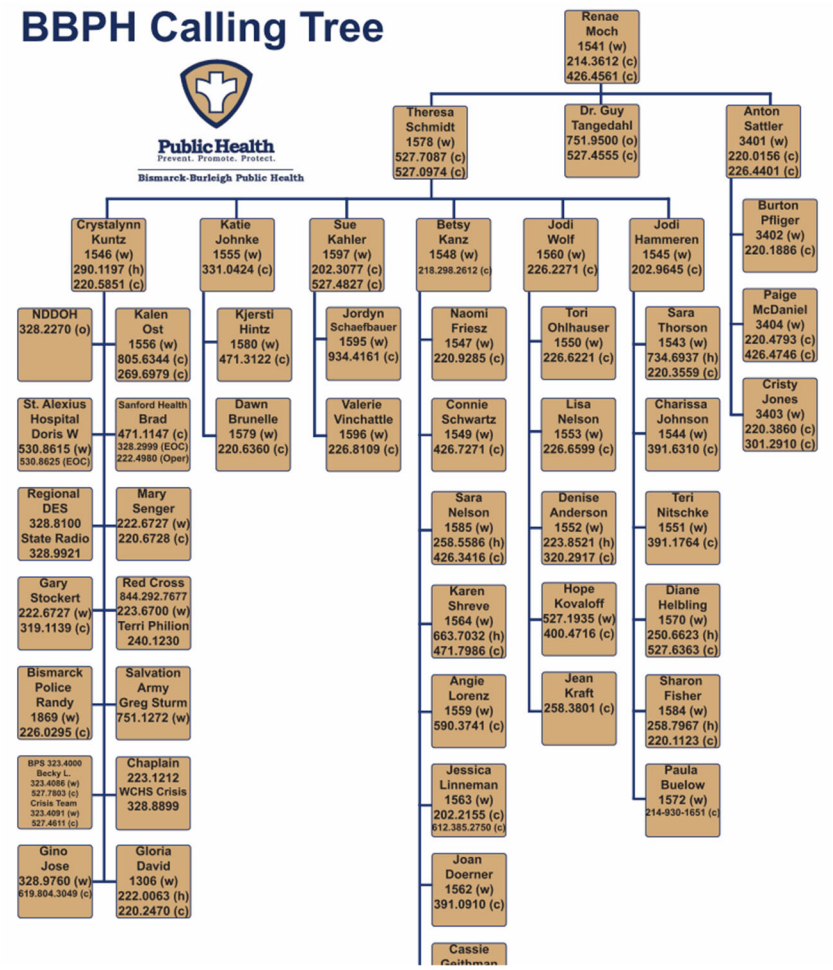
1-Access the NDDoH Medical Cache by logging in to the website and ordering the test item.

http://hanassets.nd.gov

Once in the catalog only order the test item located under the "Test Category". You must log into your account or create a new one to order the product.

2-Access the City of Bismarck-Burleigh County EOC via a phone call to_____ or access the City of Mandan Morton County EOC via a phone call to_____. If you are participating in another county, please note how you would reach your local city/county EOC.

3-Activate your calling tree manual or automated.



APPENDIX D: EXERCISE SITE MAPS

Figure D.1: Bismarck/Mandan

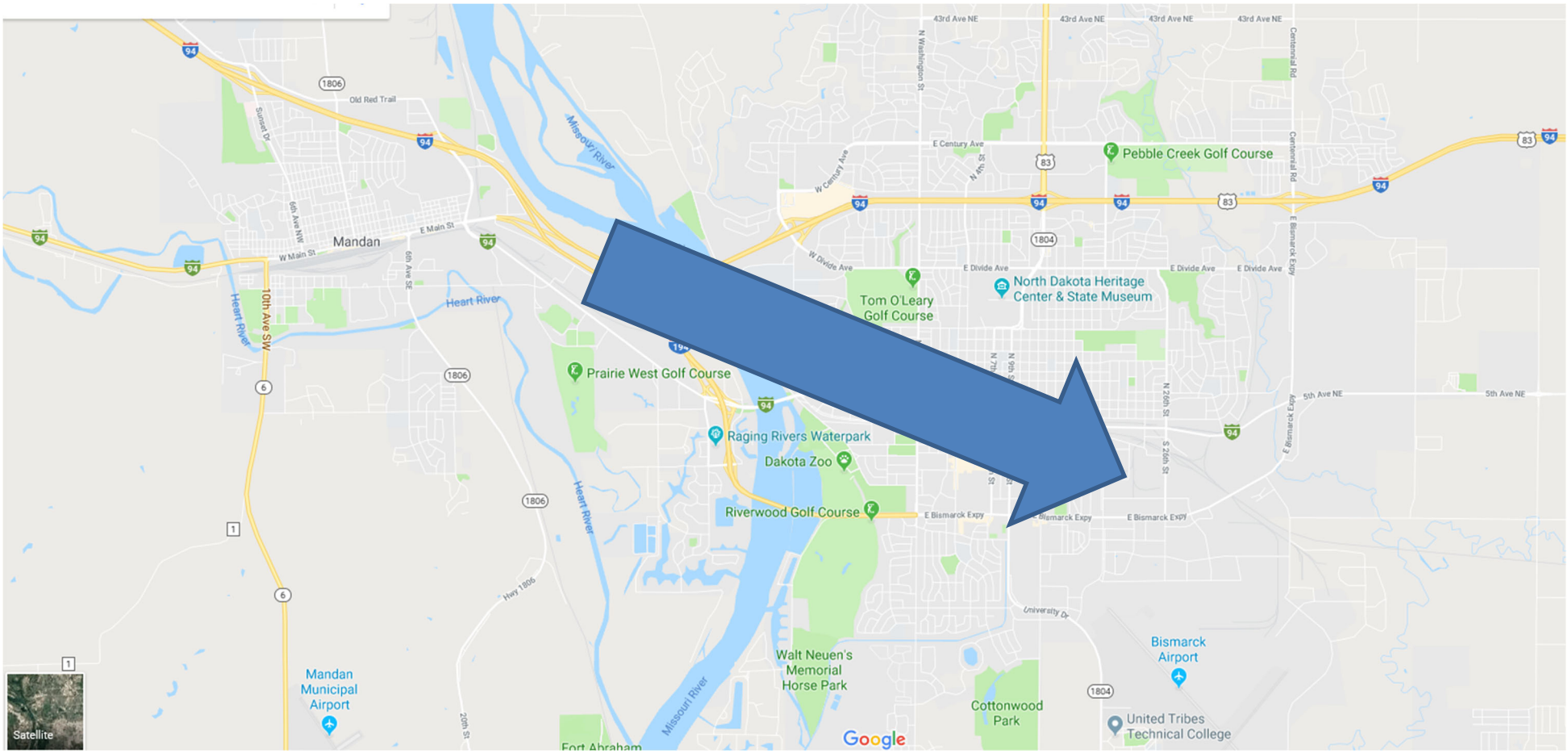
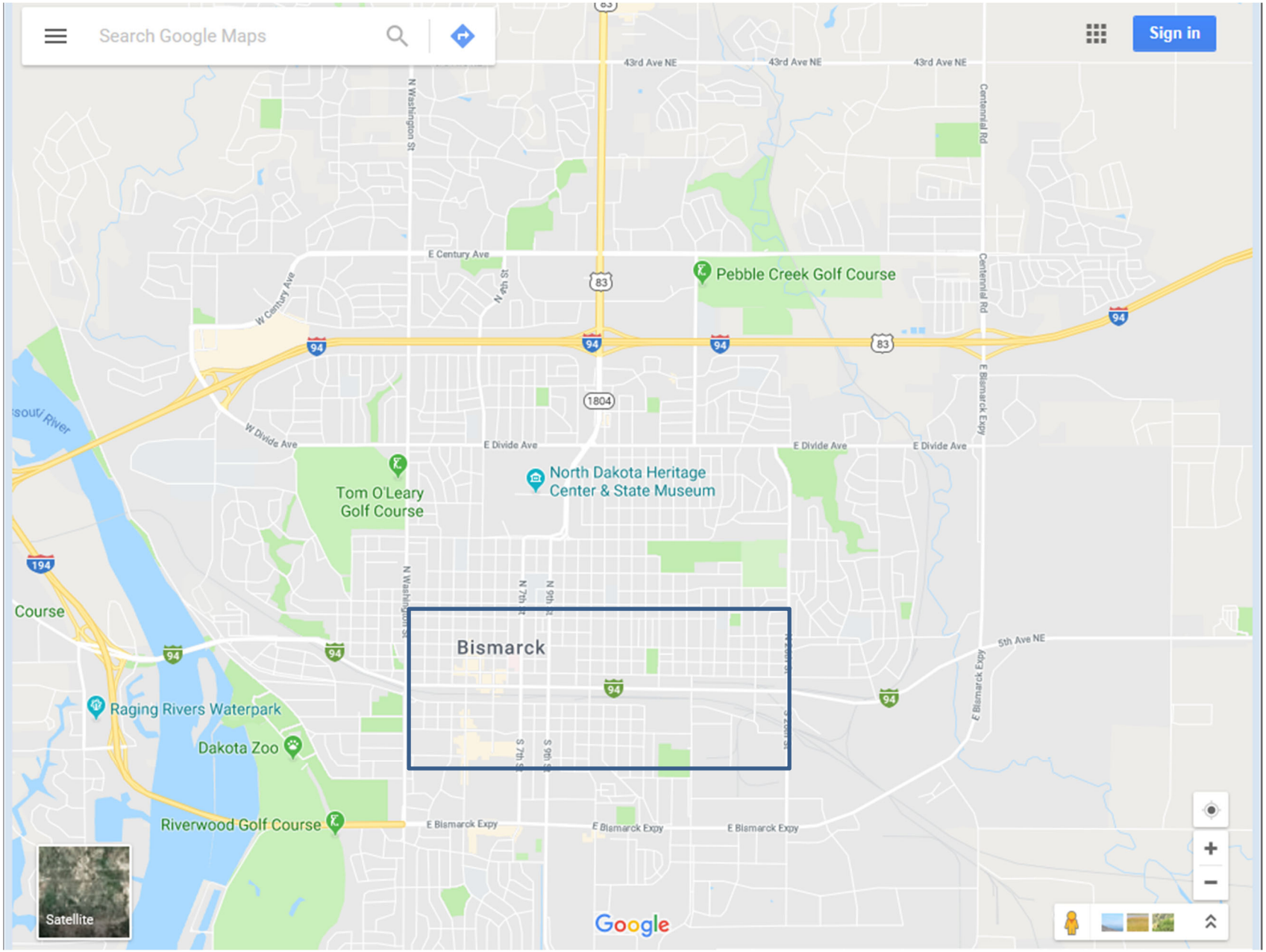


Figure D.2:Bismarck



APPENDIX E: ACRONYMS

Acronym	Term
DHS	U.S. Department of Homeland Security
ExPlan	Exercise Plan
HSEEP	Homeland Security Exercise and Evaluation Program
SME	Subject Matter Expert
EOC	Emergency Operation Center
NDDoH	North Dakota Department of Health