

Exercise Design

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Manitoba Emergency Measures
Organization



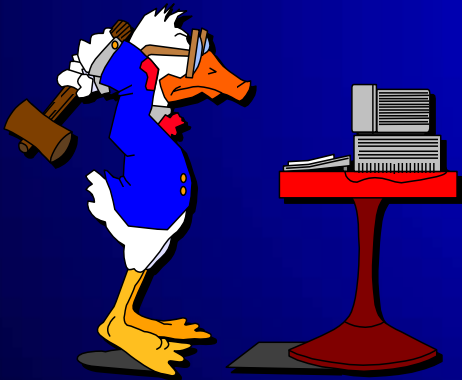
Why Exercise?

- **To improve operational readiness.**
- **To reveal planning weaknesses.**
- **To reveal resource gaps.**
- **To improve inter-agency coordination & communications.**



Why Exercise

- To train and/or clarify emergency roles & responsibilities.
- To test & evaluate plans, policies & procedures.
- To test equipment.
- To improve individual performance.

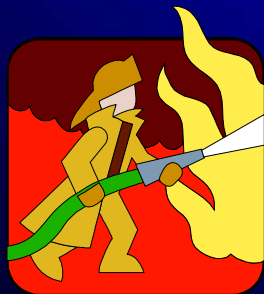
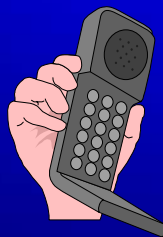
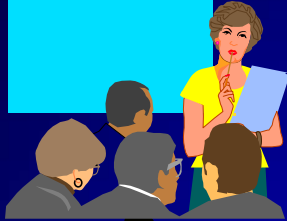


Why Exercise (Cont'.)

- To satisfy government requirements.
- To develop the knowledge, skills & enthusiasm to participate in emergencies.
- To gain public recognition of emergency program & promote emergency preparedness.



Exercise Types:



→ Orientation/Seminar

→ Drill

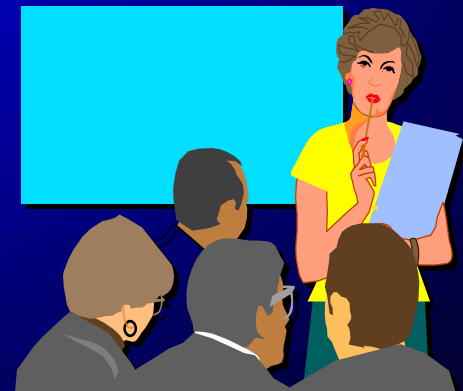
→ Tabletop

→ Functional

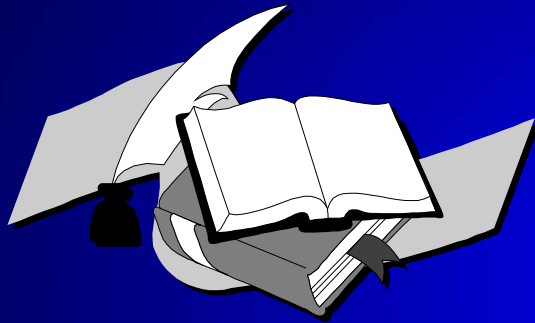
→ Full-Scale

Seminar/Orientation Seminar:

- **Very low stress.**
- **An overview or introduction.**
- **A Lecture, group discussion, media presentation, computer demonstration, or talk-through.**



Orientation Seminar



- Used to familiarize plans, procedures, roles & responsibilities, & equipment.
- Can review past incidents for lessons learned.
- Can involve all levels of personnel.

Drill:

- A coordinated, supervised activity.
- Tests a single emergency response function.
- Used to conduct training on new equipment.
- Involves an actual field response or an EOC operation.



Drill



- **Can involve coordination or operations or response personnel.**
- **Effectiveness relies in focussing on a single, or limited portion of the overall response system in order to evaluate & improve it.**

Tabletop Exercise Methodologies

PLENARY

- Ⓒ **Conducted in a large room or auditorium**
- Ⓒ **Group players by function or responsibility**
- Ⓒ **No small group discussions**
- Ⓒ **Active facilitation**

BREAKOUT

- Ⓒ **Divided into small groups at different tables**
 - Ⓒ **Players seated at separate tables according to common interests or responsibilities.**
 - Ⓒ **Each group reports back to the reassembled plenary**

Tabletop Exercise Categories

- ④ **Basic** – The complete scenario is provided to the players and remains constant
- ④ **Advanced** – Scenario advances through delivery of pre-scripted messages from the beginning to the end



Tabletop Exercise Common Features

Group problem solving

- ⦿ Familiarize senior officials with their responsibilities**
- ⦿ Conduct of a specific case study**
- ⦿ Examines personnel contingencies**
- ⦿ Examination of group message interpretation**

Tabletop Exercise Common Features

- ④ Participation in information sharing
- ④ Assessment of interagency coordination
- ④ Achievement of limited or specific objectives
- ④ Preparation for a more complex exercise



Tabletop Characteristics

PURPOSE

- Solve problems as a group

FORMAT

- Discussion guided by facilitator
- No elaborate facilities or communications

EVALUATION

- Observers may be present
- Success measured by participants feedback,
- Impact on policies, plans, procedures

Problem Statements, Messages

PRESENT VERBAL PROBLEM STATEMENTS TO:

- ④ **Group**
- ④ **Individuals, then open discussion to group**

**DELIVER PRESCRIPTED MESSAGES TO
INDIVIDUALS, WHO COORDINATE WITH OTHERS
AND RESPOND**

5 MAJOR STEPS

1. **Establish the Base**
2. **Exercise Development**
3. **Exercise Conduct**
4. **Exercise Critique/Evaluation**
5. **Exercise Follow-up**

Designing a Tabletop Exercise

- ④ Use 8 step process, job aids
- ④ Steps 5-8 are simplified:
 - ④ Only partially simulated
 - ④ Little scripting
 - ④ No simulators
 - ④ Informal evaluation

8 Design Steps

1. **Needs Assessment**
2. **Scope**
3. **Purpose statement**
4. **Objectives**
5. **Narrative**
6. **Major events/minor events**
7. **Expected Actions**
8. **Hotwash**

Applying the Design Steps

EXPECTED ACTIONS

- List serves as a basis for developing problem statements and messages
- “Actions” may be discussion that leads to change

MESSAGES

- A few may suffice
- May relate to major or detailed events

Pandemic Tabletop Exercise

Exercise III Wind



Background

- History:
 - Pandemic 1918 (Major with multiple deaths)
 - 1957
 - 1968
- We are **OVERDUE** for a major outbreak!

Scope

- ◉ **Municipality and Community of Collegeville**
 - **Geographic area**

- ◉ **City Planners, Emergency Management Policy group**
 - **EOC group**
 - **Adjacent stakeholders (i.e. Critical Infrastructure, School Boards)**

Purpose

- **Facilitate understanding of response for executive level decision making**
- **Discuss requirements and actions that should be considered in a response**

Objectives

- ④ **Identify discuss and prioritize the issues associated with continuity of government and protection of critical infrastructure in the community**
- ④ **Identify roles and accountability involved in a pandemic emergency in Colleegeville community**

Methodology

- **You will be provided with a scenario to discuss in the timeframe (30 minutes)**
- **Major questions and facilitators will be part of the tabletop process**

Narrative

- Ⓢ H5N1 case diagnosed in St. Paul's Hospital in Collegetown, United Province.
- Ⓢ Host has been identified as a local entrepreneur (*Collegetown's weekly antique fair*) who recently attended a trade show in Hong Kong.
- Ⓢ Host is currently in critical condition.



Narrative

- Ⓒ **Collegetown's other hospitals have seen a dramatic increase in Emergency room of patients with flu-like symptoms.**
- Ⓒ **Collegetown's television station has contacted the public info officer to request comment on the situation.**
- Ⓒ **School administrators have reported increased absenteeism in advance of Christmas exams**

Major Questions

- ④ Identify essential services in Collegeville
 - Prioritize
- ④ How would you mitigate the possibility of viral spread
- ④ What agencies (F/P/M) should you be talking to and alerting at this stage
- ④ What plans should be put in place
- ④ How do these change once a State of Emergency is called

Major Questions

- ④ **Identify strategies for public dissemination of information**
- ④ **How does this affect local livestock**

HOTWASH!!



Questions?



Manitoba Emergency Measures Organization