Tabletop Exercise

Time: 1:00pm – 2:30pm
Developing a Tabletop Exercise (TTX)
Key Roles

► Facilitator – Presents the scenario and facilitates a group discussion (sets the pace)

► Players – Participants in the facilitated discussion. Staff, leadership and community partners

► Evaluator – Takes notes during the exercise and compares to the stated objectives

► Observer – Optional role to provide feedback on the exercise
DEVELOPING A TABLETOP EXERCISE (TTX)

Exercise Steps

- Determine the Exercise Scope
- Write a goal and then the objectives (SMART)
- Develop the scenario
- Select / identify participants (facilitator, players, evaluator)
DEVELOPING A **TABLETOP EXERCISE (TTX)**

**Exercise Steps**

- Set the date, time, and location and invite participants
- Exercise Materials – Situation Manual, injects, evaluation form, PowerPoint slides
- Conduct and evaluate the exercise
- After Action Report (AAR) and Improvement Plan (IP)
Emergency Management

Incident Management Cycle

- Incident Action Plan
- Incident Command System
- Implement Action Plan
- Re-Evaluate

Each Operational Period
Today’s Objectives

- Determine internal and external notifications needs
- Define Incident Command System (ICS) roles within the facility.
  - Does the facility use a formal ICS system?
- Identify Generator Capabilities
- Review components of communication plans
- Determine proper locations for holding areas, command centers, family and media.
- Identify proper recovery process to get the facility to habitable.
Tabletop Exercise Assumptions

- All facilities represented are experiencing the same situation.
- The exercise is conducted in a no-fault learning environment.
- The exercise scenario is plausible, and events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react.
- Communication stays in this room; no other players are available.
Tabletop Exercise Rules

- **Situation Status Reports**: Provided in the scenarios for each operational period.


- **After Action Report**: Answer the questions AND provide a reference to where this information is found in your current plans, policies or procedures.

- **Implementation of Objectives**: Guided group discussion.
Friday evening at 7pm:
As the result of prolonged heavy rains and wind, there is a loss of commercial power. It is determined, after consultation with your local emergency management director, that it will be 12 – 24 hrs before commercial power will be restored.

Temperature: 88°F
Tabletop Exercise Operational Period #1

- Who would you notify?
- What internal actions would you expect the person in charge to take, including internal and external notifications?
- How many hours of fuel do your generators have?
- Does your generator or battery back-up devices provide alternate power for the following items? If not, what contingency plans do you have in place?
  - Emergency lighting
  - Fire detection, extinguishing, and alarm systems
  - Sewage and waste disposal
  - HVAC to protect resident health and safety and for the safe and sanitary storage of provisions
Tabletop Exercise Operational Period #1

Does your generator or battery back-up devices provide alternate power for the following items? If not, what contingency plans do you have in place?

- Emergency lighting
- Fire detection, extinguishing, and alarm systems
- Sewage and waste disposal
- HVAC to protect resident health and safety and for the safe and sanitary storage of provisions

Detail your:

- Strengths
- Areas for Improvement
Friday evening at 10pm: there is a large “bang” overhead and water – a lot of water – is coming out of the ceiling.

A fire sprinkler water supply pipe located in the ceiling space unexpectedly separated at a coupling joint and allowed a large volume of pressurized water to flow into the facility.
Fire alarms are sounding (from the sprinkler system water flow) and there are rapidly deteriorating building conditions in these areas of the facility. Initial actions of staff present are to quickly move residents from the direct area of flowing water.
Who in the building knows where the sprinkler shut-offs are?

What areas of your building can accommodate an internal relocation of residents (e.g., common areas)?

What supplies would you need to assemble to accommodate this and do you have them on-hand?

Who would be the Facility Incident Commander and where will your Command Center be established?

If the need to use them arises, where are your established Stop-Over Points?

Who do you contact to establish them?

Do you have Memorandums of Understanding (MOUs) for these?
Water flow has now stopped, but it ran for nearly **25 minutes**.

6-8” of water is in much of the building.

**12am Saturday morning:**
After discussion with local authorities and facility administration, it is determined that evacuation / relocation of all the residents is necessary.
Tabletop Exercise Operational Period #3

- What are the Incident Command System positions you would anticipate needing to assign at this point to manage this incident?

- How do you determine / notify potential receiving facilities?

- Where do you get information to give to EMS as to what transportation is necessary?

- What is your Communication Plan for:
  - How you would notify residents’ families and providers?
  - How you would share medical records and resident information with receiving facilities?
6:30am Saturday morning:
Residents are evacuated to receiving facilities, the press is onsite, and local emergency services are clearing the scene.
Tabletop Exercise Operational Period #4

- Who will craft and who will deliver a message to the media, or will no message be given?
- Do you have an MOU with a clean-up and restoration company?
- What are your temporary recovery needs?
- What are your full recovery needs?
**EXECUTIVE SUMMARY / IMPROVEMENT PLAN**

**Major Strengths**

*Instructions to participant:* At the end of the exercise, summarize at least 3-5 items identified as major strengths in your planning, procedures and response.

<table>
<thead>
<tr>
<th>The major strengths identified during this exercise are as follows:</th>
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<tbody>
<tr>
<td>1. Our team determined that our mass notification system works well for communicating with off-duty staff, resident families and other partners.</td>
</tr>
<tr>
<td>2. We have a good full building evacuation plan, which includes holding areas and transportation information for our EMS Partners.</td>
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### Primary Areas for Improvement

*Instructions to participant:* At the end of the exercise, prioritize top 3-5 issues identified as primary areas for improvement in your planning, procedures and response, and develop an action plan for improvement.

<table>
<thead>
<tr>
<th>The Primary Areas for Improvement identified during this exercise are as follows:</th>
<th>Action Plan for Improvement:</th>
<th>Responsible</th>
<th>Projected Completion Date</th>
</tr>
</thead>
</table>
| Our staff needs education and practice in the Incident Command System | 1. Review online courses available  
2. Request assistance from local Fire Department | Staff Educator | 8/1/2018 |
| We identified that only 20% of the building will be supported with Air Conditioning while on generator power | 1. Review options to add Air Conditioning to generator power  
2. Develop other contingency plans | Director of Maintenance | 8/1/2018 |
Darren Osleger
Fire & Emergency Management Consultant
dosleger@phillipsllc.com
860-793-8600

Jim Garrow
Fire & Emergency Management Consultant
garrow@phillipsllc.com
860-793-8600