

HELP... I HAVE TO PLAN FOR A DISASTER EXERCISE

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Housekeeping and Intro



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Exercises...WHY??????????????

- Drill, Workshop, Tabletop, Functional, Full-Scale
- HSEEP/AAR/IP



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Step 1

- Identify what areas need to be exercised
 - Tornado/Summer Storm
 - Flood
 - Winter Storm
 - Evacuation/Shelter in Place
 - Active Shooter
 - Cybersecurity



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Step 2

- Decide what Type of Exercise to do
- Start Small
- What is required?



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Step 3

- Decide on Objectives that you want to test
 - Make them SMART
 - (Specific, Manageable, Action/Achievable, Relevant, Time)
- Start with a few
- Decide is this for internal/or will it involve partners?



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Partnerships

- All about Collaboration---even if start with a few and add more as exercise types be more complex.
- Are all the partners at the table for planning?
- Work with Local Trainers



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Use Templates

- Don't Reinvent the Wheel
 - Use Templates
 - Use other published exercises

DON'T
REINVENT
THE WHEEL



Ask for Help from Local Trainers



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How To Develop an Exercise Evaluation Guide (EEG)/HSEEP Exercise

- This is the basis of planning your exercise—use the templates.
- Based on Five Mission Areas
 - Prevention
 - Protection
 - Mitigation
 - Response
 - Recovery
- 32 Core Capabilities
 - Activities that address the greatest Risks

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Core Capabilities/ Mission Areas

The screenshot shows the FEMA website page for Core Capabilities/ Mission Areas. The URL is <https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities>. The page features the FEMA logo, a search bar, and navigation links for "Disasters & Assistance", "Grants", "Floods & Maps", "Emergency Management", "About", and "Work With Us". The main content area is titled "Mission Areas and Core Capabilities" and includes a sidebar with "National Preparedness", "National Preparedness Goal", and "Mission Areas & Core". A language selector for "English" is also visible.

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FEMA WebSites

https://www.fema.gov/emergency-managers/national-preparedness/exercises/tools

FEMA SID Login - F... Consolidated Tele... http://www.nd.gov... WebSky North Dakota Emer... J04 Qualtrics Survey | Q... OpenIAM - Logout PHAB Online Acce... Suggested Sites Web Site Gallery Welco

An official website of the United States government [here's how you know](#) Español Tiếng Việt 繁體中文

FEMA Search Prepare for Disasters Get Flood Insurance Apply for Assistance Check Application Status

Disasters & Assistance Grants Floods & Maps **Emergency Management** About Work With Us

National Preparedness

Exercises

- Exercise and Preparedness Tools
- National Exercise Program
- National Level Exercise
- Homeland Security Exercise and Evaluation Program
- Training and Education
- National Preparedness Goal
- National Incident

Exercise and Preparedness Tools

English

Preparedness Toolkit (PrepToolkit) Exercise Best Practice Guides

Long-Term Community Resilience Exercise Resource Guide HSEEP Video Series

2021-2022 National Exercise Program Exercise Starter Kits Cyber Ready Community Game

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Recommended Areas To Test

- Incident Command
 - Practice using Forms
- Communications
- Medical Surge
- Mass Care
- Evacuation/Shelter in Place
- Others?

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Incident Command

- Use It, Use It, Use It
- Mandated to take
- All staff need: 700,100
- Midlevel Managers need: 100/700/200/800
- Upper Management need: 100/200/700/800/300/400
- Can Access 100/200/700/800 online at:
- <https://training.fema.gov/is/crslis.aspx>
- Will Need a FEMA Student ID number. Can Access that at: <https://cdp.dhs.gov/femasid/register>

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ICS/EOC

- Differences in Command
 - Internal ICS
 - Unified ICS
 - Emergency Operation Center



Local → Counties/MOU → State → EMAC → FEDERAL

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Template for Writing an Exercise

- Exercise Situation Manual
- Power Point
- Start with Expectations, Housekeeping items, etc
- Go over the scenario
 - Modules—Questions answered as a group or break into groups
 - Always do a Hotwash/Eval for the AAR

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AAR/IP

- Use the templates...
- [Exercise Name]
- After-Action Report/Improvement Plan
- [Date]
- The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs.
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Exercise Overview

| | |
|-----------------------------|--|
| Exercise Name | [Insert the formal name of exercise, which should match the name in the document header] |
| Exercise Dates | [Indicate the start and end dates of the exercise] |
| Scope | This exercise is a [exercise type], planned for [exercise duration] at [exercise location]. Exercise play is limited to [exercise parameters]. |
| Mission Area(s) | [Prevention, Protection, Mitigation, Response, and/or Recovery] |
| Core Capabilities | [List the core capabilities being exercised] |
| Objectives | [List exercise objectives] |
| Threat or Hazard | [List the threat or hazard (e.g. natural/hurricane, technological/radiological release)] |
| Scenario | [Insert a brief overview of the exercise scenario, including scenario impacts (2-3 sentences)] |
| Sponsor | [Insert the name of the sponsor organization, as well as any grant programs being utilized, if applicable] |
| Participating Organizations | [Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.] |
| Point of Contact | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)] |

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Analysis of Core Capabilities

Aligning exercise objectives and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. Table 1 includes the exercise objectives, aligned core capabilities, and performance ratings for each core capability as observed during the exercise and determined by the evaluation team.

| Objective | Core Capability | Performed without Challenges (P) | Performed with Some Challenges (S) | Performed with Major Challenges (M) | Unable to be Performed (U) |
|---------------|-------------------|----------------------------------|------------------------------------|-------------------------------------|----------------------------|
| [Objective 1] | [Core capability] | | | | |
| | [Core capability] | | | | |
| [Objective 2] | [Core capability] | | | | |
| [Objective 3] | [Core capability] | | | | |

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[Objective 1]

The strengths and areas for improvement for each core capability aligned to this objective are described in this section.

[Core Capability 1]

Strengths

The [full or partial] capability level can be attributed to the following strengths:

Strength 1: [Observation statement]

Areas for Improvement

The following areas require improvement to achieve the full capability level:

Area for Improvement 1: [Observation statement. This should clearly state the problem or gap; it should not include a recommendation or corrective action, as those will be documented in the Improvement Plan.]

Reference: [List any relevant plans, policies, procedures, regulations, or laws.]

Analysis: [Provide a root cause analysis or summary of why the full capability level was not achieved.]

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APPENDIX A: IMPROVEMENT PLAN

This IP has been developed specifically for [Organization or Jurisdiction] as a result of [Exercise Name] conducted on [date of exercise].

| Core Capability | Issue/Area for Improvement | Corrective Action | Capability Element | Primary Responsible Organization | Organization POC | Start Date | Completion Date |
|---|----------------------------|-----------------------|--------------------|----------------------------------|------------------|------------|-----------------|
| Core Capability 1: [Capability Name] | 1. [Area for Improvement] | [Corrective Action 1] | | | | | |
| | | [Corrective Action 2] | | | | | |
| | | [Corrective Action 3] | | | | | |
| | 2. [Area for Improvement] | [Corrective Action 1] | | | | | |
| | | [Corrective Action 2] | | | | | |
| | | | | | | | |

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Questions

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People Helping People

A silhouette illustration of a diverse group of people of various ages and ethnicities holding hands in a line. The group includes a woman with a child, a man, a woman, a child, a man, a woman, a child, and a man. The silhouettes are black and set against a white background.

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