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

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Housekeeping and Intro



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



Step 2

- Decide what Type of Exercise to do
- Start Small







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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?



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



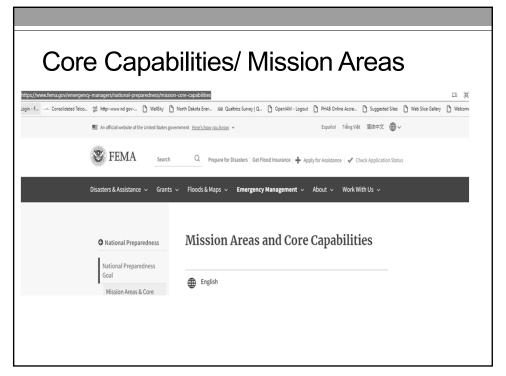
Ask for Help from Local Trainers

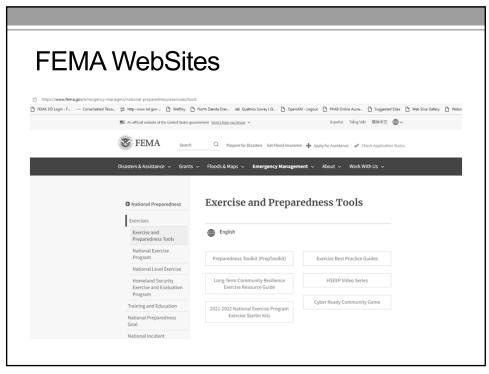


How To Develop an Exercise Evaluation Guide (EEG)/HSEEP Exercise

- 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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Recommended Areas To Test

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

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/crslist.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 FEDERA

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 sercise 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]				

[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]	[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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Reople Helping People

