Exercises

Identifying Goals and Developing a Scenario

Chad Ostlund, CEM
Emergency Preparedness & Response

MDH | Minnesota Department of Health
Health Partnerships Division

Agenda

- **Goals and objectives of exercises**

- **Eight steps in exercise design**

- **Developing a scenario**

MDH Minnesota Department *of* Health
Health Partnerships Division

Today's Objectives

By the end of this webinar you will be able to:

- **Define exercise goals & objectives**

- **Effectively use the eight steps in exercise design**

- **Develop a scenario**

HSEEP Reminder

- **Homeland Security Exercise & Evaluation Program**

- **Use the tools that work for you**

- **https://www.preptoolkit.org/web/hseep-resources**

Overarching Goals & Objectives

- **PHEP Capabilities**

- **Agency-Specific Goals**

- **Objectives**

- **Examples**

Minnesota
Department *of* Health
Health Partnerships Division

Eight Steps in Exercise Design

1. **Assess Needs**

2. **Define the scope**

3. **Write a statement of purpose**

4. **Define objectives**

5. **Compose a narrative**

6. **Write major and detailed events**

7. **List expected actions**

8. **Prepare messages**

Step 1: Assess Needs

- **Capabilities, Capabilities, Capabilities**

- **Begin with your plan**

- **Learn from past exercises**

- **JRA/THIRA**

- **Assessment results**

Step 1 Example

Assess Needs

Capability 6 – Information Sharing

>**Weakness: Gap in Information Exchange**

>**Corrective Action: Review and update process for MDH Department Operations Center (DOC) to request and receive local public and tribal health information from PHPCs.**

Step 2: Define the Scope

Scope includes:

- **- Capabilities**

- **- Type of emergency/hazard**

- **- Location**

- **- Participants**

- **- Exercise type**

- **- Duration**

Step 2 Example

Scope Statement

This is a 2.5 hour functional exercise for MDH ICS response staff operating in the MDH Department Operations Center. This exercise tests emergency operations coordination in a train derailment scenario.

Step 3: Write A Statement of Purpose

- **Broad statement of the exercise goal**

- **Use it for media**

Step 3 Example

Purpose Statement

MDH will conduct a 2.5 hour functional exercise on May 20, 2016 at the MDH department operations center to evaluate the ICS response staff's ability to develop an incident response strategy to a chemical spill from a train derailment.

Step 4: Define Objectives

Objectives are essential for:

- Design process
- Exercise conduct
- Evaluation
- Improvement planning

Minnesota Department *of* Health
Health Partnerships Division

Step 4: Objectives

- **Clear, concise, focused on performance**

- **State *WHO* should do *WHAT* under *WHAT CONDITIONS* according to *WHAT STANDARDS***

- **Tabletop – 3 to 5 objectives**

- **Functional – 4 to 6 objectives**

- **Full scale – 7 +**

But Are They…

S — Specific
M — Measurable
A — Action Oriented
R — Realistic
T — Time Bound

JoyfulThriftyHome.com

MDH Minnesota Department *of* Health
Health Partnerships Division

S.M.A.R.T.?

Coordinate with faith-based community leaders to assess the availability of health information for their community with language barriers.

S.M.A.R.T.?

Environmental health staff will complete inspections within 3 days for Springfield's 45 licensed restaurants and grocery delis to allow them to reopen after a 24-hour power failure.

Step 4 Example
Objectives

1. Healthcare Surge group supervisor will establish a briefing schedule with the MDH Health Regulation Division to maintain situational awareness before the next operational period.

2. The MDH Public Information Officer will coordinate with MDH subject matter experts (environmental health and long term surveillance staff) and with the joint information center to provide health information to the affected population before the next operational period.

Step 5: Compose a Narrative

- **A brief description of the events that have occurred up to the minute the exercise begins.**

- **Provided in the Situation Manual (tabletop exercises) and the ExPlan (for functional or full scale exercises)**

Minnesota Department *of* Health

Health Partnerships Division

Step 5 Example

Compose a Narrative

A train derailment occurred in Little Falls, MN on Sunday, Sept 13 at 4:45 PM at the intersection of Broadway Avenue & Highway 23. Three train cars carrying hazardous materials derailed. One car is on fire and leaking into the Mississippi River. A large portion of the city's population was evacuated to shelters.

Step 6: Write Major and Detailed Events

- **What they are**

- **Provide a structure**

- **Care is necessary**

Step 6: Write Major and Detailed Events

- **Major Events**
  - Big problems
  - Realistic actions

- **Detailed Events**
  - Specific problem situations
  - Expected actions

MDH Minnesota Department *of* Health
Health Partnerships Division

Step 6 Example

Write Major and Detailed Events

Twenty-five people from Highland Assisted Living were deemed not appropriate for a general population shelter and were sent to the hospital in St. Cloud. The hospital is requesting a list of available beds in skilled nursing facilities, including 10 memory care beds. Can MDH assist?

Injects

- **Link simulation to action**

- **Enhance exercise experience for the players**

- **Prompts player action**

- **How to write**

Create an Inject

LPH will coordinate with response partners to conduct shelter assessments of population registering at local shelters during day 1 of incident.

Step 7: List Expected Actions

- **Expected Actions**
- **Types of Actions**

Step 7 Example

List Expected Actions

Health Care Surge will send out survey to skilled nursing facilities in Central region. Share information with Operations Chief and other DOC staff in a briefing or email.

Step 8: Prepare Messages

- **Characteristics**

- **Message, events & actions**

- **Composing the message**

Step 8: Prepare Messages

Time	Description	From	Method	To Player	Expected Action
2:15 PM	Environmental Health will be holding regular daily meetings this week with our Drinking Water Protection staff. We thought you would like to attend and pass along to the DOC our updates on the water testing we're doing because of the train derailment and spill. We're holding the meetings at 9:00AM in room OLF- C 442.	SIM CELL as EH Division Director	Email	Operations Chief	Should reply to email and accept daily meetings with EH. Should also relay info to Planning & IM.

Recap of the Steps

Pulling It Together

Master Scenario Events List (MSEL)

- **Development**

- **Best practices**

Minnesota Department *of* Health
Health Partnerships Division

MSEL Example

Inject Number	Time	Description	From	Method	To Player	Expected Action	Observed Action	Done? Y or N
EX Overview	1:30 PM	Read the rules of play. How to "simulate" This is an Exercise"	Room Controller	Review EX Overview	All			
Scenario	1:40 PM	Train derailment occurred in Little Falls, MN at the intersection of Broadway Avenue & Highway 23. Three cars derailed. One car is on fire and leaking acrylonitrile into the Mississippi river.	Room Controller	Reads Scenario	All			
MDH Education	1:45 PM	Long Term Surveillance informs staff on role of Long Term Surveillance in this scenario- and what they need from DOC.		verbal	All			
Start EX	1:55 PM	Review ICS 201 Incident Briefing-- & Tactics Meeting Results	IM	Verbal briefing	All	Get working on Preparing for the Planning Meeting.		
1	2:05 PM	25 people from Highland Assisted Living were deemed not appropriate for a general population shelter and were sent to the hospital in St. Cloud. The hospital is requesting a list of available beds in skilled nursing facilities, including 10 memory care beds. Can you put out a Vovici survey?	SIMCELL as	Phone	Healthcare Surge Group Supervisor	Send out survey to skilled nursing facilities in Central region. Share information with Operations and other DOC staff in a briefing or email.		
2	2:10 PM	Morrison County Public Health is asking if MDH can help them out at the DRCs by providing the public information on any health effects they should be aware of regarding this chemical spill. What can I tell them about this request?	SIMCELL as	Email	Local Public Health Group Supervisor	Pulling together material now to send to DRCs. Also organizing PHPCs to attend each DRC. Should also share information with Logistics, Ops and IM to ensure MDH will provide this info at DRCs.		
3	2:10 PM	We were asked to provide staff for the DRC. Here are the 4 EH staff who will work the DRCs: **Camp Ripley** AM: Dave Schultz, PM: Leslie	SIMCELL as EH Supervisor	Email	Logistics	Forward email to Resources Unit to add names to ICS 204 Assignment List.		

Scenario Development

Steps for all exercises

1. Use agency experts
2. Make scenario realistic
3. Draft and review
4. Talk-through
5. Finalize

Wrap-Up

KEEP CALM AND WRAP IT UP

Minnesota Department *of* Health
Health Partnerships Division

Upcoming Webinars

- **October 5: Conducting the Exercise**

- **October 19 and/or 20: Evaluating the Exercise and Creating an After-Action Report/Improvement Plan (AAR/IP)**

MDH Minnesota
Department *of* Health

Health Partnerships Division

Contact Information

Chad Ostlund

651-201-5660

chad.ostlund@state.mn.us