Before We Begin- Tabletop Exercises

• Benefits
  • Fairly easy with little equipment or staffing to ‘drive’ the exercise
  • Should follow an orientation or seminar so all are familiar with EMP and their roles

• Drawbacks
  • Artificial, because of simplicity everyone sees message at once in this setting – not realistic
  • In this case, the exercise is not plan driven, but experience driven so you can present a tabletop in future***

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• If you don’t have a plan in place, MAKE one. EVERY exercise should be based on your emergency plans and communication plan!
• The ‘take aways’ from drills and exercises are:
  • To ensure that your plan identifies correct actions, assignments, and staffing for emergencies
  • To evaluate whether your staff know their roles
Survey

- Have you been involved in a preparedness drill since school fire drills? Discuss
- What should people learn from drills and why? Discuss
- How long should a good drill or exercise take? Discuss
- What do you need to ‘make a drill happen’? Discuss

What Experts Say About Planning and Exercises

- Planning for emergencies and disasters was once viewed as a necessary evil, something to keep the lawyers at bay. Sept. 11 changed that. Virginia Tech, Northern Illinois, Eastern Michigan, Central Arkansas and Columbine all changed that.
- The truth is that a vast majority of facility executives will never need to respond to a large event like those attacks. But if a major event occurs, have you done what you can? Do you have a plan that works?

More Expert Info

- Identify a single point of contact for each building, then provide for additional assistance from others in those buildings to ensure that building occupants respond correctly, whether the process calls for evacuation or sheltering in place.
- It is essential that crisis managers be aware of their responsibilities and be provided with adequate and continued training.

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Goals of This Event?
- Demonstrate the process of holding an exercise
- Allow you time to ask questions and develop skills for assisting your staff and emergency responders with doing exercises
- Explain models of different level exercises as needed
- "Take Aways"
- Questions are ENcouraged!

What Do You Need?
- A Time
- A Place or facility
- A Scenario and Setting to test your plan (as "real" as possible)
- Exercise Type (start simple, then get more complex)
- Materials and Messages/Inputs (players?)
- Controller, Facilitators, and Evaluators, and SAFETY Officer
- Comfortable learning/break environment

Roles of Players and ‘Drivers’
- Players take part in exercises to see if they know their duties under the plan and see how well they perform in a realistic scenario
- The Controller or Coordinator manages the exercise
- Facilitators help the exercise flow as realistically as possible
- Evaluators do just that, watch and report outcomes
- The Safety Officer will identify any unsafe conditions or actions and may stop the exercise immediately
- See your exercise guide
Tabletop Experience Plan

- Success is first priority
- Objectives:
  - Evacuation Planning and Execution (including Gathering Areas)
  - Adjustment of Gathering Areas Based on Threat/Weather/Etc.
  - Use of Available Resources (plans, communication lists, maps, etc.)
  - Ability to Move Communication Equipment/Ability
  - HAVE SOME FUN LEARNING!

Timeline and Activities

- Introductions
- Building “Your Campus” U.S.A. - Time to Plan Evacuation
- Situation and Setting
- Scenario
  - Conduct the Exercise – you will be in two or more groups to ask questions, determine actions, then report to the whole group with each ‘input’
  - Review Learnings and Needs for Plan Updates and Turn In Evaluations
- Total of 4 Hours Invested

Situation and Setting

- With your map and the evacuation plan you just completed, consider the following:
  - This is a metro campus and your office is on the second floor of a three story building
  - Temp is 36 degrees with cold front, freezing rain and snow to move in by noon or after
  - Breeze is from the N.W. at 8-12 MPH
  - Two buildings on campus had false ‘arson’ or bomb threats during mid-term tests two weeks ago
  - Time is 11:25 A.M. on a work day
  - Your staff has ‘some’ knowledge of your EMP
Scenario

- At 11:25 A.M., the fire alarm in your building sounds for the third time this semester (prior alarms were accidents or false)
- Your four office mates move quickly with you to the door and into the hallway – as you follow your evacuation route, you notice that the hallway ahead is filled with dense smoke and a flickering red glow beyond
- Now What?

Message 1 and ‘Reality’ Check

- FROM: Personal Observation
  - As you are evacuating on your alternate route, you notice a professor and research associate ignoring the alarm and remaining in their lab.

Message 2

- FROM: A staff member
  - Once outside, you are advised by one or more staff members that they noticed an ambulance loading some persons on the other side of the building.
Message 3
• FROM: Three staff members
  • We noticed a middle age guy taking a lot of pictures and asking several employees about keys and our evacuation process. His car is on the lawn and we thought 'someone' should know.

Message 4
• FROM: A firefighter
  • Is everyone out of your building, we're fighting fire and can't get to certain parts to search

Message 5
• FROM: Incident Commander
  • Who is responsible for the lab areas on second and third floors?
Input if Needed
• From: A Staff Member
  • Has anyone seen the visiting group that was in the large classroom upstairs. I saw them go in but don't see them outside!!

Message 6
• FROM: Your boss or Vice President
  • How long will your building be shut down and when can classes resume!!

Message 7
• FROM: Next building proctor/manager
  • I forgot to take my files, have you got your plan and telephone list – I need to make some calls right now! And, hey, can I use your keys, a couple of the guys need back into the building to get research materials before they burn and they left their keys on their desks!
Message 8
• FROM: Fellow staff member
  • Have you got a phone so I can call my family?

Message 9
• FROM: Your Supervisor
  • We'll need to set up a situation status and review meeting, please set a time and arrange a location!

Message 10
• FROM: Incident Commander
  • Fire is all out and building has been ventilated. Two people were injured and are at the hospital. You need to set up a building inspection and the facility is yours. NOW WHAT?
Did YOU Learn from This Experience?

- Every situation should require a debrief/review within 10 days
- Who all should be included? (head and heart concerns. . . )
- Who will be in charge of the ‘learning review’ meeting?
- Did your department plan meet the needs of the situation? Did your staff know their roles? Who will update the plan/procedure for future emergencies?

“Take Aways”

- A good exercise should show you and your staff:
  - Whether the plan works for the given exercise scenario
  - Whether staff know their roles
  - What updates are needed to the plan, training, equipment, and exercise processes
  - What specific training staff may need to fill their roles
  - What changes in your building or environment may be helpful

Evaluation and Debrief

- What were the most powerful lessons you picked up today about doing exercises?
- Do you feel comfortable doing a basic Table Top Exercise with your staff ‘back home’?
- What improvements will you make to your plan for your department based on this experience?
- This should happen after EVERY drill/exercise!!
- Please turn in your evaluation form before leaving
Review - What Will You Need For Your Exercise?

- A Time
- A Place or facility
- A Scenario and Setting
- Exercise Type
- Materials and Messages/Inputs
- Controller, Facilitators, and Evaluators
- Comfortable learning/break environment
- A CURRENT EMERGENCY AND COMMUNICATION PLAN!

Survey (yes, again. . )

- What should people learn from drills and why? Discuss
- How long should a good drill or exercise take? Discuss
- What do you need to ‘make a drill happen’? Discuss
- When will your department do YOUR drill?

Build a Resilient Department

WHAT IS RESILIENCY?

- Dictionary definition: noun 1. the power or ability to return to the original form, position, etc., after being bent, compressed, or stretched; elasticity.

- Working definitions: The ability to recover quickly from disruptive change or misfortune without being overwhelmed or acting in dysfunctional or harmful ways.
REMEMBER...

- Your mind and habits will create either barriers or bridges to a better future.
- The struggle to bounce back and recover from setbacks can lead to developing strengths and abilities that you didn't know were possible.

Fire at UNC

THANK YOU!

- We appreciate your time and concern about the safety of all of our students, staff, faculty and professionals, vendors, and visitors!!