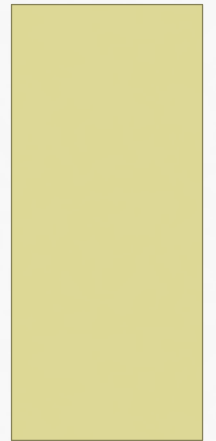


# EXERCISE PLANNING WORKSHOP

PEPKC (PARTNERSHIP FOR EMERGENCY PLANNING)



# WELCOME AND INTRODUCTIONS

## Facilitators

Les Boatright, MEP

Asst. Emergency Management Director

Central Jackson County Fire Protection District

Cary Gerst, KCEM

Assistant Director, Planning

Johnson County, KS Emergency Management

Jennifer Fales, MEP–In–Training

Training/Outreach Coordinator

Kansas City, MO Emergency Management

# TODAY'S GOALS & OBJECTIVES

- Discuss the exercise design, conduct, and evaluation process
- Develop the outline of an exercise for your agency using the checklist provided
- Provide resources to help you create your own exercise program

# A SUCCESSFUL EXERCISE PROGRAM

- Garner administrative and executive buy in
- Meets regulations, grant and/or company requirements
- Tests new or revised plans, policies and procedures
- Tests corrective actions from previous exercises or real incidents
- Educates new employees
- Is a safe place to practice before a real emergency



# EXERCISE CYCLE



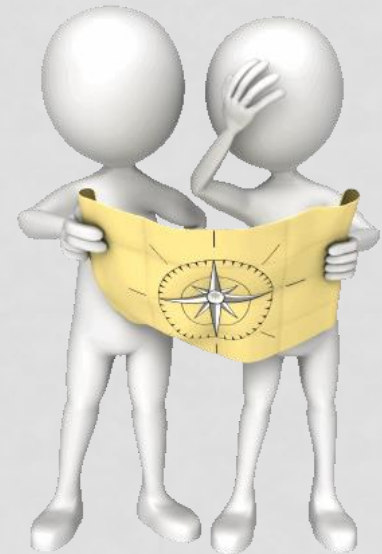
# HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP)

- Is the gold standard in exercise development
- Provides guiding principles and a common approach to exercise program management, design and development, conduct, evaluation, and improvement planning
- One process – multiple outcomes
- Provides exercise templates and resources
  - <https://www.preptoolkit.org/web/hseep-resources>



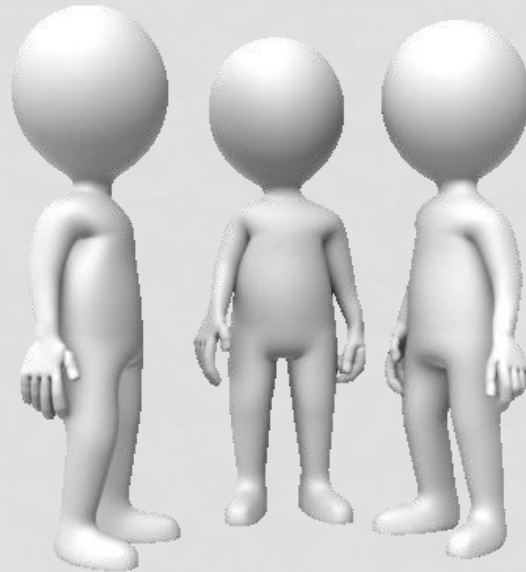
# EXERCISE DESIGN CHECKLIST

- Begin with the end in mind
- Checklist overview
- Using the checklist during the workshop to start designing your own exercise



# PLANNING TEAM

- Additional expertise and experience
- Help design the exercise and deliverables
- Trusted Agents
- Help manage exercise logistics
- May fill roles to control and support the exercise during play





# EXERCISE ROLES

- **Players** have an active role in discussing or performing their regular roles during the exercise.
- **Controllers** plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise.
- **Facilitators** lead discussion based exercises to keep participants on track and moving towards exercise objectives.
- **Simulators** role play nonparticipating organizations or individuals. They most often operate out of the Simulation Cell (SimCell).
- **Evaluators** observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).

# EXERCISE ROLES - CONTINUED

- **Actors** simulate specific roles during exercise play, typically victims or other bystanders.
- **Observers/VIPs** view the exercise from a designated observation area and must remain within the observation area during the exercise.
- **Media Personnel** may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.
- **Scribe** records the discussion during the exercise.
- **Support Staff** includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

# EXERCISE LEVELS

- Discussion Based
  - Seminar
  - Workshop
  - Games
  - Tabletop
- Operations Based
  - Functional
  - Full Scale



# LOGISTICS

- Budget
- Locations
- Facility / Parking / Restrooms
- Date / Time / Season
- Save the Date / Invites
- People, Equipment, Supplies
- Safety
- Forms, handouts, etc.
- Refreshments

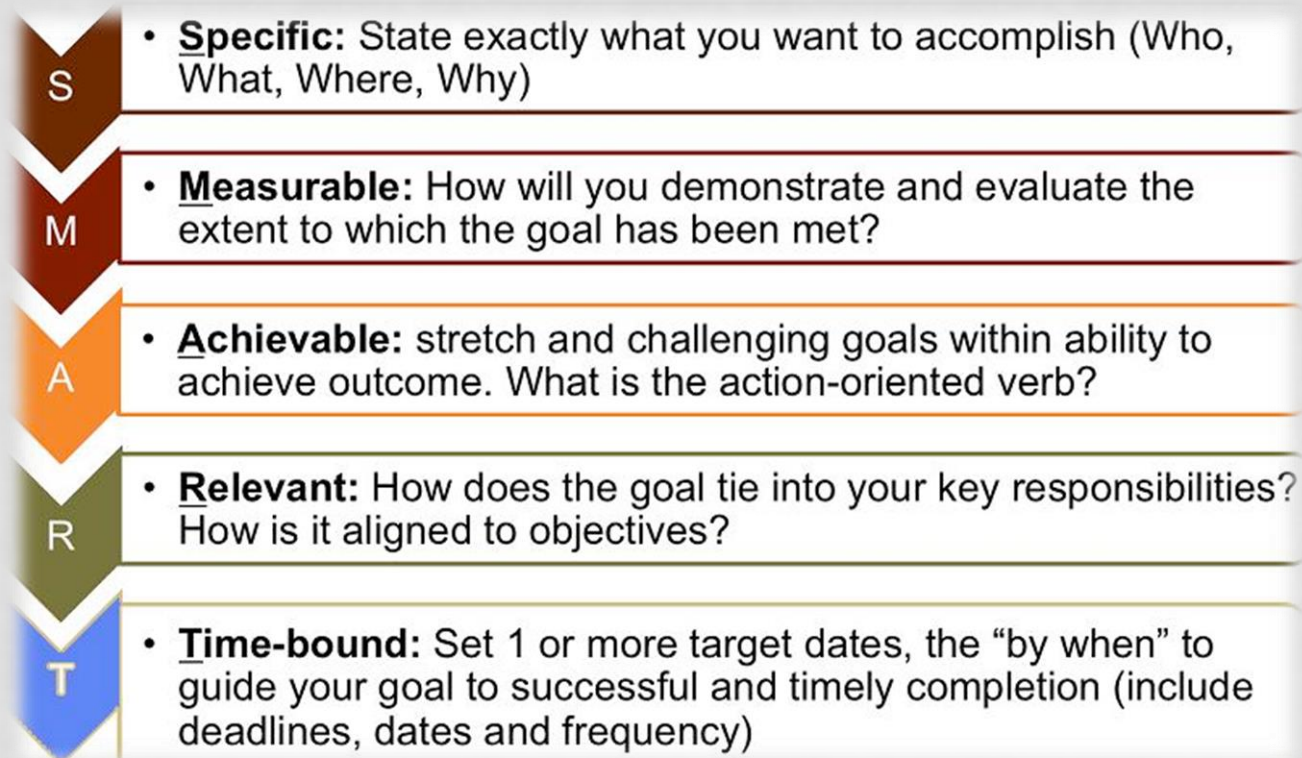
# WHAT ARE YOU TESTING?

- Core Capabilities
- Plans, Policies and Procedures (not individuals)
- Equipment and Facilities



# SETTING OBJECTIVES

- Objectives describe the performance expected from exercise participants in order to demonstrate competence and must follow the SMART format.



# OBJECTIVE CHARACTERISTICS

There are (3) characteristics that, when considered in the creation of objectives, will clarify the intent of those objectives. These characteristics answer three questions:

- 1) What should be done;
- 2) Under What conditions is it to be done;
- 3) To what standard or requirement are you trying to meet

# SMART OBJECTIVE OR NOT?

1. Evaluate the capability to implement the Incident Command System (ICS) in response to a terrorist incident and effectively transition to a Unified Command once you determine that the organization is escalating.
2. Determine an effective solution to the road closure problem.
3. Demonstrate the ability of the Central City Health Department to effectively coordinate interagency public information in accordance with local procedures in response to a biological attack.
4. Identify the steps needed to conduct various incident command activities that might be required during an hazards incident scenario.



# TELLING THE STORY

**It was a dark and**



**Stormy  
Night**



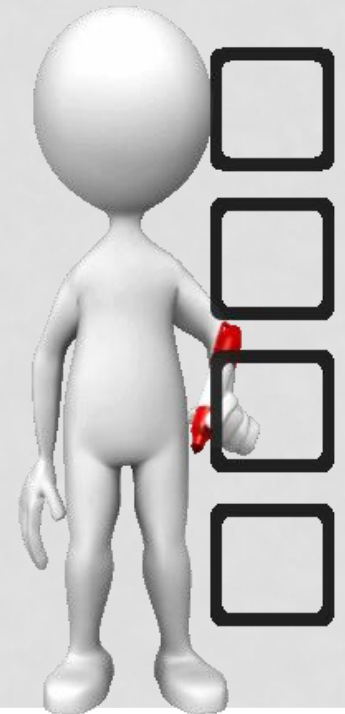
# BASIC EXERCISE RULES

- This is a low stress, no fault, no blame learning environment.
- Base your responses on the current plans and capabilities of your organization.
- Decisions are not precedent setting, it's ok to explore different ideas.
- Honor time constraints by staying on topic (parking lot).
- Please stay throughout the exercise unless it is an emergency.
- Don't fight the scenario.
- Have Fun!

# EVALUATING

The process of observing and recording exercise activities against the exercise objectives and critical tasks identified to identify strengths and areas for improvement.

- Exercise Evaluation Guides (EEGs)
- Evaluators / Subject Matter Experts (SMEs)
- Player Feedback – Survey
  - Participant Feedback Form
  - Online (SurveyMonkey, etc.)
- Hotwash
- After Action Reports (AAR)- Summarize



# FOLLOW UP

- Corrective Action Improvement Plan
  - Assign tasks and due dates
  - Some tasks may never be done and that's ok
- After Action Meeting
  - Assigns tasks to a responsible individual
- New Exercise to test corrective actions



# EXERCISE PITFALLS

- Lack of Management Buy In / Commitment
- Exercise design needed more time & attention
- Manage expectations
- Trying to do too much / not enough
- Wrong players
- Ego / Personalities



# EXERCISE PITFALLS (CONT.)

- Players don't know role in emergencies / plans /etc.
- Players don't stay in their lane
- Unrealistic Scenario
- Scenario too harsh (players could not recover in the time allotted)
- Communications / Tunnel Vision
- No follow up



# GETTING EXERCISE ASSISTANCE

- Your local emergency management agency
- Regional MEPS
- Other similar businesses
- Online resources
- Consultants \$\$



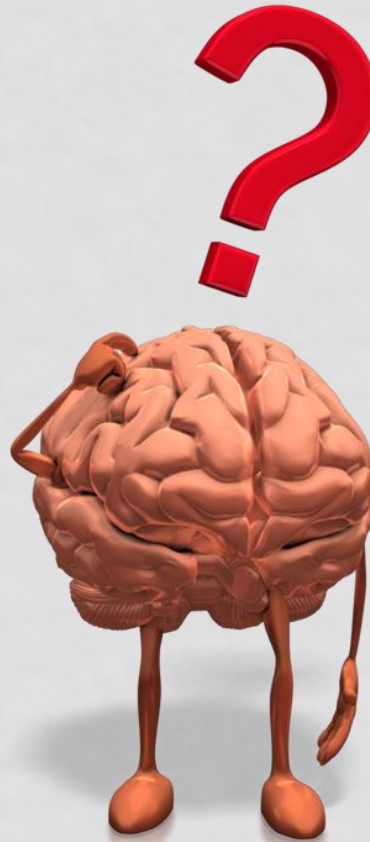
# RESOURCES

- List of Local Emergency Managers
  - [http://preparemetrokc.org/Get\\_Help/emergencymanagers.asp](http://preparemetrokc.org/Get_Help/emergencymanagers.asp)
- HSEEP Toolkit
  - <https://www.preptoolkit.org/web/hseep-resources>
- Tabletop Exercise Templates / Samples
  - <https://www.fema.gov/media-library/assets/documents/100098>



# Q & A

- Any questions, comments, or concerns?



# IN CONCLUSION

- Loud applause for your presenters!



# THANK YOU!

- For your time
- For the opportunity to serve you today
- For helping our communities be more prepared

Please let us know if we can be of assistance to you.