



Situation Manual

Emergency Preparedness Conference

Western Mass IRAA Preparedness Project

Preface

BACKGROUND

The Emergency Preparedness Conference is sponsored by Western Mass IRAA Preparedness Project. This Situation Manual (SitMan) was produced with input, advice, and assistance from the Emergency Preparedness Conference exercise planning team, which followed the guidance set forth in the Federal Emergency Management Agency (FEMA), Homeland Security Exercise and Evaluation Program (HSEEP).

The Emergency Preparedness Conference Tabletop Exercise (TTX) Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. This SitMan was developed with the advice and assistance of the members of the Emergency Preparedness Conference TTX planning team. It is tangible evidence of the County's commitment to ensure public safety through collaborative partnerships that will prepare it to respond to any emergency.

SUPPORT

The Western Mass IRAA Preparedness Project is made possible by support from the Western Region Homeland Security Advisory Council.

HANDLING INSTRUCTIONS

1. The title of this document is Emergency Preparedness Conference Tabletop Exercise (TTX) Situation Manual (SitMan).
2. For more information, please consult the following points of contact (POCs):

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Introduction

The purpose of this exercise is to provide participants an opportunity to evaluate current response concepts, plans, and capabilities for a response to a larger scale community emergency event in the County.

This exercise emphasizes the role of community-based organizations and local First Responders in response to a larger scale community emergency.

TARGET CAPABILITIES

The capabilities listed below have been selected by the Emergency Preparedness Conference planning team from the priority capabilities identified in the County.

- Emergency Public Information and Warning
- Emergency Operations Center Management
- Public Safety and Security Response
- Community Based Organizations
- Fatality Management

EXERCISE STRUCTURE

This will be a multimedia, facilitated tabletop exercise. Players will participate in the following three distinct Modules:

1. Incident Notification
2. Initial Response
3. Ongoing Operations

EXERCISE GUIDELINES

This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected. Issue identification is not as valuable as suggestions and recommended actions that could improve response and preparedness efforts. Problem-solving efforts should be the focus.

Module 1: Incident Notification

SUNDAY, NOVEMBER 1, 2009, 0900 HOURS

It is morning in a downtown area of the County. People crowd the sidewalk of Main Street in the busy business district on their way to church and shopping in the area, or just to get a cup of coffee from one of the many cafes and restaurants. One block off of Main Street is a large apartment building complex which includes elderly, Section 8, and student housing.



Photo credit Flickr user rofanator

Heavy rain and expanding ice create a crack in a nearby dam and the local river begins to rise. Dirt roads a few blocks from Main Street flood and become muddy.

Residents are ordered to evacuate before the river rises above threshold. The pressure from the cracked dam floods a power box and several small scale power outages have occurred in and around Main Street.

The 9-1-1 communications center is inundated with calls as citizens phone in to report the flooding, small fires and power outages. In addition, calls for assistance are made via radio to dispatch by local First Responder units that were nearby Main Street.

Although many in the area have already started to self-evacuate, the Incident Commander officially requests an evacuation of that section of the city surrounding the site of the dam break.

Television and radio stations interrupt their regular morning programming with news of the flooding:

...there are few details at this time, but it seems that just minutes ago there was break in the dam off of Main Street. We have reports that hundreds of people have been ordered to evacuate and many are without power...

QUESTIONS

1. At this stage of the response, what is your role?
2. What other actions could you take at this point?
3. What are your safety concerns?

Module 2: Initial Response

SUMMARY OF CASUALTIES

The Next Day:

- Estimated total casualties 11
- Estimated fatalities 5

KEY ISSUES

- Local hospitals are being overwhelmed by the number of victims requiring treatment.
- A local state of emergency and a Governor's emergency declaration have been made. The Governor has asked the President to declare the County a Federal disaster area.
- The public and the media must be supplied with accurate and helpful information in order to reduce confusion and panic and promote safety and confidence.

QUESTIONS

1. What is your role in facilitating an orderly evacuation of the area?
2. What do the declared state of emergencies mean for you? Can you begin outreach to community members who may be affected by the situation?
3. What are your priorities at this point in the incident?

Module 3: Ongoing Operations

SUMMARY OF CASUALTIES

One Week Later:

- Total Casualties 324
- Fatalities 11
- Missing 4

KEY FEATURES

- Responders will need relief and support during extended operations.
- A Federal Disaster Declaration has been made, and Federal assistance is forthcoming.
- The President, governor, and other officials are expected to arrive in the County tomorrow.

QUESTIONS

1. What are your short-term and long-term personnel needs for site security and the ongoing incident investigation? Do you currently have enough personnel to meet these needs?
2. Do you have the resources to provide immediate and long-term stress management and/or mental health services to your personnel?
3. What documentation needs to be initiated for the incident and future cost reimbursement submission?

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