

<INSERT PICTURE OF STATE/STATE LOGO HERE>

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# INTRODUCTION

## *Purpose*

The purpose of this Tabletop Exercise is to observe how State Fire Officials utilize their statewide Emergency Response Plan (SERP) in large scale emergencies where local resources are disabled due to the disaster or are otherwise unavailable and statewide resources must be summoned to assist in the mitigation of the incident.

## *Scope*

. This exercise will focus on < insert state name here> role in response to the potential consequences of a large scale natural or technological disaster located somewhere in <insert state name here>. **Processes and decision-making are more important than minute details.** The emphasis is on coordination, integration of capabilities, problem identification, and resolution.

## *Exercise Objectives*

- Activate the Statewide Emergency Response Plan (SERP) per the local protocols;
- Be knowledgeable of the plan components and their relationship to other components within the plan;
- Others?

## ***Exercise Structure***

**Module 1 – Scenario Begins**

**Module 2 – Incident Continues**

**Module 3 – Response Expands**

**Module 4 – Continued Response**

The lead facilitator may be assisted by supporting facilitators to keep the discussion focused on stated objectives of the exercise, as these serve as the foundation for exercise evaluation.

## ***Roles and Responsibilities***

**Participants** respond to the situation presented based on expert knowledge of response procedures, current plans, and insights derived from training and experience.

**Observers (if present)** do not participate in the moderated discussion period.

**Evaluators** will not participate in the discussion periods. They will be present for the duration of the discussions and hot wash, gathering data and writing notes about the players' responses in order to provide feedback for the exercise After Action Report (AAR).

## ***Invited Participants***

<Insert participants here>

## ***Assumptions and Artificialities***

To support conduct of any exercise, a number of assumptions and artificialities may be necessary to complete play in the allotted time and to portray evolving challenges and response progress. Additionally, these artificialities are necessary to present situations that drive participants to address issues that are key to achieving the exercise objectives. For this TTX, the following will apply:

- The scenario is plausible, and events occur as they are presented.
- There are no “hidden agendas” or trick questions.
- All participants receive information at the same time.

## ***Exercise Guidelines***

The following exercise rules apply to this TTX:

- There is no single correct solution. Discussion should be based on knowledge of current plans, capabilities (i.e., use only existing assets) and insights derived from training.
- Think outside the box—organizational positions and policies are not limiting. Make the best decision based on the circumstances presented.
- Decisions are not precedent setting, and may not reflect the installation’s final position on any given issue. This exercise is an opportunity to discuss all options and possible solutions.
- Assume your agency would receive cooperation and support from other responders and agencies in this scenario, if such support would be normally available.
- **Fight the problem, not the exercise!**

# EXERCISE SCHEDULE

<b>0800</b>	<b>Registration</b>
<b>0830</b>	<b>Introduction and Overview</b>
<b>0900</b>	<b>Scenario Begins (Module 1)</b> Situation Presentation Facilitated Discussion
<b>0930</b>	<b>Incident Continues (Module 2)</b> Situation Update Facilitated Discussion
<b>1030</b>	<b>Response Expands (Module 3)</b> Situation Update Facilitated Discussion
	<b>Continued Response (Module 4)</b> Situation Update Facilitated Discussion
<b>1130</b>	<b>Closing Comments</b>

# NARRATIVE

## ***General Scenario***

Homeland Security Advisory System (HSAS) Condition Yellow (Elevated) is in effect. Non-specific terrorist threats to government facilities and buildings have been identified. Weather conditions are normal for this time of year and no environmental anomalies have been noted. There are no unusual events occurring in other states and all response agencies are at a stable state.

## ***Background Information***

<Insert city name here> has a population of <insert number here> and is located <insert geographical location here> in <insert state name here>. <Insert city name here> has experienced only <insert number here> large scale disasters in the past <insert number here>. Weather conditions are generally normal for each season. <Add additional background information here>.

## MODULE 1 – SCENARIO BEGINS

It is 0700 hours on a Tuesday morning; area residents are awakening and beginning the commute to work. All area meteorologists in the area have been reporting that heavy thunderstorms and severe weather are rapidly approaching the area. This is a change from the previous evenings reports of only hot and humid weather. With many people on the highway enroute to work several of the area 911 centers begin taking calls from commuters reporting funnel cloud sightings. At the same time the 911 center for <insert name of jurisdiction> receives several calls for a possible tornado touch down in the <insert subdivision or known area in jurisdiction> .

Fire units are dispatched to the area. Upon arrival in the area, first arriving units report widespread damage with multiple houses damaged or destroyed and large-scale destruction. The initial IC requests < insert number> of additional fire apparatus to begin a reconnaissance of the area as well as collapse rescue resources.

As this is still unfolding the storm front continues on toward the east. Additional sightings of funnel clouds continue to be reported. In <insert county> which is two counties east of <insert county of original touch down> there is another report of a tornado touching down in a dense residential area. The damage is in a swath approximately 2 miles wide and 8 miles long crossing several jurisdictional boundaries. Arriving units in the area immediately request <insert number> of additional fire resources and collapse rescue resources.

## **Task**

*Consider the issues in this Module. You should also identify any additional requirements, critical issues, decisions, and questions you believe should be addressed at this point in the scenario.*

**Note:** *These questions are divided by functional area and should be used to stimulate issues and discussion. Neither facilitators nor participants should read off each question and answer them; these are only provided as guides for discussion.*

What level of activity is necessary for the SERP to be activated?

What is the SERP activation process?

What actions are being taken in consideration of the possibility that the local jurisdiction may request state assistance?

What actions does the statewide emergency response plan (SERP) allow at this stage of an incident?

How does the SERP address mass casualty issues?

## MODULE 2 – INCIDENT CONTINUES

By 0900 hours all units are working and continue reconnaissance of the first two effected areas, additional resources are beginning to arrive and are immediately put to work from the staging area.

The severe weather front continues to move in an easterly fashion with more severe weather behind it, creating concern of more tornado activity throughout the state.

It is approximately 1000 hours and another report of a tornado touch down is received from <insert city or area>. Units are dispatched and initial on scene units report a large elementary school showing signs of heavy damage, with several people reporting that there is one whole wing of the school collapsed and an unknown number of students and staff possibly trapped. As units begin searching and trying to access the situation hordes of parents begin arriving at the school trying to find their children. The IC requests additional resources and law enforcement to assist. The IC also is requesting information on possible shelters and the availability of hospital resources.

### **Task**

*Consider the issues in this Module. You should also identify any additional requirements, critical issues, decisions, and questions you believe should be addressed at this point in the scenario.*

**Note:** *These questions are divided by functional area and should be used to stimulate issues and discussion. Neither facilitators nor participants should read off each question and answer them; these are only provided as guides for discussion.*

What actions would be taken at this stage of the incident?

Which, if any, sections of your SERP have been initiated?

Does the SERP allow state officials to "reach out" to local jurisdictions to offer assistance?

## MODULE 3 – RESPONSE EXPANDS

At this time there are three separate incidents operating and resources are very taxed.

The weather continues to be a major concern as meteorologists are reporting that conditions will continue to produce severe weather and possible tornados throughout the state.

Units in the field are reporting that the areas affected are still in need of emergency services and crews will need relief in the near future if operations are to continue.

Staging areas in at least two of the operational sights report that they seem to be getting more resources showing up than were reported as being dispatched.

### ***Task***

*Consider the issues in this Module. You should also identify any additional requirements, critical issues, decisions, and questions you believe should be addressed at this point in the scenario.*

**Note:** *These questions are divided by functional area and should be used to stimulate issues and discussion. Neither facilitators nor participants should read off each question and answer them; these are only provided as guides for discussion.*

With the need for all of these resources, what other steps must be taken?

How are these resources being tracked?

What specific forms are being used?

What support is necessary for the deployed resources?

What about "force protection" for these resources?

Does the SERP address the issue of self-dispatching? How is this handled?

Does the SERP spell out inter-agency coordination?

## MODULE 4 – CONTINUED RESPONSE

It is now approximately 24 hours into the incidents and daylight is starting to show that units are gaining on the areas affected. Some of the units are being released.

Meteorologists are reporting that today may bring another round of severe weather with possible tornado activity.

Units operating, are now able to visualize what type of other resources are needed and are requesting public works units for debris management.

As mutual aid units are replacing operating resources there are problems communicating where units are and what areas have been searched and what areas still need evaluated.

### **Task**

*Consider the issues in this Module. You should also identify any additional requirements, critical issues, decisions, and questions you believe should be addressed at this point in the scenario.*

**Note:** *These questions are divided by functional area and should be used to stimulate issues and discussion. Neither facilitators nor participants should read off each question and answer them; these are only provided as guides for discussion.*

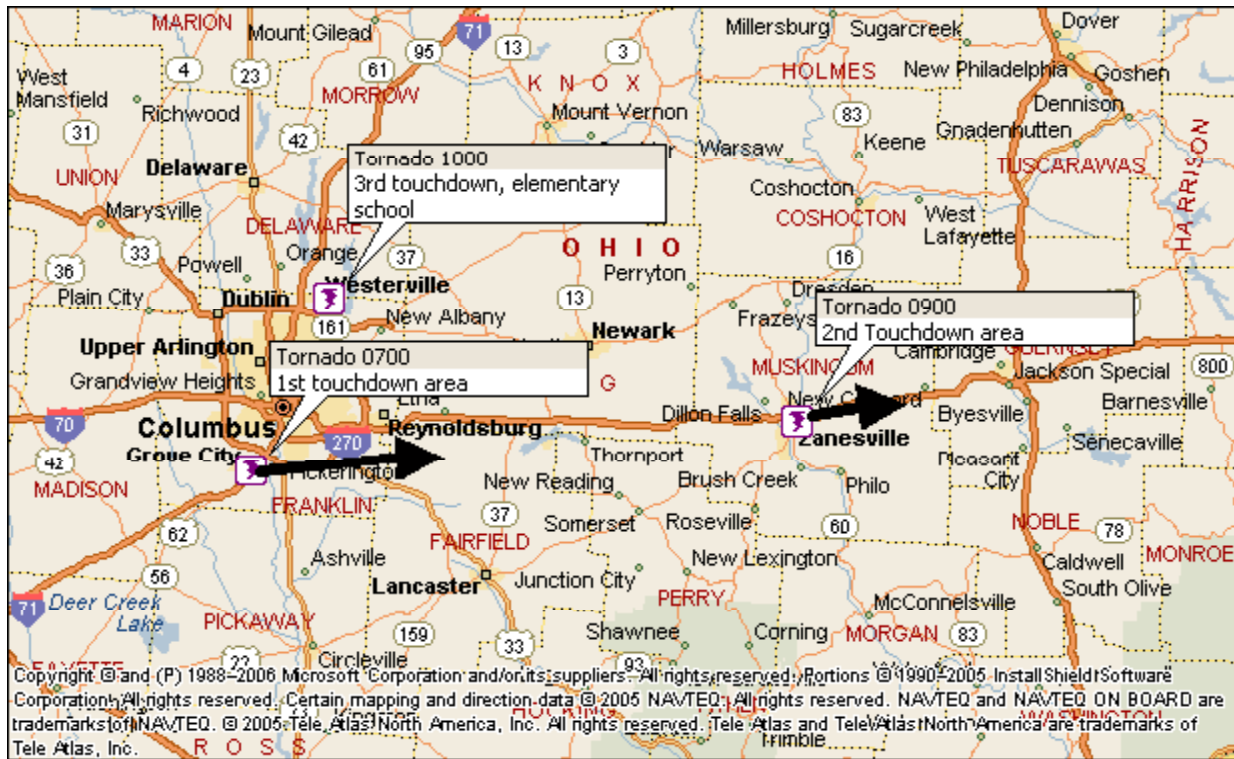
How does the SERP address the potential for incompatibilities in communications?

How would GIS be used to help manage these events?

As resources are no longer needed, how are they demobilized and returned to their respective jurisdictions?

**Appendices**

TTX Incident Site(s) ..... A-1  
Assessment Methodology .....B-1



# IMAS TABLETOP EVALUATION FORM

**RATED BY:**

**STATE:**

This form is used to evaluate the tabletop exercise for <state name>. Evaluators should be familiar with the state's Fire Statewide Emergency Response Plan (SERP).

The evaluation boxes listed below are used to evaluate the TTX exercise. One of three letters is placed in the second to last column: **S** for Satisfactory, **P** for Partially Satisfactory and **N** for Not Satisfactory. Evaluators will have some latitude in evaluating plan components.

**Satisfactory-** There is definitive evidence that the plan addresses the specific issue being evaluated, e.g., "Communications Plan Activated". If the plan fully addresses the communications plan, how it is activated and spells out how communications are accomplished in the event normal communications are disabled (i.e., phone lines are down).

**Partially Satisfactory-** There is limited evidence that the plan addresses the specific issue being evaluated, e.g., "Communications Plan Activated". If the plan partially addresses the communications plan, or only briefly states how it is activated and spells out only briefly without specifics how communications are accomplished in the event normal communications are disabled (i.e., phone lines are down).

**Not Satisfactory-** There is no evidence that the plan addresses the specific issue being evaluated, e.g., "Communications Plan Activated". If the plan does not address the communications plan, or does not states how it is activated or does not spell out how communications are accomplished in the event normal communications are disabled (i.e., phone lines are down), or there is no plan component evident at all.

**1. ACTIVATION OF PLAN COMPONENTS**

	S =	0%	
	P =	0%	
	N =	0%	<b>COMMENTS</b>
a. Plan activation per plan procedures I. Appropriate people II. Appropriate documents			
b. Preparation activities (if applicable)			
c. Notifications to appropriate ESFs			
d. Communication/notification systems activated			
e. Resource inventory and definitions (per NIMS)			

**2. DEPLOYMENT OF RESOURCES**

	S =	0%	
	P =	0%	
	N =	0%	<b>COMMENTS</b>
a. Proper processing of resource requests			
b. Identification of staging area(s)			
c. Resource tracking plan to include: I. Resource request completed II. Resource dispatched III. Resource E.T.A. IV. Resources on scene			
d. Policy and Procedures for dealing with self-dispatch			
e. Resource reassessment I. Reserve capacity in state II. Plans to obtain additional resources			
f. Demobilization protocols			

**3. LOGISTICAL SUPPORT**

	S =	0%	
	P =	0%	
	N =	0%	<b>COMMENTS</b>
a. Resource support beyond 72 hours			
b. GIS (if available)			
c. Communication plan followed			
e. Force Protection			

GENERAL COMMENTS:

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