

<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

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

NARRATIVE

General Scenario

Homeland Security Advisory System (HSAS) Condition Yellow (Elevated) is in effect. Non-specific terrorist threats to government facilities and buildings have not 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

The <insert airport name> Airport is a medium size airport located west of <insert city name>. The airport, built in 1944, was originally constructed by the Army Air Corps as a training field and was located in an open area three miles from <insert city name>. In the mid 1950's the military sold a portion of the airport to the <insert city name> which then began using the facility for general aviation purposes as well as small commercial flights. As typical with older airports, the land around the airport was developed and now consists of a dense warehousing/manufacturing district as well as small to mid-size residential subdivisions.

A large propane tank farm was constructed one and one-half miles from the airport in 1959. The propane tank farm consists of twenty-four above ground pressure vessels, each with a capacity of 36,000 gallons of liquid propane. As astounding as it may seem, this facility lies in the flight path of the main runway for the airport.

As noted, the area is now fully developed and congested. With the increasing population and development, a typical suburbia has been developed on the previously unoccupied land. In addition to the propane facility and airport, a shopping mall and several strip malls have been constructed to serve the residential areas that have developed. Additionally, a 100 bed hospital was constructed in the late 1960's when the old hospital in <insert city name> was relocated to this area.

The residents feel that the airport is undesirable and would like to see it closed. In fact, the residents have tried to close the airport through legal means but have been unsuccessful as the airport was there prior to the development of the surrounding area.

The airport has prospered and continues to see a modest increase in small jet aircraft (charter) operations as well as a significant increase as a training facility for private pilots.

The local fire department is a <type of department> fire department and consists of a main station and a satellite fire station approximately one

mile from the airport. The satellite fire station is located in the commercial area and houses one fire engine, one aerial ladder, one ambulance and the battalion chief. The main station is located in the older area of the city and houses one fire engine, one reserve engine, a squad/rescue truck and one ambulance. The <insert fire department name> has been concerned for some time about its ability to service the population with only two fire stations but understands that funding for an additional fire station and equipment is a few years away.

<Insert name of city> participates in a county mutual aid plan but these resources are limited as the other fire departments in the county are typically small (one station) departments that often do not have adequate staffing to respond. The county has been discussing the creation of a hazardous materials team for the past two years. In fact, firefighters have received training in hazardous material operations but, due to a lack of funds, much of the necessary equipment has not yet been purchased.

Demographic Statement

<Insert demographic statement>

- Population
- Square mileage
- Economic climate
- Business, industry, etc.
- Unique geographic descriptions

Event

On Thursday, February 7th at 1:45 PM the weather in <insert city name> is typical for this time of year. The sky is clear and the temperature is <?> degrees. The sun appears exceptionally bright today. The wind is out of the southwest at 3-5 miles per hour with occasional gusts to 10 miles per hour. Two miles east of the airport, a Citation jet has been cleared for final approach into the airport. Also in the same area, a small Cessna airplane has experienced radio difficulties and is entering into the landing pattern using visual protocols. Unfortunately the Citation and the Cessna do not see each other as the Cessna turns to enter the final leg of its flight. The Citation has a crew of two and two passengers. The Cessna has two occupants, one a flight instructor and the other a student pilot.

The planes collide, the Citation on top of the Cessna. Both aircraft are heavily damaged. The Citation jet, losing altitude and out of control travels in the direction of the propane facility where it crashes. A huge fireball erupts as the aircraft impacts the ground, severing piping and severely damaging one of the large propane tanks at the propane facility. The Cessna impacts the roof of the hospital above the laboratory area and also erupts in a fireball. There are no survivors in either of the aircraft.

The <insert fire department name> dispatch center receives nearly simultaneous reports of the two incidents. Both fire stations are dispatched, the satellite station to the hospital and the main station to the propane facility.

While responding, it is reported that there has been another large explosion at the propane facility and that several other buildings are now burning as a result of the second explosion.

<Insert initial damage reports from field>

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

Incident Commander at the hospital reports:

- A large fire in the laboratory area of the hospital with extension to other areas.
- Evacuation has begun, but additional resources will be required as there are many patients unable to self-evacuate.
- The firefighters are evacuating patients and staff and as such are unable to control the fire.

Incident Commander at the propane facility reports:

- There is heavy fire impinging on two tanks adjacent to the area where the airplane crashed.
- One 36,000 gallon propane tank has ruptured and rocketed approximately 1,000 feet and has caused extensive fire along the path of travel. This includes a strip mall and a car dealership which are now burning.
- The manager at the propane facility is reporting that his personnel have all been accounted for.
- The status of the persons working or shopping in the areas where the tank rocketed is unknown.

The Incident Commanders are requesting response of all available fire and EMS agencies in the county as well as <insert amount> Task Forces, <insert amount> Engine Strike Teams, <insert amount> Ambulance Strike Teams.

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? What actions are you now taking?

What sections of your statewide mutual aid plan have you initiated?

What are you doing to address the hospital/EMS shortfalls?

MODULE 3 – RESPONSE EXPANDS

The IC at the propane facility reports:

- They are continuing to cool the exterior of the two propane tanks that are exposed to the fire
- Fire is extending at the strip mall and has now spread to the adjacent industrial area.
- Evacuation has been completed at the strip mall but it is unknown how many occupants in the industrial area will need to be rescued.
- Access to the area is nearly impossible as spectators have jammed the area and abandoned cars in the roadway.
- The pressure in the water system is dropping and supplying fire flow for the area will become impossible without additional engines to relay water from the lake that is one and one-half miles from the scene.
- The fire is under control but application of water to the tanks must continue.
- The fire at the strip mall is now out of control.

The Hospital Incident Commander reports:

- The hospital is now 30% involved in fire but they should be able to hold the fire at this point.
- The hazardous materials team is reporting they have monitored the area and find that some radioactive contamination has been detected in the water run-off.
- All on-scene fire and EMS assets have been utilized. Personnel are tired and cold, and will need support services.
- Patients are being temporarily housed in a nearby complex, but approximately 30 patients will need relocation.
- All hospitals within <miles> are now full and can accept no additional patients.

The Hospital Incident Commander continues to request:

- <#> additional ambulances
- <#> additional firefighting personnel
- <#> Additional hazardous materials response teams

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 are you now taking?

What sections of your statewide mutual aid plan have you initiated?

What are you now doing to support the water supply?

What are you doing to address the hospital/EMS shortfalls?

How are you addressing the media reports?

What additional resources are needed?

What is the communications plan for coordinating the two events?

How are personnel being supported?

What is the state and availability of the remaining resources left in the state?

MODULE 4 – CONTINUED RESPONSE

The fires that resulted from the propane explosion have been contained, but it will be necessary for firefighting personnel to be on the scene for at least the next 72 hours to complete extinguishment of the structures.

All hospital patients have now been transported or housed locally. The fire has been extinguished. Firefighting personnel will be needed for support operations and overhaul for the next 72 hours. The hazardous runoff has been contained on-site. Mortuary services are needed. Law enforcement will be required in order to maintain order.

The local radio station is reporting that there have been numerous building collapses, that fires are burning unattended, that additional propane tanks may explode, and that there are numerous injuries. It also reports that the hospital has been damaged but is still accepting patients.

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 all the resources deployed what other steps must now be taken?

How are resources being tracked?

What forms are being utilized?

How are you supporting deployed resources?

What are you doing to address the issue of Force Protection?

What did/have you done to address 'self-dispatching' issues?

If you have GIS how would it be used to help manage the incident?

How would you organize the demobilization of the various resources?

Appendices

TTX Incident Site(s).....1
Assessment Methodology.....1

<Insert Map of area>

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 state 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%	COMMENTS
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%	COMMENTS
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%	COMMENTS
a. Resource support beyond 72 hours			
b. GIS (if available)			
c. Communication plan followed			
e. Force Protection			

GENERAL COMMENTS:
