

2018 NWO Regional Exercise

Wood County Health District Exercise Plan

1/17/2018

The Exercise Plan (ExPlan) gives elected and appointed officials, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

EXERCISE OVERVIEW

Exercise Name	2018 NWO Regional Exercise
Exercise Date(s)	January 17, 2018
Scope	This exercise is a Functional Exercise planned for 4 hours at the Wood County Health District. Exercise play is limited to Wood County.
Capabilities	Capability 4: Emergency Public Information & Warning, Capability 6: Information Sharing, and Capability 10: Medical Surge
Objectives	<ol style="list-style-type: none"> 1. WCHD will maintain timely communication of situational awareness and risk information throughout the response during the surge incident in accordance with their jurisdictions standards and standard operating procedures. 2. WCHD will coordinate local public health and health care response activities and support local response activities with health care and other partners during the surge incident in accordance with their jurisdictions standards and standard operating procedures. 3. WCHD will assist with the continuity of care for incoming and existing patients during the surge incident in accordance with their jurisdictions standards and standard operating procedures.
Threat or Hazard	Human-made and natural – water event
Scenario	On January 17 th , 2018 at 7:45 am WTOL went live to the scene of a water main break in Bowling Green, Ohio. The water main break took place near a residential section of the town near the Wood County Fairgrounds. At this time the water is still flowing from the hole. Crews are working to stop the water main break. However, the severe winter weather has made it somewhat difficult.
Sponsor	NW Ohio Local Health Departments in conjunction with the NW Ohio Health Care Emergency Management Coalition.
Participating Organizations	Players are local and regional agency personnel who have an active role in responding to the simulated emergency and perform their regular roles and responsibilities during the exercise.

**Point of
Contact**

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GENERAL INFORMATION

Exercise Objectives and Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to the Public Health Preparedness (PHEP) and Healthcare Preparedness Program (HPP) capabilities, which represent a national public health and healthcare standard for state and local preparedness to better prepare hospitals and local health departments (LHDs) for responding to emergencies. The objectives and aligned capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Exercise Objective	Capability
WCHD will maintain timely communication of situational awareness and risk information throughout the response during the surge incident in accordance with their jurisdictions standards and standard operating procedures.	Capability 4: Emergency Public Information & Warning
WCHD will coordinate local public health and health care response activities and support local response activities with health care and other partners during the surge incident in accordance with their jurisdictions standards and standard operating procedures.	Capability 6: Information Sharing
WCHD will assist with the continuity of care for incoming and existing patients during the surge incident in accordance with their jurisdictions standards and standard operating procedures.	Capability 10: Medical Surge

Table 1. Exercise Objectives and Associated Capabilities

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Controllers.** 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. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they

issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.

- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to impact their participation negatively.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.
- Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.

Artificialities

During this exercise, the following artificialities apply:

- Exercise communication and coordination are limited to participating exercise organizations, venues, and the SimCell.

EXERCISE LOGISTICS

Safety

Exercise participant safety takes priority over exercise events. The following general requirements apply to the exercise:

- The controller is responsible for participant safety; any safety concerns must be immediately reported to the controller. The controller and the Health Commissioner will determine if a real-world emergency warrants a pause in exercise play and when exercise play can be resumed.
- For an emergency that requires assistance, use the phrase “**real-world emergency.**” The following procedures should be used in case of a real emergency during the exercise:
 - Anyone who observes a participant who is seriously ill or injured will immediately notify emergency services and the closest controller, and, within reason and training, render aid.
 - The controller aware of a real emergency will initiate the “real-world emergency” broadcast and provide the participants with the location of the emergency and resources needed, if any. The controller will notify the SimCell as soon as possible if a real emergency occurs.

Fire Safety

Standard fire and safety regulations relevant to the Wood County Health District will be followed during the exercise. Refer to the [Fire & Evacuation Drill SOG](#).

Emergency Medical Services

The Wood County Health District will coordinate with local emergency medical services in the event of a real-world emergency.

Electrical and Generating Device Hazards

All applicable electrical and generating device safety requirements should be documented prior to the start of the exercise.

Weapons Policy

All participants will follow the relevant weapons policy for the exercising organization or exercise venue.

Site Access

Security

If entry control is required for the exercise venue(s), Wood County Health District is responsible for arranging appropriate security measures. To prevent interruption of the exercise, access to exercise sites and the SimCell is limited to exercise participants. Players should advise their venue’s controller or evaluator of any unauthorized persons.

Exercise Identification

Exercise staff may be identified by badges, and/or nameplate to display exercise roles; additionally, uniform clothing may be worn to show agency affiliation.

POST-EXERCISE AND EVALUATION ACTIVITIES

Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Hot Wash

At the conclusion of exercise play, the controller facilitates a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants may attend; however, observers are not encouraged to attend the meeting. Hot Wash should not exceed 30 minutes.

Controller and Evaluator Debriefing

The controller and evaluator should attend the NWO Regional Exercise facilitated Controller/Evaluator (C/E) Debriefing at 3:00 PM on January 17, 2018. During this debriefing, controllers and evaluators provide an overview of their observed functional areas and discuss strengths and areas for improvement.

Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. Participant Feedback Forms should be collected at the conclusion of the Hot Wash.

Evaluation

Controller Evaluation Survey

Controller Evaluation Survey provides the controller with the opportunity to comment on exercise activities and exercise design. The controller will also use the survey to summarize and submit the results from the Participant Feedback Forms.

Exercise Evaluation Guides (EEGs)

EEGs assist the evaluator in collecting relevant exercise observations. EEGs document exercise objectives and aligned capabilities, capability targets, and critical tasks. Each EEG provides the evaluator with information on what he/she should expect to see demonstrated in their functional area. The EEGs, coupled with Participant Feedback Forms and Hot Wash notes, are used to evaluate the exercise and compile the After-Action Report (AAR). Evaluators have also been provided Evaluator Notes that can be utilized during the exercise to help guide evaluators on what actions they should see. These notes if used can be a rough draft and are to be transferred to the EEGs.

After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of capabilities, including capability performance, strengths, and areas for improvement.

AARs also include basic exercise information, including the exercise name, type of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the exercise POC.

Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through the development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program.

After-Action Meeting

The After-Action Meeting (AAM) is a meeting held among decision- and policy-makers from the exercising organizations, as well as the Lead Evaluator and members of the Exercise Planning Team, to debrief the exercise and to review and refine the draft AAR and Improvement Plan (IP). The AAM should be an interactive session, providing attendees the opportunity to discuss and validate the observations and corrective actions in the draft AAR/IP.

Improvement Plan

The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. It is created by organizations who participated in the exercise and discussed and validated during the AAM.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures unless otherwise directed by the controller and/or Health Commissioner.
- All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement “**This is an exercise.**”
- Exercise players who place telephone calls or initiate radio communication with the SimCell must identify the organization or individual with whom they wish to speak.

Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

Before the Exercise

- Review appropriate organizational plans, procedures, and exercise support documents.
- Arrive at the appropriate site at least 15 minutes before the exercise starts. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive.

During the Exercise

- Respond to exercise events and information as if the emergency were real unless otherwise directed by an exercise controller.
- The controller will give you only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- Do not engage in personal conversations with the controller, evaluator, observers, or media personnel. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
- If you do not understand the scope of the exercise, or if you are uncertain about an organization’s participation in an exercise, ask the controller.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort has been made by the exercise planning team to balance realism with safety and to create an effective learning and evaluation environment.

- All exercise communications will begin and end with the statement “**This is an exercise.**” This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- When you communicate with the SimCell, identify the organization or individual with whom you wish to speak.
- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
- Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

After the Exercise

- Participate in the Hot Wash at your venue with the controller and evaluator.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.
- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

Simulation Guidelines

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by simulators or controllers. A SimCell will simulate the roles and interactions of nonparticipating organizations or individuals.

APPENDIX A: EXERCISE SCHEDULE

Time	Personnel	Activity	Location
January 11, 2018			
9:00 AM	NW Ohio Public Health Departments	OPHCS Alert	N/A

Time	Personnel	Activity	Location
January 12, 2018			
9:00 AM	NW Ohio Public Health Departments	OPHCS Alert	N/A

Time	Personnel	Activity	Location
January 17, 2018			
9:00 AM	Controllers, evaluators, and exercise players	Begin exercise	Wood County Health District (Board Room)
9:00 AM	Incident Management Team	Review the Incident Action Plan	Wood County Health District (Board Room)
9:05 AM	Incident Management Team	Water Main Break Reported to Wood County Health District	Near Wood County Fairgrounds
10:00 AM	Incident Management Team	Flood & Evacuation	Bowling Green Manor
10:15 AM	Public Information Officer and support staff	Misinformation	Wood County
10:30 AM	WC MRC Coordinator	Volunteers	Bowling Green Manor
10:45 AM	Incident Management Team	County EOC Activated	Wood County Emergency Management Agency
11:00 AM	Incident Management Team	Incident Management	Wood County
11:15 AM	Incident Management Team	Demobilize Resources	Wood County
11:30 AM	Public Information Officer and support staff	Rumor Has It...	Wood County
11:45 AM	Incident Management Team	Water Main Break Has Stopped	Wood County
12:00 PM	Incident Management Team	Healthcare Facility Closure	Bowling Green Manor

APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations
Local Health Department
Wood County Health District
Local Government
Wood County Emergency Management Agency
Northwestern Water and Sewer District
Local Hospital and/or Non-Hospital Health Care Facilities
Bowling Green Care Center
Bowling Green Manor
Brookdale Senior Center
Heartland of Perrysburg
The Manor of Perrysburg
Wells Brooke Premium Home Health Care
NW Ohio Regional Public Health
Regional Public Health Coordinator
Allen County
Auglaize County
Defiance County
Erie County
Fulton County
Hancock County
Henry County
Huron County
Mercer County
Ottawa County
Paulding County
Putnam County
Sandusky County
Seneca County
Van Wert County
Williams County

APPENDIX C: COMMUNICATIONS PLAN

Exercise communications do not interfere with real-world emergency communications. All spoken and written communications will start and end with the statement “**THIS IS AN EXERCISE.**”

Player Communications

Players use routine organization communications systems. Additional communication assets may be made available as the exercise progresses. Each organization coordinates its internal communication networks and channels. The below communication documents may be used during exercise play:

- ICS 205 Internal Communication Plan
- ICS 205 External Communication Plan
- SimCell Communication Plan
- HAN List
- NW Ohio Regional HAN List

APPENDIX D: EXERCISE SITE MAPS



APPENDIX E: ACRONYMS

Acronym	Term
C/E	Controller/Evaluator
DHS	U.S. Department of Homeland Security
DOC	Department Operation Center
EOC	Emergency Operation Center
EEG	Exercise Evaluation Guide
EMA	Emergency Management Agency
ERP	Emergency Response Plan
FSC	Finance Section Chief
HICS	Hospital Incident Command System
HSEEP	Homeland Security Exercise and Evaluation Program
IAP	Incident Action Plan
IC	Incident Commander
ICS	Incident Command System
IMT	Incident Management Tem
LHD	Local Health Department
LSC	Logistics Section Chief
LO	Liaison Officer
MSEL	Master Scenario Events List
NWO	Northwest Ohio
OSC	Operation Section Chief
PIO	Public Information Officer
PSC	Planning Section Chief
SME	Subject Matter Expert
SO	Safety Officer
PHEP	Public Health Emergency Preparedness
PPT	PowerPoint
WCHD	Wood County Health District