
UNIT 7. TABLETOP EXERCISE

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Unit 7. Tabletop Exercise

Unit Objective

At the end of this unit, the students should be able to apply what they have learned throughout this course to their resource management systems.

Scope

- Exercise Introduction
 - Unit Objective
 - How To Conduct This Exercise
 - Exercise Guidelines
 - Background Information and Exercise Scenario
 - Exercise Inject 1
 - Exercise Inject 2
 - Exercise Inject 3
 - Debrief
 - Summary
-

Methodology

Note: During this exercise, one instructor will act as the Controller, and one instructor will act as the Facilitator, circulating through the room to answer questions. The students will assume roles necessary to make decisions based on the information provided by the Controller.

The Controller will introduce the exercise and describe the rules of play, exercise objectives, and other exercise information to the class. After answering all questions, the Controller will introduce the exercise scenario. Working in groups, the students will begin the decisionmaking process to respond to the needs at the incident scene. At specified intervals throughout the exercise, the Controller will provide the students with additional information about the incident (e.g., cascading events at the scene that require additional resources or other response from the multiagency coordination entity). The students will use the new information to make resource decisions, including activating mutual aid or other agreements, etc.

At the end of the exercise, the Controller will debrief the group. The Controller will then transition from the exercise to Unit 8.

Unit 7. Tabletop Exercise

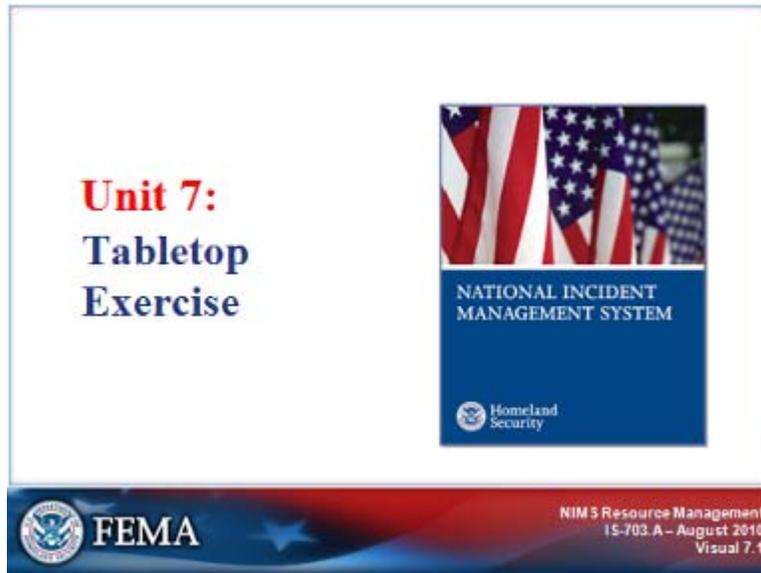
Time Plan

A suggested time plan for this unit is shown below. More or less time may be required, based on the experience level of the group.

Topic	Time
Exercise Introduction Unit Objective	10 minutes
How To Conduct This Exercise Exercise Guidelines Background Information and Exercise Scenario	110 minutes
Debrief	25 minutes
Summary	5 minutes
Total Time	2 hours 30 minutes

EXERCISE INTRODUCTION

Visual 7.1



Instructor Notes: Present the following key points.

Introduce this unit by telling the students that this tabletop is intended to help them apply what they have learned throughout this course to the resource management system in their jurisdictions in response to a simulated emergency.

UNIT OBJECTIVE

Visual 7.2

Unit Objective

Apply what you have learned throughout this course to the resource management system in your jurisdiction.



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Instructor Notes: Present the following key points.

This tabletop exercise is intended to allow the students to apply what they have learned throughout this course. The exercise describes a severe weather event and resultant response issues. The exercise provides the opportunity to identify the resource management issues that could arise in an emergency and make the decisions to resolve those issues.

The exercise simplifies and orders the event during a period of time that, in reality, would be characterized by confusion and complexity. The incident is presented as an unfolding event with the initial incident scenario introducing the emergency and new information being introduced by means of injected messages throughout the exercise.

The scenario and injects presented in this exercise are not intended to reflect a jurisdiction's political context, but the participants should consider how political issues might influence their actions and decisions.

HOW TO CONDUCT THIS EXERCISE

Instructor Notes

The success of this exercise depends on the total concentration of all the students throughout the exercise. Tell the students that they should not leave the room during the exercise, and ask all students to ensure that their cell phones and pagers are turned off or set to vibrate.

The students should work in small groups to complete this exercise. The groups may include all members from a single jurisdiction or from a jurisdiction and its mutual aid partners.

You will not need any special equipment to conduct this exercise. All of the written material the students will require is included in the Student Manual and in the three exercise inject handouts. (You should print out a set of injects for each student.) If students wish, they can also consult:

- Their jurisdiction's EOP. (**Note:** If students have not brought their jurisdiction's EOPs, in this exercise they can use the sample Resource Management Annex that appears at the end of Unit 4 in their Student Manuals.)
- Any SOPs dealing with resource management that they would use during an incident.
- Resource analysis worksheets and cascading event worksheets.

HOW TO CONDUCT THIS EXERCISE

Guidelines for Presenting the Incident Scenario

General guidelines for presenting the incident scenario are listed below. Specific guidance for introducing the initial scenario and the injects are provided in the exercise itself.

- The incident scenario, as provided, describes an escalating, complex incident that starts with a flooding event and includes two additional events. The exercise participants are located at the county EOC.
- The incident scenario and injects are designed to focus on resource management issues that might be encountered during a severe weather event. However, addressing resource management issues will necessarily involve issues encountered at the scene.
- The Controller should introduce the scenario by briefing the students. Following the introduction, each student should consider the information presented from the point of view of his or her role and responsibilities during the emergency. The students should participate in a discussion within their groups to respond to the information provided in the scenario (e.g., request resources, establish priorities, request additional information, etc.).
- At specified points in the exercise, the Controller should read exercise injects to the class. These injects will build on the initial scenario to provide additional information, relate cascading events, or transmit requests for information from other jurisdictions. Following each inject, the students should discuss the new information within their groups and respond to the information provided.
- The Controller may pause the exercise at any time to discuss the scenario and the groups' responses, answer questions, or clarify information presented. The Controller may also ask additional questions of the group or provide information that is tailored to the exercise players.

At the end of the exercise, the Controller will debrief the groups, asking them to evaluate their resource management procedures, decisionmaking process, and overall lessons learned. Finally, the groups will develop a list of tasks that they need to complete to improve their resource management capability.

EXERCISE GUIDELINES

Visual 7.3

Exercise Guidelines

Instructions:

1. Review the background information and scenario materials in your Student Manual.
2. Consider the information from the point of view of your role and responsibilities during the emergency.
3. Participate in a discussion with your table group to respond to the questions in your Student Manual.
4. Use the additional scenario information your instructors provide as injects to respond to the questions on the handouts you'll receive.
5. Note that your instructors may pause the exercise at any time to discuss the scenario and the groups' responses, answer questions, or clarify information presented.

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Instructor Notes: Present the following key points.

Instructions:

1. Review the background information and scenario materials in your Student Manual.
2. Consider the information from the point of view of your role and responsibilities during the emergency.
3. Participate in a discussion with your table group to respond to the questions in your Student Manual.
4. Use the additional scenario information your instructors provide as injects to respond to the questions on the handouts you'll receive.
5. Note that your instructors may pause the exercise at any time to discuss the scenario and the groups' responses, answer questions, or clarify information presented.

BACKGROUND INFORMATION AND EXERCISE SCENARIO

Background Information

The Murkey River flows south through the Granite Mountain foothills and then through Prosperous Valley. Severe weather followed by flooding caused by the emergency release of water at a weakened upstream dam has caused several major incidents along the east bank of the river in Jackson County. More rain and wind are expected during the next several days.

Jackson County is located in the State of New Columbia. The county seat is Jackson City, where the county Emergency Operations Center (EOC) and county jail are located. Jackson City has a population of 48,552 and covers 12.5 square miles. To the southeast are the towns of Baytown, with a population of 8,012, and Fryville, with a population of 20,499. There are three major highways running through the county: Highway 57, Highway 23, and Highway 46. There is one train track that crosses Highway 57 and Highway 46. Jackson County has mutual aid agreements with Washington County to the north, Adams County to the south, Wilson County to the east, and Taft County to the west.

BACKGROUND INFORMATION AND EXERCISE SCENARIO**Resources**

Jackson City

10 School Buses
20 Police Vehicles
5 Fire Engines
4 Fire Trucks
1 Ambulance (ALS)
4 Ambulances (BLS)
20,000 Sandbags
3 Dump Trucks
1 Backhoe
2 Dozers
5 Message Boards

Baytown

4 School Buses
3 Police Vehicles
1 Fire Engines
1 Fire Truck
1 Ambulance (BLS)
500 Sandbags
1 Dump Truck

Fryville

10 School Buses
12 Police Vehicles
2 Fire Engines
2 Fire Trucks
1 Ambulance (BLS)
10,000 Sandbags
1 Dump Truck
1 Backhoe
2 Message Boards

Jackson County

16 School Buses
32 Sheriff Vehicles
1 Mobile Command Vehicle
8 Fire Engines
6 Fire Trucks
2 400-Gallon Tenders (nonpotable water)
1 HAZMAT Team
3 Ambulances (ALS)
5 Ambulances (BLS)
1 Medical Airlift Helicopter
45,000 Sandbags
8 Dump Trucks
3 Backhoes
2 Dozers
1 County Multiagency Type III Incident Management Team
12 Message Boards

Washington County

10 School Buses
24 Sheriff Vehicles
1 Mobile Communications Trailer
5 Fire Engines
4 Fire Trucks
1 400-Gallon Tender (nonpotable water)
1 HAZMAT Team
2 Ambulances (ALS)
2 Ambulances (BLS)
50,000 Sandbags
2 Dump Trucks
4 Backhoes
8 Dozers
3 Message Boards

(Continued on next page.)

BACKGROUND INFORMATION AND EXERCISE SCENARIO

Resources (Continued)

Taft County

15 School Buses
21 Sheriff Vehicles
1 Mobile Command Vehicle
5 Fire Engines
5 Fire Trucks
1 Ambulance (ALS)
1 Ambulance (BLS)
2 Dump Trucks
1 Backhoe
1 Dozer
9 Message Boards

Wilson County

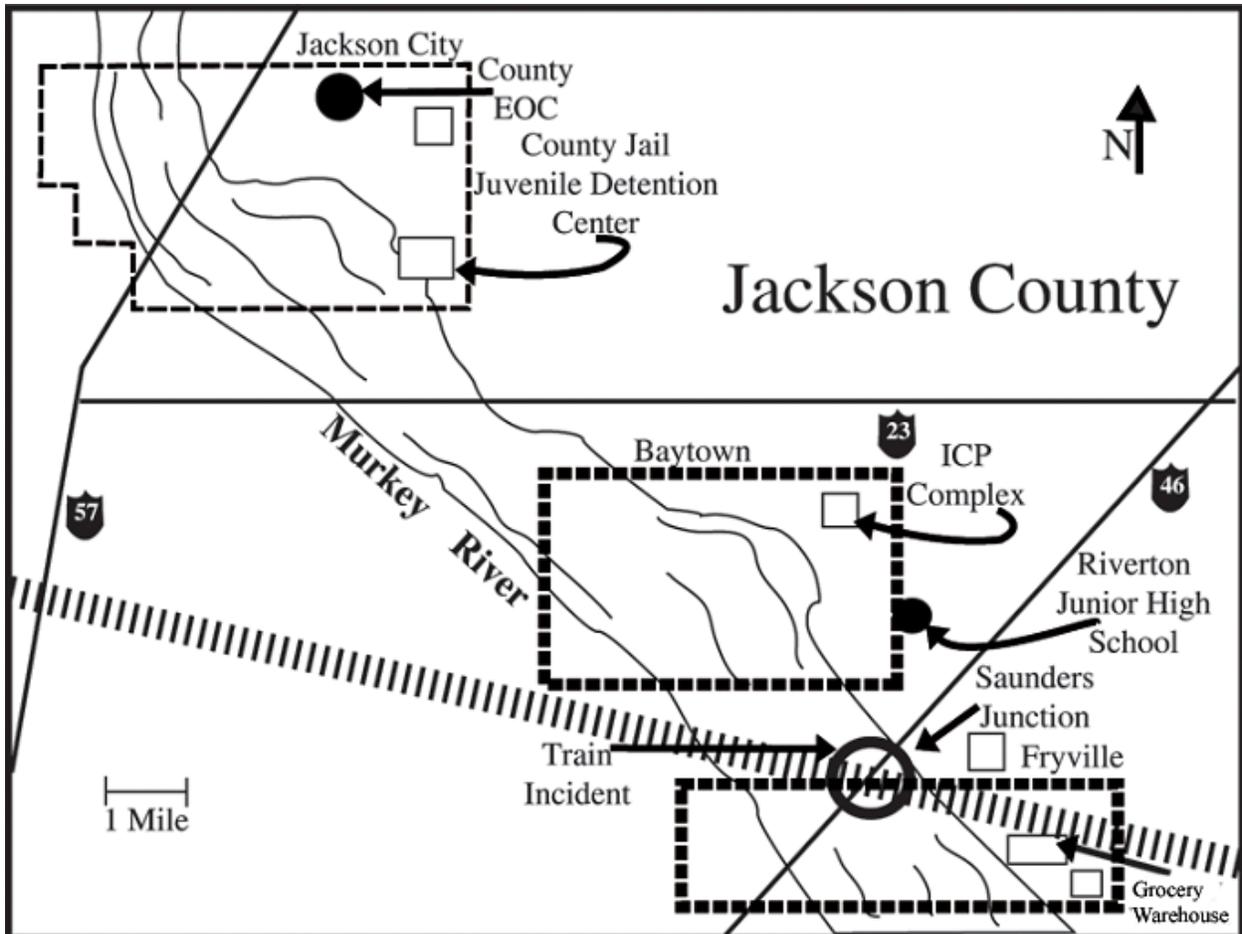
15 School Buses
1 Mobile Communications Trailer
21 Sheriff Vehicles
3 Fire Engines
3 Fire Trucks
2 Ambulances (ALS)
5 Ambulances (BLS)
2 Dump Trucks
2 Backhoes
2 Dozers
10 Message Boards

Adams County

19 School Buses
42 Sheriff Vehicles
7 Fire Engines
8 Fire Trucks
2 Hazmat Teams
4 Ambulances (ALS)
3 Ambulances (BLS)
2,500 Sandbags
3 Dump Trucks
3 Backhoes
2 Dozers
16 Message Boards

BACKGROUND INFORMATION AND EXERCISE SCENARIO

Jackson County Map



DEBRIEF

Visual 7.4

Debrief

Instructions:

1. Evaluate your team's:
 - Resource management procedures.
 - Decisionmaking process.
 - Overall lessons learned.
2. Develop a list of tasks to improve your resource management capability.

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Instructor Notes: Present the following key points.

Instructions:

1. Evaluate your team's:
 - Resource management procedures.
 - Decisionmaking process.
 - Overall lessons learned.
2. Develop a list of tasks to improve your resource management capability.

DEBRIEF

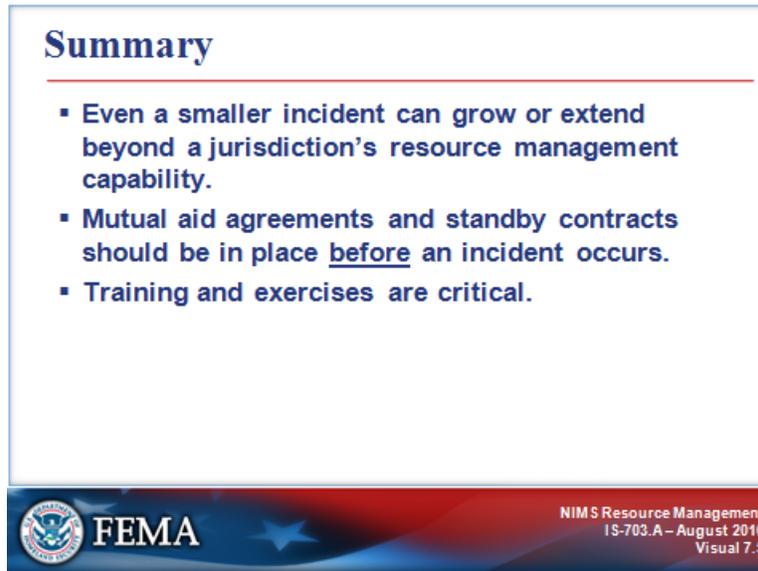
Lessons Learned

Controller's Note: Allow the students approximately 20 minutes to record their lessons learned from the exercise.

Lessons Learned From This Exercise. Record the lessons you learned from the exercise so you can use them back on the job.

SUMMARY

Visual 7.5



The slide features a white background with a blue border. At the top left, the word "Summary" is written in a blue serif font. Below it, a red horizontal line separates the title from the content. Three bullet points are listed in a blue sans-serif font. At the bottom of the slide, there is a red and blue decorative banner. On the left side of the banner is the FEMA logo, which includes the text "FEMA" and "U.S. DEPARTMENT OF HOMELAND SECURITY". On the right side of the banner, the text "NIMS Resource Management", "IS-703.A - August 2010", and "Visual 7.5" is displayed in a small white font.

Summary

- Even a smaller incident can grow or extend beyond a jurisdiction's resource management capability.
- Mutual aid agreements and standby contracts should be in place before an incident occurs.
- Training and exercises are critical.

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Instructor Notes: Present the following key points.

Summarize this exercise by emphasizing that even a smaller incident can grow or extend beyond a jurisdiction's resource management capability. Urge the group to ensure that they have mutual aid and other agreements (including agreements with private-sector entities) in place and that they are trained and exercised before an incident occurs.

Answer any questions that the students have before continuing.

Transition to the next unit by telling the group that Unit 8 will include the course summary and final examination.