

Davison County Flood

Exercise Plan

September 22, 2022

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	Davison County Flood
Exercise Dates	22 SEPT 2022
Scope	This exercise is a Table-Top Exercise, planned for 1000-1200 at the Davison County Emergency Operations Center. Exercise play is limited to the Davison County Emergency Management, Davison County Search & Rescue, Davison County Sheriff's Office, National Weather Service, Mitchell Police Department, Mitchell Fire Department/EMS, Red Cross, and State Office of Emergency Management
Mission Area(s)	Prevention, Protection, Mitigation
Core Capabilities	<ul style="list-style-type: none"> Planning Operational Communications Operational Coordination Public Information and Warning
Objectives	<ul style="list-style-type: none"> Successful planning of the event Communication with multiple agencies Knowledge of roles On sight Incident Management Accurate and timely release of information
Threat or Hazard	None-Table Top only
Scenario	The Scenario utilized for this exercise will be a re-enactment of the 2019 flood. We will discuss the weather prior to the flooding, the hasty rescues completed throughout the next three days, and the months of recover after the event. Several local agencies (EM, Search and Rescue, MPD & EMS, Sheriff's Office) as well as State (Office of Emergency Management) and Federal Agencies (Red Cross and the National Weather Service) will be involved.
Sponsor	Davison County Emergency Management.
Participating Organizations	Davison County Emergency Management, Davison County Search & Rescue, Davison County Sheriff's Office, National Weather Service, Mitchell Police Department, Red Cross, and the Mitchell Fire Department/EMS.

**Point of
Contact**

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GENERAL INFORMATION

Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Exercise Objective	Core Capability
Planning P	Planning
Successful communication with multiple agencies	Operational Communications
Coordinate with multiple agencies	Operational Coordination
Knowledge of roles	Operational Coordination
Accurate and timely release of information	Public Information and Warning

Table 1. Exercise Objectives and Associated Core 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.
- **Simulators.** Simulators are control staff personnel who role play nonparticipating organizations or individuals. They most often operate out of the Simulation Cell (SimCell), but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles (e.g., media reporters or next of kin) in accordance with instructions

provided in the Master Scenario Events List (MSEL). All simulators are ultimately accountable to the Exercise Director and Senior Controller.

- **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).
- **Actors.** Actors simulate specific roles during exercise play, typically victims or other bystanders.
- **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.
- **Media Personnel.** Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

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 negatively impact their participation.

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:

- 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.
- It is recognized that response and recovery would take longer; it is being sped up to promote timely action for all participating entities.
- Artificialities

During this exercise, the following artificialities apply:

- EMS, Fire Department and Law Enforcement Agencies will be represented, but multiple staff will not be on site.
- Time frames may be condensed.
- Exercise Communication and coordination is 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:

- A Safety Controller is responsible for participant safety; any safety concerns must be immediately reported to the Safety Controller. The Safety Controller and Exercise Director 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 Safety Controller, Senior Controller, and Exercise Director with the location of the emergency and resources needed, if any. The Senior Controller will notify the **Control SimCell** as soon as possible if a real emergency occurs.

Fire Safety

Standard fire and safety regulations relevant to the healthcare facilities will be followed during the exercise.

Emergency Medical Services

The sponsor organization will coordinate with local emergency medical services in the event of a real-world emergency. **Mitchell Fires/EMS** will respond as needed.

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. **Weapons will not be needed for the exercise. However, some participants on scene may be carrying a weapon due to their position.**

Site Access

Security

If entry control is required for the exercise venue(s), the sponsor organization 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.

Media/Observer Coordination

Organizations with media personnel and/or observers attending the event should coordinate with the sponsor organization for access to the exercise site. Media/Observers are escorted to designated areas and accompanied by an exercise controller at all times. Sponsor organization representatives and/or the observer controller may be present to explain exercise conduct and answer questions. Exercise participants should be advised of media and/or observer presence.

Exercise Identification

Exercise staff may be identified by badges, hats, and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation. Table 2 describes these identification items.

Group	Color
Exercise Director	Tan
Facilitator	Tan
Controllers	Tan
Evaluators	Tan
Actors	Actors will not be used.
Support Staff	Duty Uniform
Observers/VIPs	Tan
Media Personnel	Media Credentials
Players, Uniformed	NA
Players, Civilians	None-Table-Top Only

Table 2. Exercise Identification

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, controllers facilitate 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. The Hot Wash should not exceed 30 minutes.

Controller and Evaluator Debriefing

Controllers and evaluators attend a facilitated C/E Debriefing immediately following the exercise. 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

Exercise Evaluation Guides

EEGs assist evaluators in collecting relevant exercise observations. EEGs document exercise objectives and aligned core capabilities, capability targets, and critical tasks. Each EEG provides evaluators with information on what they 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).

After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of core 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 name of the exercise sponsor and POC.

Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through 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 elected and appointed officials from the organizations participating in the exercise, and discussed and validated during the AAM. Each agency will be responsible to completing their specific Improvement Plans.

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 control staff.
- 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.
- Be at the appropriate site at least 30 minutes before the exercise starts. Wear the appropriate uniform and/or identification item(s).
- Sign in when you arrive.
- If you gain knowledge of the scenario before the exercise, notify a controller so that appropriate actions can be taken to ensure a valid evaluation.

During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers 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 controllers, evaluators, 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 a 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's trusted agents 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 controllers and evaluators.
- 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

Note: Because this information is updated throughout the exercise planning process, appendices may be developed as stand-alone documents rather than part of the ExPlan.

Time	Personnel	Activity	Location
September 22, 2022			
0800	EM	The National Weather Service will be contacted for the day's outlook.	EM Office
0930	Set up crew	The set-up crew will arrange the EOC, depending on the anticipated participants.	EOC
1000	EM	Exercise begins	EOC
1015	Operations	Calls received for Search and Rescue	EOC
1045	Operations	Multiple calls received for flooded residences, request Red Cross Assistance.	EOC
1100	Planning	A request to the State Office of EM for an IMAT Team.	EOC
1115	Planning	A request to the State Office of EM for an IMAT Team.	EOC
1200	EM, Evaluators, Security, Key Staff.	Hotwash	EOC
1230	Teardown crew	The tear-down crew will restore the EOC to pre-exercise condition.	EOC

APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations
Federal
National Weather Service
Red Cross
State
State Office of Emergency Management
Local
Davison County Emergency Management
Davison County Search & Rescue
Davison County Sheriff's Office
Mitchell Public Safety (included Police and Fire/EMS)

APPENDIX C: COMMUNICATIONS PLAN

Exercise Communications

IMPORTANT: All spoken and written communications will start and end with the statement, ***“This is an Exercise”***.

Player Communications - Player elements will use routine, in-place agency communications systems. Additional communication assets may be made available as the exercise progresses. The need to maintain a response capability for real-world response may preclude the use of all communications channels or systems that would usually be available for an actual incident. Exercise communications will NOT interfere with real-world emergency communications. All other players will use their respective channels and route all information through the Incident Commander.

Controller Communications - The principal method of communications for controllers during the exercise will be radios or their designated cellular and/or landline phone numbers. All exercise controllers will have access to a cellular and/or landline phone that will enable them to communicate control information to other exercise controllers. Alternative or backup communications for controllers may be through other means. Controller communications will link control personnel at all play areas and will remain separate from the player communications. In no case will controller communications interfere with, or override, player communications.

APPENDIX D: EXERCISE SITE MAPS



APPENDIX E: ACRONYMS

Acronym	Term
EM	Davison County Emergency Management
ExPlan	Exercise Plan
HSEEP	Homeland Security Exercise and Evaluation Program
SME	Subject Matter Expert
MPD	Mitchell Police Department
MFD	Mitchell Fire/EMS
MSEL	Master Scenario Events List
MEOC	Mobile Emergency Operations Center