



# Table Top Exercise

## Planning, Design, Evaluation and Analysis

### CMS Education

## References

An insert in your folders

Homeland Security Exercise and Evaluation Program (HSEEP) is the manual. You can get to it on the internet:

- [www.fema.gov](http://www.fema.gov)

- Search for HSEEP and will go to a link for HSEEP

- [PDF] [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#)

[www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep\\_apr13\\_.pdf](http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf)

- Click on the link and it will open a PDF file with the manual and information for the exercise and evaluation program. The cover will look like this



Another resource for exercise documents is available at the following website. It is under FEMA's America's PrepareAthon! Tabletop Exercise Materials:

- <https://www.fema.gov/media-library/assets/documents/100098>

FEMA also offers a "toolkit" with the following areas of information:

- ✓ Program Management
- ✓ Design and Development
- ✓ Conduct
- ✓ Evaluation
- ✓ Improvement Plans
- ✓ Exercise and Evaluation Guides (EEGs)
- ✓ Can also download ALL the HSEEP Templates as a zip file

<https://preptoolkit.fema.gov/web/hseep-resources>

# FEMA Preparedness Tool Website

The screenshot shows the FEMA Preparedness Toolkit website. The main navigation bar includes: HSEEP Policy & Guidance, Program Management, Design and Development, Conduct, Evaluation, Improvement Planning, and Exercise Evaluation Guides. The current page is titled "HSEEP Policy and Guidance".

**HSEEP Policy and Guidance**

The Homeland Security Exercise and Evaluation Program (HSEEP) doctrine consists of fundamental principles that frame a common approach to exercises. Applying these principles to both the management of an exercise program and the execution of individual exercises is critical to the effective examination of capabilities.

Can get to via:  
<https://preptoolkit.fema.gov>

- Guided by elected and appointed officials
- Capability-based, objective driven
- Progressive planning approach
- Whole community integration
- Informed by risk
- Common methodology

Homeland Security Exercise and Evaluation Program (HSEEP) 2013  
 What's New and Different

Updated EEGs that reflect the changes in the National Preparedness Goal Second Edition September 2015 are now available- see below

**Exercise Cycle**

Select a phase of the exercise cycle to view related HSEEP templates.

Download All HSEEP Templates (ZIP)

An effective exercise program is an essential component of our national preparedness as it validates plans, tests operational capabilities, maintains leadership effectiveness, and examines ways we utilize the whole community. Exercise program management involves a collaborative approach that integrates resources, organizations, and individuals in order to identify and achieve program priorities.

## Acronym

- TTX = Table Top Exercise
- EEG = Exercise and Evaluation Guide
- HSEEP = Homeland Security Exercise and Education Program
- IP =Improvement Program
- AAR = After Action Report
- EOP = Emergency Operation Plan
- HVA = Hazard Vulnerability Assessment

## Objectives for Today

- **Planning Team**
  - What it is, who should it be and conducting planning team objectives
- **Table Top Design**
  - What it is, what is the purpose and how to write/create one
- **Evaluation**
  - What it is, why it is important and how it is conducted
- **Analysis**
  - What it is, why it is done, how it is conducted, what to do with the information
  - This is one the items that the CMS rule is looking for/at
- **Improvement Plans**
  - Where they are derived from and how to use them

## Introduction

- **Why do we perform exercises ?**
  - **Part of the CMS regulation**
  - **To test current or revised emergency operation plans (EOPs)**
  - **To capture any deficits in a plan**
  - **To ensure team members understand and are able to implement procedures**
    - CMS rule requirement that staff demonstrate knowledge of EOPs
    - TTX exercise can help show their knowledge
  - **Education and training opportunity**

## Table Top Exercise Development

- What a table top exercise is:
  - Discussion Based exercise
    - No movement of actual resources
    - Usually only covers a select few objectives
    - Lead by a facilitator (story teller and director)
      - *CMS Testing program requirement – Group discussion lead by a Facilitator.*
  - “...aimed at facilitating conceptual understanding, identifying strengths and areas for improvement...” *HSEEP L0146 Version 13.1 Page 2-24*
- How it should be conducted
  - Low stress and No-Fault environment
  - With a facilitator, facilitator assistants, evaluators and participants

## Planning Team

- Who will be involved
  - Various departments and personnel
  - Do not use the same people that will be participating in exercise
  - What role each member will be assigned to on team
    - Assisting with the exercise
    - Taking notes during the exercise
    - Conducting evaluations
    - Compiling information for analysis and improvement plans
- Construction of the Planning Team
  - Reasonable size
  - Set dates (milestones)
    - When exercise will be completely written
    - When and where exercise will be held
    - Hot wash summary/evaluations/analysis

## Planning Team

- **Consider type of emergency operation plan (EOP)**
  - Look at your top 4 to 5 hazards / threats from you HVA
  - **Some Examples:**
    - Emergency and Standby Power System (CMS requirement)
    - Communications
    - Pharmaceuticals
- **Break down the EOP into sections**
- **Have goals and objectives**
- **What the exercise results may show**
  - Does EOP need revised? (Review / update of EOP that is required annually with the CMS rule)
  - Does education or training need conducted?

## Planning Actual Exercise

- |   |  |
|---|--|
| <ul style="list-style-type: none"> <li>• <b>Keep scenario simple</b> <ul style="list-style-type: none"> <li>• Too many variables can create unnecessary confusion</li> </ul> </li> <li>• <b>Set location, date, time and length</b></li> <li>• <b>Staffing impact</b> <ul style="list-style-type: none"> <li>• Night shift considerations</li> <li>• Need to have staff coverage</li> </ul> </li> <li>• <b>Appropriate materials</b></li> </ul> | <ul style="list-style-type: none"> <li>• <b>Time line</b></li> <li>• <b>Ground Rules</b> <ul style="list-style-type: none"> <li>• Reminder of exercise is a "no-fault" one</li> </ul> </li> <li>• <b>Participants know EOP</b> <ul style="list-style-type: none"> <li>• This is a CMS rule check off box</li> <li>• Ensuring participants / staff know the EOPs</li> </ul> </li> </ul> |
|---|--|

## Writing a Table Top Exercise

- Refer to the Sample Situation Manual (SitMan) in folders handed out
- Introduction
  - Welcome
  - Purpose Statement
    - Why are the participants at the exercise
  - Scope
    - General setting / framework of the exercise
  - Briefing
    - Safety concerns
    - Expectations
      - Objectives (Keep number of objectives to less than 10)
    - Low Key / No-Fault atmosphere
    - Time Line/Breaks/Agenda
    - General information such as restrooms/snacks/ etc.

Exercise Overview

## Writing Scope (Purpose) of Table Top Exercise (Page 1 of the SitMan)

Exercise Name	Operation Helping Hands
Exercise Date	26 April 2017
<b>Scope</b>	<b>This exercise is a Table Top Exercise (TTX) that will be conducted over a four (4) hour period on 26 April 2017 at Town U.S.A Emergency Management. The exercise will be focused on a review and evaluation of current plans, policies, and procedures as they are related to the threat.</b>

**S**- Specific (5 w's)

*who, what, when, where, why*

**M**-Measurable

*Observable actions given a rating*

**A**-Achievable

**R**-Relevant

*Should link to the goal*

**T**-Time-bound

*Specific/reasonable time for task completion*

## Writing Table Top Exercise Continued

next section on page 1 of SitMan

Here is the list of objectives developed by planning team

<b>Objectives</b>	<p>Metrolina Healthcare Preparedness Coalition Stakeholders will validate their respective plans for medical surge at their facilities</p> <p>The Metrolina HPC will validate the Regional Healthcare Support Cell Plans and management processes as they pertain to a hurricane and flooding incident</p> <p>Each agency will discuss and validate their understanding and coordination of medical surge support to other healthcare facilities as it pertains to a hurricane and flooding incident</p> <p>Each agency will discuss the process and planning of receiving, transporting and returning patients associated with a healthcare facility effected by a hurricane and flooding</p>
<b>Threat or Hazard</b>	Category Four Hurricane
<b>Scenario</b>	<p>As of last Friday, The National Oceanic and Atmosphere Agency (NOAA) have been tracking a large storm that formed off the North-West coast of Africa. As it approached the United States and the Caribbean, the storm has intensified in strength and is tracking in the direction of Bermuda. On Friday, the storm arrived in Bermuda as a category 3 storm and has been named Hurricane Harald. Once in the Bermuda Triangle the storm has taken a slight turn north. NOAA is now predicting that the storm is on track to arrive on the North Carolina coast as a category 3 storm and has the potential due to recent warm weather to increase in intensity to a category 4.</p>

## Writing Table Top Exercise Continued

- Participants should function in their normally assigned roles
- Facilitator's Role and Responsibility:
  - Set up the scenario
  - Keep participants engaged in discussion and problem solving
  - Introduces each module/event to the group
  - Full fills one of the CMS Testing Program items, that a table top exercise includes a group discussion led by a facilitator
  - Directs that participants to consider some of the questions or objectives listed in each module
- At conclusion of exercise:
  - Hold a hot wash with everyone who participated: A time for them to give feedback on how the exercise went/what could be done on the next one
  - Participants fill out their Feedback Forms (copy of this in your folders)

## Evaluation

- Key Component to the exercise
- Goal
  - Stream line data collection
  - Provide consistency
- What it is
  - Not a judgement! It is a objective list
  - Link between exercise and improvement plans
  - Identify gaps
  - Confirm EOPs
  - Identify education and training needs

## Importance of Evaluations

- Foundation for improvement plan
- Learning tool
- Information from conducted exercise
- Ensures core guidelines are covered



## Conducting Evaluations

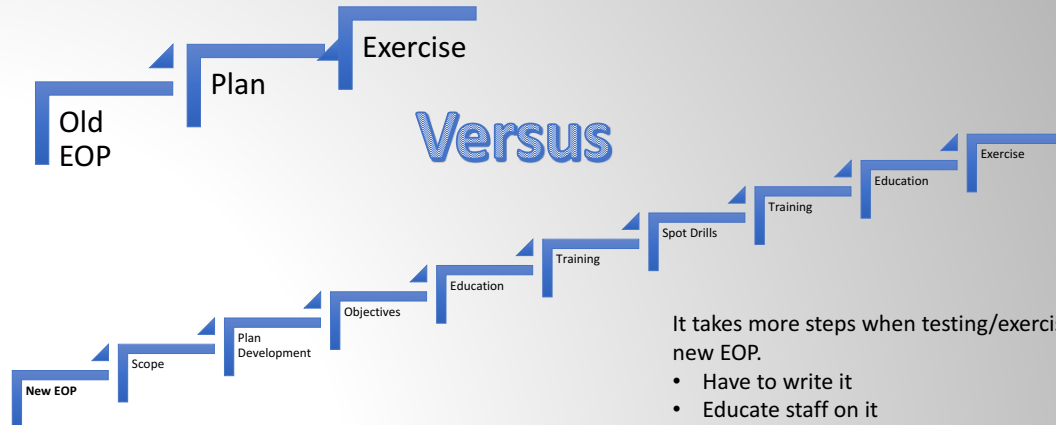
- Evaluators
  - Some one from outside the facility is the better options. Can use someone from inside, cannot be part of the planning or actual exercise
  - Administration, regional partners, other like facilities, EM, EMS or Healthcare Coalition
- Evaluator Briefing
  - Give them their form(s) they will use
  - The EOP being exercised
  - The objectives that they should be looking at
- Formal FEMA HSSEP EEG (Exercise Evaluation Guide)Forms available on line
  - Example form in your folders
- Create your own EEG form
  - Have objectives that are being covered
  - Area for evaluator input on:
    - Strengths
    - Weaknesses
    - Other Comments

## Analysis After Action Report (AAR)

- This report:
  - Consolidate data
  - If objectives were met/had some challenges/unable to perform
  - Identify strengths and weaknesses
  - Exercise identified and assessed EOP supported the discussion/activities performed
- CMS requirement
  - Analyzing the facility's response to an exercise
  - Having documentation of an exercise
- Includes the Improvement Report (IP)
  - What improvement are required
  - Corrective action that is needed
  - Who's responsibility it is to implement the improvements
  - Goal dates for improvement to be started and completed
    - CMS requirement is to revise facility's EOP as needed

## New versus Old EOP Testing/Exercise

Less steps to take when testing/exercising an old EOP



It takes more steps when testing/exercising a new EOP.

- Have to write it
- Educate staff on it
- Spot drills with it
- May have to rewrite or re-educate on it
- Then perform table top exercise

## Summary

- Table Top Exercise is part of the CMS testing requirement
- Sections of a table top exercise include:
  - Planning Team
  - Writing the table top SitMan
  - Evaluation (data collection)
  - After Action Report (data analysis)
  - Improvement Plan
- Regional Exercise Calendar for exercise types and dates
  - In the development stage
  - Create a calendar that our regional partners can look at in regards to exercises
  - See if there is an exercise in your community that you could potentially participate in.
    - Will open up community networking
    - Exercise participation opportunities
    - Full scale exercise in your community that you may be able to participate in if there is enough notice for the facilitator to build into the exercise

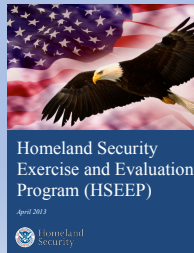
## Coalition Resources Available

- Metrolina Healthcare Preparedness Coalition (MHPC)
  - [www.metrolinapreparedness.org](http://www.metrolinapreparedness.org)

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Questions???