
TABLE TOP EXERCISE

Introduction

- Desired Outcomes
- Exercise Structure
- Roles and Responsibilities
- Exercise Guidelines

Scenario

- Industrial Fire in multiple jurisdictions

Attachments

- ICS/SEMS Structure
- Briefing Form
- Incident Objectives Form
- Organization Chart Form
- After Action Report Format

INTRODUCTION

The CARPA Tabletop Exercise (TTX) gives participants an opportunity to evaluate current response concepts, plans, and capabilities for a multi-jurisdictional air emergency. The exercise will focus on coordination efforts and critical decisions between representatives from local, state, and federal governments, all of which would be engaged if there was an actual air emergency.

Desired Outcomes

The goal for this exercise is to develop coordination, integration of capabilities, and problem identification and resolution for air emergencies. There is no right answer, only an opportunity to work through a set of emergency conditions in a learning environment where the emphasis is on the decision making process.

Some of the lessons learned we hope participants can take from this exercise includes:

- An appreciation for the roles and structure of the Incident Command System (ICS) and the State Emergency Management System (SEMS).
- Exercise the capability to provide support in response to an air emergency.
- Understand the capability to monitor and model air emergencies.
- Exercise the ability to take air data and formulate public health decisions using emergency exposure guidance and tools at hand.
- Integrate decisions being made at the Emergency Operation Center (EOC) with Incident Command.
- Integrate data and public health with media information needs.
- Exercise decision making in a politically-charged atmosphere.
- Identify the statutory authority(s) of each agency represented within the context of an air emergency.

And most importantly,

- Demonstrate the capability to coordinate with agencies on a local level for the formulation and dissemination of clear, accurate, and consistent information to the public and media, and to control the spread of rumors and decrease panic that could impact public safety.

Exercise Structure

The CARPA Tabletop Exercise is a facilitated exercise. Throughout the exercise, participants will take on the roles they would normally assume during an emergency, by discipline and technical expertise, geographic location, and agency representation. A series of questions and “injects” led by the controllers and the facilitator will move the role-play forward in time, as the intricacies of the emergency are played out.

Roles and Responsibilities

Players:

Respond to the situation based on knowledge of response procedures, current plans and procedures which are in place at their community or agency, and insights derived from the “Data,” “Data to Message,” and “Message” breakout sessions. Each table will designate a recorder and a representative to report out during the “Hot Wash” portion of the exercise.

Controllers (1 at each table):

Will help the players with information or knowledge of existing plans, procedures or protocols. Controllers do not participate in the decision making process, but will move the play along according to the time allotted.

Facilitator (1 for entire exercise):

Will present the scenario and explain the roles of the participants. May interject during the exercise to provide updated information about the situation. Will bring the exercise to a close and facilitate the “Hot Wash.”

Exercise Guidelines

There is no right answer! Varying and divergent positions are expected. This is intended to be a safe, open, stress-free environment to exercise what you have learned. The following are suggested guidelines for the TTX:

1. Respond based on your knowledge of current plans and insight gained from this summit.
2. Your organization's policies do not limit you - - Make your best decision based on the circumstances presented.
3. Decisions made at each table are for the purpose of this exercise only, and are not intended to replace formal agreements made between agencies.

**This is an opportunity to discuss and present
multiple options and possible solutions!**

EXERCISE SCENARIO

At 0735 this morning, October 17, 2008, a line of railcars parked on a spur line adjacent to the Acme Wood Treatment Company in Roseville, CA, caught fire. The railcars were in the process of unloading raw product at the facility when they caught on fire. The cause of the fire is unknown at this time. Six out of the 27 railcars are currently burning. One fatality and three serious injuries have been reported, all rail company employees. The fire is burning extremely hot, fueled by the raw wood product and a fuel rail car. Other adjacent railcars carrying similar components are expected to catch fire immediately. The creosote-treated rail ties under the railcars are also burning. Located within 25 meters to the east of the burning railcars are 5 large wood chip piles (approx. 20 meters high) and a large treated wood pile assembly (approx. 80 square meters in size). Located within 50 meters of the burning railcars is the wood treatment facility.

Winds are erratic and gusting at 35 mph mainly from the west-southwest. Spot fires are being thrown onto these other large fuel sources. The potential for a much larger and more hazardous conflagration is extremely high and immanent.

First responder units have arrived on scene. These include the Roseville, Folsom, and Sacramento City Fire Depts. and HazMat teams. The Roseville Police Dept. is on scene and has secured the scene. A command post is being established upwind of the site approx. 5 miles to the west near Roseville and Antelope Roads. The Police, with assistance of the Sacramento County Sheriff Department, are evacuating business and residents within a one half mile radius of the scene.

While the firefighting units are attempting to put the blaze out, the HazMat teams are conducting air sampling in downwind locations in the immediate vicinity of the fire for particulates and toxic air contaminants.

By 1330 hours, the Placer and Sacramento County Public Health and Air Pollution Control Officers have been notified and are en route to the scene, and their staff have deployed to their respective Emergency Operations Centers.

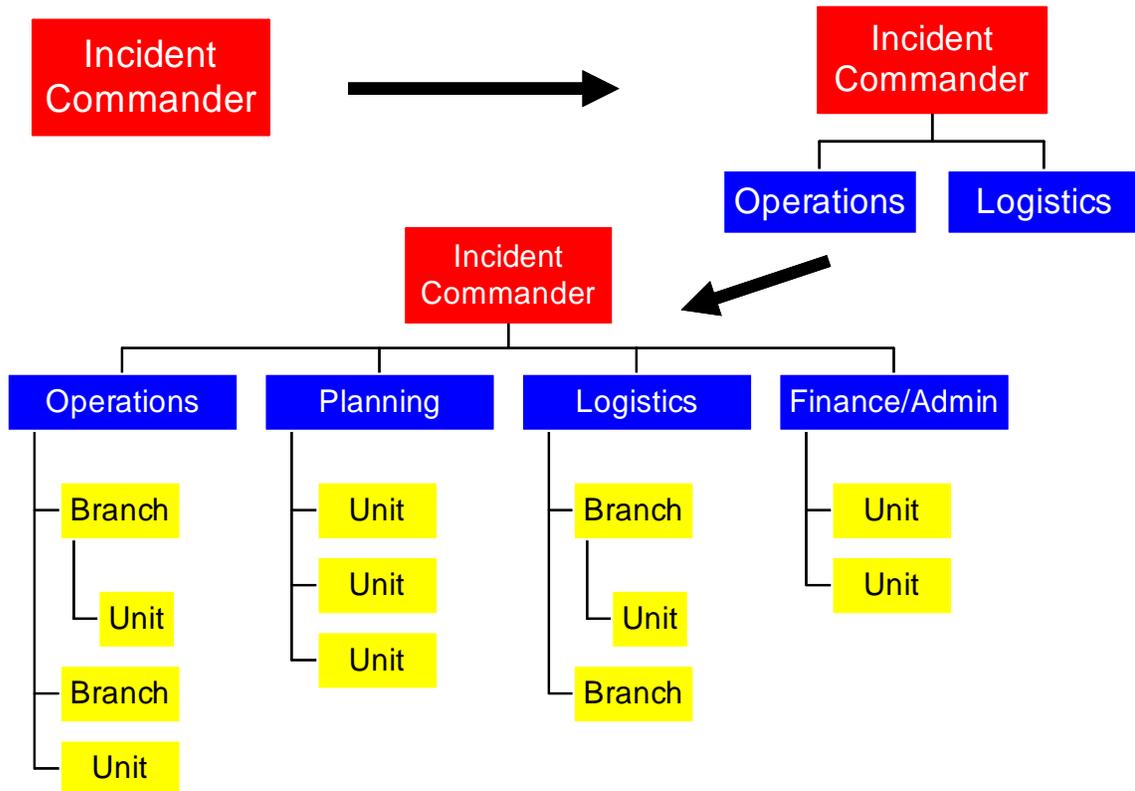
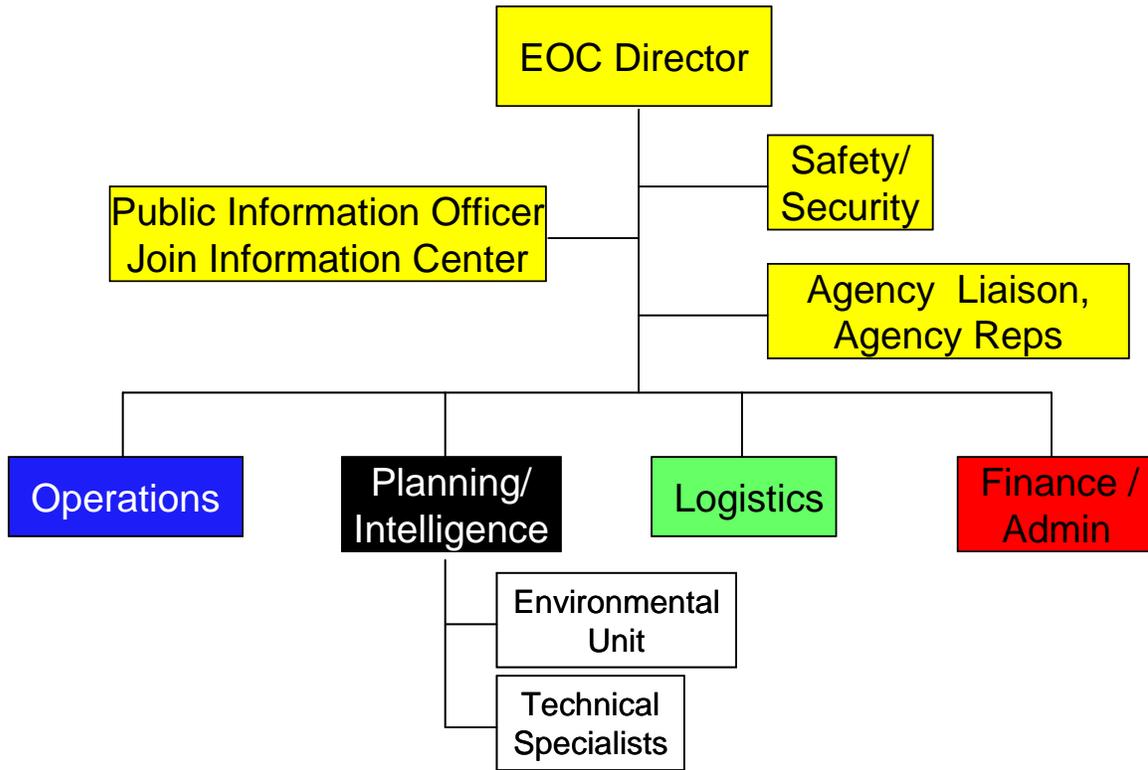


TABLE TOP EXERCISE

Attachments

1. Incident Command (IC)/ Standardized Emergency Management System (SEMS) Structure and Flow Chart
2. Incident Briefing Form
3. Incident Objectives Form
4. Organization Assignment List
5. After Action Report Template

Standardized Emergency Management System (SEMS) Structure

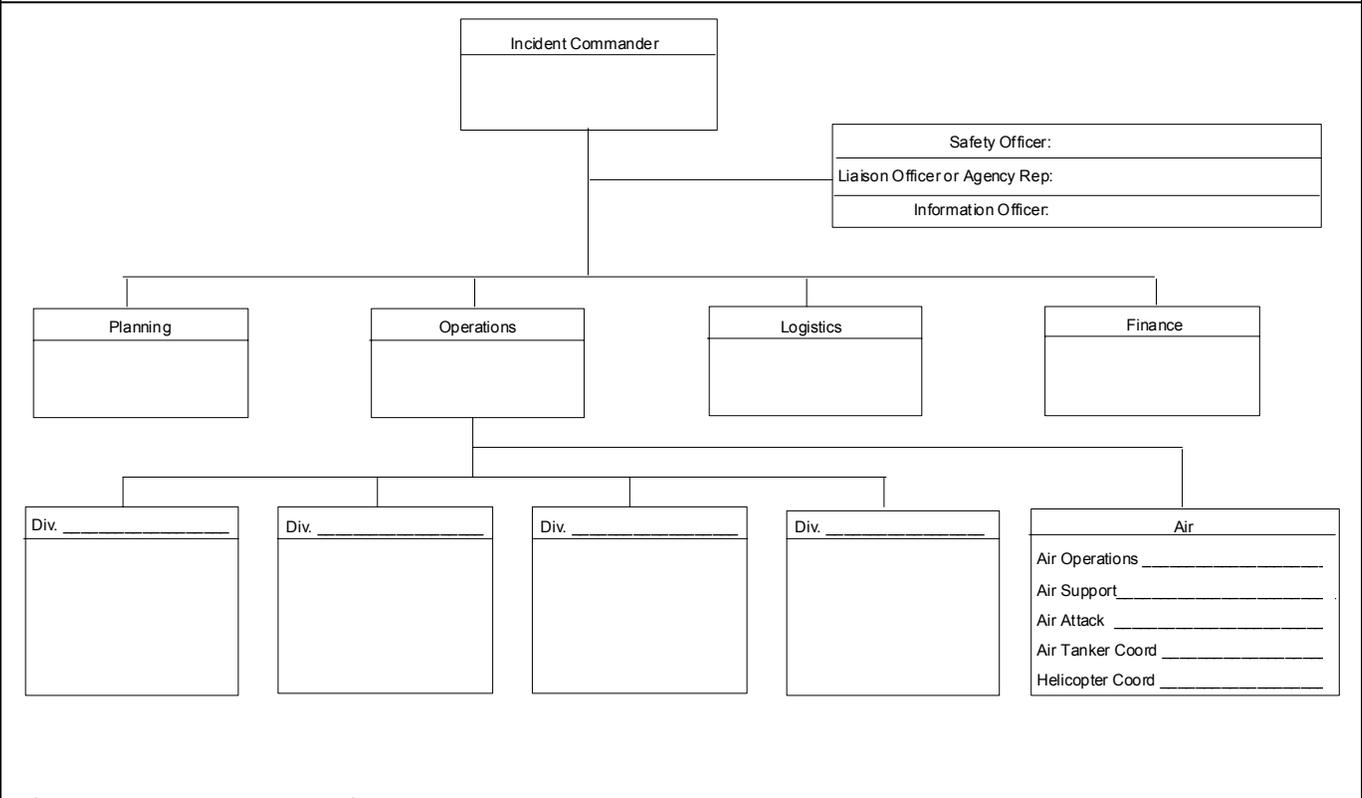


INCIDENT OBJECTIVES	1. Incident Name	2. Date	3. Time
4. Operational Period			
5. General Control Objectives for the Incident (include alternatives)			
6. Weather Forecast for Period			
7. General Safety Message			
8. Attachments (mark if attached)			
<input type="checkbox"/> Organization List - ICS 203	<input type="checkbox"/> Medical Plan - ICS 206	<input type="checkbox"/> (Other)	
<input type="checkbox"/> Div. Assignment Lists - ICS 204	<input type="checkbox"/> Incident Map	<input type="checkbox"/>	
<input type="checkbox"/> Communications Plan - ICS 205	<input type="checkbox"/> Traffic Plan	<input type="checkbox"/>	
9. Prepared by (Planning Section Chief)	10. Approved by (Incident Commander)		

INCIDENT BRIEFING	1. Incident Name	2. Date	3. Time
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4. Map Sketch

5. Current Organization



Page 1 of	6. Prepared by (Name and Position)
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6. Resources Summary

Resources Ordered	Resource Identification	ETA	On Scene	Location/Assignment

7. Summary of Current Actions

ORGANIZATION ASSIGNMENT LIST		a. Branch I - Division/Groups	
1. Incident Name		Branch Director	
		Deputy	
		Division/Group	
2. Date	3. Time	Division/Group	
		Division/Group	
4. Operational Period		Division/Group	
		Division/Group	
Position	Name	b. Branch II - Division/Groups	
5. Incident Commander and Staff		Branch Director	
Incident Commander		Deputy	
Deputy		Division/Group	
Safety Officer		Division/Group	
Information Officer		Division/Group	
Liaison Officer		Division/Group	
6. Agency Representative		Division/Group	
Agency	Name	c. Branch III - Division/Groups	
		Branch Director	
		Deputy	
		Division/Group	
7. Planning Section		Division/Group	
Chief		d. Air Operations Branch	
Deputy		Air Operations Branch Director	
Resources Unit		Air Attack Supervisor	
Situation Unit		Air Support Supervisor	
Documentation Unit		Helicopter Coordinator	
Demobilization Unit		Air Tanker Coordinator	
Technical Specialists		10. Finance Section	
Human Resources		Chief	
Training		Deputy	
		Time Unit	
		Procurement Unit	
		Compensation/Claims Unit	
		Cost Unit	
8. Logistics Section		Prepared by (Resource Unit Leader)	
Chief			
Deputy			
Supply Unit			
Facilities Unit			
Ground Support Unit			
Communications Unit			
Medical Unit			
Security Unit			
Food Unit			
9. Operations Section			
Chief			
Deputy			

After-Action Report (Event Name)

(Agency Name)

1. OVERVIEW

Description:
Event Date:
Report Date:
Incident Period:
Submitted by:

Requirements for Reporting

Completing an After Action Report is required under the State Emergency Management System (SEMS) reporting process. The Emergency Service Act, Section 8607 (f) mandates that the Office of Emergency Services (OES) in cooperation with involved state and local agencies complete an After Action Report within 120 after each declared disaster. Section 2450 (a) of the SEMS Regulations state that "... any state agency responding to that emergency shall complete and transmit an after action report to OES within ninety (90) days of the close of the incident period as specified in the California Code of Regulations, section 2900(j)."

2. INTRODUCTION AND BACKGROUND

Estimated Event Magnitude

Total _____
Total _____
Total _____
Total _____
Total _____
Total _____

Impacts on Public/Wildlife/Environment, etc,

Abbreviated Timeline of Events:

3. ANALYSIS OF TARGET CAPABILITIES, ACTIVITIES, AND CRITICAL TASKS¹

(Examples)

CAPABILITY I. ENVIRONMENTAL HEALTH

Activity 1: Direct Environmental Health Operations

Definition: In response to notification of environmental hazards, provide overall mobilization, management of assessment, coordination, and support of Environmental Health activities.

Critical Tasks under this mission included:

Corrective Actions/Recommendations

Activity 2: Activate Environmental Health Response

Definition: Identify required experts and mobilize personnel to begin environmental health assessments and response activities

Critical Tasks under this mission included:

Corrective Actions/Recommendations

Activity 3: Ensure Safety of Outdoor Environments

Definition: Provide information to inform decisions about allowing re-entry to hazardous areas.

Critical Tasks under this mission included:

¹ Target Capabilities and Critical Tasks for responding agencies as defined in the U.S. Department of Homeland Security's Target Capabilities List Companion to the National Preparedness Guidelines, September 2007, and the National Response Framework, March 2008.

Recommendations

TARGET CAPABILITY II. **EMERGENCY PUBLIC INFORMATION & WARNING**

Activity 1: Issue Public Information, Alerts/Warnings, and Notifications

Definition: Issue public information, alerts, warnings, and notifications through established systems to the public, coordinating officials, and incident managers and responders.

Critical Tasks under this mission included:

Corrective Actions/Recommendations

4. SUMMARY