****

“State of Missouri COAD Guidance Manual Ex”

Situation Manual

May 2014

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** | “State of Missouri COAD Guidance Manual Ex” |
| **Exercise Dates** | COADs will choose an exercise date during May 2014. |
| **Scope** | This exercise is a Tabletop planned for 3 hours at location chosen by the COADs. Exercise play is limited to Emergency Human Services and COAD development. |
| **Mission Area(s)** | Mitigation, Response, and Recovery] |
| **Core Capabilities** | Planning, Mass Care Services, Public and Private Services and Resources |
| **Objectives** | Use the COAD Guidance Manual:   1. Emergency Assistant Annex to help coordinate the immediate emergency human services that meet the needs of disaster survivors during the response phase. 2. Mass Care Annex to assist local emergency management in mass care activities during the response phase. 3. Long-Term Recovery Committee Annex to develop a Long-Term Recovery Committee to address recovery issues. 4. Volunteer Management Annex to coordinate volunteers during the response phase. 5. Volunteer Management Annex to coordinate volunteers during the recovery phase. 6. Community Organizations Active in Disaster Basic Plan to determine the local COAD Leadership structure. 7. Community Organizations Active in Disaster Basic Plan to determine the local COAD Committee structure. |
| **Threat or Hazard** | Severe Weather |
| **Scenario** | This is an exercise that will test participant’s understanding of COAD structure, mission operations, and resources. The scenario is general in scope; COADs will insert coverage area information as is necessary. |
| **Sponsor** | University of Missouri Extension through an EDEN NIFA Grant. |
| **Participating Organizations** | Participants are selected by the COAD. Appendix B will be completed by the COAD Exercise Director. |
| **Point of Contact** | Conne Burnham, MEP  Emergency Management Specialist  University of Missouri  1110 S. College, Columbia, MO 65211  573 884-5254  burnhamc@missouri.edu |

# 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 Director and the MO State Emergency Management Agency Emergency Human Services Program.

| Exercise Objective | Core Capability |
| --- | --- |
| 1. Use the COAD Guidance Manual Emergency Assistant Annex to help coordinate the immediate emergency human services that meet the needs of disaster survivors during the response phase. | Public and Private Services and Resources |
| 1. Use the COAD Guidance Manual Mass Care Annex to assist local emergency management in mass care activities during the response phase. | Mass Care Services |
| 1. Use the COAD Guidance Manual Long-Term Recovery Committee Annex to develop a Long-Term Recovery Committee to address recovery issues. | Planning |
| 1. Volunteer Management Annex to coordinate volunteers during the response phase. | Planning |
| 1. Volunteer Management Annex to coordinate volunteers during the recovery phase. | Planning |
| 1. Community Organizations Active in Disaster Basic Plan to determine the local COAD Leadership structure. | Planning |
| 1. Community Organizations Active in Disaster Basic Plan to determine the local COAD Committee structure. | Planning |

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.
* **Observers.** Observers do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
* **Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
* **Evaluators.** Evaluators are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, polices, and procedures.

## Exercise Structure

This exercise will be a multimedia, facilitated exercise. Players will participate in the following modules:

* Module 1: COAD Manual Assessment
* Module 2: Pre-Event
* Module 3: Event
* Module 4: Recovery – Two Weeks Later

Each module begins with an update that summarizes key events occurring within that time period. After the updates, participants review the situation and engage in discussions of appropriate issues. For this exercise, the COAD Exercise Director will decide if the groups are to be divided into functional groups or proceed as a plenary group.

## Exercise Guidelines

* This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
* Respond to the scenario using your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
* Decisions are not precedent setting and may not reflect your organization’s final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.

Issue identification is not as valuable as suggestions and recommended actions that could improve mitigation/response/recovery efforts. Problem-solving efforts should be the focus.

## 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. During this exercise, the following apply:

* 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.
* All players receive information at the same time.

## Exercise Evaluation

Evaluation of the exercise is based on the exercise objectives and aligned capabilities, capability targets, and critical tasks, which are documented in Exercise Evaluation Guides (EEGs). Evaluators have EEGs for each of their assigned areas. Additionally, players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile the After-Action Report (AAR).

# Module 1: Assessment

### May 2014

This module will tests participant’s understanding of COAD structure, mission operations, and resources. Using the State of Missouri Community Organizations Active in Disaster (COAD) Guidance Manual, participants will assess their COAD plan. If the COAD does not have a plan, this assessment will assist them in defining their COAD structure and disaster functions for a future plan development.

# Module 2: Pre-Event

### May 2014

This module will allow participants an opportunity to discuss immediate emergency human services that meet the needs of disaster survivors in advance of the event.

# Module 3: Event

### May 2014

This module will focus on mass care issues involving pet sheltering and bulk distribution (relief supplies such as clean-up kits) and, volunteer management issues presented during the event.

# Module 4: Recovery – Two Weeks Later

### May 2014

This module will focus on the development of a Long-Term Recovery Committee (LTRC) and a plan to implement the four main functions of a LTRC during the recovery phase.

# Appendix A: Exercise Schedule

**Each exercise venue will choose their date and time for the exercise. Each module will be give 45 minutes; groups may divide into smaller groups and then summarize their recommendations or the discussion can be handled in a plenary session. Whatever method is selected, a summary of recommendations is required for future plan development.**

| Time | Activity |
| --- | --- |
| **Month, Day, Year** | |
| 0000 | Registration |
| 0000 | Welcome and Opening Remarks |
| 0000 | Module 1: Briefing, Discussion and Brief Summary |
| 0000 | Module 2: Briefing, Discussion and Brief Summary |
| 0000 | Module 3: Briefing, Discussion and Brief Summary |
| 0000 | Module 4: Briefing, Discussion and Brief Summary |
| 0000 | Hot Wash |
| 0000 | Closing Comments |

# Appendix B: Exercise Participants

Please use this form to list the participating organizations that attended the exercise. Add additional rows if necessary.

|  |
| --- |
| Participating Organizations |
| **County/Multi-County/Regional** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Volunteer Organizations** |
|  |
|  |
|  |
|  |
|  |
|  |
|  |
| **Businesses** |
|  |
|  |
|  |
|  |
|  |
|  |
| **State** |
|  |
|  |
|  |

# Appendix C: Relevant Plans

State of Missouri COAD Guidance Manual, Second Edition, January, 2014

Local COAD Plan

Local Emergency Management Operations Plan (LEOP)

# Appendix D: Acronyms

| **Acronym** | **Term** |
| --- | --- |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| SitMan | Situation Manual |
| SME | Subject Matter Expert |
| TTX | Tabletop Exercise |
| COAD | Community Organizations Active in Disaster |
| LTRC | Long-Term Recovery Committee |
| EMD | Emergency Management Director |
| EOC | Emergency Operations Center |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |