

Faculty Disclosure

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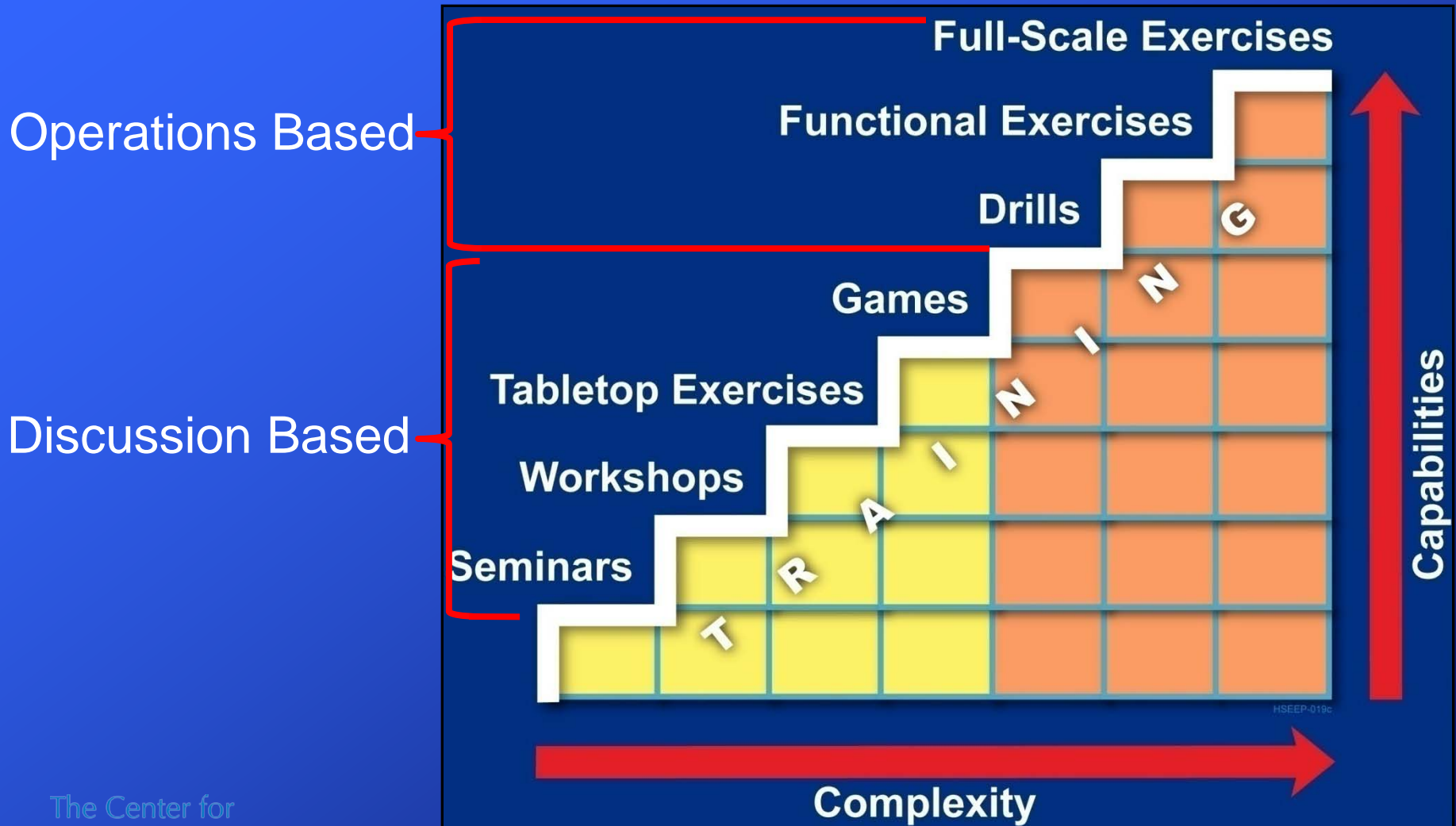
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Mr. Hansen, Ms. Pounds and Ms. Sanger have listed no financial interest/arrangement that would be considered a conflict of interest.

Vampire Attack: Sinking your Teeth into Functional Exercises

Preparedness Symposia
2010

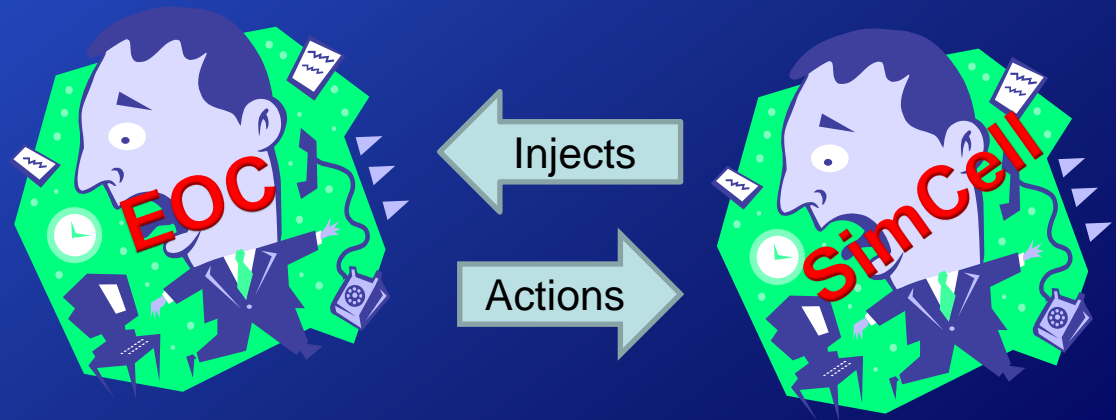
“Building Blocks”



What is a Functional Exercise?

Used to:

- Evaluate capabilities of multiple functions
- Evaluate EOCs, Command Centers, etc.
- Conducted with staff that are involved in management, direction, command, and control functions



Characteristics of a FX

- Simulated deployment of resources
- Rapid problem solving
- Fast-paced and stressful (if you want)
- Events are projected through an exercise scenario with event updates that drive activity (MSEL....we'll get to that in a minute)
- Lengthy Planning



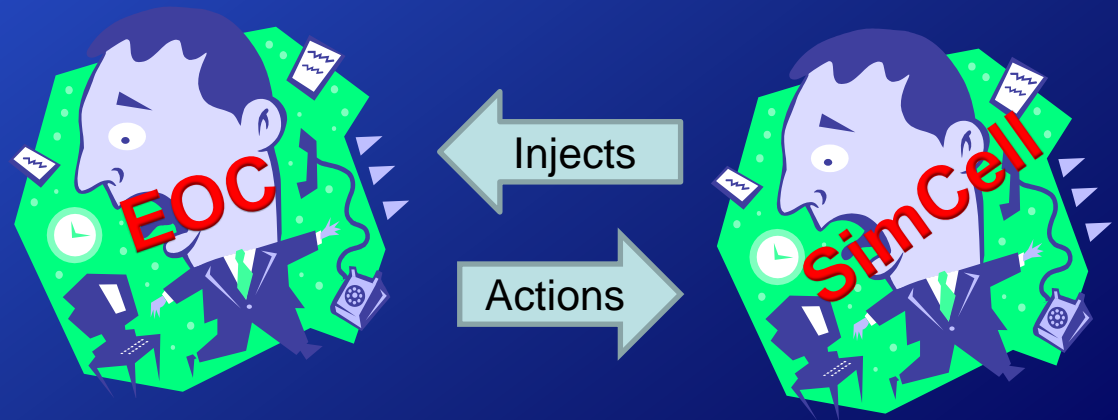
← Injects

→ Actions



Terms to know

- MSEL
- ExPlan
- C/E Handbook
- EOC/HCC
- SimCell
- Inject



Why conduct a Functional?

- When you want to test command and control
- When you want to assess decision making
- When you want to assess your EOC/HCC/ICP/DUI/IOU/BFF/LOL/WMD
- Meets JC requirements for “better than a Tabletop”

Who might play?

- Local/County/State Emergency Management EOC
- Hospital Command Center(s)
- Public Health Command Center(s)
- Local/County/State Law Enforcement Command Center(s)
-Command Center(s)

Recommended Documents

- Exercise Plan
 - Objectives, Communications plan, Scenario Background, time and location, etc.
- Controller and Evaluator Handbook (C/E Handbook)
- Evaluator Packet
 - MSEL
 - EEG's
 - Maps

After Action Report / Improvement Plan!!

What Is a MSEL?

- Chronological listing of scripted events that generate activity
 - Should serve a purpose (meeting objectives)
- Contains injects
 - Scenario events that prompt players to implement the plans that the exercise is designed to test
- It orchestrates the delivery of injects

Master Scenario Events List

Inject Date	Time	Key Inject?	To:	From:	Inject Content	Deliver via:	Expected Action
9-24-09	0930	Yes	All	ExDir	Startex	All	Players, evaluators and controllers are in position and ready to begin play
	0931	Yes				

MSEL = Master Scenario Events List

Major (Key) and Detailed Events

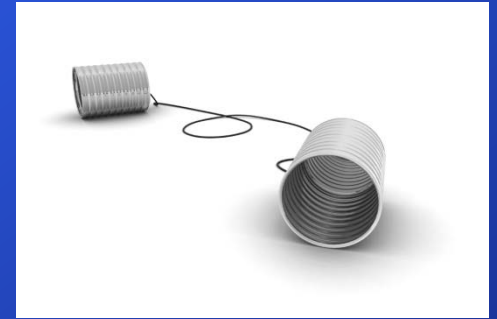
- Realistic
- Large or Small
- Motivate actions ('Drive the exercise')
- Detailed events are associated with the Major events, but usually smaller in scope

How to Develop a Master Scenario Events List

- Review scenario and exercise objectives
- Develop a timeline of anticipated player actions
- Identify a chronology of key actions that must occur, either scripted or actual
 - These can be accomplished by function and/or jurisdiction
- Develop these using a MSEL program or Excel
- Compile all MSEL events into a single list and review with your team
- Refine selected MSEL events and finalize

Stuff you may need

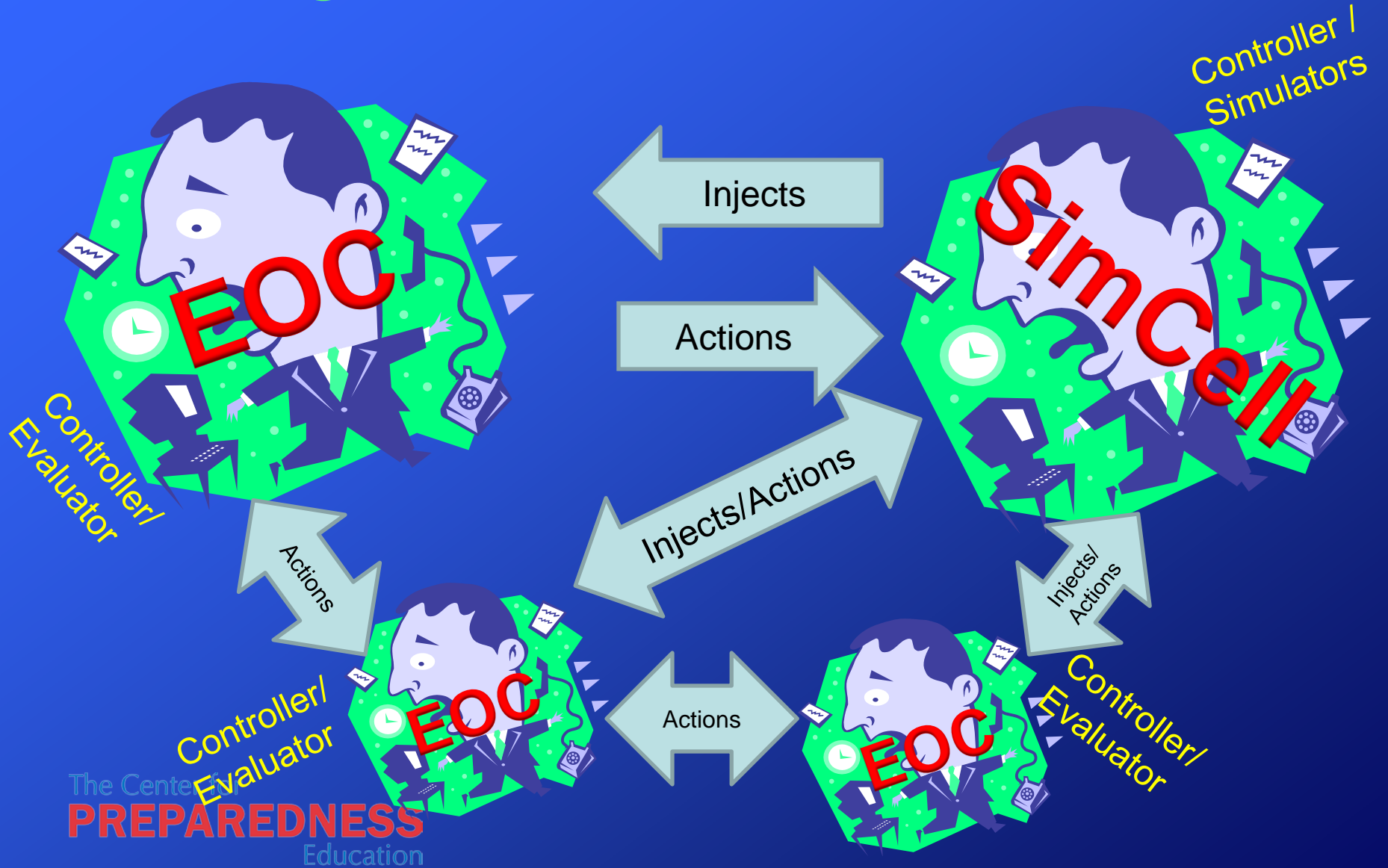
- Facility
- Simulation Cell (SimCell)
 - Phones, radios, MSEL, EEG's, Plans/policies
- Food
- AV
- Supplies (Easels, Name tags, Pens, etc.)
- Staff identification (Vests, Hats, etc.)
- Communication Equipment



Functional Exercises Can...

- Simulate the reality of operations
- Present complex and realistic problems
- Require rapid and effective responses
- Create a stressful, time-constrained environment.

Large Functional Exercises



In Summary....

- Pros
 - Skill based
 - Can be Multi jurisdictional
 - Validates plans/procedures
 - Clarify roles and responsibilities
 - You control the pace
 - “Semi-Tactical”
- Cons
 - “Semi-Tactical”
 - Lots of planning
 - Complicated
 - Costs more than discussion based exercises
 - Team Planning
 - SimCell

Small Group Activity

Objectives

Test at least two types of communications equipment that operate independently from the other

Test the hospital level management of multiple fatalities.

Scenario: Hard landing of 747 airplane at Epply airfield

What is a Hotwash?

The purpose of a hotwash is to gather immediate feedback from exercise participants. The information gathered can be included in the after action report, or it can be used to stimulate discussion at the after action review.

A Hotwash should be conducted immediately after an exercise with both the players and the controllers/evaluators. These groups can be separated if you prefer. At the end of the hotwash, the participants should receive the 'Participant Feedback Form'.

Here are some things to remember when facilitating the discussion:

- Keep discussion of the exercise play separate from the discussion of the exercise content/quality
 - Keep participant responses brief
 - Keep the participants from 'going negative' too soon
 - Keep discussion focused on how critical tasks would be performed.
 - Always remain neutral, objective, and fair.
 - Record all ideas and facts.
 - Face the group.
 - Involve the participants whenever possible.
 - Do not be afraid to interrupt people who are rambling.
 - Honor break, lunch, and quitting times.
 - Call people by name.
 - Use the space you are in.
 - Allow group members to speak to each other, not you.
 - Know when to be quiet; do not answer too many questions.
 - Do not allow the group to transfer ownership of the process, problem, or recommendation to you.
 - Read the group and respond.
 - Never say, "I told you so."
 - Know your art, be confident, and be flexible.
 - Preserve the integrity of the group and every individual.
 - Learn to laugh at yourself.

Here is a sample agenda for a Hotwash.

1. What went well today?
2. What could have been gone better?
3. For those things that could be improved, what is needed to improve them?
Planning? Organization and Leadership? Personnel? Equipment and
Systems? Training? Exercises?
4. Complete the Participant Feedback Form.

Part 2: Master Scenario Events List (Summary)

Functional Exercise

MASTER SCENARIO EVENTS LIST (Summary)

Event #	Optional	Event Time	Event Description	From	To	Expected Outcome of Player Action
01						
02						
03						
04						
05						
06						

Functional Exercise

MASTER SCENARIO EVENTS LIST (Summary)

Event #	Optional	Event Time	Event Description	From	To	Expected Outcome of Player Action
07						
08						
09						
10						
			ENDEX			

Part 2: Master Scenario Events List (Summary)

Functional Exercise

MASTER SCENARIO EVENTS LIST (Summary)

Event #	Optional	Event Time	Event Description	From	To	Expected Outcome of Player Action
01						
02		1930	Epply air traffic control receiving word of engine trouble from a plane in route. Instructing pilots to make an emergency landing at Omaha.	SimCell	EMS Dispatch	Dispatch to communicate this information with their partners.
03		2015	Hard landing of 747 airplane at Epply airfield	SimCell	EMS Dispatch	Dispatch to communicate this information with their partners.
04						
05						
06			Multiple injuries with unknown number of fatalities reported.	SimCell	EMS Dispatch	

Functional Exercise

MASTER SCENARIO EVENTS LIST (Summary)

Event #	Optional	Event Time	Event Description	From	To	Expected Outcome of Player Action
07						
08						
09						
10						
			ENDEX			