

Resilient Children / Resilient Communities Tabletop Exercise

Player Handbook

Insert Date

Location

How to Use this Template

[Bracketed italicized text is meant to be instructional and to be removed before finalization]

[Bracketed unitalicized text are examples that should be edited and used for the final plan.]

Plain text can remain in your final plan.

This template has been developed as part of the Resilient Children/Resilient Communities Initiative (RCRC), a partnership between the National Center for Disaster Preparedness at Columbia University's Earth Institute (NCDP) and Save the Children (STC) funded by a grant from GSK.

This Player Handbook was produced with input, advice, and assistance from the exercise planning team, which followed the guidance set forth in the Federal Emergency Management Agency (FEMA), Homeland Security Exercise and Evaluation Program (HSEEP). The planning team was composed of key community stakeholders including local emergency management, law enforcement, the regional childcare resource and referral agency, and after school program providers.

This guide carefully considers the questions developed to provide productive discussions among the participants and outlines those areas which will be relevant for a successful outcome of the exercise. This exercise is tangible evidence of the commitment of all participating entities to ensure public safety through collaborative partnerships that will prepare the Players to be a prepared and resilient community, and proactively address the specific needs of children in their community in the event of an emergency or disaster.

This is an unclassified exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but participants may view other materials deemed necessary to their performance.

Handling Instructions

1. The title of this document is Resilient Children / Resilient Communities Initiative - EXPLAN
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4. For more information, please consult the following points of contact (POCs):

<p><i>[Enter POC]</i></p>	<p><i>[Enter POC]</i></p>
<p><i>[Enter POC]</i></p>	

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EXERCISE AGENDA

Agenda

10:00 AM	Opening Remarks
10:20 AM	Exercise Overview Scope, Purpose Objectives Assumptions Facilitation/Evaluation Overview
10:30 AM	STARTEX - Module A: Hours 0-1
11:15 AM	Module B: Hours 2-24
12:00 PM	Lunch
12:45 PM	Module C: Hours 72+
1:30 PM	ENDEX - Debrief
2:00 PM	Adjourn

INTRODUCTION

Purpose

The purpose of this exercise will be to test plans and communication protocols for ***[enter locale]*** in response to a disaster requiring evacuation and/or shelter-in-place of child-serving institutions.

This exercise will explore intra-sector plans as well as cross-sector coordination for child-serving institutions and county agencies/organizations that would be part of the response.

This exercise will have focus on meeting the unique needs of children, including those with special needs.

Exercise Date/Location

[enter date]

[enter location]

Scope/Limitations

The primary scope of the exercise will be on the aspects of response and recovery that impact child-serving institutions.

This includes institutions that work directly with children as well as those whose actions will impact child-serving institutions.

This exercise will also be limited in scope to what is under the control of ***[enter applicable jurisdiction]*** in the response and recovery phases.

Assumptions

During this exercise, the following assumptions apply:

- The scenario is plausible, and events occur as they are presented
- There are no “hidden agendas” or trick questions
- All Players receive information at the same time
- Departments and organizations not represented at the table are assumed to be cooperating and supporting the response using their standard procedures and policies
- Discussions that occur during this exercise are not necessarily precedent setting

Exercise Objectives

The objectives of this exercise are:

1. Demonstrate that evacuation and/or shelter-in-place plans are developed and operational among child-serving organizations
2. Ensure the effectiveness of communications systems/processes within sectors as well as across sectors
3. Ensure that children with special needs are able to be accommodated with existing response plans
4. Identify existing partnerships and determine new partnerships and/or formalization process to be pursued in ongoing planning efforts
5. Explore issues related to long-term recovery of children after a disaster, and the status of existing plans to meet these needs

Participants 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.
- **Facilitators.** Facilitators manage exercise discussions, 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.
- **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).
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any facilitation or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

Exercise Structure

The Exercise will be conducted in a large room with individual tables organized by sector. Sectors are defined as:

- Schools
- Childcare Centers
- After-School Programs
- Public Health/Healthcare
- Emergency Management/First Responders
- State Agencies
- Other Participants

The exercise will be conducted in three modules. The first two modules will simulate different phases of response, and the third module will simulate recovery related issues. Each module will consist of 1) the presentation of the scenario and discussion questions, 2) a small group (table) conversation about the discussion questions, and finally 3) each table will report out their major discussion points to the full group. A Lead Facilitator will present the scenario elements and discussion questions, and will facilitate the large group report out. For small group discussions, each table will have an assigned facilitator and evaluator to support and record major discussions.

Safety and Security

The following guidelines are in place to ensure the safety and security of all exercise participants:

- Begin and end all external communications with ***“This is an Exercise”***
- Real world events will be identified by the phrase ***“Real World”***
- Exercise may be terminated for real world emergencies
- Communicate any real world safety/security issues to the nearest exercise facilitator/evaluator
- Real world emergency information will be communicated through the exercise facilitator/evaluators
- Panic and aggression are not part of the exercise today
- Any act of aggression will be considered a real-world threat
- Weapons Policy:
 - No weapons of any kind are allowed in the exercise area. The presence of any weapon will be considered a real-world threat
 - Tools (i.e., box cutters) will not be considered a weapon as long as there is a direct need for those tools in completing the exercise objectives
 - On duty law enforcement personnel may carry weapons based on their service requirements

APPENDIX A - PARTICIPANT DEBRIEF SURVEY

**Resilient Children / Resilient Communities Initiative
Participant Debrief Form**

This survey should be completed and returned to the Facilitator. The information contained in this survey will help to generate next step recommendations. Thank you in advance for your input.

Demographics

- a. Name (optional): _____
- b. Title (optional): _____
- c. Agency(optional): _____
- d. Please circle the one that best describes your organization:

Military Local/State Government Federal Government Business University Private Non-profit

Other: _____

Exercise Feedback

Assessment Factor	Strongly Agree	Agree	Neither Agree Or Disagree	Disagree	Strongly Disagree
The exercise was well structured and organized.	5	4	3	2	1
The facilitator(s) was knowledgeable about the material, kept the exercise on target, and was sensitive to group dynamics.	5	4	3	2	1
The exercise identified existing plans and planning gaps for evacuation/shelter-in place for child-serving institutions	5	4	3	2	1
The exercise tested communications plans/processes in the event of a disaster affecting children	5	4	3	2	1
The exercise tested plans and identified gaps in ensuring children with special needs are accounted for in a disaster	5	4	3	2	1
New and existing partnerships were identified as part of this exercise	5	4	3	2	1
Issues related to the long-term recovery of children and children in disasters were discussed	5	4	3	2	1

