



[Exercise Name]
Exercise Plan

[Publication Date]

This page is intentionally blank.

Table of Contents

Preface	1
Purpose of the Exercise Plan	1
Administrative Handling Instructions	2
I. Introduction	3
II. Purpose	3
III. Confidentiality	4
IV. Assumptions	4
V. References	5
VI. Concept of Operations	5
VII. Exercise Schedule	5
VIII. Exercise Control, Simulation and Evaluation	5
IX. Assumptions and Artificialities	7
X. Exercise Implementation	7
XI. Mission, Capabilities, Systems and Objectives	8
XII. Evaluation and Post-Exercise Documentation	9
TAB A: Exercise Participants Definitions	11
TAB B: Exercise Safety Requirements	15
TAB C: Exercise Communications Plan	19
TAB D: Exercise Planning Team	23
TAB E: Exercise Maps	27
TAB F: Participating Organizations	31
TAB G: Systems and Capabilities to be Exercised	35
1. CDC Systems to be Exercised Worksheet	37
2. ASPR/HPP Capability Worksheet	39
3. DHS Target Capabilities Worksheet	41

This page is intentionally blank.

Preface

The *[Exercise Name]* is a *[exercise type and scenario]* sponsored by *[name of sponsoring organization]*. The *[exercise name and type]* is a *[exercise duration (hours/days)]* at *[exercise location(s)]* that will give participants an opportunity to evaluate organizational performance of current response plans and capabilities for a *[exercise scenario]* in *[exercise location]*. The exercise will focus on key responder coordination, critical decisions, and integration of assets necessary to save lives and protect the public during a *[exercise scenario]* incident.

To conduct an effective exercise, subject matter experts (SMEs) and representatives from the various agencies participating in the exercise have taken part in the planning process and will take part in the conduct and evaluation. As an essential component in the development of the *[exercise name and type and list any training or other activities such as seminars, workshops, tabletop etc. to be provided prior to the exercise and its purpose]*.

Purpose of the Exercise Plan

This Exercise Plan (EXPLAN) was produced with the assistance of the *[exercise name]* planning team following the guidance of the Texas Department of State Health Services and the U.S. Department of Homeland Security's (DHS) Homeland Security Exercise and Evaluation Program (HSEEP).

This EXPLAN serves as a guide for overall exercise development and conduct and provides all participants and participating organizations the information necessary to observe or participate in the *[exercise name and type]*. The information contained in this document is current as of the publication date and is subject to change as the exercise planning progresses to completion.

Administrative Handling Instructions

1. The title of this document is the *[Exercise Name and Type]* Exercise Plan (EXPLAN).
2. This document should be safeguarded, handled, transmitted and stored in accordance with appropriate *[Sponsoring Organization]* directives. It should be released to individuals on a need to know basis. This plan may be provided to exercise planners, players, observers and media representatives.
3. Reproduction of this document, whole or in part, without prior approval from *[Sponsoring Organization]* is prohibited.
4. For information on this exercise, please contact the following *[Sponsoring Organization's]* points of contact (POCs):
 - *Name and contact information of the sponsoring organization's Exercise Director. (primary point of contact)*
 - *Name and contact information of the sponsoring organization's Assistant Exercise Director or contractor's lead exercise planner. (secondary point of contact)*

I. INTRODUCTION

The *[Exercise Name and Type]* is a *[Exercise Duration]* exercise focusing on the participating organizations' capabilities in responding to a *[Exercise Scenario]* incident. A *[Exercise Type]* is a complex undertaking that requires detailed planning. To conduct an effective exercise, subject matter experts (SMEs) from the various participating entities and organizations have taken part in the planning process and will be involved in the exercise conduct and evaluation. It is the testing of the identified capabilities and related preparedness elements of planning, training, personnel, facilities and resources that enables officials to conduct a comprehensive assessment of their organization's operational capabilities.

II. PURPOSE

It is the purpose of the *[Exercise Name and Type]* exercise to facilitate the examination and improvement of capabilities related to the broad range of preparedness, response and recovery activities initiated by governmental, private industry and volunteer organizations active in *[Exercise Scenario]* operations within the *[State, Region or Local Geographical or Jurisdictional area]*. Plans, procedures, policies, facilities personnel and resources can be tested under simulated conditions BEFORE an actual *[Exercise Scenario]* incident occurs. Through this process, areas and elements requiring improvement can be identified, recommendations related to the improvement of capabilities can be made and, those improvements implemented to improve specific and overall operational capabilities of the entire preparedness and response system.

The focus for the *[Exercise Name and Type]* is based on *[Provide Source of the Focus, i.e. grant requirements, past response results, management directive, etc.]* and will be *[Detail/Identify the Focus]*. The exercise is not an inspection and will be conducted in a no-fault environment. However, the *[Exercise Name and Type]* exercise will provide evaluators an opportunity to meaningfully evaluate player actions against current response plans and existing capabilities for a *[Exercise Scenario]* incident. In support of these goals, this exercise should:

- Reveal planning weaknesses in the basic plan, annexes, standard operating procedures/guides (SOPs/Gs) and/or test recently updated plans procedures/guides.
- Identify current capabilities to respond to a *[Exercise Scenario]* incident.
- Improve coordination between and among the various organizations and entities participating in the exercise.

- Validate training on the critical elements of emergency response in accordance with the National Incident Management System (NIMS).
- Increase the general awareness and understanding of potential *[Exercise Scenario]* hazards.

III. CONFIDENTIALITY

The *[Exercise Name and Type]* is an *[Unclassified /Classified (select one)]* exercise. *Unclassified* - The control of information is based more on public sensitivity regarding the nature of the exercise rather than the actual exercise content. *Classified* – The control of information is based on the sensitivity of the exercise content relevant to a *[Exercise Scenario]* incident. Some exercise material is intended for the exclusive use of the exercise planning team, controllers and evaluators while other content is intended for exercise participants and participating organizations. The EXPLAN may be viewed by *Unclassified* – all participants *Classified* – only those identified as a part of the exercise planning team, players, controllers and evaluators. **The Controller and Evaluator Handbook(s) is/are restricted intended for controllers and evaluators only.**

All exercise participants should use appropriate guidelines to ensure the proper control of information within their areas and protect this material in accordance with current *[Sponsoring Organization's]* or their own organization's directives.

IV. ASSUMPTIONS

The following assumptions were critical considerations in the planning of the exercise and development of the evaluation methodology.

[List the key assumptions for the exercise. i.e.:

- *Participating organizations have developed, maintain and implement programs that address all hazards likely to impact their constituents*
- *These plans contain prevention, preparedness, response and recovery elements and procedures/guidelines in accordance with existing standards, etc*

V. REFERENCES

The documents referenced to identify the capabilities, objectives and activities contained in this exercise plan are:

[List/identify the source documents. i.e. local plans & annexes, procedures/guides, executive orders, previous AARs, etc, used in the development of the exercise.]

VI. CONCEPT OF OPERATIONS

[Describe the concept of operation for how the exercise will be conducted to include how players will receive injects and respond, simulations, evaluator interactions, etc.]

VII. EXERCISE SCHEDULE

Concept and Objectives Meeting (C&O)	[Date]
Initial Planning Conference (IPC)	[Date]
Scenario Planning Meeting	[Date]
Mid-Term Planning Conference (MPC)	[Date]
Final Planning Conference (FPC)	[Date]
Controller/Evaluator Training/Orientation	[Date]
Player Orientation	[Date]
Exercise Date(s)	[Date]
<i>This may include the date for any tabletop exercise conducted in preparation for a functional or full-scale exercise.</i>	
Controller and Evaluator Debriefing	[Date]
After Action Conference	[Date]
Publication of the After Action Report/Improvement Plan	[Date]

VIII. EXERCISE CONTROL, SIMULATION AND EVALUATION

The Exercise Control and Evaluation Team(s) will be under the direction and leadership of the Exercise Director. The Exercise Director may designate persons to serve as Leads for the Control and Evaluation functions of the exercise.

The Exercise Control/Simulation Team is responsible for regulating the flow and pace of the exercise and ensuring that all identified capabilities and objectives are tested during the exercise (Controller). This team will also consist of a Simulation Cell (SIMCELL) that will be staffed to provide the required interaction between nonparticipating real-

world organizations or individuals and exercise players. *(For full-scale exercises simulators are those individuals assigned to play the role of victims, patients, media, etc. For a functional exercise, the SIMCEL staff represents and takes on the role of any nonparticipating individual or entity that would actually be involved during an actual response.)*

A common scenario narrative and Master Scenario Events List (MSEL) has been developed for which supporting material has been prepared for use by the SIMCELL. In addition to their typical roles, simulators may be required to script simulated materials as the exercise progresses to maintain continuity and realism. The Exercise Director and/or the Control Team Lead will review, approve and document the use of newly scripted simulation materials and coordinate the delivery of these materials with the exercise controllers at each participating venue.

Exercise Evaluators will be designated by each entity, agency or organization playing in the exercise. The designated Evaluation Team Leader will maintain responsibility for the preparation of materials to be used by the evaluators and initiate training for the evaluation team members prior to the exercise.

The four primary responsibilities of the evaluators are:

- Observe exercise activity related to their assigned physical location and assigned objectives
- Document the actions taken and decisions made during the exercise related to their assigned areas of responsibility, and
- Analyze the results of the observations in relation to established plans, procedures, policies and existing capabilities
- Make corrective action recommendations for all areas identified as needing improvements

The Control/Evaluation Plan(s), published under separate cover(s), will provide the details of specific roles and responsibilities and will contain all materials required to accomplish the exercise control, simulation evaluation functions.

IX. ASSUMPTIONS AND ARTIFICIALITIES

The following assumptions apply to the *[Exercise Name and Type]*:

- Exercise Players will operate in accordance with existing plans, procedures, policies and practices.
- The exercise objectives will be consistent with functional area operations and technical plans and procedures wherever possible, as long as safety, cost effectiveness and discretion are not compromised. Where these constraints apply, how these areas are to be addressed will be provided to the exercise participants via an “Extent of Play” statement.

The following artificialities will detract from realism; however, exercise planners and participants accept these artificialities to facilitate the meeting of the exercise objectives.

- Surrogates may be playing in place of some key decision-makers. The surrogates, in most instances, will be junior to the principles they represent. Thus, the surrogates’ actions during exercise play may not depict the same actions that may be taken by their respective principals.
- The *[Exercise Name and Type]* will be played in real time. *(This can be used to identify the need for time jumps or acceleration required to meet the exercise objectives.)*
- Participating agencies and organizations may need to balance exercise play with real-world emergencies. It is understood that real-world emergencies take priority over exercise play. Should the real-world emergency be of such scope as to have a major impact on the evaluation of the exercise, the Exercise Director *(and/or the Safety Officer in a full-scale exercise)* may terminate exercise play.

X. EXERCISE IMPLEMENTATION

Exercise Play: Exercise Play will begin at *[Insert the exercise start time - STARTEX]*, as updated information regarding the incident is relayed to the appropriate exercise locations. Play will proceed in accordance with established plans and procedures. The exercise will conclude at the direction of the Exercise Director and upon the substantial completion of operations and the attainment of the exercise objectives. The exercise is expected to end at *[Insert the time the exercise is expected to end – ENDEX]*.

Exercise Rules: The following are the general rules that govern exercise play:

- Real-world emergency actions take priority over exercise actions
- Modification or internal disruption of communications circuits is prohibited
- Exercise participants will comply with real-world response procedures during the exercise, unless otherwise directed by the exercise control staff
- All radio, telephone and/or electronic communications will begin and end with “**This Is An Exercise**”
- Exercise participants placing telephone calls or initiating radio communications must identify the organization, agency, office, and/or the individual with whom they want to speak

Refreshments and Restroom Facilities: *[Insert the relevant information].*

XI. MISSION(S), CAPABILITIES, SYSTEMS AND OBJECTIVES

The *[Exercise Name and Type]* planning team has constructed the exercise objectives based on the mission(s) and capabilities selected to be validated during the exercise. The selected capabilities and related objectives focus on improving understanding of concepts, identification of areas that may require improvements.

Mission(s):

[Insert the appropriate mission(s) area(s) of the exercise/ incident (e.g. Common, Prevent, Protect, Response and/or Recovery) More than one mission may be identified for the exercise.]

Capability/System:

[Insert the capability, capabilities or systems identified to be tested or validated during the exercise (e.g. Planning, Communications, Information Gathering, EOC Management, Hospitals & Alternate Care Facilities, Critical Resource Logistics and Distribution, Interoperable Communications, Medical Evacuation, etc More than one capability may be used for an exercise and/or incident response. Each Capability to be validated during the exercise should be listed separately with the related objective(s).]

Objectives:

- Objective 1: *[Insert a one sentence objective]*
- Objective 2: *[Insert a one sentence objective]*

Cut, paste and edit the above as needed to include all missions and capabilities.)

XII. EVALUATION AND POST –EXECISE DOCUMENTATION

Exercise Documentation

The goal of the *[Exercise Name and Type]* is to comprehensively exercise and evaluate the participating organizations' capability to respond to a *[Exercise Scenario]* incident. After the exercise, data will be collected by the controllers, evaluators, SIMCELL. This, along with player comments and observations will be used to identify strengths and opportunities for improvement and outstanding issues in the context of the exercise objectives and desired preparedness capability levels.

Exercise Evaluation Guides (EEGs): EEGs have been selected from the DHS developed guides; those related to specific public health and healthcare or developed specifically to meet organizational needs.

The EEGs selected for use in the *[Exercise Name and type]* are contained in the Controller/Evaluator Plan (or Evaluator Plan if separate). These have been selected or developed because they describe the activities and tasks that should be observed during exercise play and will guide the evaluation to match the exercise objectives.

Hot Wash

Immediately following the conclusion of the exercise play, controllers will facilitate a Hot Wash with players from their area of observation. The Hot Wash is an opportunity for the players to voice their opinions and observations on the exercise and their perception of the exercise. At this time the evaluators may seek clarification on certain actions observed during the exercise. Evaluators should take notes during the Hot Wash and include these observations in their evaluations.

Controller and Evaluator Debriefing

Controllers, evaluators and selected exercise participants (non-players) will attend a facilitated Controller and Evaluator Debriefing on *[Insert date and time for this debriefing]*. This forum will provide an opportunity for effective evaluation and cross-referencing of observations from different locations. This will form the basis for the After Action Report.

After Action Report

The AAR is the culmination of the *[Exercise Name and Type]*. It is the final written record of the exercise. The AAR will document the capabilities, objectives, activities and outcomes of the players' actions and decisions measured against the standards set in the

participating organizations plans, procedures/guidelines and policies by presenting lessons learned best practices and opportunities for improvement. The AAR will be drafted by a core group of individuals from the exercise planning team and presented at the After Action Conference for review and to identify/finalize improvements to be made where the opportunities were identified.

After Action Conference

The After Action Conference is a forum for participating agencies and organizations to hear the results of the evaluation analysis, validate the findings and recommended improvements in the draft AAR.

The improvement process represents the continuing preparedness efforts of which the *[Exercise Name and Type]* is a part. The lessons learned and recommendations for improvements from the *[Exercise Name and Type]* will be incorporated into the Improvement Plan.

Improvement Plan

The improvement plan, finalized at the After Action Conference, will present each area noted as an opportunity for improvement, the improvement(s) to be made, the individual(s) responsible for the implementation of the improvements, and a projected completion date.

Corrective Action Plan (CAP)

The CAP takes each improvement or corrective action to be implemented and allows for analysis of the various tasks required to reach full implementation. Additionally, the CAP allows for the identification which agency, department or organization should:

- Take the lead role in implementation of the corrective action
- What agencies, departments or organizations must have a support role in achieving full implementation
- What specific tasks or steps must occur to achieve full implementation,
- Which supporting entity should be lead on each of the tasks or steps required for full implementation and,
- Identification of completion dates for each task or steps to allow for determination of an accurate completion date for full implementation.

TAB A

**EXERCISE PARTICIPANT
DEFINITIONS**

This page is intentionally blank.

EXERCISE PARTICIPANTS

Players: Players are agency personnel who have an active role in responding to the simulated emergency and perform their regular roles and responsibilities during the exercise. Players initiate actions that will control and mitigate the simulated emergency. Players also include communications personnel who may be offsite but have an integral role in directing agency responses and actions.

Controllers: Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of responsible individuals and agencies not playing in the exercise. Controllers direct the pace and intensity of exercise play, and routinely include, if not members of, the exercise planning team in their decisions. They provide key data to players and may prompt or initiate certain player actions to ensure exercise continuity.

Simulators: Simulators are control staff personnel who simulate nonparticipating organizations or role play key nonparticipating individuals. They may have face-to-face contact with the players or perform their functions from the SIMCELL, and may function semi-independently (e.g. media reporters or next of kin) in accordance with the instructions provided in the exercise injects or at the Exercise Directors or Control Team Lead's direction.

Simulators and Controllers are the only participants who will provide information or direction to the players. Controllers, with the guidance of the SIMCELL, may compress time to ensure exercise continuity and completion. Controllers may also serve as evaluators.

Evaluators: Evaluators are chosen from the various participating agencies, organizations and entities to provide feedback on designated areas of the exercise. They are chosen based on their expertise in the functional area(s) they are assigned to review during the exercise and familiarity with the applicable response procedures. Evaluators document player actions and decisions and evaluate participants' performance against established emergency plans, procedures and policies and the evaluation criteria in accordance with HSEEP.

Actors: Actors are members of the exercise control staff who act or simulate specific roles during the exercise.

Observers: Observers view selected portions of exercise play. Observers do not participate in exercise play or in exercise control functions. Observers will view the exercise from a designated area at the exercise locations and will be asked to remain within the observation area during the exercise. An exercise controller or observer/media controller will explain the progress of the exercise to observers.

Media Personnel: Some media personnel may be present as observers pending approval by the Exercise Director and participating organizations. Media interaction may also be simulated by the SIMCELL (*or, in the case of a full-scale – Actors*) to enhance realism and meet related exercise objectives.

Exercise Staff: Exercise staff includes the [*Insert Exercise Name and Type*] planning team and exercise support team members.

This page is intentionally blank.

TAB B

EXERCISE SAFETY REQUIREMENTS

This page is intentionally blank.

Safety Requirements

Exercise participant safety takes priority over exercise events. Although organizations involved in the *[Exercise Name and Type]* come from various response agencies, they share the basic responsibility for ensuring a safe environment for all people involved in the exercise. The following general requirements apply to the *[Exercise Name and Type]*.

- All exercise controller, evaluators and staff will serve as safety observers while exercise activities are underway
- Participants will be responsible for their own and each other's safety during the exercise. It is the responsibility of all persons associated with the exercise to stop play if, in their opinion, a real safety problem exists. Once the problem is corrected, exercise plan can be restarted.
- All organizations will comply with their respective environmental, health and safety plans and procedures, as well as the appropriate local, state and federal environmental health and safety regulations.

Exercise Setup: Primary concerns during the exercise setup are centered on placing items at the participating venues for use during the exercise. A safety controller will be present during all setup operations. Medical support personnel will be available during setup operations (*full-scale exercises and some drills*)

Electrical and Generating Device Hazards: all electrical generating devices will be clearly marked to provide a means of separation to prevent inadvertent contact. All generating devices will be located in areas in which exhaust gases will not pose any potential for exposure to exercise participants (i.e. located away from buildings to prevent the buildup of carbon monoxide inside). In addition, hearing conservation measures will be followed.

Fire Safety: The local fire department will be notified and should provide support in case of fire. The following are fire safety requirements for the *[Exercise Name and Type]*:

[Complete this section as appropriate for the exercise being conducted]

Weapons Policy: *[Complete this section as appropriate for the location and exercise being conducted.*

Accident Reporting and Real Emergencies: Anyone observing a participant who is seriously ill or injured will first advise the nearest exercise controller, then if possible and required, render aid, provided that the aid does not exceed his or her training. For an emergency that requires assistance the phrase will be *["Insert phrase identified for the exercise"]*. Should an individual facility use a separate phrase for real emergencies during exercises, please inform the SIMCELL. The following procedures should be used in case of a real emergency during the exercise:

- The first exercise player, controller, evaluator or observer who becomes aware of a real emergency will initiate the broadcast of *["Insert phrase identified for the exercise"]* over all modes of communication at the venue.

- All communications will cease, except for the individual who first transmitted [***“Insert phrase identified for the exercise”***]. That individual will provide the following information:
 - Venue/Site
 - Location within the venue/site
 - Condition
 - Requirements
- The SIMCELL will be notified as soon as possible if a real emergency occurs.
- If the nature of the emergency requires a suspension of the exercise at that venue/site, all exercise activities at that location will immediately cease. Exercise play may resume once the [*“Insert phrase identified for the exercise”*] situation has been resolved.
- Other venues/sites should not cease exercise play if one location has declared a [***“Insert phrase identified for the exercise”***]
- If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the Exercise Director of Control Team Lead. This notification will be made from the SIMCELL and will be called a [*“Insert phrase identified for the exercise” – Exercise Name and Type*]

Site Access: [*Insert site access requirements, limitations and protocols as established for the exercise.*]

Observer Coordination: Each organization with observers will coordinate with the [*Sponsoring Organization*] for access to the exercise venue(s). Observers will be escorted to an observation area for orientation and the conduct of the exercise. An [*Sponsoring Organization*] representative will be available to explain the exercise and answer questions for the observers during the exercise.

Parking and Directions: [*Complete this as appropriate for the exercise and participating venues/sites*]

TAB C

**EXERCISE COMMUNICATIONS
PLAN**

This page is intentionally blank.

Communications Plan

Exercise Start, Suspension and Termination Instructions: The exercise is scheduled to run for *[Insert timeframe/duration of the exercise]* or until the Exercise Director or Control Team Lead determine exercise objectives have been met. From the SIMCELL, the Exercise Director will announce the start of the exercise and exercise suspension or termination through the Controller Communications Network.

Exercise Activation: Before the start of the exercise, the SIMCELL, controllers and venues will conduct a communications check with all interfacing communications nodes to ensure redundancy and uninterrupted flow of exercise control information. Controllers may be required to read specific scenario details to the participants to begin exercise play.

The primary means of communication among SIMCELL, controllers, and venues will be *[Insert communications system information]*.

Player Communications: Players will use routine, in-place agency communications systems unless otherwise specified. Additional communications assets may be made available as the exercise progresses. The need to maintain capability for a real-world response may preclude the use of certain communications channels or systems that would usually be available for an actual incident. Each venue will coordinate its own internal communications networks and channels.

(All of the above may be modified to address the specific needs of a given exercise and to describe the communications resources and protocols to be used by the players.)

This page is intentionally blank.

TAB D

EXERCISE PLANNING TEAM

This page is intentionally blank.

The Exercise Planning team for the *[Exercise Name and Type]* consisted of the following representatives of the participating organizations.

[Name]
[Title]
[Organization]
[Address]
[Phone]
[Email]

This page is intentionally blank.

TAB E

EXERCISE MAPS

This page is intentionally blank.

(Insert Exercise Site Map(s) as required)

This page is intentionally blank.

TAB F

PARTICIPATING ORGANIZATIONS

This page is intentionally blank.

Organizations Participating in *[Exercise Name & Type]*

(Insert a list of organizations participating in the exercise.)

This page is intentionally blank.

TAB G

SYSTEMS & CAPABILITIES TO BE EXERCISED

This information is provided as a tool for exercise planning. This will provide guidance in the identification of the systems and capabilities for validation with the details contained in Section XI of this document. This tab should be deleted once Section XI is completed.

1. CDC - Identification of Capabilities Exercised/Validated
 - a. SNS Program Requirements – Drills (3 of 5)
 - b. Public Health Preparedness Capabilities
2. Medical Countermeasures Distribution and Dispensing Full-Scale Exercise Requirements
 - a. Health Service Regions
 - b. Local Health Departments
3. ASPR/HPP Capabilities Worksheet
4. DHS Target Capabilities

This page is intentionally blank.

CDC - Identification of Capabilities Exercised/Validated

This worksheet is designed to assist you in documentation of capabilities tested and validated during the exercise. Place an “X” in the “Yes” column below to indicate the public health drill conducted and/or capability exercised.

SNS Program Requirements – Drills (3 of 5)		
This activity included completion of the following drill elements: (Data collection forms are attached.)		Yes
TAR	1. Staff Notification, Acknowledgement and Assembly	
	2. Site Activation, Acknowledgement and Assembly	
	3. Facility Set Up	
	4. Dispensing Throughput	
	RealOpt Modeling (optional substitute for Dispensing Throughput)	
	5. Pick List Generation (HSRs only)	

Public Health Preparedness Capabilities

(Indicate only those capabilities validated through capability-based objectives.)

Capability	Yes
1. Community Preparedness	
2. Community Recovery	
3. Emergency Operations Coordination	
4. Emergency Public Information and Warning	
5. Fatality Management	
6. Information Sharing	
7. Mass Care	
8. Medical Countermeasure Dispensing	
9. Medical Materiel Management and Distribution	
10. Medical Surge	
11. Non-Pharmaceutical Interventions	
12. Public Health Laboratory Testing	
13. Public Health Surveillance and Epidemiological Investigation	
14. Responder Safety and Health	
15. Volunteer Management	

Medical Countermeasures Distribution and Dispensing Full-Scale Exercise Requirements

A full-scale exercise is required to be conducted focusing on Medical Countermeasure Distribution and Dispensing once during the program period. These full-scale exercises are required to test all of the listed performance measures and involve all emergency response partners as appropriate. The following are the requirements for local public health and the DSHS health service regions.

Health Service Regions	Yes
1. Time in which the EOC is fully staffed.	
2. Time in which Strategic National Stockpile state resources is/are requested following medical surveillance indication of need for the request.	
3. Total number of receipt, stage and store (RSS) sites, distribution and security staff activated and needed to operationalize the RSS.	
4. Number of RSS sites distribution and security staff acknowledging ability to assemble within the target timeframe.	
5. Time in which all RSS sites and regional distribution sites (RDS) (if applicable) are made available for use.	
6. Number of RSS, RDS, POD, hospital, etc., locations activated to meet incident needs.	
7. Time to offload countermeasure assets at the RSS site after receipt.	
8. Time to enter and update inventory files to inventory management.	
9. Time to generate pick lists for all identified receiving locations identified in the incident.	
10. Number and load capacity of transportation assets mobilized to meet incident needs.	
11. Time in which medical resources/SNS assets arrive at identified receiving sites, RDS, PODs, hospitals, etc.	

Local Health Departments	Yes
1. Time in which the EOC is fully staffed	
2. Percent of public health personnel who arrive safely within the target timeframe to perform the capability	
3. Percent of volunteer staff acknowledging the ability to assemble at a given response location within the target times specified in the emergency notification.	
4. Time in which the public is provided with accurate and consistent information messages regarding POD locations.	
5. Percent of sufficient, competent personnel available to staff dispensing centers or vaccination clinics, as set forth in SNS plans and state/local plans.	
6. Time for first shift staff to be at POD site and ready.	
7. Time for all POD equipment and operational supplies to be in place.	
8. Percent of security forces designated in the POD-specific plan who report for duty.	

9. Time in which clinical staff and volunteers become available at triage stations.	
10. Percent of PODs that are able to process patients at the rate (persons per hour) specified in SNS plans and state/local plans.	

ASPR Capabilities Worksheet

This worksheet is designed to assist in the identification of the healthcare systems and capabilities tested and validated during the exercise/incident response. Place an “X” in the “Yes” column below to identify the hospital preparedness response system exercised.

Capability (Indicate only those capabilities validated through capability-based objectives.)	Yes
1. Healthcare System Preparedness	
2. Healthcare System Recovery	
3. Emergency Operations Coordination	
5. Fatality Management	
6. Information Sharing	
10. Medical Surge	
14. Responder Safety and Health	
15. Volunteer Management	

This page is intentionally blank.

3. Department of Homeland Security – Target Capabilities Worksheet

This worksheet is intended to assist you in your exercise design efforts. Select the system(s) to be exercised by placing an X in the “Yes” column. Once identified copy and paste the information into the DSHS Notification of Exercise form.

Mission	Capability	Yes
Common	Planning	
	Communications	
	Risk Management	
	Community Preparedness and Participation	
	Intelligence and Information Sharing and Dissemination	
Prevent	Information Gathering and Recognition of Indicators and Warnings	
	Intelligence Analysis and Production	
	Counter-Terror Investigation and Law Enforcement	
	CBRNE Detection	
Protect	Critical Infrastructure Protection	
	Food and Agriculture Safety and Defense	
	Epidemiological Surveillance and Investigation	
	Laboratory Testing	
Response	On-Site Incident Management	
	Emergency Operations Centers (Any Coordination & Control facility)	
	Critical Resource Logistics and Management	
	Volunteer Management and Donations	
	Responder Health and Safety	
	Emergency Public Safety and Security Response	
	Animal Disease Emergency Support	
	Environmental Health	
	Explosive Device Response Operations	
	Fire Incident Response Support	
	WMD and Hazardous Materials Response and Decontamination	
	Citizen Evacuation and Shelter-in-Place	
	Isolation and Quarantine	
	Search and Rescue (Land-Based)	
	Emergency Public Information and Warning	
	Emergency Triage and Pre-Hospital Treatment	
	Medical Surge	
Medical Supplies Management and Distribution		
Mass Prophylaxis		
Mass Care (Sheltering, Feeding and Related Services)		
Fatality Management		
Recover	Structural Damage Assessment	
	Restoration of Lifelines	
	Economic and Community Restoration	