







Why Exercise?

- Reveal planning weaknesses
- Reveal resource gaps
- Improve coordination
- Clarify roles & responsibilities
- Improve individual performance & confidence
- Build cohesive emergency management team
- Provide input to revise & update plan

Types of Exercises

➤ **Tabletop Exercise
(Discussion)**



➤ **Functional Exercise
(Hands-on/Activity)**



➤ **Full-scale Exercise
(Simulation)**



Purpose of an Exercise

To test procedures -
looking for problems & discussing solutions

- ❖ Exercises should **teach success**, not failure
- ❖ **Build confidence**, not apprehension

Tabletop Exercises



Tabletop Exercises

- Discussion & actions based on described scenario
- Practice coordinated problem solving
- Messages may be given to individual players
- Permits breaks between messages for discussion
- Participants practice a coordinated, effective response
- Provides input to review & update plan

Sample Scenarios

- ❖ Torrential rains are expected to hit in 3 hours with widespread flash flooding
- ❖ An earthquake hits while the museum is holding an opening
- ❖ A crazed person is shouting obscenities & begins splashing collections with an unknown liquid
- ❖ A basement storing collections is filling with water & electricity is still on



TABLETOP EXERCISE



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TABLETOP EXERCISE

Functional Exercises

- Train staff in prevention & safety
- Assess adequacy of response plans & resources
- Teach collection salvage techniques, fire extinguisher use, evacuation drill, etc.
- Develop understanding of plan & implementation at every level of institution
- Provides input to review & update plan

**National
Preparedness
Month**



FUNCTIONAL EXERCISE



FUNCTIONAL EXERCISE















FUNCTIONAL EXERCISE

Training Activities

- Include in a regular departmental meeting
 - Where is the closest fire alarm? Fire extinguisher? Exit?
- Provide opportunities for role playing
 - An incident has happened & you are the spokesperson
 - Initiate emergency notification system
- Conduct a phone exercise for response/recovery team
 - Get your emergency plan – what is the call list date? Can you respond? How long could you stay?
- Develop a fun activity like a scavenger hunt
 - Find emergency supplies
 - Locate disaster binder & procedures

Conducting Emergency Exercises

- ✓ **WHAT** type of exercise do you want to conduct?
- ✓ **WHO** should be involved from your organization?
- ✓ **WHERE** should the exercise be conducted?
- ✓ **WHEN** should the exercise be held?
- ✓ **HOW** should you conduct the exercise?
- ✓ **WHY** should the exercise be conducted?

Emergency Event Debriefing

Information gathering – Source & cause, chronology, people involved, actions, outcomes, resumption of service

Assessment of response – Communications adequate? Response well organized? Staff resources & supplies adequate? Any confusion during response or problems not adequately dealt with? How to improve response?

The human factor – Anyone injured? Adequate rest & refreshment? Does everyone understand what happened? Anyone frightened or angry, feeling guilty or anxious? Family members supportive?

Keys to a Successful Exercise

- Top level support & involvement
- Good exercise design team & leader
- Positive learning plan & clear objectives
- Realistic scenario
- Thorough preparation & attention to detail

Keys to a Successful Exercise

- Clear intro & instructions at start of exercise
- Chance for participants to comment during critique
- Follow-up on what went well plus actions to improve plans, procedures, facilities, etc.

Final words ...

- Conduct training for response to your most likely event
- Extend your training beyond evacuation drills
- Conduct a disaster exercise at least annually
- Use **every** event as a “test” of your preparedness

Thank You!

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