
UNIT 8. MASS FATALITIES TABLETOP EXERCISE

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Unit 8. Mass Fatalities Tabletop Exercise

Unit Objectives

At the end of this unit, you should be able to apply what they have learned throughout this course to a simulated mass fatalities event. Specifically, you should be able to:

- Analyze the appropriateness of your plan, policies, procedures, and other preparedness elements to respond to a mass fatalities incident.
- Determine the adequacy of your jurisdiction's resources (e.g., personnel and equipment) to respond to a mass fatalities incident.
- Identify the coordination requirements among local, State, and Federal governments to respond to a mass fatalities incident.
- Identify additional training needs for the jurisdiction's response and emergency management staff members.

Scope

The scope of this unit will include:

- Exercise Introduction
- Completing the Exercise
- Exercise Debriefing
- Course Summary and Wrapup

Time Plan

The suggested time plan for this unit is shown below.

Topic	Time
Exercise Introduction	45 minutes
Completing the Exercise	60 minutes
Exercise Debriefing	30 minutes
Course Summary and Wrapup	20 minutes
Total Time	2 hours 30 minutes

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EXERCISE INTRODUCTION

This tabletop exercise is intended to allow you to apply what you have learned throughout the course. The exercise describes a natural gas explosion and its immediate aftermath. The exercise provides an opportunity to identify the issues and problems faced in responding to a mass fatalities incident—and actions that you should take to be better prepared should a real mass fatalities incident occur.

The exercise simplifies and orders the event during a period of time that, in reality, would be characterized by confusion and complexity, pressure to do everything at once, and intense emotions. The incident is presented in several stages—the initial incident scenario and three incident updates—to focus on a variety of response issues. Each stage of the exercise covers key elements that are likely to be encountered in responding to a mass fatalities incident.

The scenario presented in this exercise is not intended to reflect a jurisdiction's political context, although you should consider how major political issues might influence your actions and decisions.

This exercise is modified from the traditional tabletop design. Rather than including injects, the Instructor/Facilitator will distribute handouts to you at specified times throughout the exercise.

Exercise Length and Agenda

This exercise is designed for completion in approximately 2 hours 10 minutes, including the debriefing. A suggested agenda is shown below.

Topic	Time
Introduction	10 minutes
Scenario Presentation and Group Discussion	30 minutes
Scenario Update #1 Presentation and Group Discussion	30 minutes
Scenario Update #2 Presentation and Group Discussion	15 minutes
Scenario Update #3 Presentation and Group Discussion	15 minutes
Debriefing/Action Planning	30 minutes
Total Time	2 hours 10 minutes

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Hazard Assessment			
Contains a hazard vulnerability assessment that considers incidents involving mass fatalities, including impact, risk areas, response efforts, etc.			
Considers special requirements for a mass fatalities incident, such as Personal Protective Equipment (PPE), search and recovery needs, morgue requirements, etc.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Direction and Control			
Describes the command structure using the principles of ICS. Specifies who will be in charge of the response and how operations will be organized, including lines of succession.			
Provides for all of the main functions required during a mass fatalities incident (e.g., search and recovery, victim transport, morgue operations, family assistance, stress management).			
Specifies the authorities and limitations on delegations of authority to key personnel.			
Identifies the roles and responsibilities of key personnel during the initial stages of a mass fatalities incident.			
Includes provisions for coordinating and communicating among all jurisdictions and agencies responding to a mass fatalities incident.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Communication			
Defines reporting procedures and mechanisms for communicating across agencies and jurisdictions.			
Specifies methods for communicating between the State and local EOC, on-scene personnel, mutual aid partners, etc.			
Includes plans for the augmentation of local capability through the provision of mutual aid and by higher levels of government.			
Specifies requirements for a backup communications system and procedures for activating it.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Public Information			
Is based on the Joint Information System (JIS) concept.			
Indicates who activates the Public Information function and resources for disseminating information to the public.			
Provides guidance for establishing a Joint Information Center (JIC) to deal with media convergence.			
Provides guidance for providing credentials for media representatives and for coordinating with law enforcement and/or other agencies (as necessary) for access to the site.			
Specifies procedures for how agency Public Information Officers will work within the JIS.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Protective Actions			
Includes procedures for determining the level of protection required and protective actions that should be taken.			
Includes procedures for managing the scene, including preservation measures, access, supply/resupply issues, etc.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Resource Management			
Describes the roles and responsibilities of those involved with resource management.			
Includes provisions for obtaining specialized equipment and personnel, including requests for Federal assets.			
Includes mutual aid agreements and/or intergovernmental agreements for specialized resources (e.g., search and recovery teams) and identifies the resources available through each agreement.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Morgue Operations			
Specifies who will be in charge of morgue operations (e.g., medical examiner, coroner).			
Includes a list of potential temporary morgue sites, including space available, limitations on use, resource needs, etc.			
Includes a 24/7 call-down list of personnel (e.g., funeral directors, pathologists, etc.) who will assist with victim identification, processing, and return of remains.			
Includes a list of resources that are available in the jurisdiction for use in morgue operations.			
Includes sources of additional resources that could be needed, together with procedures requesting those resources, and probable timeframes for delivery.			
Describes procedures for notifying next of kin, requesting identifying information and DNA samples, etc.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Family Assistance			
Describes the procedures for implementing family assistance, including who is authorized to designate and open Family Assistance Centers (FACs).			
Identifies who will manage the FAC and how they will be notified that an FAC is necessary.			
Includes a 24/7 call-down roster of all personnel who will staff an FAC (at least key personnel). Includes a system for soliciting and screening volunteers for FAC duty (if volunteers are to be used).			
Describes the procedures for determining when an FAC is no longer required and for closing the operation and paying bills.			

EXERCISE INTRODUCTION

Emergency Action and EOP Assessment Checklist

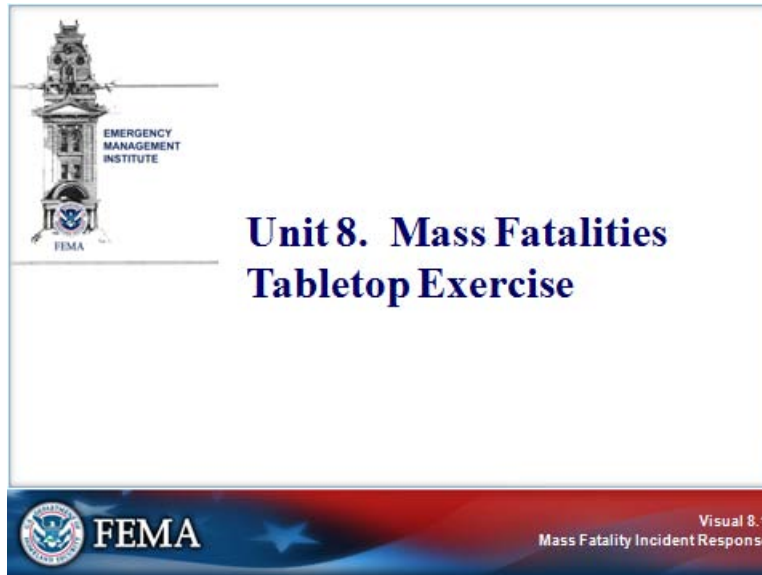
Emergency Action and EOP Assessment Checklist			
Description/Function	Adequate	Inadequate	Not Addressed
Stress Management			
Includes provisions for implementing stress management for all personnel involved in mass fatalities incidents.			
Includes contact information for trained critical incident stress debriefers and other skilled counseling personnel.			
Provides for long-term post-traumatic stress counseling as necessary.			

Unit 8. Mass Fatalities Tabletop Exercise

COMPLETING THE EXERCISE

Exercise Purpose and Objectives

Visual 8.1



Notes:

The purpose of this exercise is to provide you with an opportunity to apply what you have learned throughout this course to a simulated incident.


COMPLETING THE EXERCISE


Exercise Purpose and Objectives

Visual 8.2

Tabletop Exercise: Purpose

To provide an opportunity for you to apply what you have learned throughout this course to a simulated incident.



 **FEMA** Visual 8.2
Mass Fatality Incident Response

Notes:


COMPLETING THE EXERCISE

Exercise Purpose and Objectives


Visual 8.3

Tabletop Exercise: Objectives

- Analyze your plans, policies, procedures, and other preparedness elements.
- Determine the adequacy of your jurisdiction's resources.
- Identify coordinating requirements among local, State, and Federal governments and private agencies.
- Identify additional training needs.



Visual 8.3
Mass Fatality Incident Response



Notes:

At the end of this exercise, you should be able to:

- Analyze the appropriateness of your plans, policies, procedures, and other preparedness elements to respond to a mass fatalities incident.
- Determine the adequacy of the jurisdiction's resources (e.g., personnel and equipment) to respond to a mass fatalities incident.
- Identify the coordination requirements among local, State, and Federal governments to respond to a mass fatalities incident.
- Identify additional training needs for the jurisdiction's response and emergency staff members.

COMPLETING THE EXERCISE

Exercise Introduction

Notes:

The incident in this exercise is a simplified, ordered version of a mass fatalities incident involving a natural gas explosion. The exercise includes key elements that are likely to be encountered in responding to such an incident, allowing you to consider important issues and make decisions within a rational structure.

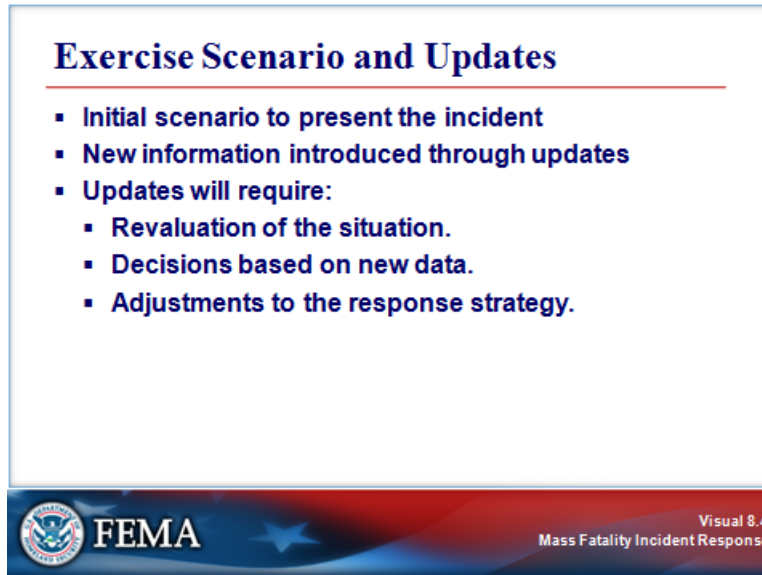
The exercise provides an opportunity to identify the issues a jurisdiction will face when responding to an incident involving mass fatalities. During the exercise, you must analyze your jurisdiction's plans, policies, and procedures in evaluating how it will respond to the incident.

Identifying response issues will allow the jurisdiction to take actions to ensure that it is adequately prepared should an actual incident occur.

COMPLETING THE EXERCISE

Exercise Scenario and Updates

Visual 8.4



Notes:

The initial scenario will present the incident. The initial scenario is included in the Student Manual.

New information about the incident will be introduced at intervals throughout the exercise. This information will require you to:

- Reevaluate the situation.
- Make decisions based on the new data.
- Adjust your response strategy accordingly.

The updates will be provided as handouts, which you should add to the Student Manual.


COMPLETING THE EXERCISE



Exercise Scenario and Updates

Visual 8.5

Expected Outcomes

- Understanding of strengths and weaknesses of EOP, SOPs, and policies
- Action plans (issues and tasks)
- List of additional training requirements
- List of resource requirements and shortfalls



 **FEMA**  Visual 8.5
Mass Fatality Incident Response

Notes:

You should have the following information to take back to your jurisdiction to begin the process of improving your policies and procedures for responding to mass fatalities incidents:

- Strengths and weaknesses of their existing EOP, SOPs, and policies.
- An action plan that includes issues and tasks required to update, revise, develop, or expand their EOP, SOPs, and policies.
- A list of additional training requirements for personnel responding to a mass fatalities incident.
- A complete resource list, including requirements and shortfalls.

This exercise will not be successful unless you follow through when you return to your jurisdiction.

COMPLETING THE EXERCISE

Exercise Debriefing

Notes:

At the end of the exercise, you should expect to participate in a debriefing. The debriefing will cover the key points from the exercise and allow opportunities for you to discuss issues that you discovered and possible solutions.

COMPLETING THE EXERCISE**Incident Description**

Date: [Today's date]

Weather Forecast: [Actual or typical for the season]

Current Temperature: [Actual or within seasonal range]

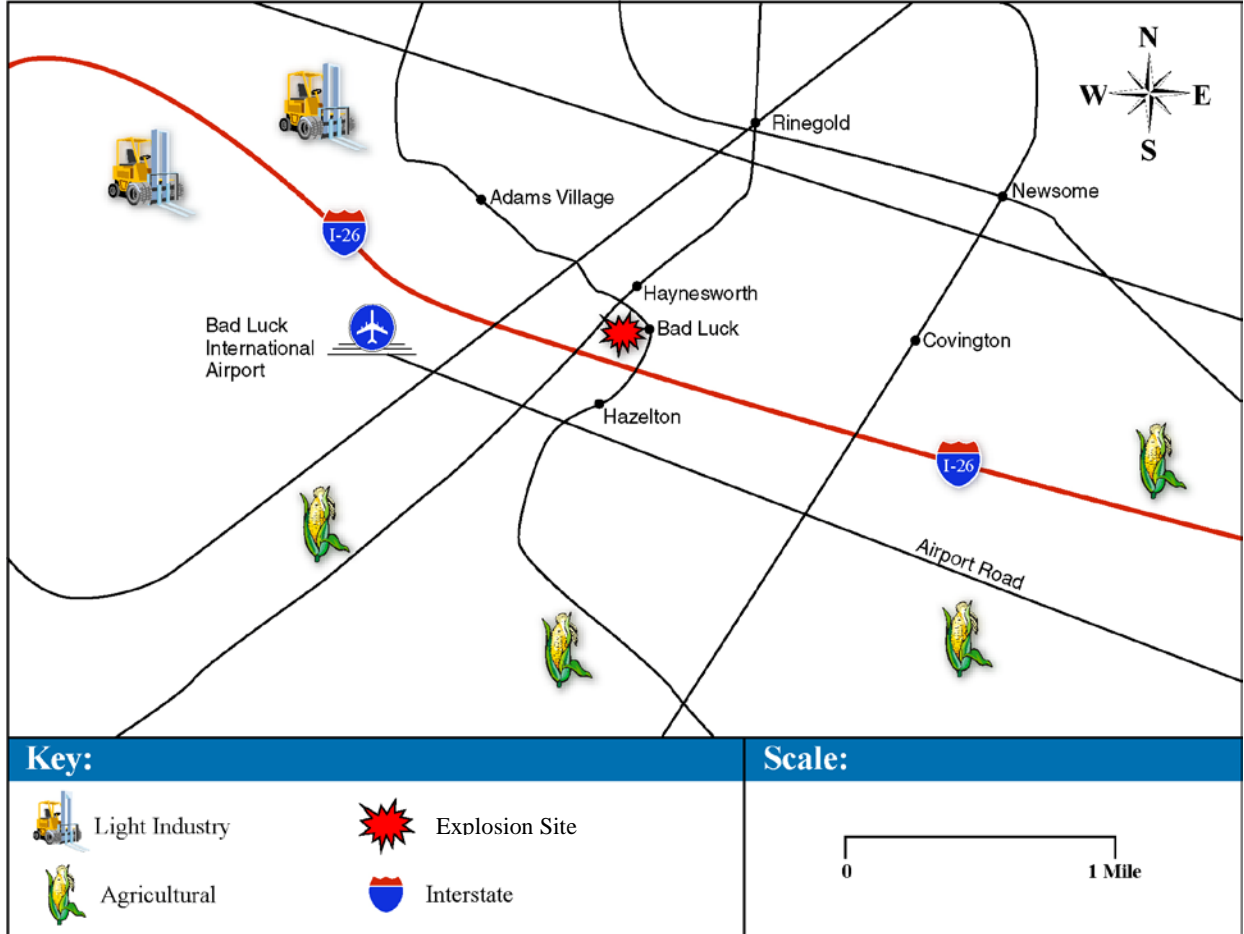
Wind Speed and Direction: [Actual or typical for the season]

Time	Description
10:32 a.m.	The 9-1-1 dispatch center receives the first of numerous calls reporting an explosion at a laundromat in a mixed commercial–residential section of the city of Bad Luck. All callers are reporting that the building is on fire and there is damage to surrounding buildings. No one is able to provide any information about how many people might have been in the laundromat at the time of the explosion or about other injuries in the surrounding buildings.
10:33 a.m.	The 9-1-1 operator dispatches all available fire, police, and medical units to the scene.
10:35 a.m.	Initial units arriving at the scene report that the laundromat is fully involved. The commercial buildings on either side of the laundromat are also burning. Windows have been blown out of buildings across the street, and debris is scattered throughout the area.
10:38 a.m.	The Incident Commander, a Battalion Chief with the Bad Luck Fire Department, radios dispatch that he has established command in his car. Law enforcement personnel are establishing a perimeter around the incident and directing evacuees from the area. Firefighters have been assigned to contain the fires. He has no information at this time on casualties but states that he would be not be surprised if there were fatalities at least in the laundromat. The Incident Commander asks that the gas company shut off the supply to the area immediately and that mutual aid agreements from all surrounding towns be activated.
10:40 a.m.	Local media outlets have interrupted their programming with news of the explosion. All are sending news crews to the scene.

COMPLETING THE EXERCISE

Incident Description

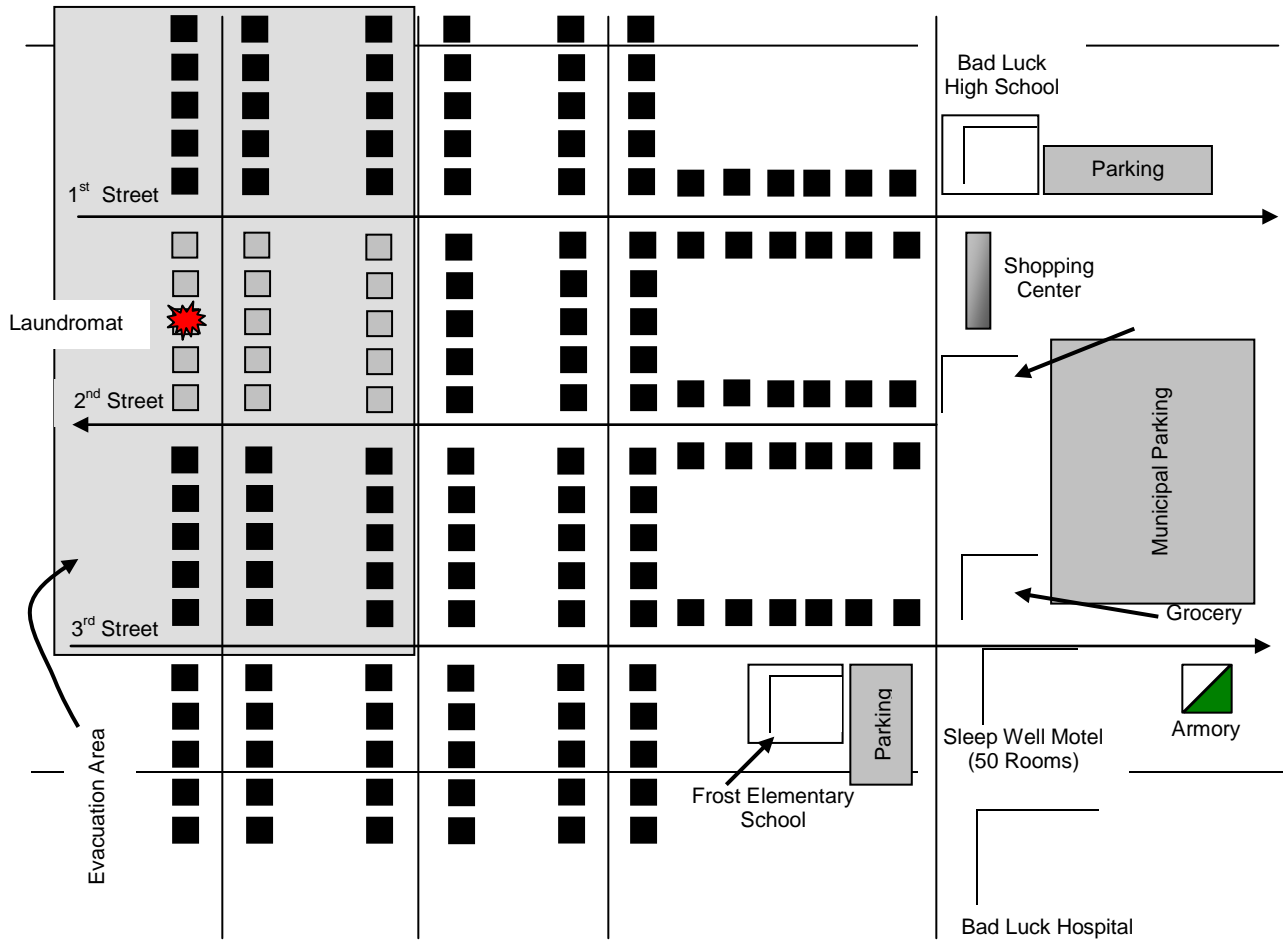
BAD LUCK AREA MAP



COMPLETING THE EXERCISE

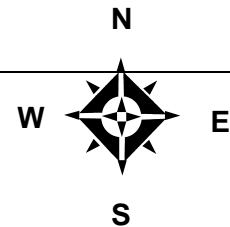
Incident Description

Laundromat Explosion Site Map



KEY:

- Structures Affected by the Explosion
- Commercial/Residential Structures—Undamaged
- Explosion Site



COMPLETING THE EXERCISE

Incident Description

Bad Luck has the following resources available:

- Police:
 - 5 marked units
 - 2 unmarked units

- Fire:
 - 3 engine companies
 - 1 ladder company
 - 1 hazmat company
 - 1 rescue company

- EMS:
 - 5 basic life support units
 - 1 advanced life support transport unit
 - 2 advanced life support nontransport units
 - 1 EMS supervisor

- Miscellaneous:
 - Tri-Area Electric and Gas response crew
 - 1 K-9 search & rescue unit

Bad Luck has mutual aid agreements for fire, police, and EMS response with all surrounding towns.

The Medical Examiner, who has local authority for the remains is located at the county seat, approximately 18 miles from Bad Luck.

COMPLETING THE EXERCISE

Incident Description

Questions:

1. This situation may involve multiple fatalities. Who does your Mass Fatalities Annex identify as the person to notify when a mass fatalities incident occurs?

2. What resources do you need (people, data, and equipment)? Within what timeframe? Does your community have these resources? If not, where will you get them? Do you know how long it will take for the resources to arrive? What will you do in the meantime?

3. What facilities should you identify to support victim recovery and identification? In what timeframe? Who is authorized to open them? Where will they be located? Why? How will you staff the facilities?

COMPLETING THE EXERCISE

Incident Description

4. What functions will be needed to support victim recovery and identification in this incident? How will they be organized? Draw your initial organization chart below.

EXERCISE DEBRIEFING

Notes:

What have you learned about your state of readiness for a mass fatalities incident by completing this exercise?

What are you going to do to improve your mass fatalities response when you return home?

COURSE SUMMARY AND WRAPUP

Notes:

Thank you for attending the course.

Complete the evaluation and give it to the Instructor before you leave the classroom.

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