

New Hampshire Statewide

Emergency Response Volunteer

TableTop Exercise - TTX

October 19, 2024

Severe Storms with tornadic potential

GOALS For This SESSION

- A positive learning experience for all Participants!
- Increased awareness of the TableTop Exercise Format.
- Volunteer collaboration.
- Organizational improvement.
- Improved preparedness.

What is a TableTop Exercise (TTX)?

- Literally, an Exercise that is conducted at the Table.
- Based on an emergency scenario to test & evaluate existing plans.
- Utilizes the Incident Command System (ICS) Framework.
- Informal discussion in a stress-free environment.
- Participants respond to a Facilitator's prompts.
- Focuses on existing training, roles & responsibilities, policies, and procedures.
- Initiates problem-solving discussions to improve response efforts.
- Participants are asked to:
 - Be very open minded. Do not fight the scenario.
 - Be involved. Speak up - There are no wrong answers.

A TTX is a Learning Experience.

Common Terms Used in a TableTop Exercise:

TTX

AAR: After Action Report will be developed to evaluate exercise objectives and document strengths and areas for improvement. Exercise discussion will inform AAR content.

Artificialities & Assumptions: Assumed to be present before the exercise starts (The Scenario is plausible & events occurred as presented.)

Debrief or HotWash: At the End of the Exercise – All Participants come together to discuss what went right – strengths, what are areas for improvement, where are the gaps in the plans?

Facilitator: Stimulates discussion, encourages problem solving. Controls the flow of the Exercise.

Incident Command: The Incident Command System (ICS) is a standardized approach to the command, control, and coordination of emergency response incident management. All Hazards – scalable used for small and large scale events.

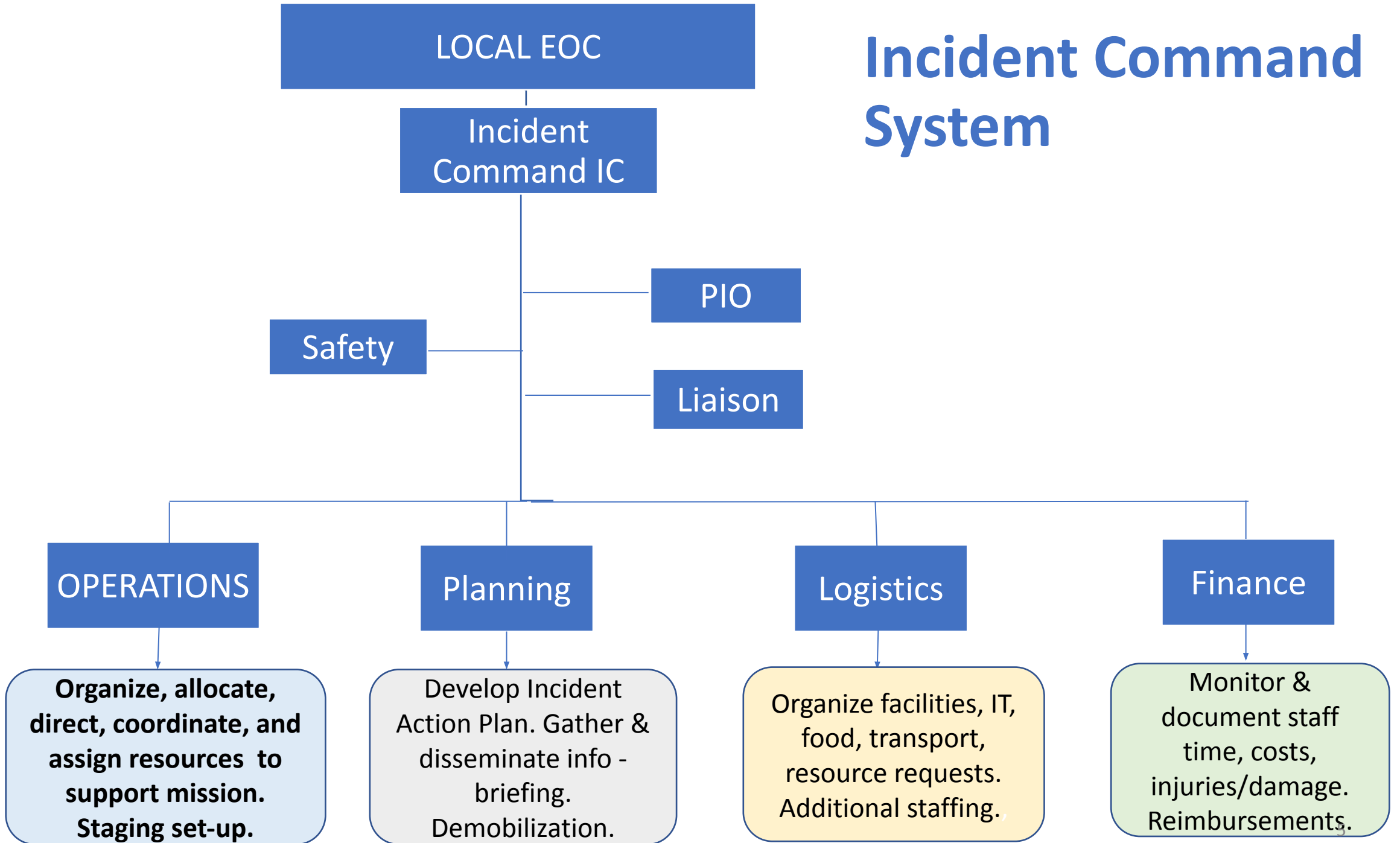
Incident Commander: Decision Maker - first one on scene – until someone more qualified arrives.

Incident Objectives: What will be accomplished, expected outcomes of the Incident, considering priorities. (Should write an objective about testing Communications. Always at the top of Areas for improvement.)

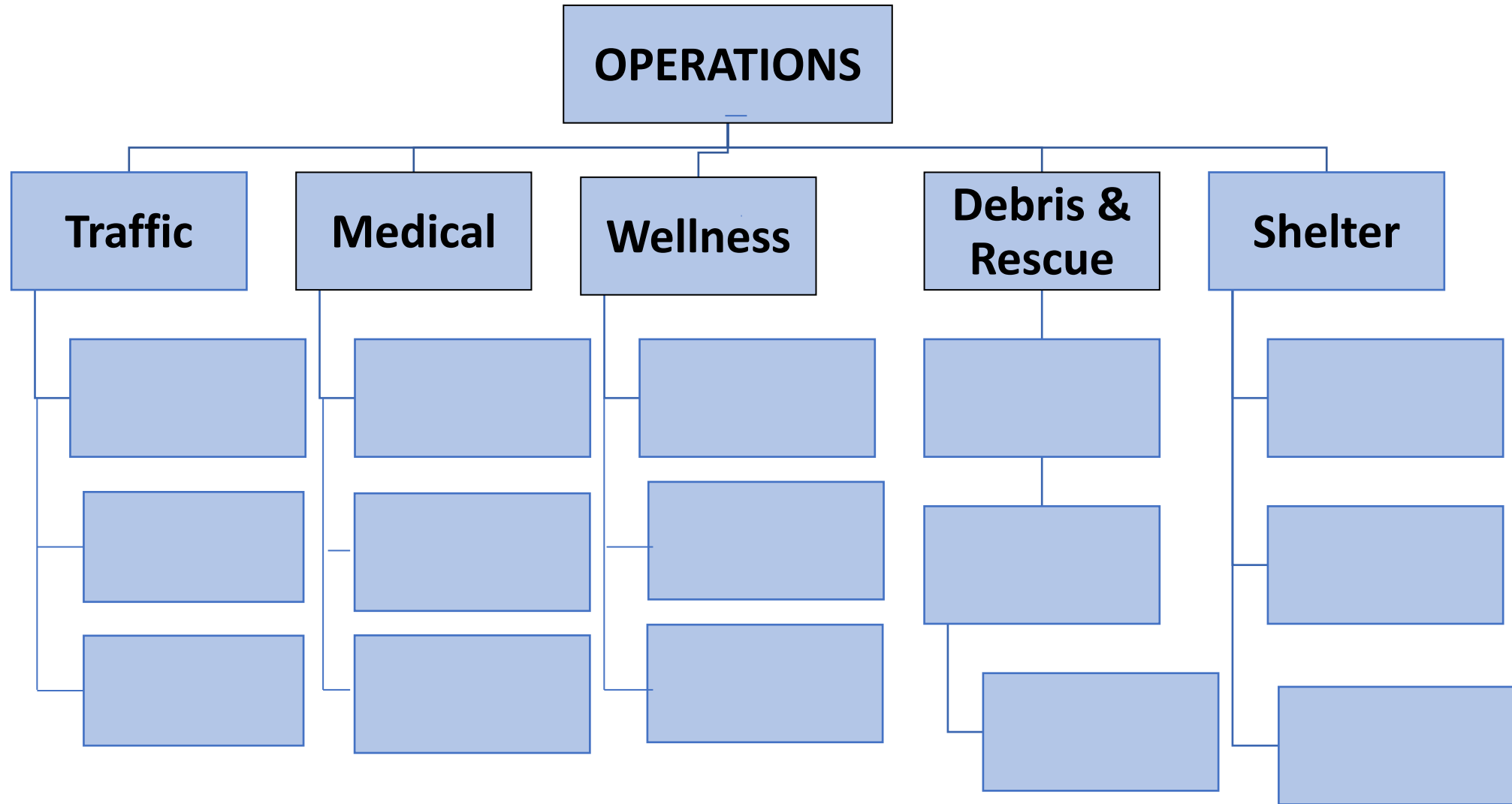
Incident Action Plan: IAP - Form 201. Captures and communicates overall incident priorities, objectives, strategies, assignments, and tactics for operational and support activities.

Inject: An update on the Scenario.

Incident Command System



Operations Section



StartEX:

SCENARIO

It's early fall. Warm air is coming in at lower levels and intermixing with colder air. Temperatures are currently in the low 60s.

Potential for severe weather. There are thunderstorm warnings and high wind warnings throughout NH.

NWS issues severe storm watches for October 19.

At 10AM NWS Severe Weather Prediction Center issues tornado potential for the next 2 hours for Central Town, NH.

Based on this report, what actions do you take as a NH Emergency Response Volunteer?

- As a Volunteer, what do you do?
- What does your Volunteer Team do when hearing this report?
- What is your Team's Communications Plan?
- How many people can your Team deploy?
 - How fast can you deploy?
 - What do you tell your Volunteers prior to deployment?

You are the Workforce Staff – The Boots on the Ground!

**□ You are instrumental in the success of many large scale events in
NH!**

INJECT: A tornado has touched down in Central Town, NH!

- Area towns are busy with their own emergencies as T-storms and strong winds have been impacting the area. Central Town, NH Police and Fire are handling severe emergencies.
- Damage is fairly significant in one area neighborhood – Twister Way.
- There are downed trees and the streets are littered with debris. Multiple reports have come in about damaged houses, with unknown injuries.
- Requests have been made to open a shelter to house victims as needed.
- **The Fire Chief - Emergency Management Director (EMD) calls and requests Emergency Response Volunteers to respond to Twister Way for:**

***Traffic Control *Wellness Checks *Medical Triage
*Debris & Rescue *Sheltering**

Impacted Neighborhood

**Twister Way
Central Town, NH**



Our Incident Objectives

Incident Objectives are based on what needs to be accomplished to safely, effectively, and realistically respond to the Emergency Incident.

Developed by Planning Section or IC.

- *Relevant to the mission
- *Action Items that address need
- *Achievable
- *Accomplished within a reasonable timeframe.

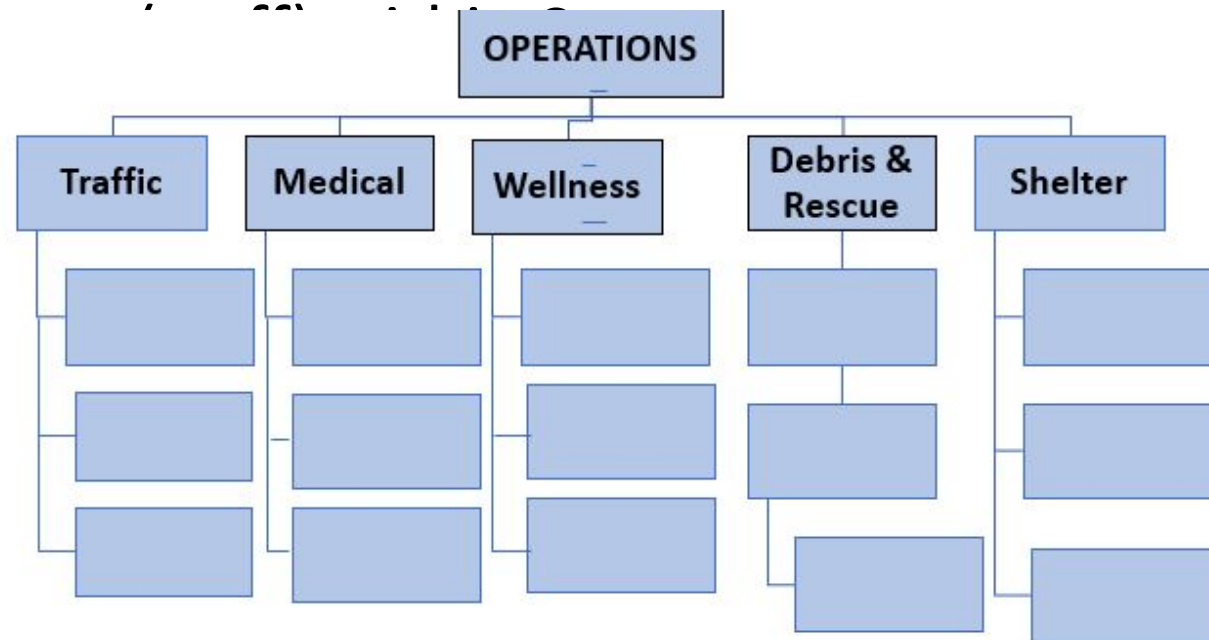
- 1) Ensure the safety and health of the residents of Twister Way.**
- 2) Assess and secure the impacted neighborhood.**
- 3) Maintain clear, consistent, and effective communication among first response teams and IC.**

Sectors Assignments

- Separate into Assigned Sectors.
- Each Sector designates a Leader – who will be the Spokesperson for the Sector.
- Each Sector will receive questions specific to their Sector.
- Consider what is your Sector's Mission as it relates to the Incident Objectives.
- Consider what your Sector's tasks would be to complete your Mission.
- Consider what resources & staffing your Sector needs to complete the Mission.

Build Out Your Sector

- Identify Groups/Teams needed under your Sector to accomplish Sector-specific Response Objectives that align with the Incident Objectives.
- These Groups/Teams will focus on specific tasks to complete the Sector's Mission.
- Assign Workf



Sectors Discuss General Response Questions

- 1) What is your Sector's Mission as it relates to the Incident Objectives?
- 2) What Groups/Teams have you identified as necessary under your Sector?
- 3) What are some of the Groups/Team's tasks that would be needed to complete the Mission.
- 4) What are your staffing needs?
- 5) What are your resource needs?
 - Supplies
 - Equipment
 - Other Resources
- 6) What are other needs to respond effectively, appropriately, safely and efficiently?
- 7) What additional information do you need to perform your Sector's tasks?
- 8) How are you going to communicate your needs? To who?

Sectors Discuss Injects

- 1) How will your Sector respond to this new information?
- 2) Will you need to assign a new Group/Team to address this situation?
- 3) List one task for the new Groups/Team that would need to be completed.
- 4) Do you have new staffing needs?
- 5) Do you have new resource needs?
 - Supplies
 - Equipment
 - Other Resources

Let's Discuss at the Table

- Facilitators will prompt each Sector to report out on TTX activities.
- Sector Leader or designee will report out using sticky notes and White Board.
- Each Sector will have the opportunity to ask other Sectors questions or add comments.
- Are there other comments or recommendations related to the Incident Response and Objectives?

- **The Central Town EMD notifies Incident Command to stand down.**
- **Incident Command notifies the Operations Section to stand down.**
- **The Operations Section notifies each Sector to stand down.**
- **All Volunteer Responders will stand down and demobilize.**

EndEX:

The Exercise is Over – Let's Debrief!

- All Participants to participate in a **Debrief**, also known as a Hot Wash.
- Let's identify strengths and areas for improvements.
- What went well?
- Were there any significant issues or problems?
- Did you identify any gaps in the response?
- **What has been identified as Training needs or recommendations?**
 - FEMA - ICS 100, 200, 700, 800 <https://training.fema.gov/>