

# Mass Care Pediatric Feeding Concerns - 'Before' – Table-Top Exercise

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Situation Manual

Month Day, Year

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.

## EXERCISE OVERVIEW

<b>Exercise Name</b>	Mass Care Pediatric Feeding Concerns TTX
<b>Exercise Dates</b>	[Indicate the start and end dates of the exercise]
<b>Scope</b>	This exercise is a Table Top Exercise, planned for one hour at [exercise location]. Exercise play is limited to [exercise parameters].
<b>Mission Area(s)</b>	Preparedness: Prevention, Protection
<b>Core Capabilities</b>	Operational Coordination, Intelligence and Information Sharing, Supply Chain Integrity and Security, Long-Term Vulnerability Reduction, Threat and Hazard Identification, <b>Logistics and Supply Chain Management</b> , <b>Mass Care Services</b> , Public Health, Healthcare, and Emergency Medical Services, <b>Health and Social Services</b>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>- Communicating the need for more support of breast-fed infants and toddlers in shelters – and that self-selecting choices by the families/nursing mothers is key.</li> <li>- Understanding the differences between the plans, organization (i.e., staff w/ responsibilities), equipment, training, and exercises (POETE) needed <b>before a shelter is stood up/populated</b>, what is needed during shelter operations, and what is needed after families have left the shelter.             <ul style="list-style-type: none"> <li>o What equipment (DME, CMS, etc.) needs to be pre-staged in shelters?</li> <li>o What staffing (PAS) needs to be allocated to shelters, directly and/or remotely?</li> </ul> </li> <li>- Performing a network analysis on who needs to be ‘at the table’, including supply-chain management elements (Logistics) and funding (Finance/Admin) for this ‘before’ phase.</li> </ul>
<b>Threat or Hazard</b>	[List any threat or hazard (e.g. natural/hurricane, technological/radiological release, etc.) which generates a need for mass care feeding]
<b>Scenario</b>	[list possible scenario here – if needed – it should include the notice/no-notice establishing of fixed feeding capabilities and/or disaster sheltering. <i>Anything CBRNE-related will add complexities beyond this basic template.</i> ]
<b>Sponsor</b>	[Sponsor or sponsors go here]

**Participating  
Organizations**

[Participating Organizations go here]

**Point of Contact**

[Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)]

## GENERAL INFORMATION

### Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Exercise Objective	Core Capabilities <b>(select different or less if needed)</b>
Communicating the need for more support of breast-fed infants and toddlers in shelters	Operational Coordination, Intelligence and Information Sharing, Supply Chain Integrity and Security, Long-Term Vulnerability Reduction, Threat and Hazard Identification, Logistics and Supply Chain Management
What equipment (DME, CMS, etc.) needs to be pre-staged in shelters	Mass Care Services, Public Health, Healthcare, and Emergency Medical Services, Health and Social Services
What staffing (PAS) needs to be allocated to shelters, directly and/or remotely, in advance of start-up	Mass Care Services, Public Health, Healthcare, and Emergency Medical Services, Health and Social Services
Performing a network analysis on who needs to be ‘at the table’, including supply-chain management elements (Logistics) and funding (Finance/Admin) for this ‘before’ phase.	Mass Care Services, Public Health, Healthcare, and Emergency Medical Services, Health and Social Services

**Table 1. Exercise Objectives and Associated Core Capabilities**

### Participant 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.
- **Observers.** Observers do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
- **Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.

- **Evaluators.** Evaluators are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, policies, and procedures.

## Exercise Structure

This exercise will be a multimedia, facilitated exercise. Players will participate in the following two modules, plus a hotwash:

- Module 1: Pre-staged Equipment and Supplies
- Module 2: Pre-staged (or available remotely) trained Staff
- Module 3: Hotwash

Each module begins with a multimedia update that summarizes key events occurring within that time period. After the updates, participants review the situation and engage in functional group discussions of appropriate preparedness/prevention/protection issues. For this exercise, the functional groups are as follows:

- Command & Control (Leadership offsite from the Shelter/Feeding Site)
- Shelter Mass Care Staff
- Disaster Health Services Staff
- Logistics Staff

After these functional group discussions, participants will engage in a moderated plenary discussion in which a spokesperson from each group will present a synopsis of the group's actions, based on the scenario.

## Exercise Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Respond to the scenario using your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve Preparedness/Prevention/Protection efforts. Problem-solving efforts should be the focus.

## Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise and should not allow these considerations to negatively impact their participation. During this exercise, the following apply:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.
- All players receive information at the same time.

## **Exercise Evaluation**

Evaluation of the exercise is based on the exercise objectives and aligned capabilities, capability targets, and critical tasks, which are documented in Exercise Evaluation Guides (EEGs). Evaluators have EEGs for each of their assigned areas. Additionally, players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile the After-Action Report (AAR).

## MODULE 1: PRE-STAGED EQUIPMENT AND SUPPLIES

### Briefing

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### Caucus Discussion

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### Brief-Back

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### Key Issues

- Communicating the need for more support (equipment and supplies) for breast-fed infants and toddlers in shelters and other mass care fixed feeding sites
- What equipment (DME, CMS, etc.) needs to be pre-staged in shelters

### Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 1. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

### All Functional Groups

1. What are the equipment and supplies needed to be pre-staged at shelters and fixed feeding sites?
2. Who is responsible for these? Do we have a “Buy/Shopping List” for J-I-T pre-staging?
3. Is there any capability to get items, same day?
4. Who else needs to be ‘at the table’, including supply-chain security elements (Planning and/or Operations), Intelligence, and funding (Finance/Admin) for this ‘before’ phase?

## MODULE 2: PRE-STAGED (OR AVAILABLE REMOTELY) TRAINED STAFF

### Briefing

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### Caucus Discussion

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### Brief-Back

[Provide scenario event details, including any relevant locations and persons/groups involved in the scenario.]

### Key Issues

- What lactation counseling-trained staffing (PAS) needs to be allocated to shelters, directly and/or remotely, in advance of start-up
- Who is responsible for this? Is there any capability to get staffing onsite, same day?
- Who else needs to be ‘at the table’, including crisis communications (PIO), for this ‘before’ phase?

### Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

### All Functional Groups

- How to build a working ‘network map’ for this concern, across all the disaster phases.
- Is Just-In-Time training an option?
- How can Milk Banks fit into the picture if they are part of this jurisdiction?
- How can local hospitals support this?



## HOTWASH

### Questions

Please provide three quick ‘ups’ and ‘downs’ both about this topic, and this exercise itself.

### 3 Positives

- 1.
- 2.
- 3.

### 3 Areas for Improvement

- 1.
- 2.
- 3.

## APPENDIX A: EXERCISE SCHEDULE

**Note:** Because this information is updated throughout the exercise planning process, appendices may be developed as stand-alone documents rather than part of the SitMan.

Time	Activity
<b>[Month Day, Year]</b>	
0000	Registration
0000	Welcome and Opening Remarks
0000	Module 1: Briefing, Caucus Discussion, and Brief-Back
0000	Break
0000	Module 2: Briefing, Caucus Discussion, and Brief-Back
0000	Lunch
0000	Module 3: Hotwash
0000	Closing Comments

## APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations	
<b>Federal</b>	
<b>State</b>	
<b>[Jurisdiction A]</b>	
<b>[Jurisdiction B]</b>	

## APPENDIX C: RELEVANT PLANS

[Insert excerpts from relevant plans, policies, or procedures to be tested during the exercise.]

## APPENDIX D: ACRONYMS

Acronym	Term
DHS	U.S. Department of Homeland Security
HSEEP	Homeland Security Exercise and Evaluation Program
SitMan	Situation Manual
SME	Subject Matter Expert
TTX	Tabletop Exercise