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| **Exercise Situation Manual** |
| **Campus:** | Name of Campus |
| **Department:** | Name of Department |
| **Exercise Type:** | Tabletop--Continuity of Operations Plan (COOP) |
| **Scenario:** | Structural Fire causing temporary loss of use of [ your facility] |
| **Date of Exercise:** | Date |
| **Time of Exercise:** | Time |

**Purpose:**

The purpose of this exercise is to provide participants with an opportunity to evaluate current response concepts, plans, and capabilities for a response to a fire at [your facility]. The fire has caused temporary loss of use of [your facility] and requires activation of the Continuity of Operations Plan The exercise will focus on [insert Department’s name] command and control coordination, critical decision making, and notifications and procedures necessary to continue providing essential services at an alternate site.

**Scope:**

This exercise emphasizes the role of [insert Department’s name] personnel in response to a fire which has caused the [insert affected building or facility name] to be unusable for an unknown period of time, requiring activation of COOP.

**Target Capabilities:**

Exercise design objectives focus on improving understanding of a response concept, identifying opportunities or problems, and achieving a change in attitude. This exercise will focus on the following design objectives selected by the Exercise Planning Team:

 [The exercise planning team will insert its own objectives here, driven by the purpose and scope of the exercise. (3-6 objectives are recommended) The objectives listed below are examples; modify yours as needed].

1. Evaluate the activation process of the COOP plan.
2. Assess the communication to staff, students, customers, and the general campus community.
3. Determine and assess the process to relocate staff and facilities to an alternate site.
4. Determine and assess the process to continue essential services at the alternate site.
5. Assess the prescribed Chain of Command and Line of Succession protocols.
6. Evaluate the damage assessment process.
7. Identify the critical/essential functions of the affected department.
8. Evaluate the reconstitution process.
9. Assess the adequacy of the plan for interfacing with media resources and for providing timely information to the public.

**Participants:**

|  |  |  |
| --- | --- | --- |
| **Players** | **Facilitator(s)** | **Evaluators and Observers** |
| Insert Name, position/titleInsert Name, position/title | Insert Name, agencyInsert Name, agency | Insert Name, agency/positionInsert Name, agency/position |

**Exercise Guidelines:**

* This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, can be expected.
* Decisions are not policy setting and may not reflect final positions on a given issue. This is an opportunity to discuss and present multiple options and problem solving solutions.
* Insert additional guideline, if necessary.

**Assumptions (the following apply during the exercise):**

* The scenario is plausible and participants will use the events as presented.
* There are no trick questions.
* All participants receive information at the same time, all injects are given to all participants, and the information should be used immediately as decisions may change.
* Insert additional assumption, if necessary.

**Handout:**

**Phase 1:**

It is Sunday, November 18 at 2AM. A fire breaks out in the mechanical room of [your building or facility] and spreads to the structure itself. Sprinkler systems partially fail. No one is in the building at the time of the fire. Damage is contained mainly to the mechanical room area, but there is significant smoke damage throughout much of the building, as well as water damage in the areas near the fire. The Fire Department has extinguished the fire and determined that it is safe to enter the building.

**Scenario Questions:**

1. What steps would you take when you are informed about the fire?
2. What plans, policies, or procedures would you implement in response to this scenario?
3. What is the notification process to [insert Department’s name] management personnel and to affected staff and students?
4. Who has the authority to activate the Continuity of Operations Plan? Do you know where your plan is kept?
5. Who is in charge? If that person is unavailable, who is next in the line of succession?

[Not all questions would have to be used; the facilitator could add/delete questions as time permits]

**Phase 2:**

It is now Sunday, November 18 at 11AM. Initial damage assessments have been done, finding extensive damage to the mechanical room itself. Electrical, plumbing, and HVAC service to the rest of the building are lost. The lowest 2 floors of the building have smoke and water damage, especially concentrated near the mechanical room. The building will be unusable for an undetermined amount of time. Further damage assessment is continuing.

**Scenario Questions:**

1. Does this new information affect decisions made up to this point? Do any additional plans or procedures need to be implemented?
2. Does your notification process to staff, students, customers, and the general campus population need to be continued and/or revised? What is the message?
3. What services have been affected? Are they completely lost, or just reduced?
4. Assuming COOP activation occurred in Phase 1, what is your alternate site?
5. How will the first arriving employees get into your alternate site? What if it is after hours for that alternate site?
6. Who will provide a site orientation to employees as they arrive?
7. Who is responsible for setting up work stations for COOP service personnel?
8. How are repairs going to be coordinated?

[Again, not all questions need to be used; the facilitator has discretion, time permitting.]

**Phase 3:**

It is Monday, November 19 at 10AM. A full damage assessment has been completed. Repairs will take 6 weeks, during which time [your building] will be unusable for normal operations.

**Scenario Questions:**

1. How does this new information affect the decisions made up to this point? Are there any new or supplemental plans or procedures needed now?
2. What services must be continued during this time?
3. How long can these services be offered at the alternate site?
4. What will non COOP essential employees be assigned to do? How will these personnel be notified of their assignments?
5. How will all department personnel be provided with information updates as the incident progresses over the next few weeks?
6. What is the reconstitution process once your facility is operational again?