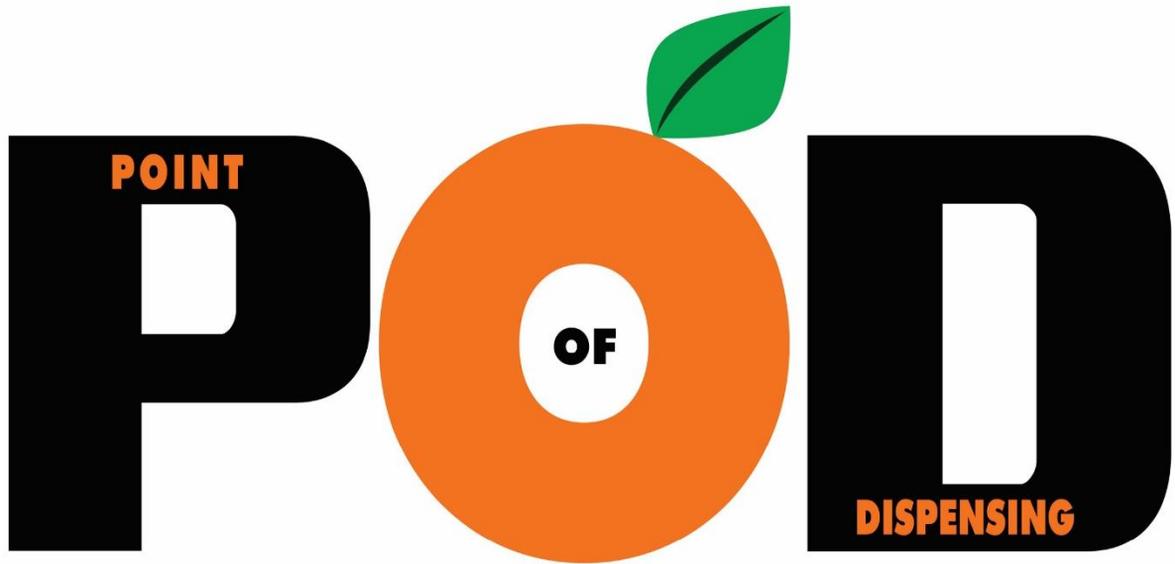


Exercise Plan



Multi-City Disaster Preparedness Exercise

October 18, 2018

Orange County Great Park, Irvine



2018 Point of Dispensing

Exercise Plan

October 18, 2018

The Exercise Plan (ExPlan) gives elected and appointed officials, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

EXERCISE OVERVIEW

Exercise Name	2018 Point of Dispensing
Exercise Dates	Thursday, October 18, 2018
Scope	This exercise is a full scale exercise, planned for 7.5 hours in the city of Irvine with mutual aid from the cities of Aliso Viejo, Laguna Beach, Laguna Niguel, Lake Forest, San Clemente and Mission Viejo.
Mission Area(s)	Response and/or Recovery
Core Capabilities	<p>Emergency Operations Coordination</p> <p>Information Sharing</p> <p>Medical Countermeasures Dispensing</p> <p>Medical Materiel Management and Distributions</p> <p>Responder Safety and Health</p> <p>Volunteer Management</p>
Objectives	<p>Demonstrate the ability to:</p> <p>Utilize an onsite Incident Command System within a Unified Command throughout the operational period.</p> <p>Establish and maintain multi-agency and multi-jurisdictional communications throughout the operational period.</p> <p>Efficiently manage and dispense ‘medication’ to the public at a measurable throughput.</p> <p>Coordinate and integrate internal and external logistical response resources throughout the operational period.</p> <p>Maintain security throughout the operational period.</p> <p>Coordinate organize multiple volunteer organizations throughout the operational period.</p>
Threat or Hazard	Emerging infectious disease

Scenario	Orange County has experienced an emerging infectious disease in the South Orange County area. 1 central point of dispensing site has been identified and activated in Central/South Orange County to dispense doxycycline and Ciprofloxacin to populations of areas of highest exposure
Sponsor	Orange County Health Care Agency
Participating Organizations	Complete list of participating agencies in Appendix B
Point of Contact	Alison Kellman, Program Supervisor II Cities Readiness Initiative Coordinator 405 W. 5 th Street, Suite 301A Santa Ana, CA 92701 714-560-6107 AKellman@ochca.com

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 Capability
Demonstrate the ability to establish and maintain multi-agency and multi-jurisdictional communications throughout the operational period.	Emergency Operations Coordination
Demonstrate the ability to establish and maintain multi-agency and multi-jurisdictional communications throughout the operational period(s).	Information Sharing
Demonstrate the ability to efficiently manage and dispense ‘medication’ to the public at a measurable throughput.	Medical Countermeasures Dispensing
Demonstrate the ability to coordinate and integrate internal and external logistical response resources throughout the operational period(s).	Medical Materiel Management and Distribution
Demonstrate the ability to maintain security throughout the operational period(s).	Responder Safety and Health
Demonstrate the ability to coordinate and organize multiple volunteer organizations throughout the operational period.	Volunteer Management

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.
- **Controllers.** Controllers plan and manage exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals that are not playing in the exercise. Controllers direct the pace of the exercise, provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.
- **Simulators.** Identified Simulator(s) will perform SimCell functions. Pre-identified injects will included in the exercise.
- **Evaluators.** Evaluators evaluate and provide feedback on a designated functional area of the exercise. Evaluators observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs).
- **Observers.** Observers visit or view selected segments of the exercise. Observers do not play in the exercise, nor do they perform any control or evaluation functions. Observers view the exercise from a designated observation area and must remain within the observation area during the exercise. Very Important Persons (VIPs) are also observers, but they frequently are grouped separately.
- **Media Personnel.** Some media personnel may be present as observers, pending approval by the sponsor organization and the Exercise Planning Team.
- **Support Staff.** The exercise support staff includes individuals who perform administrative and logistical support tasks during the exercise (e.g., registration, catering).

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.

Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

- 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.
- Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.

- Participating agencies may need to balance exercise play with real-world emergencies.
Real-world emergencies take priority.

Artificialities

During this exercise, the following artificialities apply:

- Exercise communication and coordination is limited to participating exercise organizations and venues.
- Only communication methods listed in the Communications Directory are available for players to use during the exercise.
- Ingress and egress point usage is limited for the exercise.
- Alert OC sign up accommodated in the drive through area.
- Preparedness items/“prophylaxis” dispensed are city specific; therefore creating two A and B dispensing area- traffic flow processes.
- Local nursing school students and faculty will attend the walk through as ‘first responders’ to receive “prophylaxis”

EXERCISE LOGISTICS

Safety

General

Exercise participant safety takes priority over exercise events. Although the participants involved in the 2018 POD Exercise come from various response agencies, they share the basic responsibility for ensuring a safe environment for all personnel involved in the exercise. Because aspects of an emergency response are dangerous, professional health and safety ethics should guide all participants to operate in their assigned roles in the safest manner possible. The following general requirements apply to the exercise:

A Safety Controller will be identified and will be responsible for participant safety.

All controllers, evaluators, and exercise staff members will serve as safety observers while exercise activities are underway. Any safety concerns must be immediately reported to the Safety Controller.

Participants will be responsible for their own and each other's safety during the exercise. All persons associated with the exercise must stop play if, in their opinion, a real safety problem exists. After the problem is corrected, exercise play can be resumed.

All organizations will comply with their respective environmental, health, and safety plans and procedures, as well as appropriate Federal, State, and local environmental health and safety regulations.

Exercise Setup

Exercise setup involves pre-staging and dispersal of exercise materials, including registration materials, documentation, signage, and other equipment as appropriate.

Accident Reporting and Real Emergencies

For an emergency that requires assistance, use the phrase “**real-world emergency.**” The following procedures should be used in case of a real emergency during the exercise:

Anyone who observes a participant who is seriously ill or injured will first advise the nearest controller and then, if possible, render aid, provided the aid does not exceed his or her training.

The controller who is made aware of a real emergency will initiate the “real-world emergency” broadcast on the controller radio network and provide the following information to the Controller and Exercise Director:

- Venue and function
- Location within the venue and function
- Condition
- Requirements

The Safety Officer and Safety Controller will be notified as soon as possible if a real emergency occurs.

If the nature of the emergency requires suspension of the exercise at the venue or function, all exercise activities at that facility will immediately cease. Exercise play may resume at that venue or function after the situation has been addressed.

Exercise play at other venues and functions should not cease if one venue or function has declared a real-world emergency, unless they rely on the affected venue.

If a real emergency occurs that affects the entire exercise, the exercise may be suspended or terminated at the discretion of the Exercise Director and Lead Controller.

Inclement Weather

Inclement weather is defined as weather characterized by high winds, rain, or extreme high temperature. If inclement weather is imminent, contingency plans for each POD site will be considered. Relief or staging area measures will be planned to temporarily house patients. Also, in case of inclement weather participants involved in vaccinations can experience relief through tents or covered shelter.

Fire Safety

Standard fire and safety regulations relevant to Orange County and the City of Irvine will be followed during the exercise.

Emergency Medical Services

The sponsor organization will coordinate with local emergency medical services in the event of a real-world emergency.

Electrical and Generating Device Hazards

All electrical and generating devices will be clearly marked to prevent inadvertent contact. All generating devices will be located in areas where exhaust gases will not pose any potential exposure to exercise participants (i.e., away from buildings to prevent buildup of carbon monoxide inside).

Weapons Policy

All participants will follow the relevant weapons policy for the exercising organization or exercise venue.

Site Access

Security

The Local Law Enforcement Agency will control entry to exercise venues on specific event days. To prevent confusion and interruption of the exercise, access to exercise sites will be limited to exercise participants only. Players should advise their venue's controller or evaluator if an unauthorized person is present. Each organization should follow its internal security

procedures, augmented as necessary to comply with exercise requirements. Site security is described below:

- Irvine Police Department – Law Enforcement

Media/Observer Coordination

Organizations with media personnel and/or observers attending the event should coordinate with the OCHCA for access to the exercise site. Media and Observers will be escorted to their designated areas and accompanied by an exercise controller at all times. Sponsor organization representatives and/or the observer controller may be present to explain exercise conduct and answer questions. Exercise participants should be advised of media and/or observer presence.

It is the responsibility of the POD site planning team to plan for, escort and inform observers of any and all POD activities. Each site will have an area designated near the staff registration area to accommodate observer and VIP check-in and escort.

All observers and VIPs are welcome to arrive any time after 1600 PST. They will park in the staff parking area and sign in at the Staff Registration table, or an otherwise specified area, to obtain their badge and report to the POD Site specific designated areas.

Exercise Identification

Exercise staff may be identified by badges, hats, and/or vests to clearly display exercise roles; additionally, uniform clothing may be worn to show agency affiliation. Table 2 describes these identification items.

Group	Vest Color	Badge Color
Exercise Staff		
Exercise Director/ Communications TA	Burgundy	None
Controllers	White	None
Evaluators	White	None
Time Study Staff	Lime Green	None
Exercise Players		
Command Staff	Yellow	None
Operations Section Staff	Red	None
Logistics Section Staff	Orange	None
Planning Section Staff	Blue	None
Line Monitors/Runners/Traffic Control	Lime Green	None
First Responders	Nursing Uniforms	None
Non-Essential Exercise Participants		
Observers	None	Observer Pass
Media Personnel	None	Press Pass

POST-EXERCISE AND EVALUATION ACTIVITIES

Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Hot Wash

At the conclusion of exercise play, controllers facilitate a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants may attend; however, observers are not encouraged to attend the meeting. The Hot Wash should not exceed 30 minutes.

Controller and Evaluator Debriefing

Controllers and evaluators attend a facilitated C/E Debriefing immediately following the exercise. During this debriefing, controllers and evaluators provide an overview of their observed functional areas and discuss strengths and areas for improvement.

Participant Feedback Forms

Participant Feedback Forms provide players with the opportunity to comment candidly on exercise activities and exercise design. Participant Feedback Forms should be collected at the conclusion of the Hot Wash.

Evaluation

Exercise Evaluation Guides

EEGs assist evaluators in collecting relevant exercise observations. EEGs document exercise objectives and aligned core capabilities, capability targets, and critical tasks. Each EEG provides evaluators with information on what they should expect to see demonstrated in their functional area. The EEGs, coupled with Participant Feedback Forms and Hot Wash notes, are used to evaluate the exercise and compile the After-Action Report (AAR).

After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of core capabilities, including capability performance, strengths, and areas for improvement. AARs also include basic exercise information, including the exercise name, type of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the name of the exercise sponsor and POC.

Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program.

After-Action Meeting

The After-Action Meeting (AAM) is a meeting held among decision and policy-makers from the exercising organizations, as well as the Lead Evaluator and members of the Exercise Planning Team, to debrief the exercise and to review and refine the draft AAR and Improvement Plan (IP). The AAM should be an interactive session, providing attendees the opportunity to discuss and validate the observations and corrective actions in the draft AAR/IP.

Improvement Plan

The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. It is created by elected and appointed officials from the organizations participating in the exercise, and discussed and validated during the AAM.

PARTICIPANT INFORMATION AND GUIDANCE

Exercise Rules

The following general rules govern exercise play:

- Real-world emergency actions take priority over exercise actions.
- Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
- All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **“This is an exercise.”**
- Exercise players who place telephone calls or initiate radio communication must identify the organization or individual with whom they wish to speak.

Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

Before the Exercise

- Review appropriate organizational plans, procedures, and exercise support documents.
- Players should be at their appropriate posts at least 30 minutes before the exercise starts.
- Sign in when you arrive.
- Wear the appropriate uniform, vest and/or identification item(s).
- Receive appropriate general and supervisor briefings.

During the Exercise

- Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
- Controllers will give you only information they are specifically directed to disseminate. You are expected to obtain other necessary information through existing emergency information channels.
- Do not engage in personal conversations with controllers, evaluators, observers, or media personnel. If you are asked an exercise-related question, give a short, concise answer. If you are busy and cannot immediately respond, indicate that, but report back with an answer as soon as possible.
- If you do not understand the scope of the exercise, or if you are uncertain about an organization’s participation in an exercise, ask a controller.
- Parts of the scenario may seem implausible. Recognize that the exercise has objectives to satisfy and may require incorporation of unrealistic aspects. Every effort has been made

by the exercise’s trusted agents to balance realism with safety and to create an effective learning and evaluation environment.

- All exercise communications will begin and end with the statement **“This is an exercise.”** This precaution is taken so that anyone who overhears the conversation will not mistake exercise play for a real-world emergency.
- Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.
- Maintain a log of your activities. Many times, this log may include documentation of activities that were missed by a controller or evaluator.

After the Exercise

- Participate in the Hot Wash at your venue with controllers and evaluators.
- Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.
- Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

Simulation Guidelines

Because the exercise is of limited duration and scope, certain details will be simulated. The physical description of what would fully occur at the incident sites and surrounding areas will be relayed to players by controllers.

APPENDIX A: EXERCISE SCHEDULE

2018 POD Exercise Series - Timeline of Events

Time (PST)	Personnel	Activity	Location	
Exercise Planning Conferences				
July 25, 2018 0900 – 1100	Key POD Site Planning Team	Initial Planning Conference	Great Park – Visitors Center, Irvine	
August 22, 2018 0900 – 1100		Midterm Planning Conference	Great Park – Visitors Center, Irvine	
September 12, 2018 0900 – 1100		Final Planning Conference	Great Park – Visitors Center, Irvine	
Warehouse Operations & Distribution				
October 10, 2018 0900 -1100	Drivers & Escorts	Logistics Distribution Escort & Security Transfer	1 Civic Center Plaza, Irvine	
October 3, 2018 – Controller and Evaluator Brief				
1000-1200	Exercise controllers and evaluators	Controller and Evaluator Briefing	Health Strategic Operations Center	
October 18, 2018 – Mass Dispensing				
	Personnel	Activity	Location	
Pre-Event Operations	1100	Staff Registration Team, Logistics Section, Exercise Directors, Logs, Registration Evaluators	Staff Registration Begins Begin Site Setup Logistics Section Briefing	Staff Registration Area Controller/Evaluator Registration Area
	1120	Command Section	Command Registration	Staff Registration Area
	1130 – 1200	All Remaining POD Staff, Team Lead, Controllers & Evaluators	All POD Staff, Controller & Evaluator Registration	Staff Registration Area Controller/Evaluator Registration Area
	1200 – 1215	Command Staff & Section Chiefs	Planning Meeting & IAP Dissemination	Incident Command Post
	1215 – 1315	All POD Staff	General All-Staff Briefing DSW Swearing In Lunch	General Briefing Area
	1315 – 1330	Section Chiefs, Branch Directors, Group Supervisors, Team Leaders	Section/Branch/Position Briefings	Assigned work location
	1330-1530	All POD Staff	Complete Site Set up	Assigned work location
	1530	All POD Staff Section Chiefs Supervisory Staff	Work Location Report Communications Plan Radio Call Down	Assigned work location
Event	1600	All	Event starts	Irvine- Great Park
	1800	All	Event ends	Irvine- Great Park
Post-Event Operations	1800 – 1830	All General/Support POD Staff	Site demobilization, clean up, & logistics procurement	POD Sites
	1800 – 1830	Unified Command, Section Chiefs, Branch Directors, & Group Supervisors	Staff Debrief, Hotwash	General Briefing Area
	1830	All POD Staff	Check out & Player Evaluations	Staff Registration
October 24, 2018 - Controller and Evaluator Debrief				
0900 - 1100	Exercise controllers and evaluators	Controller/Evaluator Debrief	Teleconference	
December 27, 2018 – After Action Report Review, January 24, 2019 – Final After Action Report				

APPENDIX B: EXERCISE PARTICIPANTS

County Agencies
Orange County Health Care Agency (OCHCA)
Orange County Fire Authority (OCFA)
City Agencies
City of Aliso Viejo
City of Irvine
City of Laguna Beach
City of Laguna Niguel
City of Lake Forest
City of San Clemente
City of Mission Viejo
City of Irvine Police Department
Emergency Medical Service Providers & Private Organizations
CARE Ambulance
ALS Engine #
Nursing Programs & Community College Districts
California State University, Fullerton
Concordia University
Cypress College School of Nursing
Saddleback College School of Nursing
Stanbridge University
City Organizations
City of Aliso Viejo CERT
City of Irvine CERT
City of Irvine Disaster Emergency Communications Team
City of Laguna Beach CERT
Volunteer Organizations
Orange County Medical Reserve Corps (MRC)

APPENDIX C: COMMUNICATIONS PLAN

Communications Plans are included in the Incident Action Plans (IAP) for the site.

APPENDIX D: EXERCISE SITE MAPS

Exercise site maps are included in the Incident Action Plans (IAP) for the site.