

EMERGENCY MANAGEMENT PLANNING COMMITTEE

PRESENTS

A TABLE-TOP PAPER EXERCISE

***“RTI Bug Exercise”***

FRIDAY, JULY 20, 2007 / 10:00 a.m. – 12:30 p.m.

BUILDING / ROOMS INVOLVED:

*Six Nations Community Hall; Two rooms: Main hall and the Sports Den*

This Six Nations Emergency Pandemic paper exercise was sponsored by the Six Nations of the Grand River Council



# MULTI-SERVICE TABLE-TOP PAPER EXERCISE

## “RTI Bug Exercise”

### EXERCISE SUMMARY

#### Project Objective:

A multi-agency Emergency Operations and Emergency Site paper exercise was designed to train the Six Nations Emergency Control Group, their assistants and the emergency site crew in a coordinated response to a potential threat of an influenza pandemic approaching Six Nations.

The exercise was designed to test: the Six Nations Pandemic Plan, and the communication procedures between EOC, departments and the site.

It was designed to demonstrate:

- an inter-agency response within the individual departments
- an inter-agency response to the site(s).
- strengths and weaknesses of the pandemic response plan,

It was designed to provide:

- awareness of a potential threat of an influenza pandemic to the Six Nations administration employees; and the community; and
- an understanding of the importance of staff’s role during a community emergency.

The exercise enabled us to define our responsibilities in the Influenza Pandemic Response and how it compliments the Six Nations Emergency Response Plan. It gave the Emergency Control Group a one dimensional look at the set up of the school; and a glimpse of the human and equipment resources required to manage a community emergency involving a virus.

#### EMERGENCY OPERATIONS CENTRE

The Emergency Control Group is called to the Emergency Operations Centre which was during this paper exercise, the community hall. A table was set up at the front of the room to represent the Emergency Operations Centre. Eight (8) round tables designating each department circled the main table. Refer to layout on page 8.

Square tables around the round tables represented the walls of the Emergency Operations Centre. The staff at the round tables was to be the security of the



Emergency Operations Centre. This responsibility wasn’t relayed to the participants, therefore security was breached, and the media was let into the Emergency Operations Centre.

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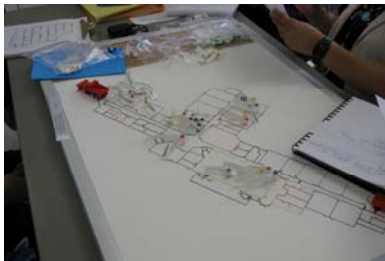


The Emergency Control Group was given a series of messages from the Emergency Site set up in the Sports Den room or from their assistants.

#### FIRST HOUR SCENARIO:

The first hour was used set up emergency sites. The Emergency Control Group was to access the staff in this room to respond to the Emergency Site.

The emergency site had a mix of primary or secondary contacts to start. Building layouts, maps, fake resources (pins and flags), and equipment were available to set up the flu centre if the Emergency Control Group requested.



#### SECOND HOUR SCENARIO:

The staff in the Sports Den (or emergency site) switched with the Emergency Control Group in the community hall to work on a different set of circumstances. The primary and secondary

contacts brief each other on the actions taken in the first hour.

#### SCOPE:

**Concept:** The concept of “RTI Bug” Exercise is to create two Six Nations emergency scenarios through a table-top paper exercise simulating an Influenza Pandemic outbreak affecting Six Nations. The exercise involved the Emergency Control Group, primary and secondary contacts, their assistants and responders at a scene, and the designated immunization clinic and a flu centre.

**Real Time:** The exercise will be two (2) hours, starting at approximately 9:30 a.m. and finishing approximately 12:30 p.m. To keep participants in time with the exercise, one of the summer students posted a Date sign (Friday) above the clock.

**Exercise Time:** First ½ Hour: 10:00 a.m. Monday morning in January.

2<sup>nd</sup> ½ Hour: 10:30 a.m. April

Second Hour: 11:00 a.m. Friday in May before Bread & Cheese weekend.

A well-needed Exercise debriefing should have been held after lunch, but it did not take place. An exercise report was given at the next monthly Emergency Management Planning Committee meeting.

#### CONDUCT:

The Community Emergency Management Officer gave a brief description of the exercise to the Emergency Management Planning Committee and again on the day of the exercise.

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#### *Participating organizations and agencies:*

Council	Emergency Management Planning Committee
Health Services	Public Health
Social Services	Six Nations Police
Six Nations Fire	Six Nations Public Works
New Credit Chief and Administration	Emergency Management Ontario (maybe)

CKRZ Radio played themselves and the newspapers.

Tekawennake Newspaper reported on the outcome.

**Exercise Control** – The Community Emergency Management Officer was an exercise director, assisted by the Emergency Site responders and the Emergency Control Group assistants.

Clynt King, Environmental Officer, provided messages for the Emergency Operations Centre according to a script.



Shayne Hill, Community Emergency Management Trainee, ensured the messages got to the Emergency site; produced the props and manned Registration. Crystal Johns and Lacey Hill assisted with Registration.

Tabitha Curley and Dan Henhawk, Community Planning summer students, kept the exercise rooms on the same schedule as the messages.

**Exercise Control Mechanism:** Exercise activities came from written messages to nudge some actions to the Emergency Operations Centre and the emergency site radio communications to be relayed to the Emergency Control Group tables (or assistants). Information will be shared at the Emergency Control Group meetings regarding resources, manpower, equipment, etc.

**Mock Casualties:** It was a pandemic exercise but there were no casualties.

#### **ADMINISTRATION:**



#### **Feeding:**

Lunch was provided. Coffee, juice and water was set up throughout the exercise in the Foyer between the main hall and the Sports Den. Participants helped themselves quietly.

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#### EQUIPMENT AND SUPPLIES:

**Office supplies:** Each department was provided with an EOC box for each Emergency Control Group member. After reporting to the EOC their assistant was to check the contents with the list inside the box.

EOC Sign In Sheet was on the Emergency Operations Centre table. The ECG members signed in as they reported to the EOC (table).

**Clocks:** For exercise time, two clocks (borrowed from Fire Finance and Administration Assistant); one was set up in the main hall and one in the emergency site room.

**Office Equipment:** EOC Recorders were asked to supply their own laptop if shorthand is not being used. However, pads were provided in the Emergency Operations Centre Exercise box. The recorders were asked take actual notes on decisions made and the time decisions were made. The meetings were also recorded but the room wasn't suitable.

Health Services, Fire Department and Community Emergency Management Officer Laptops were available, if needed.

**Identification:** Exercise assistants and evaluators wore black caps borrowed from the Fire Hall.

#### SITE SAFETY

Nothing happened, but in the event of a real emergency the Exercise Coordinator would have immediately called an end to the exercise.

Since the exercise is indoors and on paper an Exercise Safety Officer is not appointed. However, a Safety Officer or Health & Safety Officer may be appointed on site. On-site safety will be considered at all times during the exercise emergency. Because the emergency site is treated as a real response unsafe conditions or activities will be identified at the scene.

#### COMMUNICATION EQUIPMENT:

**Telephones:** All personal and business cell phones and radios, not associated with the exercise, will be turned off. URGENT messages (only) can be taken at the Parks and Recreation telephone: (519) 445-4311. If a member of the exercise is called away due to urgent business the alternate member for their department can participate through the whole exercise.

**Exercise telephones:** There may be a simulation of telephones to the departments; and, three way/10-4 cellulars or walkie-talkies will be used from the emergency site room to the department tables (round) and maybe the EOC.

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**Radios:** Department: During the two hour exercise, all department (real) radios (Fire, Police, Ambulance, and Public Works) will be left off-site in department vehicles.

#### ***Exercise radio/cellular communications:***

- a) All radio transmissions and cellular communications was prefaced with the words: “***This is an exercise message***” so that scanner listeners understand that the messages are not the real thing.
- b) Exercise assistants and evaluators were supplied with walkie-talkies.
- c) No other communication equipment was to be used in the exercise rooms to prevent confusion between real and exercise messages.

Flow of Communications:

1. Public to the departments and assistants
2. Public to Council
3. Emergency Site to and from Emergency Operations Centre
4. Emergency Operations Centre to and from assistants

#### ***Media Communications:***

The media was played by CKRZ staff and Tekawennake. Added realism was given by CKRZ announcing updates of the emergency to the room.

- a) Accurate and timely Press Releases, Bulletins and Public Awareness messages were generated from the EOC and sent to the Media (CKRZ Radio) to be broadcast to the community hall.
- b) Tekawennake Newspaper reported on the pandemic exercise.

### EXERCISE TIMING

Everyone was registered and seated by 9:30 a.m. The Community Emergency Management Officer described the exercise, introduced the Exercise assistants, and answered exercise questions.

The exercise began at approximately at 10:00 a.m. The Primary contacts’ were in the Emergency Operations Centre to set up Anti-viral medication distribution and the Immunization clinic. The Secondary contacts moved to the Emergency Site room to physically set up the buildings as determined by the Emergency Control Group.

The Emergency Control Group members changed places, allowing 5 – 10 minutes to brief the secondary group on their actions as they would at any emergency. The Secondary Emergency Operations Centre set up Flu Centre.

Lunch was at 1:00 p.m.

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Due to the time, debriefing did not take place following the exercise, therefore the participants were asked to be Exercise Evaluators and give their evaluation, suggestions for next time, what worked, and what didn't work.

### INCIDENT COMMAND SYSTEM

The Incident Command System will be decided in the paper response at the exercise emergency scene. The lead agency was decided on the site to be a Health response.

#### *Response to be worked on:*

- a) The EOC will notify the various services simulating a call to Emergency Management Ontario; some messages were real to the emergency site and the media;
- b) The Emergency site people working together – Health, Fire, Police and Ambulance;
- c) The Emergency Control Group working together with their assistants at the EOC;
- d) Ambulance services assisting Health Services and Public Health;
- e) Social Services requesting assistance from the other departments; and
- f) Public Health response to pandemic diseases in the community.



### CAMERA

One camera person took photos in the emergency operations centre, and the emergency site for future exercise information.

### EXERCISE PLANNING STAFF:

Kelly Farmer, and Darlene Quinn, Clinic Nurses, Shayne Hill, Community Emergency Management Trainee, Kathy Montour, and Laura Beaver, CKRZ Radio; Lacey Hill, Summer Student for Fire, and Steve Lickers, Public Works provided their expertise to Barbara Miller, Community Emergency Management Officer to design and plan the exercise.

### EXERCISE OUTCOMES:

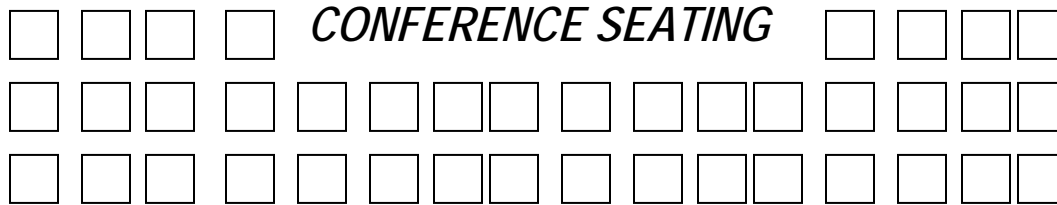
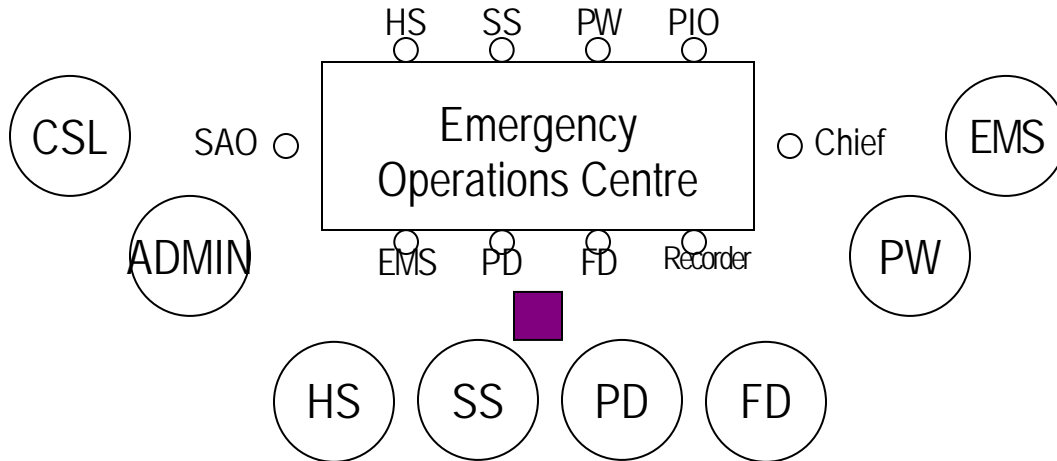
- re-acquainted the Emergency Control Group, assistants and staff with their responsibilities during a community emergency;
- re-acquainted the Emergency Control Group with working with emergency exercises;
- created a greater awareness of the Influenza virus;
- provided training on community emergency response;
- allowed 123 Six Nations Administration to network



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FOYER  
REGISTRATION & Coffee Break Room

