

STATEWIDE EXERCISE OBJECTIVES

July 28 or July 30= Pre landfall Preparation

July 29 or July 31=Post landfall Response and Recovery

Towns pick the two days they want to play—there are 3 choices: July 28-29 or July 28-31 or July 30-31. The first day is devoted to pre-landfall play, from 8:00 am to 12 pm. The topics for Day 1 will be provided at least two weeks in advance of the exercise, so that you can review and update your plans and procedures, in order to use them in your Unified Command meeting on the first exercise day. The focus of play on the second day is post-landfall, from 8 am to 2pm. There is no way to “fail” this preparedness exercise if your town participates as described below. This is not a test--the purpose of this exercise is to help the towns and the state be better prepared to aid our residents during any type of a serious disaster, including a hurricane.

Objective 1: Town Emergency Operations Center/Unified Command

Objective: During the exercise, municipalities will take appropriate steps to activate their Emergency Operations Centers (EOCs), convene their Unified Commands, and review/update pre-established disaster procedures contained in their Local Emergency Operations Plans (LEOP).

Expected Actions:

Day 1 Pre-landfall Preparation:

- a. EOC activated as per local Standard Operating Procedures (SOP). Town’s EOC must be a pre-identified central meeting place. Town will provide EOC location and methods of communication to local partners, and to DEMHS Regional Coordinator;
- b. Implement local Unified Command structure to include: CEO, Emergency Management Director, Fire, Police, Emergency Medical Services, Public Health, Social Services, Public Works, School Superintendent, Human Resources, legal advisor, public information officer, utility liaisons, private sector (if one person wears multiple hats, it might make sense to have his or her deputy/assistant present as well, if possible);
- c. Through the Unified Command, create an Incident Action Plan, or set of objectives and action items, for the pre-landfall operational period, including identifying who is responsible for what, and submit on Web EOC;
- d. With your Unified Command, review all of your plans related to a disaster, including the Local Emergency Operations Plans, vendor and volunteer agency

- agreements, local union contracts, etc... Suggest changes and updates and identify gaps that can be filled with additional agreements;
- e. Implement local Emergency Operation Procedure for hurricane, including, for example:
- Determine if and when to declare a state of emergency;
 - Review EOC/town functions staffing plan, and determine availability of staff or volunteers to perform necessary functions (review and update call-down list);
 - Test different methods of communication;
 - Determine generator capacities of critical infrastructure in town, including private sector such as gas stations, as well as town facilities that may be used as shelters or for other critical purposes;
 - If a SLOSH town, review and establishment of evacuation procedures—where and when to evacuate, how to communicate;
 - Risk Communications—notify tourists, prepare towns people for storm
 - Review of sheltering plan, and availability, verification of locations, staffing, generator capacity, availability of resources to address functional needs, etc... per the local Mass Care Shelter Annex. Communicate with possible staffing partners, review agreements re same;
 - Review or make agreements with local vendors for possible resources;
 - Prepare for possible use of volunteer civil preparedness forces;
 - Assuming summer school or local camps are in session, determine who will make the decision on closure;
 - Make contact with Regional Coordinator to identify possible shortfalls in local capabilities, to alert for possible need of mutual aid resources.
- e. Report preparedness activities through Web EOC or other communications method to DEMHS Regional Office;
- f. Address other issues that are presented.

Day 2 Post-Landfall, Response and Recovery:

- a. EOC activated as per local Standard Operating Procedures (SOP). Town's EOC must be a pre-identified central meeting place. Town will provide EOC location and methods of communication to local partners, and to DEMHS Regional Office;
- b. Implement local Unified Command structure to include: CEO, Emergency Management Director, Fire, Police, Emergency Medical Services, Public Health, Social Services, Public Works, School Superintendent, Human Resources, public information officer, legal advisor, utility liaisons, private sector (if one person

- wears multiple hats, it might make sense to have his or her deputy/assistant present as well, if possible);
- c. Through the Unified Command, create an Incident Action Plan, or set of objectives and action items, for the post-landfall operational period, including identifying who is responsible for what, and submit on Web EOC;
 - d. Work with Utility liaison to review pre-identified restoration priorities: communicate priorities to decision-maker at utilities, and get feedback on restoration activities (see Objective 2, below);
 - d. Implement local Emergency Operation Procedure for hurricane, including, for example:
 - Review and implement damage assessment procedure;
 - Review staffing plan for town facilities for 24/7 shifts;
 - Review longer term sheltering capabilities, and how to handle additional evacuees
 - e. Make requests for needed resources through DEMHS Regional Office (see Objective 2, below);
 - f. Report response and recovery activities through Web EOC or other communications method to DEMHS Regional Office;
 - g. Address other issues that are presented.

Objective 2: Practice Local/State Communications Processes/Procedures

Objective: During both the pre-landfall and post-landfall days of the exercise, communications within the municipality and with utilities will be practiced, as well as communications between municipalities, utilities, and the State, through the use of Web EOC, and interaction with the DEMHS Regional Offices. Municipal EOCs will implement or establish pre-determined procedures for the completion of required documentation and communications.

General Expected Actions (over the two days):

- a. Log in to WebEOC and verify the ability to download information and submit reports;
- b. Submit a commodities request for food, water, tarps, to the Regional Office, following established procedures and form (to be supplied in advance);
- c. Submit another resource request in accordance with established regional/state protocols and track it to completion;
- d. Test redundant communications assets;
- e. Maintain a communications flow among the members of the municipal Unified Command, by providing situational awareness to all members, and discussing issues and possible solutions together;

- f. Work with utilities liaison(s) to create a work plan for restoration, present it to the DEMHS Regional Office, and ensure a response back;
- g. Work with utilities liaison(s) to perform a damage assessment;
- h. Establish communications with your Division of Emergency Management and Homeland Security (DEMHS) Regional Offices, Regional Emergency Planning Team (REPT), Regional Emergency Support Plan (RESP) (if applicable), and State Emergency Operations Center (SEOC) via WebEOC, radio (voice) and e-mail;
- i. Develop Incident Action Plans (ICS 202/Incident Objectives as a minimum) and submit via WebEOC to the State EOC (templates and guide document to be provided);
- j. Communicate status and activities to Regional Coordinator, through Web EOC or Regional Office;
- k. Participate in one or more State-wide teleconferences;
- l. Submit situation report(s) as requested.

Objective 3: “Make Safe” Scenario

Objective: The DEMHS Regional Coordinators will work with towns and the utilities to pre-identify at least three towns in each region that will participate in a full scale Make Safe exercise on each of two days, July 29th and July 31st. Local/utility crews at pre-established “Make Safe” sites will be working, in the field, on assorted scenarios that pertain to both power outages and debris removal. Other towns will participate in the restoration scenario as described below:

Expected Actions:

- a. Crews will use priorities identified in the town’s Unified Command Incident Action Plan;
- b. The crews will report back to local and state EOCs re status of work, and when work is completed;
- c. Towns that do not actually perform the Make Safe exercise will work with their Unified Command and utility liaison to review and update identified priorities, submit to the Regional Office, and receive a response back.

Objective 4: Sheltering

Objective: All towns will participate in the sheltering portion of the exercise. Every town shall review local shelter operations procedures and, at a minimum, conduct a sheltering table-top exercise/facilitated discussion, involving appropriate local Unified Command and EOC staff. Each DEMHS Region will establish at least one multi-jurisdiction shelter and will conduct an overnight shelter operation.

Expected Actions:

- a. There are three different levels of participation: (1) Using the updated Mass Care sheltering guidance, complete the attached summary tool by reviewing current municipal sheltering plans, agreements and assets. Identify gaps. Submit summary to DEMHS Regional Office or through Web EOC;

(2) In addition to completing the review described in (1), use established guidelines to open a town shelter and maintain it long enough to simulate/operate an overnight operation scenario; or

(3) In addition to completing the review described in (1), work collaboratively with other towns to open a multi-town shelter, and maintain it long enough to simulate or conduct an overnight operation.
- b. Address other issues that are presented.
- c. Communicate status and activities to Regional Coordinator, through established procedures.
- d. Submit situation report(s) as requested.

Upcoming Dates:

- Jurisdictions indicate the dates they will participate to their DEMHS Regional Coordinator as soon as possible.
- The DEMHS Regional Coordinators are working with towns and the utilities to identify at least three towns in each region that will participate in the Make Safe exercise on each of two days, July 29th and July 31st. Six towns in each DEMHS region will be identified.
- Jurisdictions indicate their extent of play in the sheltering exercise (Options 1, 2, or 3) as soon as possible, but no later than May 31.
- DEMHS Regions submit the location(s) and dates of multi-jurisdiction shelters as soon as possible, but no later than May 31.