March 2014 Severe Weather Tabletop Exercise



Situation Manual

1/23/14

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

|  |  |
| --- | --- |
| **Exercise Name** | 2014 Severe Weather Tabletop Exercise |
| **Exercise Dates** | **March 11, 2014** |
| **Scope** | This exercise is a Tabletop Exercise (TTX), planned for four hours at the State Emergency Operations Center, and the three National Weather service regions across the state. The February 2014 Severe Weather TTX will emphasize the collaboration of federal, state, and local agencies in regards to how information is gathered, processed, coordinated and distributed in preparation for, in response to, and recovery from a major weather event. |
| **Mission Area(s)** | **Response and Protection** |
| **Core Capabilities** | Operational Coordination, Intelligence and Information Sharing, Public Information and Warning |
| **Objectives** | * Describe how local and state and local agencies will establish and maintain a unified and coordinated operational structure for managing severe weather threats in accordance with county and state Emergency Operations Plans (EOPs). * Describe how local and state agencies will collect, analyze, and disseminate severe weather incident related information in accordance with county and state emergency operations plans. * Describe how severe weather alerts are disseminated to the general public from local, state, and federal agencies in accordance with county and state emergency operations plans. |
| **Threat or Hazard** | Severe Weather |
| **Scenario** | A severe weather event moves through each of the National Weather Service (NWS) regions. The event begins in Western Kentucky with high winds and tornadoes, enters Central Kentucky with straight line winds and rain, and enters Eastern Kentucky with heavy rain and flooding. For the sake of this exercise, all preparation, response, and recovery events will take place at the same time. See Assumptions and Artificialities section for additional information. |
| **Sponsor** | Kentucky Emergency Management |
| **Participating Organizations** | Approximately 120 personnel will participate in this exercise, including staff from the National Weather Service, each state Emergency Support Function, and local staff in each of the National Weather Service Region areas. |
| **Point of Contact** | Bobby Gillis  Kentucky Division of Emergency Management  Bobby.j.gillis.nfg@mail.mil |

# 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 |
| --- | --- |
| Describe how local and state agencies will establish and maintain a unified and coordinated operational structure for managing severe weather threats in accordance with county and state Emergency Operations Plans (EOPs) upon receiving a severe weather warning. | Operational Coordination |
| Describe how local and state agencies will collect, analyze, and disseminate severe weather incident related information in accordance with county and state emergency operations plans. | Intelligence and Information Sharing |
| Describe how severe weather alerts are disseminated to the general public from local, state, and federal agencies in accordance with county and state emergency operations plans. | Public Information and Warning |

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, polices, and procedures.

## Exercise Structure

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

* Module 1: Alert Notification
* Module 2: Response
* Module 3: Recovery

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

|  |  |
| --- | --- |
| ESF 1 Transportation | ESF 9 Search and Rescue |
| ESF 2 Communications | ESF 10 Hazardous Materials |
| ESF 3 Public Works | ESF 11 Agriculture and Natural Resources |
| ESF 4 Firefighting | ESF 12 Energy |
| ESF 5 Emergency Management | ESF 13 Public Safety and Security |
| ESF 6 Mass Care | ESF 14 Long Term Recovery |
| ESF 7 Resource Management | ESF 15 Public Information |
| ESF 8 Health and Medical Services | Kentucky National Guard |

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 response and 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.

## In order to answer some of the discussion questions in this exercise, it is assumed that the weather incident has evolved and time has moved forward. Facilitators will explain the evolution of the scenario to their participants.

## 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: Alert Notification

### Scenario Information:

### State EOC - February 4, 2014: 09:15am EST

* A strong storm is moving through the mid-west towards Western Kentucky.
* Radar indicates that the storm will produce high winds with the possibility of supercell activities, including tornadoes.
* The severe weather front is expected to continue with straight line winds and heavy rain in Central Kentucky, then change to heavy rain and flooding in Eastern Kentucky before leaving the state.

### Western Kentucky - February 4, 2014: 09:15am EST

* A strong storm is moving through the mid-west towards Western Kentucky.
* The National Weather Service has issued a Tornado Watch.
* Radar indicates that the storm will produce high winds with the possibility of supercell activities, including tornadoes.
* The severe weather front is expected to continue with straight line winds and heavy rain in Central Kentucky, then change to heavy rain and flooding in Eastern Kentucky before leaving the state.

### Central Kentucky - February 4, 2014: 11:30pm EST

### A strong storm is moving through Western Kentucky.

### Radar and weather spotters report that the storm is producing high winds with supercell activities, including tornadoes.

### The National Weather Service has issued a Tornado Warning for several locations in Western Kentucky.

### Projected impact in Central Kentucky will include straight line winds in excess of 70 MPH and heavy rains throughout the area, before changing to heavy rain and flash flooding in Eastern Kentucky.

### Eastern Kentucky - February 4, 2014: 1:00pm EST

## A strong storm has moved through Western Kentucky and is currently delivering straight line winds in excess of 70MPH, along with heavy rains throughout Central Kentucky .

## Radar and weather spotters have confirmed that the storm is producing high winds with supercell activities, including tornadoes.

## Projected impact in Eastern Kentucky will include heavy rains with a strong possibility of flash flooding throughout the area.

## Key Ideas

* Incident Action Plans
* National Weather Service Alerts and Warning Orders

## 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.

**Please Note:** You may not be able to discuss every specific question in each module, but make sure you try to cover the content of each question in some capacity.

### State EOC

1. What activities should state officials take to prepare for imminent severe weather?
2. How does KYEM receive notification concerning severe weather threats? What does KYEM do with this information?
3. What agencies does KYEM notify upon receiving a severe weather Alert? Watch? Warning? How is this accomplished?
4. How does KYEM make the decision to activate the state EOC?
5. How does KYEM notify key incident management personnel to report to the EOC for each ESF or C-Group?
6. What state agencies have the capability to activate their respective emergency operations centers? When? Where? How is KYEM involved in this process?
7. How will KYEM and ESFs gather and disseminate incident related information to maintain a common operating picture? What agencies are involved in this process?

### County/Region

1. What activities should county officials take to prepare for imminent severe weather?
2. How do county and regional officials receive notification about severe weather threats?
3. What agencies do county officials contact upon notification of a severe weather event? How is this accomplished?
4. How do county officials make the decision to activate the county EOC? Who makes this decision? When should the EOC be activated?
5. How are key incident management personnel notified to report to the EOC? Have personnel been designated for each ESF?

# Module 2: Response

### Scenario Information

### State EOC - February 4, 2014: 1:30pm EST/ Temp:39 ⁰ F

* A strong storm is moving through Western Kentucky.
* Radar and weather spotters report that the storm is producing high winds with supercell activities, including tornadoes.
* The National Weather Service has issued a Tornado Warning for several locations in Western Kentucky.
* Projected impact in Central Kentucky will include straight line winds in excess of 70 MPH and heavy rains throughout the area, before changing to heavy rain and flash flooding in Eastern Kentucky.
* Resource requests have been received for generators, bottled water, search and rescue teams, casualty transport, and debris removal teams and equipment.
* Initial damage reports indicate trees down and blocking roadways, homes destroyed, damage to local infrastructure in multiple jurisdictions, and multiple casualties.

### Western Kentucky - February 4, 2014: 12:00pm EST/ Temp:42⁰ F

* A strong storm is moving through Western Kentucky.
* Radar and weather spotters report that the storm is producing high winds with supercell activities, including tornadoes.
* The National Weather Service has issued a Tornado Warning for several locations in Western Kentucky.
* Initial damage reports indicate trees down and blocking roadways, homes destroyed, damage to local infrastructure in multiple jurisdictions, and multiple casualties.

### Central Kentucky - February 4, 2014: 1:30pm EST/ Temp:39 ⁰ F

* A strong storm is moving from Western Kentucky and into the Central Kentucky area.
* Radar and weather spotters report that the storm is producing straight line winds in excess of 70 MPH and heavy rains throughout the area.
* The National Weather Service has issued a straight line wind advisory and tornado watch for several locations in Central Kentucky.
* Initial damage reports indicate trees down and blocking roadways, damage to local infrastructure in multiple jurisdictions, and multiple casualties.

## Eastern Kentucky - February 4, 2014 –2:30pm EST/Temp:39 ⁰ F

## A strong storm has moved into Eastern Kentucky as heavy rains and flash flooding.

## Radar and weather spotters report that the storm is producing wind gusts in excess of 70 MPH and heavy rains throughout the area.

## The National Weather Service has issued a flash flood warning with 2-5 inches of rain falling in parts of Eastern Kentucky.

## Initial damage reports indicate multiple casualties, trees down and blocking roadways, water in roadways, damage to local water systems and other local infrastructure in multiple jurisdictions.

## Key Ideas

* Initial Assessments
* Common Operating Picture
* EOC Operations and Notification

## 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.

### State EOC

1. How will KYEM be notified of a transitioning severe weather conditions? Upon notification, what agencies will KYEM notify? How? When?
2. What are the primary roles of KYEM and ESFs when coordinating support for a severe weather event?
3. How will KYEM and supporting ESFs maintain effective direction and control for transitioning weather conditions that are in different phases in multiple statewide locations? What about the activated KDPH Department Operation Center? Activated Transportation Operations Center?
4. What types of incident related information will be distributed and to whom? Who will distribute this information? Incident Action Plans? Situation Reports?
5. How will KYEM and ESFs continue to collect and disseminate incident related information for transitioning incidents? What systems or processes will be used to insure the right agencies are getting the right information?
6. How does KYEM, ESFs, and activated Department Operation Centers manage request for resources/assistance from local jurisdictions?
7. When will KYEM and supporting agencies stand up a JIC to disseminate public information and warning to the general public? How are county agencies notified of this activation?
8. What types of information will be disseminated through the JIC? Who is responsible for getting the right information to the right population?

### County/Region

1. What are the primary roles of county officials and supporting agencies when responding to a severe weather event? How will county officials maintain effective direction and control?
2. What types of incident related information will be collected and distributed and to whom? Who will distribute this information? Incident Action Plans? Situation Reports?
3. When should local officials request state assistance? How is this accomplished?
4. How do county officials interact with the state Joint Information Center?
5. How is public information and warning disseminated to the general public? Who is responsible for this within each county? What systems or processes are used?

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# Module 3: Recovery

### Scenario Information

### State EOC - February 4, 2014: 3:30pm EST

* A strong storm has moved across the state of Kentucky.
* The State EOC has received local emergency declarations from jurisdictions in Western, Central, and Eastern Kentucky
* Resource requests are being filled for generators, water, search and rescue teams, debris removal teams and equipment, and casualty transport.
* A statewide emergency declaration has been signed.
* A request for a presidential declaration is being drafted.
* Initial damage assessments are beginning to arrive.

### Western Kentucky - February 4, 2014: 3:30pm EST

* A strong storm has now moved out of the region.
* Multiple local jurisdictions have submitted emergency declarations to the State EOC.
* Resource requests are being filled for generators, bottled water, search and rescue teams, debris removal teams and equipment, and casualty transport.
* Initial damage assessments are underway.

### Central Kentucky - February 4, 2014: 3:30pm EST

* A strong storm has now moved out of the region.
* Multiple local jurisdictions have submitted emergency declarations to the State EOC.
* Resource requests are being filled for generators, bottled water, search and rescue teams, debris removal teams and equipment, and casualty transport.
* Initial damage assessments are underway.

### Eastern Kentucky - February 4, 2014: 4:30pm EST

* A strong storm has now moved out of the region.
* Multiple local jurisdictions have submitted emergency declarations to the State EOC.
* Resource requests are being filled for generators, bottled water, search and rescue teams, debris removal teams and equipment, and casualty transport.
* Initial damage assessments are underway.

## Key Ideas

* County and State Declaration Formats
* Damage Assessments

## Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 3. 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.

### State EOC

1. How does KYEM and ESFs receive post incident status reports from local officials? What is done with this information?
2. How would KYEM and ESFs provide support to county agencies during the recovery phase?
3. How will KYEM notify local, state, and federal agencies of state EOC deactivation? When should this be accomplished?
4. How will agencies that have activated a Department Operations Center notify local, state, and federal agencies of deactivation? When should this be accomplished?
5. When should KYEM disseminate information related to the documentation of expenditures and possible federal reimbursement? How will KYEM and ESFs document this information and to whom will it be submitted?
6. How will KYEM assist local and state agencies with the state/federal reimbursement process?
7. When should agencies conduct an After Action Review? What level of activation requires the development of an After Action Report/Improvement Plan?

### County/Region

1. How will local officials conduct post incident assessments? What information should be documented? Who should receive this information?
2. When should local officials request state-level support for recovery activities? How is this accomplished?
3. How will county officials notify local and state agencies of EOC deactivation? When should this be accomplished?
4. When should agencies conduct an After Action Review?
5. How will county officials document incident related information and maintain accounts of expenditures?
6. When should local agencies request assistance with the state/federal reimbursement process?

# 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.

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | **START EXE** | **Module 1** | **Module 2** | **Module 3** | **HotWash** | **Index** | **Facilitator/Evaluator Debriefing** |
|  |  |  |  |  |  |  |  |
|  | **11-Mar** | **11-Mar** | **11-Mar** | **11-Mar** | **11-Mar** | **11-Mar** | **7-Feb** |
| Exercise time | **9:00 EST** | **9:10 EST** | **10:20 EST** | **11:30 EST** | **12:40 EST** | **1:00 EST** | **1:00 EST** |
|  |  |  |  |  |  |  |  |
| **DURATION** | 10 min | 60 min group, 10 min open | 60 min group, 10 min open | 60 min group, 10 min open | 20 min |  | 1 hour |
|  |  |  |  |  |  |  |  |
| Paducah | **Welcome/ FRAMING INJECT** | **Housekeeping/**  **ALERT NOTIFICATION** 1) Ops Cord 2) Intel & Sharing 3) PI & W | **RESPONSE** 1) Ops Cord 2) Intel & Sharing 3) PI & W | **RECOVERY** 1) Ops Cord 2) Intel & Sharing 3) PI & W | **HotWash** | **END OF EXERCISE** | **FACILITATOR/EVALUATOR DEBRIEFING** |
|  |
| Louisville |
|  |
| Jackson |
|  |
| CEOC |

* Modules 1 -3 will have a 5-minute Module brief. This brief will be conducted by individual facilitators for their specific sites.
* Modules 1 - 3 will have a 60-minute individual Regional group discussion  
   Each group discussion will discuss the following Capabilities:  
   1) Public Information & Warning  
   2) Operational Coordination  
   3) Intelligence Gathering and Sharing
* Modules 1 -3 will have a 10 minute individual Regional out brief to all participants. This brief will be conducted by the lead facilitator.   
  Each out brief will cover 1 strength, 1 area of improvement
* At 11:30am EST each site will conduct a conference line reset. The facilitator at each location will end their initial call and call back in with the same call ID. The lead facilitator will ensure that each site is back on the conference line.
* During the HotWash session, each Region will provide an overall assessment of the exercise, not the Capabilities. Participants will be asked to complete the Participant Feedback Form before leaving the exercise.

# Appendix B: Participants

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| --- | --- |
| Participating Organizations | |
| **Federal** |  |
| National Weather Service |  |
| **State** |  |
| Kentucky Emergency Management | Commonwealth Joint Information Center (CJIC) |
| Kentucky Department of Public Health | Commonwealth Planning Group (CPG) |
| Kentucky Transportation Cabinet | Commonwealth Resource Management Group (CRMG) |
| Department of Environmental Protection | U.S. Army Corps of Engineers |
| Commonwealth Assessment and Analysis Group (CAAG) | Kentucky National Guard |

# Appendix C: Acronyms & Definitions

| **Acronym** | **Term** |
| --- | --- |
| DHS | U.S. Department of Homeland Security |
| EEG | Exercise Evaluation Guide |
| EOP | Emergency Operations Plan |
| ESF | Emergency Support Function |
| HSEEP | Homeland Security Exercise and Evaluation Program |
| SitMan | Situation Manual |
| SME | Subject Matter Expert |
| THIRA | Threat Hazard Identification Risk Assessment |
| TTX | Tabletop Exercise |
| Word | Definition |
| Severe Weather Warning | A specific type of severe weather event is in progress. |
| Severe Weather Watch | Conditions are favorable for a specific type of severe weather event. |

# Appendix D: Exercise Locations/Facilitators/Evaluators

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| --- | --- | --- |
| Location | Facilitator | Evaluator(s) |
| Commonwealth Emergency Operations Center  100 Minuteman Parkway  Frankfort, KY 40601 | Harry James | Junior Lewis  Lori Harley |
| Hopkins County Health Department  412 N. Kentucky Ave.  Madisonville, KY 42431 | Tina Massengill | Sherion Roberts  Butch McKinney |
| Bullitt County Health Department  181 Lees Valley Rd.  Shepherdsville, KY 40165 | Barbara Yates | Les Bandy |
| Hal Rogers Fire Training Center  Room 102  180 Oak Leaf Lane  Somerset, KY 42501 | John Hunt | Denise Ludwig |