

Emergency Preparedness
Table Top Exercise Agenda

- I. Overview of the Session
- II. Business: Incidents since last meeting
 - a. Missing Person
 - b. Power Outage
 - c. Police Incident
 - d. Bethlehem Steel Fire
- III. Emergency Management Resources
 - a. Mass Notification System
 - b. Emergency Operation Centers
 - c. EOC and Incident Management Binder:
- IV. Table Top Exercise.
- V. Debriefing

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1) Police Incident (Unwelcomed Guest)

At 10:35 AM a female employee enters the main office to obtain her check that was not processed correctly. The receptionist provides her the check at the front desk. The employee reviews the check and becomes irate that there are missing hours. The employee is demanding to speak with someone and is becoming increasingly agitated. The employee leaves the building and comes back a short time later threatening to harm people if she is not issued a new check immediately. 911 is called by an employee who is in an adjacent office. The employee is not willing to leave and police are responding.

What is your team's first initial plan of action?

What is the current practice for this information being disseminated within an agency administrative office?

What indicators determine the convening of an Emergency Management Meeting? Who is can request one to be initiated?

Would you convene an Emergency Management Team? If so where?

*What does the Emergency Management Team Look like? ** See Page 3*

What are the risk areas we need to address with this incident?

How do you determine where you move the staff to?

What method(s) exist to maintain awareness?

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- 2. Fire: At 3:35AM a fire was reported at the Residential Site. All residents were able to evacuate from the building with minor injuries except one of the staff members suffered severe burns while going back into assist with the evacuation. The house is a total loss.*

How would your Emergency Management Team change from our first incident?

What is your action plan?

What are you communicating and to whom?

What resources are you utilizing to assist in your management of this incident?

What is the expected duration of this incident?

What are some of the challenges you foresee?

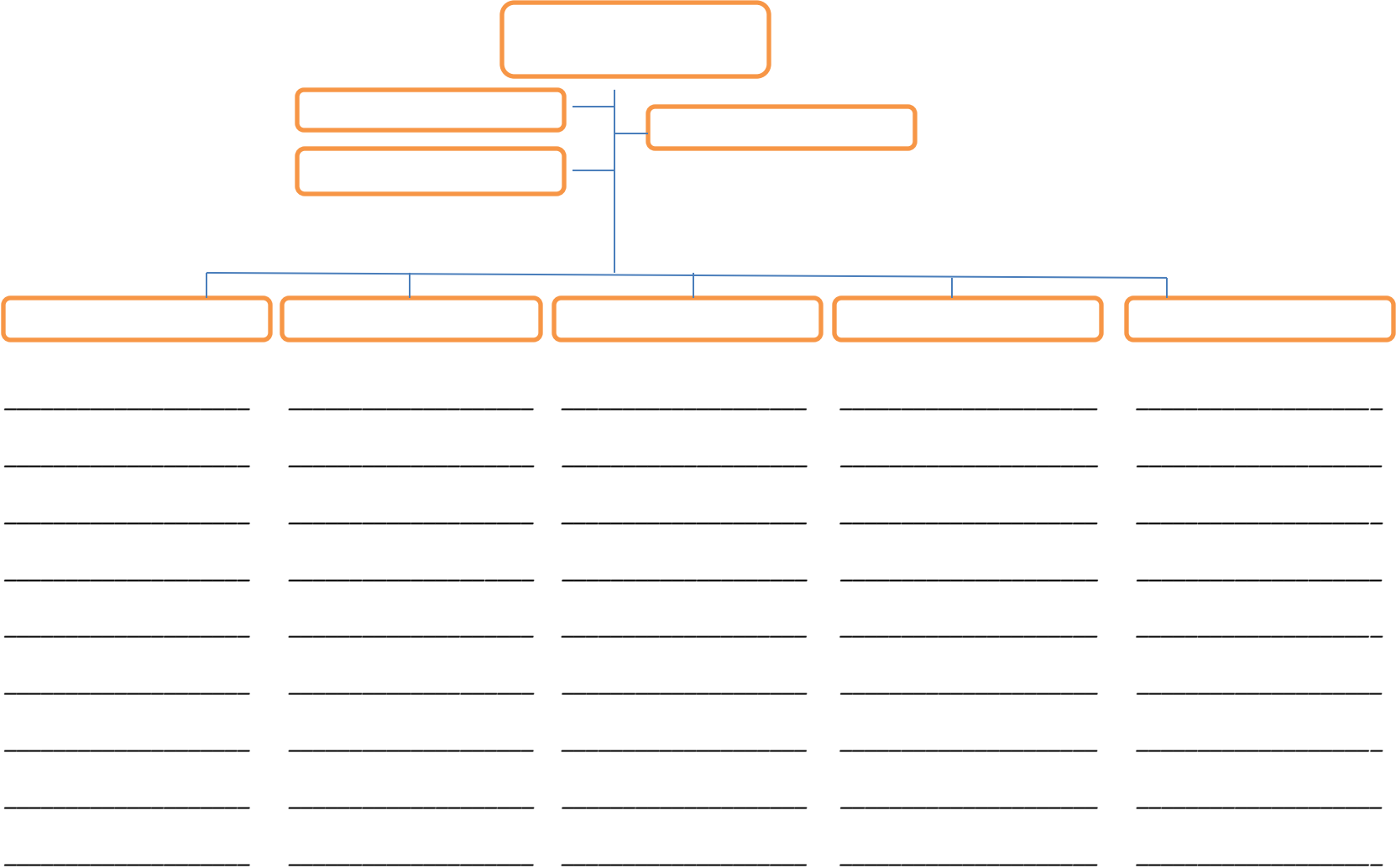
Other than immediate health and safety what would need to be addressed in the first 12-24 hours?

After the initial 12-14 hours what would need to be addressed in the first 12-24 hours?

Demoralization discussion.

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What does the Emergency Management Team Look like?



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