

MCHD's Action Plan to Prepare for PandORa Exercise

Goal

Using the Scenario in the Participants Handbook, establish and organize the response organizations, relationships between organizations, and results that we expect them to accomplish by the time the exercise begins on November 1st.

Objectives and Actions

A. Regional Response Organization Relationships

Frame Relationships between multiple response organizations. Decide to have or not have a Health Coordination Center, other Multi-agency Coordination Group, and/or Area Commands to accomplish some degree of regional coordination. If so, determine their jurisdiction and scope of operations. Without committed decisions, the default situation is jurisdiction and hospital based incident command organizations in a direct relationship with local/regional Emergency Operation Centers and individual department operation centers, and then to the State Health Agency Operation Center and State Emergency Coordination Center. **Action Parties/Forums:** The two remaining Health Preparedness Organization Exercises (Sep. 15 and Oct. 4), and REPPG decisions in consideration of NIMS principles being covered in ICS-400 course opportunities in September.

B. Individual Response Organization Preparation

Conduct a series of meetings or workshops that parallel the ICS Planning Cycle. Set an Operational Period that includes Nov. 1, from 0900-1600, and draft Incident Action Plan for that Period as a product of the below sequence of preparation sessions that approximate key meetings and activities of the Planning Cycle. Part of each session can be workshop and preparation for the activity, and part can be the specific ICS meeting. Designated Incident Commanders and the Planning Section Chiefs provide overall coordination guidelines to Officers and Chiefs who schedule the following activities of assigned individuals (see assigned positions and estimated hours spreadsheet).

1. **Letter of Delegation Session.** The Incident Commanders consult with the Agency Executive on the terms of a Letter of Delegation. The AE signs and issue the letter to the ICs. Complete during week of Sep 5.
2. **Goal and Objectives Session** for Nov 1 Incident Action Plan. Incident and Deputy Incident Commanders and invited Command/General Staff meet to construct a history of the goals and major attained objectives preceding Nov 1, and then draft an amended goal and new objectives are created for the Nov 1 Operational Period. Complete during week of September 11.
3. **Command and General Staff Meeting Session.** IC presents objectives, expectations, and any general directions to the Command and General Staff. Complete during latter part of week of Sep 11.

4. **Tactics Meeting Session.** Appropriate Section Chiefs and Leaders create an organization and determine major resources and products needed to attain the objectives. Complete during week of Sep 18.
5. **Session to Prepare for Planning Meeting.** Command and General Staff each lead meetings or workshops of their respective staffs (combine Nov 1 and 2 staffs) in order to align their activities to attaining the objectives. The instructional video *Planning for Performance* may be presented as an overview of the whole planning process. Different functions prepare products and conduct or simulate activities required to develop or support the developing IAP. For example for Planning: resource orders are documented and displayed, the T-card rack of current resources is assembled and displayed, and the situation displays are up to date. Complete during the week of October 16.
6. **Planning Meeting** Session of all leaders to confirm that elements required to attain the objectives are coming together. Complete early in the week of Oct 23.
7. **Assemble and Approve the IAP Session.** Planning Section orchestrates all IAP contributors as they complete the IAP by end of week of Oct 23.
8. **Session to Set up of each work and display area in ICP.** Logistics will designate work areas and wired telephones. Have one or more individuals from each Command and General Staff function come to McCoy 10 Command Post during afternoon of October 31st to set up you area, processes, displays, etc. so that the ICP will appear as if we are 2 or more weeks into the response when we our first exercise group begins on Nov 1.
9. **Operations Briefing** to present the IAP. At 0830 on each exercise day (Nov 1 and 2)

C. Individual Preparations

1. **Know your position.** If not clear on your position consult with your IMT supervisor for your exercise day (see spreadsheet).
2. **Review position description and processes** that you are responsible for or contribute to. Resources include updated position descriptions, course references, the book *Beyond Initial Response* distributed to many IMT members and available for use by all, and consultation with Jim Spitzer or Robin Holm.
3. **Participate in the appropriate activities noted in B above** with the aim of preparing yourself, your work space, processes, records, and displays as you what them to appear on November 1. They should be as you would expect them to look 2 weeks into the operation. And your work area should be set up during the afternoon of October 31st.