

# **Pandemic Flu Tabletop Exercise**



Prepare. Respond. Recover.

## **Plan of Instruction**

### **Exercise Purpose**

To assess organization's emergency operation plan, policies, procedures and to assess types of systems needed to guide the prevention of, response to, and recovery from a pandemic flu event.

### **Exercise Objectives**

At the end of the exercise participants will be able to:

1. Assess ability to use Incident Command System (ICS) to maintain critical and essential services.
2. Determine ability of your organization to handle an increase of demand of clients or patients with reduced staffing.
3. Determine impact of social distancing & infection control measures on your organization's operations.

### **Target Audience**

Community based health and human service organizations.

### **Exercise Guidelines**

The Pandemic Flu Tabletop Exercise is most effective when the following guidelines are followed:

- All organizational leadership staff and key stakeholders participate in, and/or observe, the exercise.
- The exercise objectives are best met when only the Facilitator has access to the exercise PowerPoint and scenario prior to the exercise.
- The exercise Facilitator should not be a member of the organization's executive management team
- Creating an Emergency Preparedness Improvement Plan is the final step and most critical step in the exercise. A plan template is included in this document.

### **Exercise Tips**

It is recommended that:

- you plan for the exercise to take approximately 3 hours
- observers and players not receive a printed copy of the PowerPoint exercise until after the exercise is complete,
- the exercise be done all at once (preferred) or in sequential order over 2 or 3 meetings,
- a 10 minute break be held every 1 – 1.5 hours,
- a sign-in sheet be circulated and maintained for training records.

### **Course Evaluation**

A course evaluation should be provided to participants for feedback on course content and delivery. A suggested evaluation tool is included in this document.

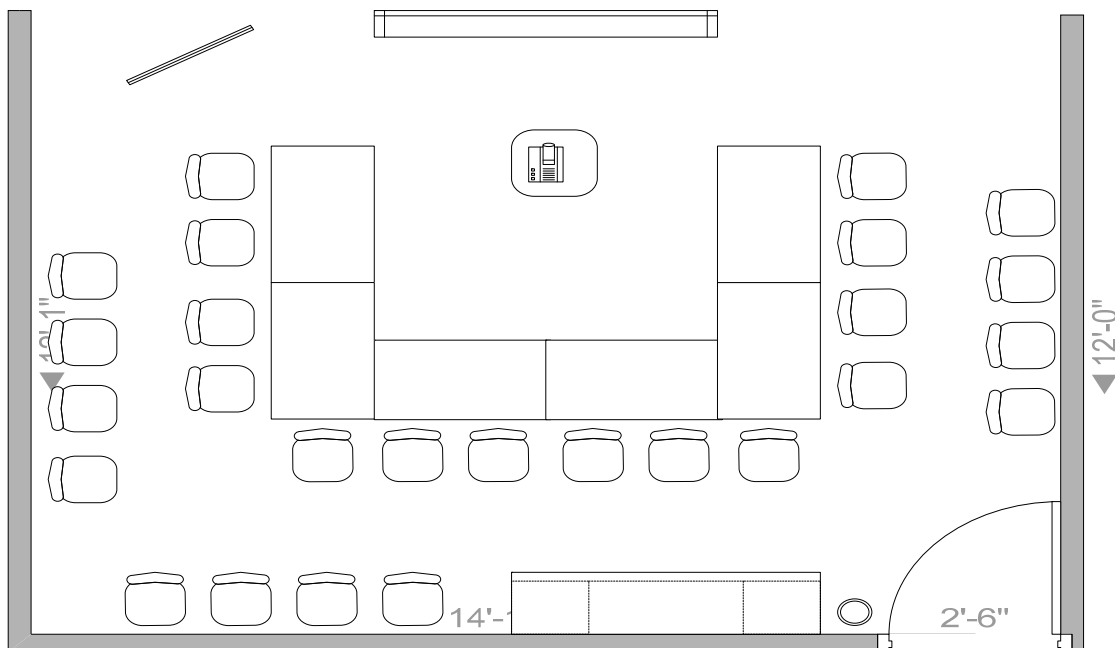
### **Materials Needed**

- Pan Flu TTX PowerPoint Presentation
- Computer and LCD projector

- “Business Not As Usual” DVD or Internet connection to: <http://www.metrokc.gov/health/pandemicflu/video/>
  - For a free copy of the DVD “Business Not As Usual” contact the Communication Department at Public Health-Seattle & King County.
- Audio/Video capability
- Incident Command System (ICS) table cards or ID badges for each of the following roles:
  - Incident Commander
  - Safety Officer
  - Public Information Officer
  - Liaison Officer
  - Finance/Administration Chief
  - Logistics Chief
  - Operations Chief
  - Planning Chief
- “Post-It” sticky note pads
- Flip chart/paper or large dry erase board

**Exercise Facility Set Up:**

- Players sit at tables; observers sit in chairs behind and outside of “U-Shape”. (see example below)
- Set up meeting room so tables and chairs are in a “U-Shape” and Players can easily see the LCD projection screen and dry erase board or flip chart.
- During the exercise, the Facilitator should be able to move easily within the “U-Shape”
- If possible, provide water and healthy snacks for participants and observers in the back of the room.
- Place Post-it Note pads on the tables



**Preparation:**

- Customize the following PowerPoint Slides where the symbols << >> are found.  
See slide numbers:
  - #1: Organization Name & Date of Exercise
  - #7: Organization Name (2<sup>nd</sup> and 3<sup>rd</sup> items)
  - #8: Organization Name (1<sup>st</sup> and 3<sup>rd</sup> bullet)
  - #15: Organization or Specific Department Within Organization (1<sup>st</sup> and 3<sup>rd</sup> sentence)
  - #24: Organization Name
  - #30: Organization Name
- Prepare ICS identification badges or table tents
- Facilitator familiarizes him or herself with the PowerPoint slides and notes (found in “normal view” setting of PowerPoint) prior to exercise.
- Facilitator prints out PowerPoint slides with notes to assist with facilitation.



# Pandemic Flu Tabletop Exercise Evaluation

Agency: \_\_\_\_\_

Name (Optional): \_\_\_\_\_

*Your feedback is valuable, thank you for taking the time to complete this evaluation!*

	Excellent	Good	Fair	Poor
Overall value of this exercise				
Length of the exercise				
Clarity of the scenarios and situation updates				
Exercise tested our capacity to respond to a pandemic flu				

What did you like most about the exercise?

What did you like least about the exercise?

What would you change, if anything, about the experience?

Would you recommend this exercise to other providers in your healthcare sector? Why?

Did this exercise help you address your main concerns regarding pandemic flu? Why or why not?

What other disaster scenarios or issues would your organization like to address?

Additional Comments:

## Emergency Preparedness Improvement Plan Matrix

The following matrix outlines a work plan for the items that are required to bridge an identified gap in current planning or response activities. Priority for each action should follow a scale of 1 to 5; 1 indicating highest priority, 5 indicating lowest. The person(s) listed as the responsible party will lead the effort to resolve each action listed.

Priority	Actions to be Taken	Responsible Party(s)	Estimated Completion Date	Status	Notes
<b>Pandemic Flu Exercise</b>					
<b>SAMPLE:</b> 1	Update staff emergency phone tree	John Smith	December 2008	In progress	John to add to Agency Go-Kit when done