

4. Review “7 Steps to an Disaster Resilient Workplace” (www.ResilientWorkplace.org) for additional ideas, and encourage staff to prepare at home (www.EarthquakeCountry.org/sevensteps).

Level 2 – Intermediate: Tabletop Exercise

This exercise is a discussion-based exercise for decision-makers to consider how the earthquake would impact your facility/organization and identify plans and policies and procedures to be used during the event. In addition to the Tabletop Exercise, it also includes the brief Level 1 focus drill in terms of the entire facility employee participation in a *Drop, Cover, Hold On* drill.

BEFORE the Exercise

1. If you will participate in a ShakeOut exercise, register your facility/organization as an official participant at www.ShakeOut.org (make sure to register in your state or region).
2. Bring together the Exercise Planning Team to design the exercise.
 - Determine or review your plans, policies and procedures for an earthquake.
3. If your facility/organization participated in a prior ShakeOut Drill or Exercise, review past After Action Reports and Improvement Plans.
4. Determine the exercise objectives.
 - What would you like your exercise to address? Potential issues to include for discussion:
 - Does the facility/organization have a process to assess damage to facility structure and infrastructure?
 - Does your facility/organization have a cache of basic emergency supplies, including flashlights, batteries, protective gear, food and water, and emergency lighting?
 - Would the facility/organization lose power, water or medical gasses?
 - Does your facility/organization identify areas that would be without power when on emergency generators during a power outage?
 - Does the facility/organization have procedures to establish redundant communications internally and externally?
 - Would facility access be limited?
 - How would transportation be affected?
 - Would transportation issues affect staff patient/resident access?
 - How would you decide evacuation versus shelter-in-place?
 - How and where would you evacuate patients/residents?
 - What type of evacuation equipment does the facility/organization have?
 - Who is trained to use the facility evacuation equipment?
 - How will you direct staff during and immediately following the shaking?
 - Does the facility/organization have procedures to track patients/residents, beds, and staff?
 - Does your facility/organization participate in local community planning.

Consider using the HICS Earthquake and Evacuation Incident Planning Guides to develop objectives which are available at www.hicscenter.org

5. Determine the scope and timeframe of your exercise.
 - Learn about potential earthquakes for your area and the Exercise Planning Team can use the HICS Earthquake and Evacuation Scenarios available at www.hicscenter.org as a base, or develop your own with specific details of how you might expect the shaking to impact your facility (i.e., the building, operations, service providers, staff, patients/residents, and volunteers).



6. Develop a Situation Manual (SITMAN). Examples are available at <https://preptoolkit.fema.gov/web/hseep-resources>.
7. Finalize the scenario; making sure it supports your exercise objectives.
8. Invite your facility/organization's key decision-makers (Exercise Planning Team, leaders, and key directors and managers) to participate in the exercise. Have staff review appropriate plans and policies and procedures prior to the exercise.
 - If your exercise is part of ShakeOut, encourage staff, volunteers, clients, etc. to invite friends, families, and neighbors to register at www.ShakeOut.org so they participate as well and receive information directly.
8. (Optional) Download realistic "drill broadcast" sound effects and safety information to play during your tabletop exercise from your ShakeOut region's website on the Resources page.
9. Determine the addition of post-shaking evacuation procedures to the exercise, if needed:
 - Post-Shaking: Based on the age and type of your building, and the environment inside/outside of building, etc., determine whether your facility/organization would evacuate after a real earthquake, or whether you would first *assess the building's damage* before directing staff to either stay put or evacuate.
 - Post-Earthquake Tsunami Threat: If your facility is in a coastal area, consider whether or not you will need to have plans to evacuate to higher ground.

The Night BEFORE the Exercise

1. Create a brief written description of the earthquake's impact using your facility along with questions that address the exercise objectives for participants to consider.
 - Tape the earthquake brief under desks and conference tables or provide participants sealed envelopes to open during the exercise.
 - To increase participation, include a surprise under the desk (candy, light stick, lunch coupons, etc.) While a serious subject, you can increase numbers by also adding some fun.

DURING the Exercise:

1. Invite your organization's decision-makers (Exercise Planning Team, leaders, and key directors and managers) assemble in a pre-determined room a few minutes before your exercise and share your exercise objectives. When the exercise is announced, tell all participants to also *Drop, Cover, and Hold On*.
2. Via your public announcement system, email, cell phone/text reminder or verbal direction:
 - Announce that the exercise has begun and to *Drop, Cover, and Hold On*.
 - (Optional) Play the audio recording (see above) on your PA.
 - Suggest that while down on the floor, participants and all staff look around at what might fall on them during a real earthquake. Secure or move items after the exercise to prevent injury and damage.
3. After at least one minute, announce that the shaking is over and for everyone to stand up again.
4. In the room with the Tabletop Exercise participants:
 - Have everyone sit back at the table.
 - Provide the exercise Situation Manual.
 - Read your scenario with details of the earthquake impacts.
 - To make the potential impact more vivid, you can show videos of earthquake shaking.
5. Now go around the table to discuss what your facility/organization can expect to happen and decisions that will be made based on the scenario.

- Try to have the discussion flow in chronological order of what would be the expected activities and priorities in the first minutes, hours, days, etc. following the details of the scenario and brief.
 - However, if all issues are solved within a particular timeframe, move the scenario timeline forward to day/week/month later and begin the discussion again to address new issues.
6. Have someone document the issues, and proposed solutions. Which policy decisions need to be made in advance? What changes in practice are required? What plans, policies and procedures need developed or updated?

AFTER the Exercise

1. For your general staff population, hold hotwash/staff meetings as soon as possible after the *Drop, Cover, and Hold On* focus drill portion to discuss what happened, people's experience during the drill, what they were thinking about, what caused concern, what worked well and what did not work well. Take this opportunity to:
 - Discuss the importance of preparedness at work and at home. (Staff's and volunteers' home/family preparedness will allow them to either stay at work, or return to work more rapidly, to support your organization's mission and recovery).
 - Review post-disaster employee responsibilities.
 - Update emergency contact lists and go over phone tree procedures.
 - Discuss your safety and organization resumption priorities.
 - Discuss staff emergency responsibilities and potential Incident Command roles, e.g., Hospital Incident Command System (HICS) and Nursing Home Command System (NHICS).
 - Share lessons learned from the exercise or real experiences.
 - Listen attentively to staff suggestions.
2. At your management level:
 - Review staff and management emergency responsibilities.
 - Discuss staff notification procedures (e.g. phone tree or mass notification tools) and ensure emergency contacts lists are kept up to date.
 - Review and recommend safety and operations resumption priorities for your Emergency Operations Plan.
3. For the Tabletop Exercise participants, verify whether you met your exercise objectives or not. Discuss what happened regarding people's experience; areas of concern, and what worked well or did not, and then document all comments to officially end the exercise.
4. Determine your next steps and assign people to those tasks to follow-up.
 - Assemble data gathered to develop an After Action Report
 - Develop an Improvement Plan to address areas of improvement.
 - Assign a team to begin reviewing or updating your Emergency Operations Plan and other policies and procedures based on experiences from this exercise.
 - Discuss the importance of preparedness at work and at home encouraging participation.
5. Review "7 Steps to an Disaster Resilient Workplace" (www.ResilientWorkplace.org) for additional ideas.
6. Schedule the next exercise one year from now (or sooner) so staff can practice life safety actions and to exercise the emergency procedures of your Emergency Operations Plan, especially after changes.
7. Share your stories and photos at www.ShakeOut.org.
8. Encourage staff to prepare at home (www.EarthquakeCountry.org/sevensteps).

