

2018

Cottey College Disaster Exercise 2018 Situation Manual

February 2018



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[HTTP://WWW.COTTEY.EDU/CAMPUS-SECURITY/DOCUMENTS/](http://www.cottey.edu/campus-security/documents/)

FILE NAME: Cottey College Disaster Exercise 2018

PREFACE

The Cottey College Disaster Exercise 2018 is sponsored by Cottey College. This Situation Manual (SitMan) was produced with input, advice, and assistance from various community sources.

The Disaster Exercise 2018 Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. It is tangible evidence of Cottey College's commitment to ensure that it is well-prepared to respond to any emergency.

The Disaster Exercise 2018 is an unclassified exercise. Control of exercise information is based on community sensitivity regarding the nature of the exercise rather than actual exercise content. 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.

All exercise participants should use appropriate guidelines to ensure proper control of information within their areas of expertise and protect this material in accordance with current directives. Public release of exercise materials to third parties is at the discretion of Cottey College.

HANDLING INSTRUCTIONS

1. The title of this document is the Cottey College Disaster Exercise 2018 Situation Manual (SitMan18).
2. For more information about the exercise, please consult the following points of contact (POC):

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INTRODUCTION

Purpose

To test the Cottey College Emergency response plan. Provide an opportunity for coordinating activities involved in responding to a campus wide emergency between internal services and external, local first responders.

Scope

This exercise will encompass the entire Cottey College Community and select emergency services from the surrounding areas. The student body will experience an unannounced severe weather drill and be directed by staff and faculty present to designated safe areas. The staff and faculty will be advised of the exercise in advance. And be responsible for the orderly movement of those present, in their respective buildings, to safe areas and the accounting of all present in those areas. Role players will be designed and positioned in a campus building(s) to simulate casualties and injured subjects. Emergency services players will provide assistance to the role players as needed based on injuries and secure the areas impacted by the tornado. The President's Council & Incident Response Team will coordinate with first responders, gather necessary information, communicate with players, assess the situation, and based on all available information develop and implement a response.

Exercise Design Objectives

Exercise design objectives focus on improving understanding of a response concept, identifying opportunities or problems, and achieving a change in attitude. This exercise will focus on the following design objectives selected:

1. Test the Cottey College Emergency response plan, identifying strengths and weaknesses.
2. Provide an opportunity for the President's Council and the Incident Response Team to become more familiar with their roles and responsibilities, working a weather emergency scenario, and assess their efficiency.
3. Assess the capability of internal assets to overcome events associated with managing a weather emergency incident.
4. Assess the viability of contingency plans for the continued operations of the college after a weather emergency incident.

Participants

Players. Players respond to the situation presented, based on expert knowledge of response procedures, current plans and procedures, and insights derived from training.

Role Players. Play an assigned role within the exercise following a script outlining their part to play.

Observers. Observers support the group in developing responses to the situation during the discussion; they are not participants in the moderated discussion, however. They may fulfill the role of support personnel as needed to enhance the effectiveness of the exercise.

Facilitators. Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required.

Evaluators. All participants will be requested to provide input, either through participation in a formal AAR or the solicitation of feedback via email. This self-evaluation will allow for the widest possible review of plans and actions of all elements related to the exercise. The goal of this method of evaluation is not to criticize the exercise, it is to reinforce lessons learned and to gain valuable insight to facilitate the improved design and conduct of future exercises.

Exercise Structure

This exercise will be a combination interactive, facilitated discussion and functional exercise. Emergency services players will perform a functional exercise responding to the casualties located in the chapel and Robertson Hall. Cotney personnel will perform the functional drill moving all people to shelter locations and taking attendance. Players, at various levels, will participate in the following modules:

- **Module 1** [Pre-Exercise Set Up]
 - Incident Response Team & President's Council gather for a pre-exercise briefing.
 - Designated role players (casualties) will take positions in PAC & P.E.O. Hall.
 - Support personnel (physical plant) will take positions in each building to announce tornado drill.
- **Module 2** [Initial Warning of Severe Weather]
 - Support personnel will announce tornado drill.
 - Cotney Community will take shelter in designated areas.

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- Senior faculty or staff present in each shelter location will take attendance.
- **Module 3** [Severe Weather Impact]
 - Reports come in of tornado touch down on campus
 - Gather location attendance information
 - Notifications and request for aid
 - Release student body, faculty, & staff from exercise
 - Those no longer involved in exercise shall keep their distance.
 - Timely warning of event and instructions.
- **Module 4** [Emergency Response & Actions]
 - Initial assessment of damage & gather personnel information.
 - Stabilization of situation: Communication, Directions, Accountability.
 - Emergency services treat casualties, search for additional, control scene.
- **Module 5** [Damage Assessment & Mitigation]
 - Identify casualties, determine safety of personnel, consolidate personnel
 - Communicate updates of situation as needed to Cottey Community
 - Assess damage to facilities, equipment, and grounds
 - Determine courses of action based on assessment
 - Plans for continued operations (temporary and/or long term)

Each module begins with a scenario update that summarizes key events occurring within that time period. After the updates, participants review the situation and engage in functional group discussions of appropriate response issues.

After these functional group discussions, participants will engage in a facilitated caucus 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.
- Participate based on 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 preparedness efforts. Problem-solving efforts should be the focus.
- The situation updates, written material, and resources serve as the basis for discussion.
- Assume cooperation and support from other responders and agencies.
- Due to a functional portion being part of the exercise, the safety of all participants is priority one.
- Timelines are approximate with the goal being effective training and discussion.

MODULE 1: PRE-EXERCISE SET UP

February 28, 2018

1:00 PM (H-00:30)

Initial briefing and overview of the exercise with President's Council, Incident Response Team, role players and invited guests.

1:15 PM (H-00:15)

Role players (casualties) leave to take positions in PAC & P.E.O. Hall.

Physical plant (support) personnel move to take positions in designated buildings.

1:29 PM (H-00:01)

Players and support personnel are in position and prepared for start of exercise.

Module 1 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 1. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of Cottey College at this point in the event?
2. What resources will Cottey College need at this point?
3. How will Cottey College communicate with necessary entities?
4. How has Cottey College prepared for a weather emergency event?

MODULE 2: INITIAL WARNING, SEVERE WEATHER

1:30 PM (H)

Tornado warning is sounded by support personnel

Personnel move to designed safe areas supervised by staff & faculty

1:35 PM (H+5) (H+00:05)

Personnel are all in shelter areas.

Senior staff or faculty present take attendance.

1:40 PM (H+00:10)

First reports of tornado impact on Cottey College grounds.

Module 2 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of Cottey College at this point in the event?
2. What resources will Cottey College need at this point?
3. How will Cottey College communicate with necessary entities?
4. Does senior faculty and staff in building understand what their responsibilities are?
5. Are shelter locations available, unlocked, & known?

MODULE 3: SEVERE WEATHER IMPACT

1:40 PM (H+00:10+)

Request for status updates from areas and attendance.

1:41 PM (H+00:11)

Reports arrive that P.E.O. Hall & P.A.C. have been struck and confirmed.

Message goes out for Cotley Community to stay in shelter till advised.

Status updates & attendance start arriving.

1:45 PM (H+00:15)

Physical plant and designated personnel are directed to leave shelter and start damage assessment.

Request is made for assistance from emergency services.

Once attendance is received by President's Council/Incident Response Team non-exercise & physical plant personnel will be notified and released.

Module 3 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities Cottey College at this point in the event?
2. What resources will Cottey College need at this point?
3. How will Cottey College communicate with necessary entities?
4. How will Cottey College confirm location of personnel & students?

MODULE 4: EMERGENCY RESPONSE & ACTIONS

1:45 PM (H+00:15+)

Emergency services in route (Area in P.A.C. parking lot blocked off for exercise use)

Role players (casualties) will remain in locations, P.A.C. & P.E.O. Hall. Cotley Community, non-participants, though released from exercise, will continue to be assumed in shelter locations.

Reports received of injuries sustained in P.E.O. Hall & injuries and possible fatality(s) in the P.A.C.

Request to shelter locations to identify those with injuries & severity of injuries at their locations.

1:50 PM (H +00:20)

Emergency services arrive and open command in parking lot of P.A.C. Move to damaged buildings, P.A.C. & P.E.O. Hall, to render aid.

Physical plant & designated personnel continue to assess damage to buildings other than P.E.O. Hall & P.A.C. Damage assessment to be delayed in P.E.O. & P.A.C. till emergency operations completed.

Assumed “uninjured” personnel still in P.E.O. Hall & P.A.C. shelters are told to move to? And start relocation.

Process started of identifying known and unknown status of Cotley Community members.

Announcement of tornado damage & injuries. Direction to anyone coming to campus.

Calls start coming in requesting information.

General public and concerned friends and relatives start showing up.

2:20 PM (H+00:50)

Damaged buildings cleared by emergency services. Casualties being loaded for transport.

Assistance requested in notifying families of student fatality(s). Notifications made to families of injured students.

Damage assessments of P.E.O. Hall & P.A.C. started.

Initial public statement.

3:00 PM (H+01:30)

Notifications completed to families.

Emergency services operations completed and departure command center closed.

Relocate students and personnel as needed.

Update public statement as needed.

Module 4 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 4. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of Cottey College at this point in the event?
2. What resources will Cottey College need at this point?
3. How will Cottey College communicate with necessary entities?
4. Who will be writing statements and what information will be published?
5. Where will President's Council/Incident Response Team meet? Backup location?

MODULE 5: DAMAGE ASSESSMENT & MITIGATION

3:30 PM (H+02:00)

Estimate of 6 months to repair for P.E.O. Hall, P.A.C. not repairable due to structural damage.

Address basic needs of those still on campus.

Assess ability to continue operations.

Identify immediate needs of college.

Assess capabilities and prioritize needs.

Update public statement as needed.

Additional needs of students, faculty, & staff.

Module 5 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 5. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of Cottey College at this point in the event?
2. What resources will Cottey College need at this point?
3. How will Cottey College communicate with necessary entities?
4. Identify alternate lodging for short term stays for students.
5. If P.E.O. Hall is damaged can College support relocation of P.E.O. Hall residents?
6. If Cottey College is damaged and must temporarily close can it continue its mission?

AAR

After Action Review – Hot Wash

CONCLUSION

Thank you for your participation in the Cottey College Disaster Exercise 2018. With continued commitment to training and exercising plans, policies and procedures, Cottey College will be more effective and efficient in its disasters preparedness, response and recovery efforts.