



Welcome • Tabletop Exercise

What is a tabletop exercise?

- ✓ Discuss a hypothetical emergency situation
- ✓ Talk through plans and potential concerns
 - Identify gaps
 - Clarify roles
 - Plan for/mitigate risk
- ✓ Not a test
- ✓ Springboard for further planning and practice (functional exercise)



Tabletop Guidelines



- ✓ Facilitator **sets the scene**.
- ✓ Participants **immerse themselves** as if the scenario were truly happening.
- ✓ Everyone is free to **contribute!**
- ✓ Participants **respond** to the situation.
- ✓ Evaluators use an evaluation form to make notes, **provide feedback**, and identify areas to improve.

Today's Agenda

1. Introduce participants roles
2. State tabletop exercise goal
3. Review process overview
4. Introduce emergency scenario
5. Ask question, respond, and discuss
6. Evaluate
7. Determine next steps



Tabletop Goal

Closed Point of Dispensing (POD) During a Public Emergency

A Dispensing Plan Template for

[PROPERTY NAME]

Property Name

Property Address

Property City, State, and Zip

DATE



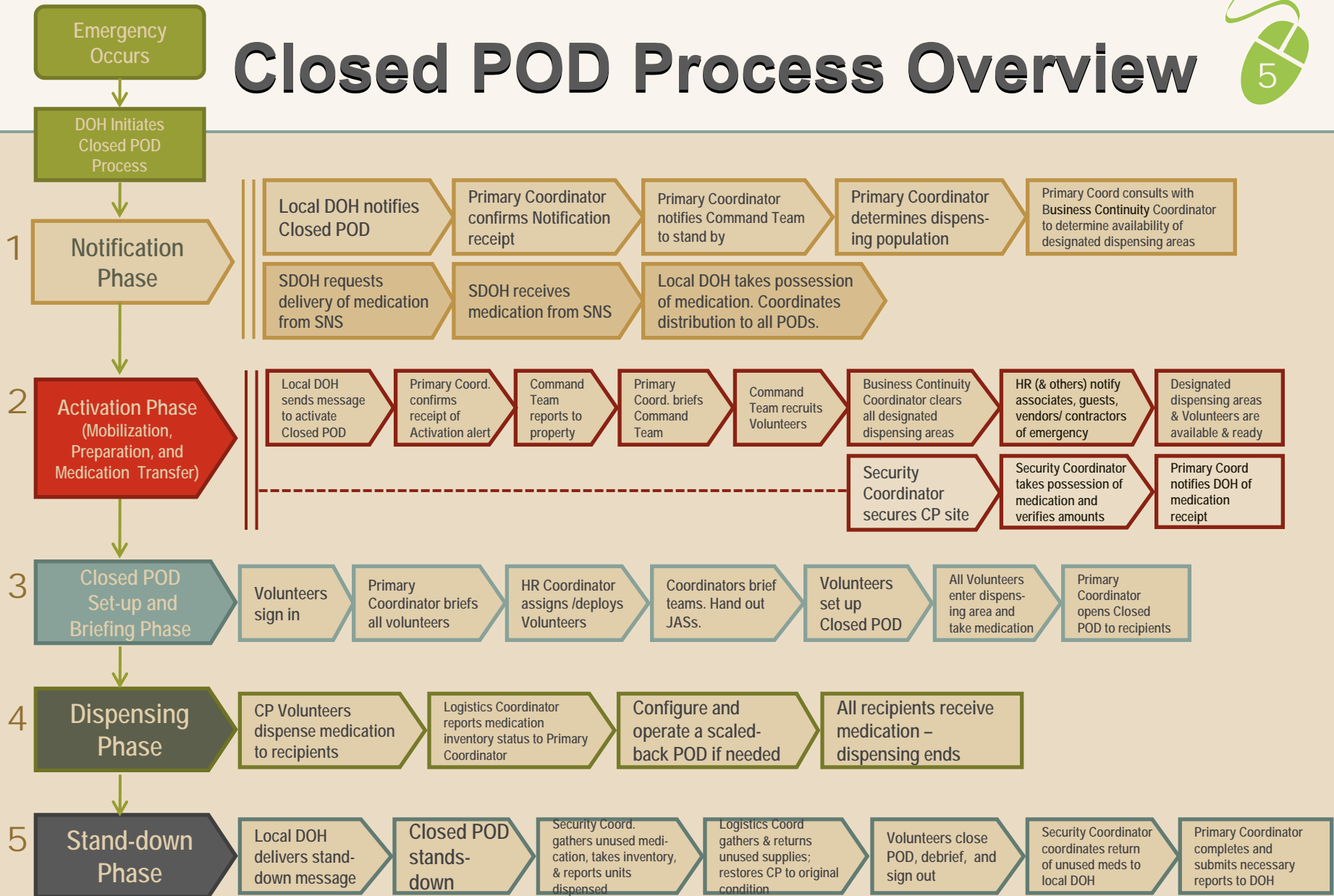
Contents

Introduction.....	1
Overview of Responsibilities.....	1
DOH's Responsibilities.....	1
Property's Responsibilities.....	2
Notification Phase.....	2
Activation Phase.....	3
Incident Command System Overview.....	4
Incident Timeline.....	5
Property Description.....	6
Closed POD Plan.....	6
Command Team.....	8
Volunteers.....	10
Dispensing Point.....	11
Medication Control.....	13
Dispensing.....	16
Sealed-Bag.....	16
Stand-d.....	17
Appendix A • Supply List.....	17
Appendix B • Volunteer Sign-in Form.....	18
Appendix C • Closed POD Scheduler Form.....	19
Appendix D • Medication Screening Form.....	20

To **practice** the Closed POD Plan, increase the level of **confidence** enacting the plan, **discover** and **remedy** any potential **gaps** in plan.



Closed POD Process Overview





Bioterror

Scenario

Unscheduled “pesticides” spread...



Investigators discover that a fake Parks and Recreation maintenance vehicle spread unscheduled “pesticides” throughout the city.

Scenario

Traces of anthrax...

A routine reading of a biosensor showed traces of anthrax.



Scenario

Anthrax confirmed...

Authorities confirm the substance is anthrax.



Scenario

Public health emergency declared!



The Department of Health declares a public health emergency and requests Strategic National Stockpile countermeasures.

Scenario

Local DOH makes the decision...

The local DOH decides to engage the Open and Closed PODs to distribute lifesaving medication..



Discussion Questions



Notification Alert Response



DOH



**Primary
Coordinator**

- Dispensing Population
- Designated Space

- ✓ How will the hotel be notified of the public health emergency?
- ✓ What actions will you take upon the Notification alert?
- ✓ Who is notified of the emergency in this phase?
- ✓ How will you know the Notification phase is complete?

Scenario Continues



Department of Health activates PODs...

Both Open and Closed PODs are asked to activate.

Hi Kevin, its Alex from the DOH. We have a public health emergency and request activation of your Closed POD. Good luck!



Discussion Questions



Activation Alert Response

Preparation

Medication
Transfer

Mobilization

- ✓ How will the property be activated?
- ✓ What actions will you take upon Activation?
- ✓ What is the medication transfer process?
- ✓ Who is briefed and communicated to in this phase?
- ✓ How does the Activation phase end?

The Event Unfolds

Medication arrives in your city...

The medication has been delivered to your city.



The Event Unfolds



Medication is on its way...

The hotel is notified that medication delivery will be made by **10:00 am.**

Kevin, I've just gotten confirmation that your property will receive medication by 10:00 am. Is your security team ready?



The Event Unfolds

The emergency is all over the news...

The media has begun to cover the story non-stop, including information about Open PODs.



Discussion Questions



POD Set-up and Briefing



- ✓ What action begins the Set-up phase?
- ✓ What dispensing methods will our property use?
- ✓ What are the major steps in this phase?
- ✓ Roles - Who does what?
- ✓ Who is briefed and communicated to in this phase?
- ✓ How does this phase end?

The Event Continues

Command Team in place...

By **8:00 am** your
Command Team
is assembled and
briefed.



The Event Continues

Volunteers are ready ...

Hotel volunteers have received their assignments and their Command Briefings.



The Event Continues

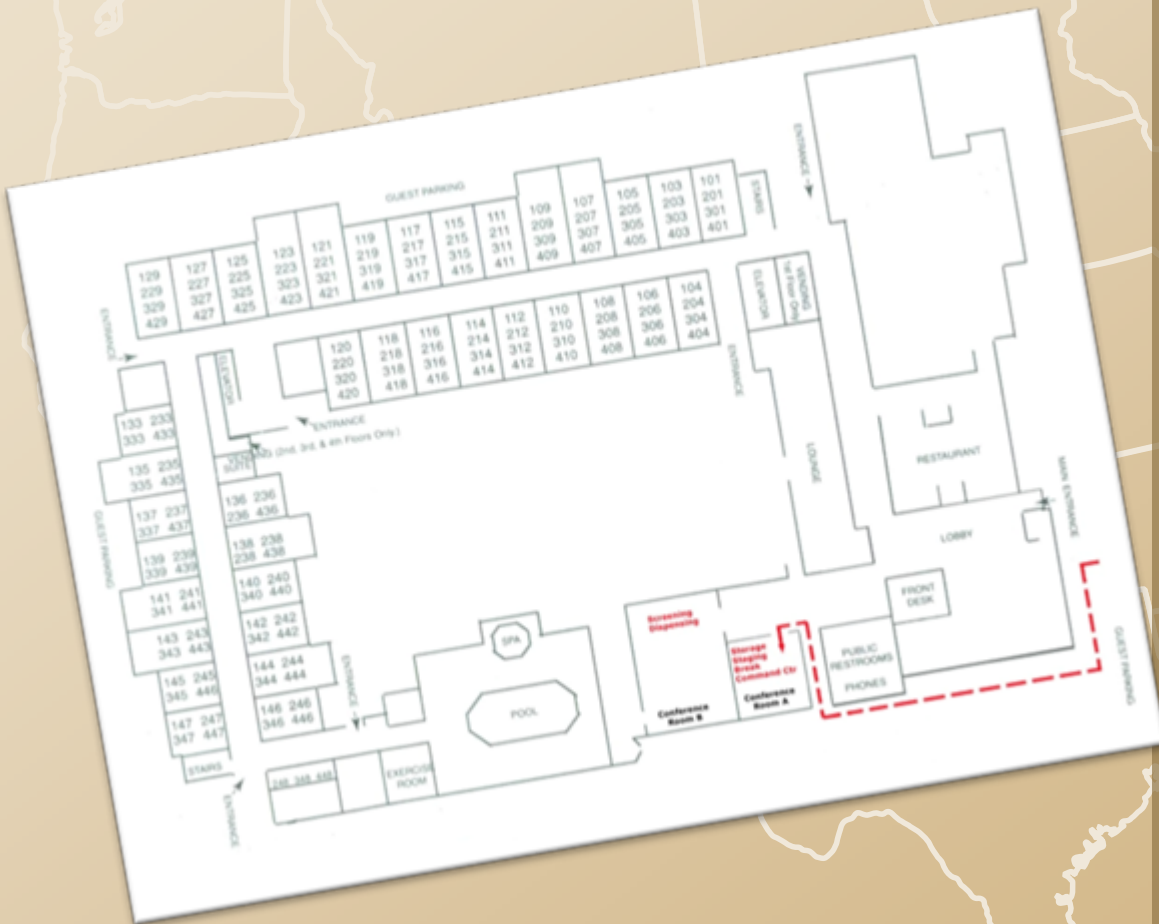
Medication arrives...

The medication is delivered on schedule at **10:00 am.**



The Event Continues

The Closed POD opens!



Closed POD
opens to
recipients at
11:00 am.

Discussion Questions



Dispensing



- ✓ What action “triggers” dispensing?
- ✓ What are the major steps in this phase?
- ✓ What important communication happens in this phase?
- ✓ What’s important to supervise in this phase?
- ✓ How will we know to scale back?

The Event Winds Down



POD recipients are served...

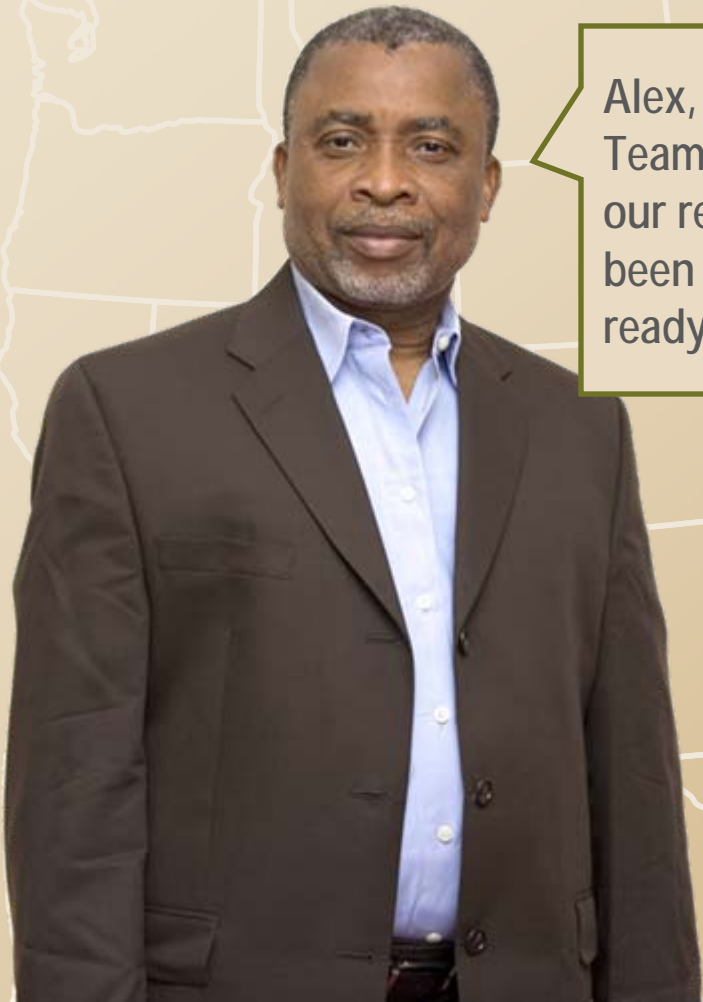
Dispensing has scaled-back. Coordinators report that all recipients have received medication.



The Event Winds Down



POD is ready to stand-down...



Alex, my Command Team reports that all our recipients have been served. We are ready to stand-down.

The Primary Coordinator requests permission to stand-down.

The Event Winds Down



DOH makes the call.

The DOH grants permission for the property to stand-down.

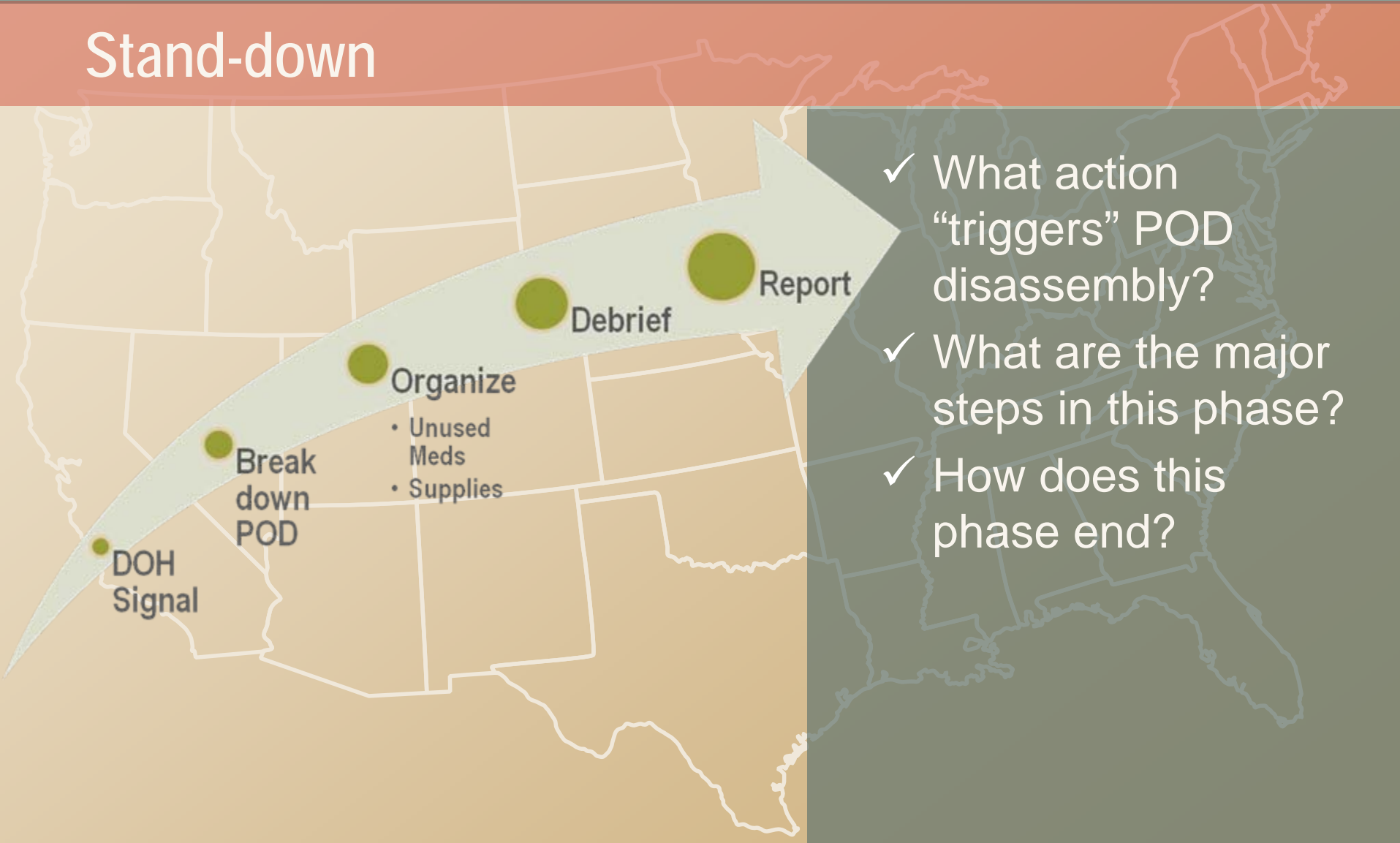
Thanks for the report Kevin. Your property has permission to stand-down. And, by the way, your team did a great job!



Discussion Questions



Stand-down



- ✓ What action “triggers” POD disassembly?
- ✓ What are the major steps in this phase?
- ✓ How does this phase end?

Evaluation

- ✓ 3 Up - 3 Down
- ✓ Overall
 - Rating
 - What were the strengths?
 - What were the challenges?
 - What are the recommendations?
- ✓ By Capability

POD
Closed POD Planning Kit

Tabletop Exercise - Evaluation
For Closed POD Property: [name] [address]

Date: _____

Evaluator: _____

Evaluator Contact Information: _____

Summary

Capability	Overall Rating	Strengths	Challenges	Recommendation
1 The Primary Coordinator responds to Notification alert.				
2 The Closed POD team responds to the Activation alert including mobilization, preparation, and medication transfer.				
3 The Closed POD team sets up for dispensing and briefs its volunteers.				
4 The Closed POD team dispenses medication using all the methods listed in its Approved Dispensing Plan, including setting up a Scaled-back POD.				
5 The Closed POD stand-down.				

Closed POD Tabletop - Evaluation Form

Next Steps



- ✓ What changes will we make to the Closed POD Plan?
- ✓ Who will make those changes?
- ✓ Who else needs to be advised?
- ✓ By when?