

Preparedness in a Pandemic Exercise Starter Kit

Customize this Exercise Starter Kit (ESK) with ready-to-use materials and templates to conduct your own planning workshop on preparedness in a pandemic. Suggested discussion questions build upon FEMA’s [“COVID-19 Pandemic Operational Guidance- All-Hazards Incidents Response and Recovery.”](#)

About the Exercise Starter Kit

FEMA maintains a series of ESKs as part of the National Exercise Program to help organizations facilitate their own workshops and tabletop exercises to examine their readiness for a range of threats and hazards. The ESK includes a facilitator guide, conduct slides and a placemat. Customize these materials to develop an actionable roadmap for a workshop guided by a facilitator from your organization, tailored to your unique needs and missions.

This ESK helps organizations across the whole community facilitate their own conversations in a virtual workshop format to discuss and evaluate current preparedness, response, and recovery capabilities during a pandemic event.

Suggested discussion questions focus on three themes: **Preparedness**, **Response**, and **Recovery** considerations. The desired outcome from this workshop includes a clearer understanding of preparedness during a pandemic and a roadmap for creating or updated a functional all-hazards plan.

Using the Exercise Starter Kit Materials

Suggested Workshop Objectives

1. Discuss the challenges of conducting preparedness, response and recovery operations during COVID-19.
2. Determine if current preparedness, response and recovery capabilities are sufficient to support simultaneous disasters, one being COVID-19.
3. Identify how you may need to adapt plans, policies and practices to support scalable and flexible operations.
4. Develop an action plan that defines the next steps required to adapt response and recovery plans.



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Review Relevant Materials

- [The COVID-19 Pandemic Operational Guidance- All-Hazards Incidents Response and Recovery](#)
- The suggestions and prompts in the ESK materials.

Workshop Design Considerations

- Add, tailor or augment the suggested questions in the exercise materials as appropriate for your jurisdiction/organization.
- Determine the workshop's duration and structure based on your internal needs. These sample materials are designed for a two to four-hour virtual workshop; however, dividing content into multiple sessions may be a better approach for your organization or jurisdiction.
- Consider building a team with expertise across relevant disciplines (e.g., healthcare professionals, public health officials, psychosocial support teams, security professionals, continuity managers, human resources, facilities managers, budget/financial officers, contracting personnel, legal counsel, energy sector partners, critical infrastructure and private sector partners, or other leadership and staff, as appropriate) to help plan the workshop sessions and participate in the discussions.

Additional Resources

The workshop materials build on relevant guidance for SLTT whole community partners included in the COVID-19 Pandemic Operational Guidance- All-Hazards Incidents Response and Recovery. Check the following additional resources to confirm that your workshop reflects the most recent developments and guidance:

- COVID-19 Pandemic Operational Guidance- All-Hazards Incidents Response and Recovery: <https://www.fema.gov/media-collection/covid-19-pandemic-operational-guidance-all-hazards>
- COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season: <https://www.fema.gov/media-library/assets/documents/188203>
- Preparing for Hurricane Season during the COVID-19 Pandemic: <https://www.fema.gov/blog/2020-05-08/preparing-hurricane-season-during-covid-pandemic>
- CDC Coronavirus Website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- FEMA's Coronavirus Website: <https://www.coronavirus.gov/>
- FEMA's Pandemic Resource Page for SLTT Partners: <https://www.fema.gov/coronavirus/governments>
- National Response Frameworks: <https://www.fema.gov/emergency-managers/national-preparedness/frameworks/response>
- COVID-19 Fact Sheets and Guidance: <https://www.fema.gov/coronavirus/fact-sheets>
- Cybersecurity and Infrastructure Security Agency Advisory List: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>
- FEMA Preparedness Toolkit: <https://preptoolkit.fema.gov/>