Instructions for Exercise Starter Kit Placemat

* Use this placemat in conjunction with the associated facilitator guide and sample conduct slides in the Exercise Starter Kit (ESK).
* Tailor this document as necessary to meet the needs of your specific organization.
* Replace placeholders, indicated by [bracketed, red font, highlighted in yellow] with information specific to your exercise.
* **IMPORTANT: This layout is made with the Word “columns” feature.** The last return in each section is a column break. Avoid deleting it – it will destroy the layout.
* Any changes to the Facilitator guide, or sample conduct slides must also be made to this placemat.
* Font size should not be smaller than 11pt.
* When printing this placemat, go to the File tab and click on print, then confirm or make the following settings:
	+ For the page range, insert “2–3.”
	+ In the paper handling, set the scale to “Paper Size.”
	+ For layout, set it to two-sided and short-edge binding.
	+ Do a test print, since each printer has different setting.

AGENDA – [DATE]

Welcome and Introductions [x minutes]

Workshop Schedule [x minutes]

Workshop Overview [x minutes]

Current Situation [x minutes]

Module 1: Preparedness Considerations [x minutes]

Facilitated Discussion [x minutes]

Break [x minutes]

Module 2: Response Considerations [x minutes]

Facilitated Discussion [x minutes]

Break [x minutes]

Module 3: Recovery Considerations [x minutes]

Facilitated Discussion [x minutes]

Developing an Action Plan [x minutes]

Closing Remarks [x minutes]

EXERCISE-SPECIFIC 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.

Exercise Scenario

[Refer to the most recent information regarding the pandemic.

[Provide specific information regarding the status of jurisdictions or areas where your organization has facilities, as appropriate.]

[Provide specific information regarding the status of your organization.]

BREAKOUT GROUPS AND LOCATIONS

|  |  |
| --- | --- |
| DEPARTMENT/AGENCY | LOCATION |
| [Insert function/agency/jurisdiction] | [Insert room number/table/virtual platform] |
| [Insert function/agency/jurisdiction] | [Insert room number/table/virtual platform] |
| [Insert function/agency/jurisdiction] | [Insert room number/table/virtual platform] |
| [Insert function/agency/jurisdiction] | [Insert room number/table/virtual platform] |
| [Insert function/agency/jurisdiction] | [Insert room number/table/virtual platform] |

Notes

Discussion Topics

Module 1: Preparedness Considerations

* Review and Modify
* Consider and Identify
* Message and Engage

**Module 2: Response Considerations**

* Response
* Safety and Security
* Food, Water, Shelter
* Health and Medical
* Energy (Power and Fuel)
* Communications
* Transportation

**Module 3: Recovery Considerations**

* Leadership and Authority
* Staffing
* Communications and Engagement
* Recovery Planning
* Financial Management

**Action Plan Development**

For each discussion theme, identify the following: ​

* Issues/Areas for Improvement
* Corrective Actions
* Primary Responsible Organization
* Organization POC
* Next steps