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Additional resources for emergency preparedness information


3. **Community Based Vulnerability Assessment**: A guide to engaging communities in understanding social and physical vulnerability to disasters. Emergency Preparedness Demonstration Project March 2009 (76 pages): [Type title in search engine](http://www.nachc.com/client/documents/HVA%2012.16.08.pdf)


6. **Centers for Disease Control**: Hospital All-Hazards Self-Assessment - Centers for Disease Control: [www.cdc.gov](http://www.cdc.gov)

7. **Sample Hazard Vulnerability Analysis Tool**: [http://www.hasc.org](http://www.hasc.org)

8. **NPA**: National PACE Association: [www.npaonline.org](http://www.npaonline.org)


11. **State Hospital Association**

12. **State Division of Public Health or Division of Health & Human Services**

13. **State Emergency Management Agency**

14. **Parent Organization**
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Glossary of Common Exercise Terminology

Reference: "The Homeland Security Exercise and Evaluation Program"

**After-Action Report (AAR):** The AAR summarizes key exercise-related evaluation information, including the exercise overview and analysis of objectives and core capabilities. The AAR is usually developed in conjunction with an IP. The lead evaluator and exercise planning team draft the AAR and submit it to meeting participants before the AAM.

**After-Action Meeting (AAM):**
The AAM is a meeting held among elected and appointed officials or their designees from the exercising organizations, as well as the lead evaluator and members of the exercise planning team, to debrief the exercise and to review and refine the draft AAR/IP. The AAM should be an interactive session, providing attendees the opportunity to discuss and validate the analytical findings and corrective actions in the draft AAR/IP.

**Best Practices:** Best practices are peer-validated techniques, procedures, and solutions that prove successful and are solidly grounded in actual experience in operations, training, and exercises.

**Corrective Action**
Corrective actions are the concrete, actionable steps outlined in an IP that are intended to resolve preparedness gaps and shortcomings experienced in exercises or real-world events.

**Drill:** A drill is a coordinated, supervised activity usually employed to validate a specific operation or function in a single agency or organization. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills.

**Evaluation Team:** The evaluation team consists of evaluators trained to observe and record participant actions. These individuals should be familiar with the exercising jurisdiction’s plans, policies, procedures, and agreements.

**Evaluator:** Evaluators, selected from participating agencies, are chosen based on their expertise in the functional areas they will observe. Evaluators use EEGs to measure and assess performance, capture unresolved issues, and analyze exercise results. Evaluators passively assess and document players' performance against established emergency plans and exercise evaluation criteria, in accordance with HSEEP standards and without interfering with exercise flow.

**Exercise:** An exercise is an instrument to train for, assess, practice, and improve performance in prevention, protection, mitigation, response, and recovery capabilities in a risk-free environment. Exercises can be used for testing and validating policies, plans, procedures, training, equipment, and interagency agreements; clarifying and training personnel in roles and responsibilities; improving interagency coordination and communications; improving individual performance; identifying gaps in resources; and identifying opportunities for improvement.

**Exercise Planning Team:** The exercise planning team is responsible for the successful execution of all aspects of an individual exercise. The planning team determines exercise objectives and core capabilities, creates a realistic scenario to achieve the exercise objectives, and develops documents to guide exercise conduct and evaluation. The planning team’s organization and management principles should include clearly defined roles and responsibilities and a manageable span of control.

**Facilitator:** During a discussion-based exercise, the facilitator(s) is responsible for keeping participant discussions on track with exercise objectives and ensuring all issues and objectives are explored as
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thoroughly as possible within time constraints. If an exercise uses breakout groups, more than one facilitator may be needed.

**Hot Wash:** A Hot Wash is a facilitated discussion held immediately after an exercise among exercise players. It captures feedback about any issues, concerns, or proposed improvements players may have about the exercise. The Hot Wash is an opportunity for players to voice their opinions on the exercise and their own performance.

**Improvement Plan (IP):** The IP identifies specific corrective actions, assigns them to responsible parties, and establishes target dates for their completion. The IP is developed in conjunction with the After-Action Report.

**Mitigation:** The capabilities necessary to reduce loss of life and property by lessening the impact of disasters.

**Objectives:** Objectives are the distinct outcomes an organization wishes to achieve during an individual exercise. Objectives should reflect the exercise sponsor’s specific needs, environment, plans, and procedures, while providing a framework for scenario development and a basis for evaluation. Objectives can be based on outcomes from a THIRA, from Homeland Security Strategies, and other preparedness documents. Planners should create objectives that are specific, measurable, achievable, relevant, and time-bound (SMART) and should limit the number of exercise objectives to enable timely exercise conduct, facilitate reasonable scenario design, and support successful evaluation.

**Preparedness**
The actions taken to plan, organize, equip, train, and exercise to build and sustain the capabilities necessary to prevent, protect against, mitigate the effects of, respond to, and recover from those threats that pose the greatest risk to the security of the Nation.

**Prevention:** The capabilities necessary to avoid, prevent, or stop a threatened or actual act of terrorism.

**Prevention Exercises:** Prevention exercises may focus on issues that pertain to information and intelligence sharing, credible threats, surveillance, and/or opposing forces.

**Recovery:** The capabilities necessary to assist communities affected by an incident to recover effectively

**Response:** The capabilities necessary to save lives, protect property and the environment, and meet basic human needs after an incident has occurred

**Scenario:** A scenario provides the storyline that drives an exercise to test objectives. The scenario selected for an exercise should be informed by the actual threats and hazards faced by the exercise stakeholders. The exercise scenario should realistically stress the delivery of core capabilities, providing a mechanism for testing objectives and assessing core capability levels and gaps.

**Scope:** Scope is an indicator of extent of the exercise. The key elements in defining exercise scope include exercise type, participation level, exercise duration, exercise location, and exercise parameters.

**Simulators:** Simulators are control staff personnel who role play as nonparticipating organizations or individuals. They most often operate out of the SimCell, but they may occasionally have face-to-face contact with players. Simulators function semi-independently under the supervision of SimCell controllers, enacting roles in accordance with instructions provided in the MSEL. All simulators are ultimately accountable to the Exercise Director and senior controller.
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**Symptomatology Card:** Symptomatology cards are provided to each actor in a response-focused exercise. Each card is unique, containing the signs and symptoms the actor will portray as well as information for medical providers. At a minimum, symptomatology cards should include vital signs; symptoms; trauma injuries; acting instructions (e.g., disorientation, emotional distress); and special needs (e.g., language barriers, physical limitations).

**Tabletop Exercise (TTX):** A TTX is typically held in an informal setting intended to generate discussion of various issues regarding a hypothetical, simulated emergency. TTXs can be used to enhance general awareness, validate plans and procedures, rehearse concepts, and/or assess the types of systems needed to guide the prevention of, protection from, mitigation of, response to, and recovery from a defined incident. Generally, TTXs are aimed at facilitating conceptual understanding, identifying strengths and areas for improvement, and/or achieving changes in attitudes.