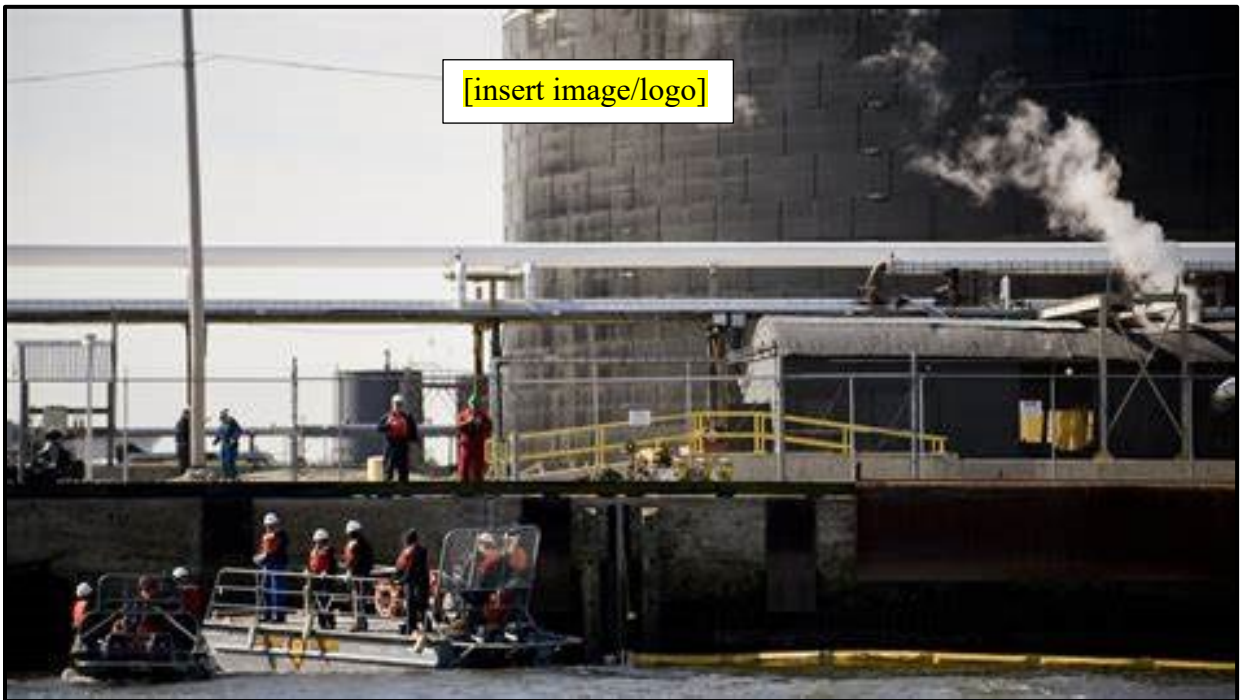


# [Title]

[County], New Jersey

## Tabletop Exercise



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## Situation Manual

[month] [xx], 20[xx]

[insert logos]

## PREFACE

The [Title] *Tabletop Exercise (TTX)* is sponsored by the [sponsor] with support from the [support agency]. This Situation Manual was produced with input, advice, and assistance from the Planning Team (see Appendix A) which followed guidance set forth by the Federal Emergency Management Agency (FEMA) Exercise and Evaluation Program (HSEEP). The full HSEEP Doctrine can be viewed at the following link:

<https://www.fema.gov/media-library/assets/documents/32326>.

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise.

## HANDLING INSTRUCTIONS

1. The title of this document is [Title] TTX SitMan.
2. Information in this SitMan is designated For Official Use Only. Control of exercise information is based on public 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 prior to the TTX.

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 jurisdictional directives.

3. For more information about the TTX, please contact:

**Exercise Director:**

[name]

[title]

[agency]

[agency mailing address]

[email]

[phone number]

## EXERCISE OVERVIEW

<b>Exercise Name</b>	[Title]
<b>Exercise Date</b>	[month] [xx], 20[xx], [xx:xx]
<b>Scope and Purpose</b>	This in-person TTX is designed to evaluate the content and effectiveness of the [County] Local Emergency Planning District (LEPC) Emergency Response Plan (ERP). Through this exercise, key response personnel will improve information collection and sharing; understand their roles and responsibilities during response operations; and enhance strategies to effectively communicate with the public and other stakeholders during offsite chemical releases. The exercise will facilitate learning, identify areas for improvement, and enhance preparedness for future emergencies.
<b>Mission Areas</b>	Protection, Response
<b>Core Capabilities</b>	<ul style="list-style-type: none"> <li>• Public Information and Warning</li> <li>• Environmental Response/Health and Safety</li> <li>• Situational Assessment</li> </ul>
<b>Objectives</b>	<ul style="list-style-type: none"> <li>• Test the [county] Off-Site ERP provisions for internal notification of a chemical air release incident from an EPCRA-regulated facility.</li> <li>• Test the ERP provisions for assessment, internal communication, coordination, and decision-making regarding public protection (shelter in place, evacuation, or notification only) in response to a chemical air release.</li> <li>• Test the ERP provisions for notifying the public in response to the chemical air release.</li> <li>• Evaluate procedures for documenting chemical release incidents and evaluating the effectiveness of agencies' ability to share results and evaluate the incident response and share the results with stakeholders and the public.</li> </ul>
<b>Threat or Hazard</b>	Release of [chemical name], a hazardous material.
<b>Scenario</b>	A(n) [equipment failure / operator error / accident / intentional action] at the [Facility] has caused the release of [chemical]

[Redacted]

[name]. A plume of [gas] is slowly headed toward a populated area.

**Sponsor**

**Sponsoring Agencies**

[agency name]  
[agency name]

**Supporting Agencies**

[agency name]  
[agency name]

**Participating Organizations**

[insert participating organizations]

**Point of Contact**

[name]  
[title]  
[agency]  
[agency mailing address]  
[email]  
[phone number]

## GENERAL INFORMATION

### Exercise Objectives and Core Capabilities

The exercise objectives in the following table were selected by the Exercise Planning Team and describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specified mission area(s).

When presented with a scenario involving the offsite release of a hazardous chemical from a fixed facility, exercise participants will use the LEPC’s Off-site ERP.	
Exercise Objectives	Core Capability(ies)
Test the [County] Off-Site Emergency Response Plan ERP provisions for internal notification of a chemical air release incident from an EPCRA-regulated facility.	Public Information and Warning
Test the ERP provisions for assessment, internal communication, coordination, and decision-making regarding public protection (shelter in place, evacuation, or notification only) in response to a chemical air release.	Situational Assessment  Environmental Response/Health and Safety.
Test the ERP provisions for notifying the public in response to the chemical air release.	Public Information and Warning
Evaluate procedures for documenting chemical release incidents and determining the effectiveness of agencies’ ability to share results; evaluate the incident response and share the results with stakeholders and the public.	Public Information and Warning

## Participant Roles & Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players:** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss the questions and formulate responses to the discussion questions in each module.
- **Resource Participants:** Agency and industry representatives will directly participate in the exercise, serving as subject matter experts and providing information to help answer discussion questions. They may support the development of player responses to the situation during the discussions by asking relevant questions and providing subject matter expertise.
- **Facilitators/ Evaluators:** These individuals moderate discussions and provide information or answer questions. They observe and document certain objectives and document player discussions, including how and if those discussions conform to Emergency Operations Plans (EOPs).
- **Observers:** Observers view the exercise but do not play in the exercise, nor do they perform any control or evaluation functions. Observers should remain silent during the exercise unless they are asked a specific question by the TTX Facilitator.

## Structure

This exercise will be a facilitated tabletop exercise. Players will participate in five modules. Each module will begin with a Situation Report (SitRep) that summarizes key events occurring at the (simulated) incident. After the SitRep, participants review the situation and engage in facilitated group discussion of appropriate protection, mitigation, response, and communication issues outlined in the discussion questions provided for each module.

## Guidelines

- This exercise will be held in a low-stress, no-fault environment. Varying viewpoints or disagreements are expected and encouraged.
- Respond to the scenario using your knowledge of [County] LEPC's ERP and other documented emergency plans, polices, and procedures.

- 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 protection, mitigation, response, and communication efforts.

## **Assumptions and Artificialities**

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. TTX participants should accept that assumptions and artificialities are inherent in any exercise and should not allow these considerations to negatively impact their participation.



## Exercise Evaluation

Evaluation of the exercise is based on the exercise objectives and aligned capabilities, capability targets, and critical tasks, which are documented in Exercise Evaluation Guides (EEGs). Additionally, players will be asked to complete a participant feedback form immediately following the TTX. These documents, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile an After-Action Report.

# Module 1: Facility Notifications

15 Minutes

[Month] [xx], 20[xx]

[time]

[Introduce setting. Facility setting. Current number of employees.] Example:

It is a typical early spring morning in [County], New Jersey. Employees at the [facility] are about to change shifts between employees on the night and day shifts. There are approximately [#] employees currently at the site.

[Introduce chemical leak. Introduce operators first observation/inspection.] Example:  
[Chemical], containing [chemical], begins to leak from a flange of the transfer line. An alarm is activated and an operator on duty quickly checks the control panel to assess whether the leak can be mechanically isolated/controlled, or whether the facilities hazardous materials (HAZMAT) Response Team should be mustered.

[Introduce operators initial action.] Example:

The operator determines the leak cannot be controlled manually and that it is too significant for the internal HAZMAT Team to safely attempt to control.

## Question:

1. What notifications will be made by the [facility], and who will make these notifications?
2. Will employees be instructed to evacuate or shelter-in-place (SIP)? Who makes this determination and how?
3. How will employees be notified whether to evacuate or SIP?
4. If it is determined that evacuation is necessary, what instructions will be provided to employees? If the decision is made to SIP, what instructions will be provided?
5. How will employees, contractors, and visitors be accounted for?
6. Who will assume the role of [facility] Incident Commander (IC)?

## Module 2: Local Agency Notifications

**30 Minutes**

**[time]**

A representative from [facility] calls 9-1-1 ([County Communications]) to report the [chemical] release.

**Questions:**

1. What information should the [County Communications] Dispatcher obtain from the caller?
2. What notifications will the 9-1-1 communications center make?
3. If the [chemical] release was reported to Dispatch by someone other than a refinery representative (i.e., a member of the public), what notifications would the 911 communications center make?
4. How will the LEPC Community Emergency Coordinator be notified?
5. What notifications will the LEPC Community Emergency Coordinator make?
6. Once notified, who will the [County] OEM notify?
7. What agency is responsible for notifying adjoining jurisdictions, counties, or states of the release?
8. Who will contact local hospitals to advise them to prepare to receive potentially contaminated victims?
9. What are their capabilities?

## Module 3: Risk Assessment

30 Minutes

[time]

Dispatch has completed all necessary notifications and has dispatched the [fire department] and [county/municipality] HAZMAT Team to the [facility].

### Questions:

1. What entity will lead the response?
2. What initial isolation distance will be established? Who will make this determination and what resource(s) would be used to make this determination?
3. Who will conduct [plume/spill modeling, etc.] and what resource(s) will be used?

[insert image, map, plume/spill mode]

According to the [plume/spill] model, the [plume/spill] is heading in a [N,S,E,W] direction toward a residential area.

4. Who will decide whether members of the impacted community should evacuate or SIP? How is this decision made?
5. What role does the LEPC have in determining or supporting whether residents evacuate or SIP?

## Module 4: Public Notification

**30 Minutes**

**[time]**

The decision has been made to ask residents in the impacted area shelter-in-place.

**Questions:**

1. Who is responsible for notifying affected residents they should SIP?
2. What method(s) will be used to provide the public with SIP instructions? What specific instructions will be provided?
3. How will individuals with disabilities, access and/or functional needs, language restrictions, and other vulnerabilities receive SIP instructions?
4. Besides the public, what additional stakeholders need to be notified and who will notify them?

**[time]**

A rumor is started on social media that at least [#] people are deceased and [#] sickened by the air release..

9-1-1 staff are overwhelmed with requests for emergency services.

**Questions:**

5. How will social media be monitored to address rumors and false/inaccurate information?
6. How would 9-1-1 deal with the surge of calls coming in?

## Module 5: Documentation and Investigation

15 Minutes

### 30 Days Later

It has now been 30 days since the [facility] first reported the [chemical] release from their facility.

#### Questions:

1. What follow-up reporting is the [facility] required to make and to what agency(ies)?
2. How will the LEPC document and evaluate the [chemical] release incident?
3. Who will be responsible for sharing information about the incident to the public and other stakeholders?

# Hotwash

## Participant Feedback Form

**[INSERT LINK TO PARTICIPANT FEEDBACK FORM]**

**[Insert QR code linked to the participant feedback form]**

# Appendix A Exercise Planning Team

- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]
- [Name, agency]



# Appendix B Resources

## Acronyms and Abbreviations

EPA	Environmental Protection Agency
ERP	Emergency Response Plan
FEMA	Federal Emergency Management Agency
HAZMAT	Hazardous Materials
HSEEP	Homeland Security Exercise and Evaluation Program
IC	Incident Command/Commander
LEPC	Local Emergency Planning Committee
OEM	Office of Emergency Management
SIP	Shelter in Place
SitMan	Situation Manual
TTX	Tabletop Exercise
[continue]	[if needed]

[insert image/map of facility]