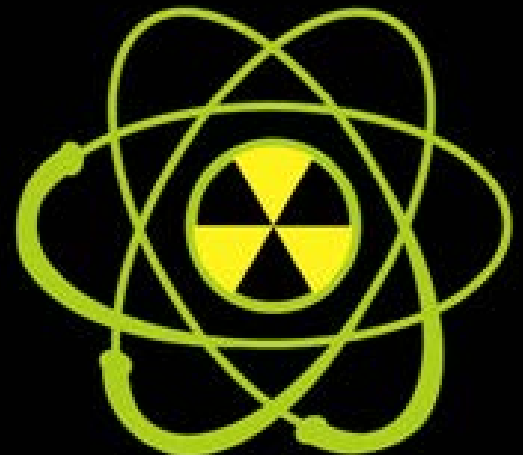


2019

RITN Tabletop Exercise (TTX) Situation Manual (SitMan) Planning & Messaging Focus

**Deadline for submission of
answers to exercise questions is
August 31, 2019**



PREFACE

There are two options for how your organization completes the RITN Tabletop Exercise in 2019; the first is to participate in a web-based exercise facilitated by the Mier Group and the RITN Control Cell. The second option is to conduct the exercise independently, as you have in the past. We encourage you to participate in the web-based exercise, if convenient. If you plan to participate in the web-based exercise, please register for one of the five sessions through this link by May 31, 2019 <https://register.gotowebinar.com/rt/5777405136600182540>. If you plan to coordinate the exercise yourself, please use these materials to coordinate and conduct your exercise and then submit the answers to the questions in this packet.

If participating in one of the web-based TTXs **answers must be submitted within 10 days** from the exercise to receive credit. For centers conducting the exercise on their own, answers must be submitted by **August 31, 2019**. Only one person should submit answers for each RITN center. The web link for answer submission is:

https://www.surveymonkey.com/r/FY19_TTX_EP

EXERCISE PARTICIPANTS

This exercise should be completed with a group of appropriate staff members. To determine exercises participants the **RITN Coordinator should work with hospital emergency management staff to review the exercise materials** and identify what departments/organizations would be required.

EXERCISE OVERVIEW

Exercise Name	2019 RITN Tabletop Exercise (TTX)			
Web Based Exercise Dates (EP Track Only) --- Registration Required		Eastern Time	Central Time	Pacific Time
	June 19, 2019	Start: 11:00AM End: 12:30PM	Start: 10:00AM End: 11:30AM	Start: 8:00AM End: 9:30AM
	July 9, 2019	Start: 3:00PM End: 4:30PM	Start: 2:00PM End: 3:30PM	Start: 12:00PM End: 1:30PM
	August 7, 2019	Start: 2:00PM End: 3:30PM	Start: 1:00PM End: 2:30PM	Start: 11:00AM End: 12:30PM
Core Capabilities	Public Health & Medical Services			
Threat or Hazard	Radiological			
Scenario	Medical surge from a distant radiological incident			
Sponsors	Radiation Injury Treatment Network (RITN) National Marrow Donor Program (NMDP) Office of Naval Research (ONR)			
Point of Contact	RITN Control Cell RITN@nmdp.org (612)884-8276			

GENERAL INFORMATION

Exercise Learning Objectives and Core Capabilities

The following exercise learning objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Table 1. Exercise Learning Objectives and Associated Core Capabilities

Exercise Learning Objective	Core Capability
Objective 1: RITN hospitals are able to describe their plans for receiving, screening, and admitting a surge of NDMS patients following a distant radiological incident.	Public Health & Medical Services
Objective 2: RITN hospitals are able to develop messages for internal (staff and response partners) and external (patients and visitors) to keep them informed and alleviate fear and misinformation.	Public Health & Medical Services

Participant Roles and 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 or initiate actions in response to the simulated emergency.

Observers. Observers do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.

Facilitators. Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also serve as subject matter experts (SMEs) during the exercise.

Evaluators. Evaluators are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, policies, and procedures.

Exercise Structure

This exercise will be a facilitated exercise. Players will participate in the following modules:

Module 1: Preparing for a Surge

Exercise Guidelines

This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.

Respond to the scenario using your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.

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 response efforts. Problem-solving efforts should be the focus.

Exercise 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. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation. During this exercise, the following apply:

The exercise scenario is plausible and events occur as they are presented.

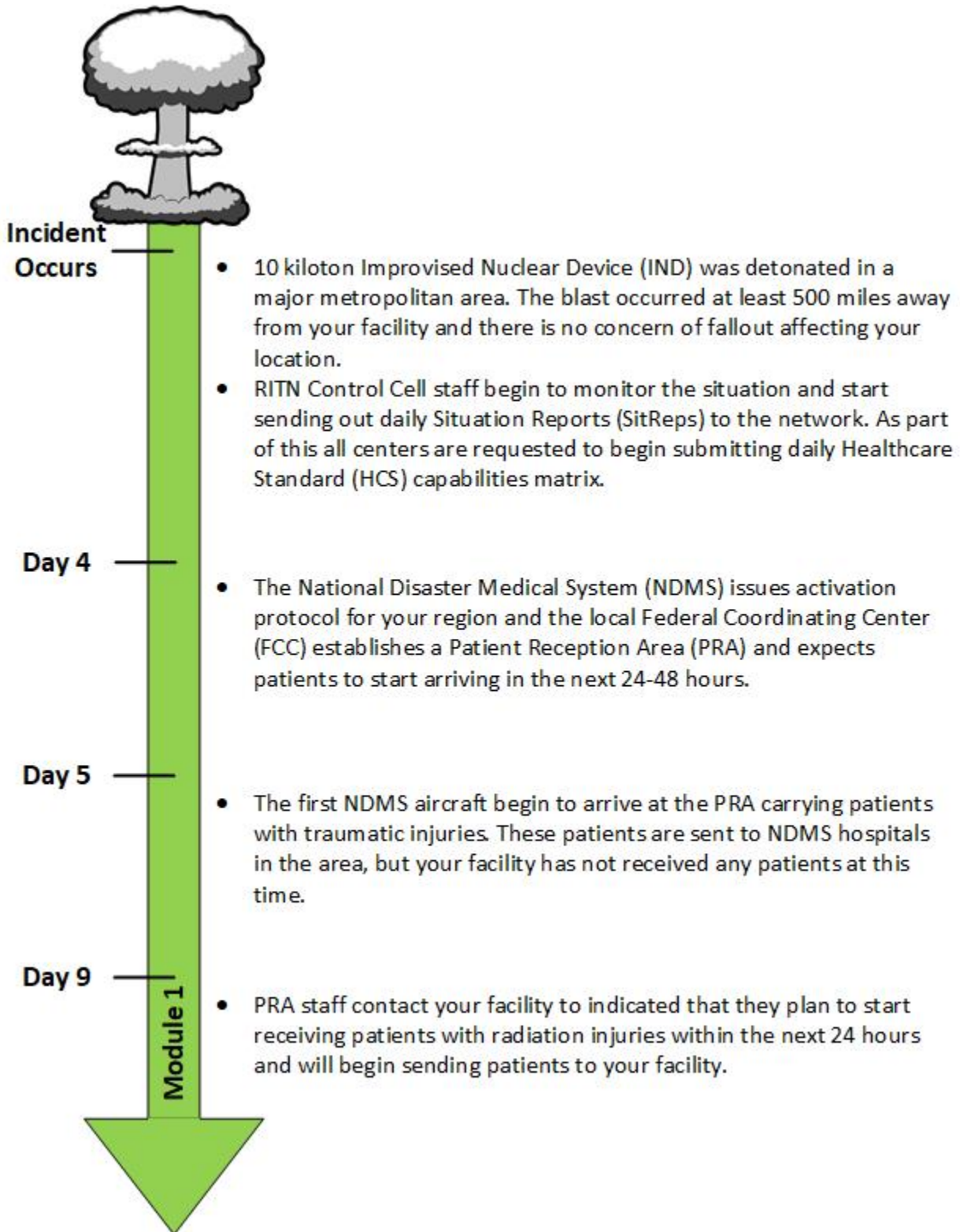
The scenario may not have all the information that you feel is necessary to provide a fully informed response. Please attempt to formulate your responses based on the information provided.

Exercise Evaluation

Players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile the After-Action Report (AAR).

Participants requesting continuing education credits must complete and submit the evaluation in order to receive credits.

EXERCISE SCENARIO



GENERAL EXERCISE QUESTIONS

1. Contact information of person submitting answers to RITN exercise questions.
2. Select your RITN center.
3. What TTX session did you take participate in?
4. How many people participated in your exercise?
5. Identify the disciplines that participated in your exercise (select all that apply)

MODULE 1: PREPARING FOR A SURGE

Scenario Update

- Patients will arrive in waves over a multiday period from the Patient Reception Area (PRA).

	Wave 1 (event +10)	Wave 2 (event +11)	Wave 3 (event +11)
Estimated number of patients	20 12 outpatients 8 inpatients	20 18 outpatients 2 inpatients	20 17 outpatients 3 inpatients
Transportation method from the PRA	12 – Dual Use Vehicle (DUV) 8 – Ground ambulance	18 – Dual Use Vehicle (DUV) 2 – Ground ambulance	17 – Dual Use Vehicle (DUV) 3 – Ground ambulance
Arrival Time	2:00 PM	12:00 AM	10:00 AM

- Weather forecast for the next few days is temperatures in the mid-90s with thunderstorms and high winds.

Discussion Questions

Activity 1:

- Identify where the following actions will take place at your facility:
 - Initial hospital admission
 - Radiological screening
 - Decontamination (if necessary)
 - Counseling / behavioral health screening
 - Family Assistance Center (FAC) / Family Information Center (FIC)
- What hospital unit(s)/department(s) will be responsible for staffing these functions?
 - If volunteers are being utilized what organization are they coming from? What training will they require?
 - Does your plan adequately staff these functions so patients could be received 24hrs?
- Will adverse weather affect where any of these actions would primarily take place? If so, please specify.
- Does having patients arrive both by ambulance and DUVs affect your planning?

Activity 2:

- Develop a message that will be sent to hospital staff prior to NDMS patients arriving. This message should address safety concerns, potential scheduling changes, and any other information your team identified as important.

11. Develop a message that will be sent to current patients and their families prior to NDMS patients arriving. This message should address safety concerns, increased activity around the hospital, and any other information your team identified as important.

APPENDIX B: ACRONYMS

Acronym	Term
AAR	After Action Report
ARS	Acute Radiation Syndrome
ASPR	Assistant Secretary for Preparedness and Response
DUV	Dual Use Vehicle
FAC	Family Assistance Center
FCC	Federal Coordinating Center
FIC	Family Information Center
HCS	Healthcare Standard
HHS	Health and Human Services
HLA	Human Leukocyte Antigen
HPP	Hospital Preparedness Program
IND	Improvised Nuclear Device
JPATS	Joint Patient Assessment and Tracking System
NMDP	National Marrow Donor Program
NDMS	National Disaster Medical System
ONR	Office of Naval Research
PRA	Patient Reception Area
RITN	Radiation Injury Treatment Network
SITREP	Situation Report
SME	Subject Matter Expert
TTX	Tabletop Exercise

APPENDIX C: REFERENCES

Encourage exercise participants to review the following before the exercise:

RITN Training Materials:

<http://ritn.net/Training/>

RITN ARS Treatment Guidelines:

<http://ritn.net/WorkArea/DownloadAsset.aspx?id=2147483696>

IND Response and Recovery: Communicating in the Immediate Aftermath

https://www.fema.gov/media-library-data/20130726-1919-25045-0892/communicating_in_the_immediate_aftermath_final_june_2013_508_ok.pdf