

2016 RITN FUNCTIONAL EXERCISE MASTER SEQUENCE OF EVENTS LIST

# ¹	Date/Time	Responsible Controller	Method	Recipient Player(s)	Script/Description	Expected Outcome of Player Action	Notes for Simulator	Inject Delivered
1.	August 5, 2016							
2.	0900	Senior Controller	Conf. Call	Exercise Control Team	Exercise Control Team Conference Call	<u>Yes or No</u>		
3.	1000-1100	Sim Deck	Conf. Call/Webinar	JIS Team	<u>Simulation Deck Training</u>	<u>Training</u>	<u>Optional/ may be deferred if not needed</u>	
4.	1100	Simulation Cell SimDeck	SimDeck	ALL Players	<p><u>Warm Start Media Release</u></p> <p>“This is an exercise”</p> <p>Situation Briefing sent via email outlining the scope of exercise play. Information also to provide players with guidance for SimDeck Access.</p> <p>“This is an exercise”</p>	<p><u>Basic media information for players concerning the exercise scenario- Information about what has happened for the notional incident</u></p>		
5.	1130	PIO Controller	Conference Call or Meeting in Public Affairs space	JIS/Public Affairs/PIO BMT SME, Radiation Safety SME, ED Representative	Seminar to establish roles and responsibilities and prep basic report out for 1400 briefing	<u>Meet from 1130 to 1330 then participate in conf. call report out</u>		

¹ Conditional or optional injects will be highlighted in grey. Essential inject that must be completed are not highlighted.

#1	Date/Time	Responsible Controller	Method	Recipient Player(s)	Script/Description	Expected Outcome of Player Action	Notes for Simulator	Inject Delivered
6.	1200	Simulation Cell Mayo	Mission Mode	HICS/ Incident Commander	<p>“This is an exercise”</p> <p><i>HICS Mission Mode Alert</i></p> <p><i>Activate Mission Mode for the Exercise. Provide information that there will be a Telephone Briefing for all HICS members and by the IC, SMEs and RITN at 1400 hrs.</i></p> <p>“This is an exercise”</p>	<p><u>Mission Mode alert goes out to participants</u></p>		
7.	1400	Senior Controller	Conf. Call	HICS/PIO/ RITN/ Mayo Players	<p>“This is an exercise”</p> <p>Scripted HICS Webinar and Telephone Briefing</p> <p>“This is an exercise”</p>	<p><u>RITN Briefing-PIO/Public Affairs report out</u></p>		
8.	1500	Simulation Cell	Email	Situation Unit	<p>Collaborate to post update</p>			

9.	August 8, 2016							
10.	1000	Simulation Cell RITN	Email and Phone	MC-BMT	<p>“This is an Exercise”</p> <p>RITN Activation</p> <p>“This is an Exercise”</p>	<p><u>Simulation Cell makes two calls, one representing RITN and one representing NDMS and provide information aligned with protocols that notify Mayo Clinic RITN points of contact</u></p>		
11.	1100	Simulation Cell SimDeck	SimDeck	ALL Players	<p>“This is an exercise”</p> <p>Warm Start Media Release</p> <p>“This is an exercise”</p>	<p><u>Information with improved detail concerning the notional incident including some patient detail. Information indicates the notional incident will be an “event of national concern” Confirm that fictional patients will be arriving at some point for treatment at U of M and Mayo Clinic</u></p>		
12.	1300	BMT Controller	FTF	BMT	<p>“This is an exercise”</p> <p>Follow Protocols for notification found in RITN SOP</p> <p>“This is an exercise”</p>	<p><u>Follow RITN SOP for Notifications</u></p>		

13.	1300	BMT Controller	RITN HCS	RITN	<p>“This is an exercise”</p> <p>Provide RITN with status of current and future capabilities using the HCS</p> <p>“This is an exercise”</p>	<p><i><u>Provide update to RITN per protocol</u></i></p>		
14.	1500	Senior Controller	Conf. Call	HICS/PIO/RI TN/Mayo Players	<p>“This is an exercise”</p> <p>HICS Telephone Briefing</p> <p>“This is an exercise”</p>	<p><i><u>RITN Briefing- PIO/Public Affairs report out</u></i></p>		
15.	1600	Simulation Cell	Email	Situation Unit	<p>Collaborate to post Update</p>			

16.	August 9, 2016							
17.	1100	Simulation Cell SimDeck	SimDeck	ALL Players	<p>“This is an exercise”</p> <p>Warm Start Media Release</p> <p>“This is an exercise”</p>	<p><i><u>Provide increasing clarity of the scope that the notional incident is taking on Confirmation that fictional patients will be arriving in coming days</u></i></p>		
18.	1300	BMT Controller	RITN HCS	RITN	<p>“This is an exercise”</p> <p>Provide RITN with status of current and future capabilities using the HCS.</p> <p>“This is an exercise”</p>	<p><i><u>Provide update to RITN per protocol</u></i></p>		
19.	1315	BMT Controller	RITN FAX	RITN	<p>“This is an exercise”</p> <p>Simulate internet access issue and then provide RITN with status of current and future capabilities by fax.</p> <p>“This is an exercise”</p>	<p><i><u>Use Forms and FAX to send update to RITN</u></i></p>		

20.	1400	BMT Controller	FTF	BMT	<p>“This is an exercise”</p> <p>Provide updated information to persons and agencies contacted using the Protocols for notification found in RITN SOP</p> <p>“This is an exercise”</p>			
21.	1500	Senior Controller	Conf. Call	HICS/PIO/RI TN/Mayo Players	<p>“This is an exercise”</p> <p>HICS Telephone Briefing</p> <p>“This is an exercise”</p>	<p><u><i>RITN Briefing- PIO/Public Affairs report out</i></u></p>		
22.	1600	Simulation Cell	Email	Situation Unit	<p>Collaborate to post update</p>			

23.	August 10, 2016							
24.	1100	Simulation Cell SimDeck	SimDeck	ALL Players	<p>“This is an exercise”</p> <p>Warm Start Media Release</p> <p>“This is an exercise”</p>	<p><u><i>Patients will be arriving at MSP then to Mayo Tomorrow</i></u></p>		
25.	1105	Simulation Cell	Phone	BMT	<p>“This is an exercise”</p> <p>The FCC, i.e., patient reception area, has been activated. Hospitals in the Metropolitan Chicago area will be evacuating patients to FCCs within 24 hours. Request RITN hospitals submit a bed availability report by 1500 today.</p> <p>“This is an exercise”</p>	<p><u><i>Submit Bed Availability Report to Simulation Cell</i></u></p>		
26.	1315	BMT Controller	RITN Sat. Phone	RITN	<p>“This is an exercise”</p> <p>Simulate intent access issue and then provide RITN with status of current and future capabilities Using Satellite Phone.</p> <p>“This is an exercise”</p>	<p><u><i>Use Satellite Phone contact RITN and provide update</i></u></p>		

27.	1500	Senior Controller	Conf. Call	HICS/PIO/RI TN/Mayo Players	<p>“This is an exercise”</p> <p>HICS Telephone Briefing</p> <p>“This is an exercise”</p>	<p><u>RITN Briefing- PIO/Public Affairs report out Detail HICS activation for 8-11-16 beginning at 1100 hrs</u></p>		
28.	1505	Senior Controller	Conf. Call	ECC	<p>“This is an exercise”</p> <p>Are we prepared to send a representative from the ECC to the FCC at MSP?</p> <p>“This is an exercise</p>			
29.	1530	Senior Controller	<i>Representing NDMS/FCC</i>	HICS/PIO/RI TN/Mayo Players	<p>“This is an exercise”</p> <p>NDMS Activation message: “This is the FCC in Minneapolis with a RITN National Activation. Activate your RITN response procedure”.</p> <p>“This is an exercise”</p>	<p><u><i>This is the precursor announcement leading to start of exercise play on the 11th.</i></u></p>		
30.	1600	Simulation Cell	Email	Situation Unit	<p>Collaborate to post update</p>			

31.	August 11, 2016							
32.	0800	Senior Controller		C/E	C/E Briefing	<u>Updates on current status and review of the roles and responsibilities beginning with STARTEX</u>		
33.	0830	Senior Controller	FTF	Exercise Director	Confirm clear to begin	<u>Yes or No</u>		
34.	0845	Simulation Cell SimDeck	SimDeck/Em ail	ALL Players	“This is an exercise” <i>Media Release indicating patients will be arriving at Mayo Clinic this date and that RITN resources across the nation are being activated to respond to the incident</i> “This is an exercise”	<u>Notification</u>		
35.	0835	Senior Controller	Mission Mode	HICS	Exercise will begin at 1100	<u>Notification</u>		
36.	0840	Senior Controller	EMAIL	ALL Participants	Exercise will begin at 1100	<u>Notification</u>		
37.	1045	HICS Controller/ BMT Controller/ PIO Controller	FTF	C/Es	Dispatch C/Es to their assigned locations	Preparatory actions for Startex		
38.	1045	Senior Controller	Phone/ Email		Confirm Simulation Cells ready for STARTEX			
39.	1100	Senior Controller	FTF/Radio/E mail	ALL Participants	“This is an exercise” <u>STARTEX</u>	<u>STARTEX</u>	<u>STARTE X</u>	

					“This is an exercise”			
40.	+2	Simulation Cell	Phone <i>Representing NDMS/FCC</i>		“This is an exercise” “Simulation Cell representing NDMS center at MSP calls to advise that aircraft have landed and transport is beginning” “This is an exercise.”	All Players, working from the assumption that all necessary preparations have been made in the warm start period begin processes necessary to prepare for the receipt of patients.		
41.	+5	HICS Controller	FTF <i>Representing Control Role</i>	HICS	“This is an exercise” <i>Provide Scenario Briefing with key anticipated needs to jump start the HICS team</i> “This is an exercise”	Players gain basic awareness and begin to work through established HICS tasks found in their Job Action Sheets		
42.	+15	BMT Controller	FTF <i>Representing Control Role</i>	BMT Lead	“This is an exercise” <i>Prepare Situation Report for HICS...briefing will be in 90 min</i> “This is an exercise”	Players will begin preparing the information needed to provide a briefing for HICS		
43.	+15	PIO Controller	FTF <i>Representing Control Role</i>	PIO Lead	“This is an exercise” <i>Prepare Situation Report for HICS...briefing will be in 90 min.</i> “This is an exercise”	Players will begin preparing the information needed to provide a briefing for HICS		
44.	+20	HCC Controller	FTF <i>Representing Control Role</i>	IC	“This is an exercise” Brief IC and Command	Answer Questions and resolve issues relating to exercise logistics		

					<p>staff that the first patients destined for MCR are processing through the Federal Coordinating Center at MSP now</p> <p>“This is an exercise”</p>			
45.	+20	PIO Controller	Phone	Discharge Planning	<p>“This is an exercise”</p> <p>The first patients destined for MCR are processing through the Federal Coordinating Center at MSP are we prepared to help secure Accommodations for the persons accompanying them?</p> <p>“This is an exercise”</p>			
46.	+25	Simulation Cell	Phone <i>Representing NDMS/FCC</i>	Planning Chief	<p>“This is an exercise”</p> <p>Be aware that many patients and families headed to MN are non-English speaking and translators need to be available that speak may different Languages.</p> <p>“This is an exercise”</p>	Request additional information, languages spoken, inquire as to possibility of coordination of patients and interpreters to U of M or Mayo Based on language capabilities available		

47.	+30	Simulation Cell	Phone Representing Mayo HR	PIO	<p>“This is an exercise”</p> <p>Managers and Supervisors are being questioned by some staff about staff safety and possible hazards associated with the arrival of exposed patients</p> <p>“This is an exercise”</p>	Direct questions to appropriate internal resources to develop internal communications		
48.	+35	Simulation Cell	Phone <i>Representing Mayo Staff leading the phone center response</i>	PIO	<p>“This is an exercise”</p> <p>The information line Established by Public Affairs is overwhelmed with calls related to the radiation incident in Chicago. Some local residents are asking if they can come in to get tested for radiation contamination as they were in Chicago recently and may have been exposed.</p> <p>“This is an exercise”</p>	Arrange for additional resources to support the information line		
49.	+40	Simulation Cell	Phone Representing Olmsted County Public	Liaison	<p>“This is an exercise”</p> <p>Olmsted County Public Health</p>	Link to BMT/Pharmacy and Incident Command		

			Health		<p>Department is calling to discuss requesting additional G-CSF through SNS</p> <p>“This is an exercise”</p>			
50.	+45	Simulation Cell	<p>Phone</p> <p>Representing Mayo Clinic Social Services (Social Work)</p>	Liaison	<p>“This is an exercise”</p> <p>Mayo Social Services (Social Work) is searching for additional resources to assist with locating housing, feeding, and long term care and support of families</p> <p>“This is an exercise”</p>	Seek resources and support for decision making		
51.	+50	Simulation Cell	<p>Phone</p> <p>Representing Desk Operations</p>	HICS Med Ops	<p>“This is an exercise”</p> <p>Current patients have fears that they may get cross-contaminated by radiation from people coming from Chicago. An increased number of patients scheduled for elective surgeries are calling to cancel appointment. Most often reasons given, opening room for others or concern</p>	Develop internal communications plan in conjunction with SMEs		

					for radiation exposure “This is an exercise”			
52.	+55	Simulation Cell	Phone Representing Pharmacy	Personnel Support Branch	“This is an exercise.” Pharmacy is requesting more staff than usual due to the RITN activation “This is an exercise.”	Confirm needs and identify resource strategy		
53.	+60	Simulation Cell	Phone Representing US Marshal Service	Security	“This is an exercise” A call was received from the US Marshals Office reporting that one of the patients that may be arriving tomorrow is a convicted felon. The US Marshals were transporting this patient when they were exposed “This is an exercise.”	Coordinate with Security		
54.	+65	Simulation Cell	Phone Representing Southeast MN Medical	HICS Med Ops	“This is an Exercise” If one of the RITN patients dies are there	Consult with BMT and RITN		

			Examiner's Office		<p>any special things we need to do? Any special considerations if radiation contamination is suspected</p> <p>"This is an Exercise"</p>			
55.	+70	Simulation Cell	Phone Representing Olmsted County Public Health	HICS Liaison	<p>"This is an exercise"</p> <p>County Public Health is being overwhelmed with people asking about radiation monitoring and possible contamination</p> <p>"This is an exercise"</p>	Leverage Liaison Role to coordinate PIO efforts		
56.	+75	Simulation Cell	Phone Representing Local Media	HICS Security Officer and PIO	<p>"This is an exercise"</p> <p>Local story on blog site indicates that Mayo Clinic stores radioactive materials on-site. A protest group (15 people) is staging a protest in the Jacobsen Building lobby</p> <p>"This is an exercise"</p>	Coordinate with Security/PA and Subject Matter Experts to form messages		

57.	+80	Simulation Cell	Phone Representing Bed Management	Planning Chief	<p>“This is an exercise”</p> <p>Bed Management is indicating that there are no placement issues</p> <p>“This is an exercise”</p>	Report to HICS		
58.	+85	Simulation Cell	Phone Representing RITN	BMT	<p>“This is an exercise”</p> <p>NDMS FCC is anticipating at least two more planes than they initially expected with RITN patients. Please assess your ability to accept more patients and ensure your NDMS bed numbers are updated.</p> <p>“This is an exercise”</p>	Prepare and review		
59.	+100	Simulation Cell	Phone/Radio/ Email	ALL Participants	<p>“This is an exercise.”</p> <p>Briefing in 5 minutes</p> <p>“This is an exercise.”</p>	Prepare for Briefing		
60.	+105	HICS Controller	FTF	ALL Participants	<p>“This is an exercise”</p> <p>HICS Briefing</p> <p>“This is an exercise”</p>	10 Minute Briefing		
61.	+115	HICS Controller	FTF	All Participants	<p>“This is an exercise”</p> <p>Using the Information provided in the Exercise Briefing you will now develop goals and objectives for</p>	Determine Objectives for the next Operational Period		

					<p>the next operational period.</p> <p>“This is an exercise”</p>			
62.	+125	Simulation Cell	Phone Representing Lab	BMT	<p>“This is an exercise”</p> <p>What testing volume do you anticipate for the next 24 hours?</p> <p>“This is an exercise”</p>	Respond to Sim Cell with requested information		
63.	+135	Simulation Cell	Phone Local Hotelier	Discharge Planning	<p>“This is an exercise.”</p> <p>We are not able to accommodate persons arriving from the Chicago Incident</p> <p>“This is an exercise.”</p>	Coordinate with Liaison Officer and Public Affairs to address the issue		
64.	+145	Simulation Cell	Phone Representing Local Media	Public Affairs	<p>“This is an exercise”</p> <p>This is KAAL, we would like to interview someone concerning the events in Chicago and what it means to Rochester...</p> <p>“This is an exercise”</p>	Coordinate Message		
65.	+155	Simulation Cell	Phone Representing Olmsted	Liaison Officer	<p>“This is an exercise.”</p> <p>Can we get a briefing</p>	Collaborate with HICS to arrange messaging to stakeholders		

			County Public Health		<p>set up for our staff? Can your SMEs help us alleviate staff concerns?</p> <p>“This is an exercise.”</p>			
66.	+165	Simulation Cell	Phone Representing RITN/NDMS	BMT	<p>“This is an exercise”</p> <p>Can you provide information about your capacity? We have 15-20 additional patients and would like to limit the number of centers in operation. Can you care for the additional patients?</p> <p>“This is an exercise”</p>	Assess Capacities and reply		
67.	+175	HICS Controller	FTF	HICS	<p>“This is an exercise“</p> <p>Provide the Planning Section with your top two objectives for the next Operational Period</p> <p>“This is an exercise”</p>	List the top two things you think need to be done by your section in the next operational period		
68.	+185	HICS Controller	FTF	HICS	<p>“This is an exercise“</p> <p>Prepare a hand off briefing for the person who will be taking over</p>	Document what you need to pass along to your replacement		

					your role during the next Operational Period			
					“This is an exercise”			
69.	+195	HICS Controller	FTF	Planning Chief	“This is an exercise“ Prepare a task list with any items you need from the Section Chiefs to complete the IAP	What do you need to wrap up and hand off?		
					“This is an exercise”			
70.	+205	Senior Controller	<u>ENDEX</u>	ALL	“This is an exercise“ <u>ENDEX.</u>			
					“This is an exercise”			
71.	+205	Senior Controller	FTF	All Participants	10 minute break Assemble for hotwash	Hotwash in 10 Minutes		
72.	+215	Senior Controller	FTF	All Participants	Hotwash			
73.	+215	Senior Controller	FTF	All Participants	Follow up information	Emails to be sent		
74.	1530				C/E Debrief			