

Establishing a Campus Tabletop Exercise Program

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Background

- The campus had a background of working together in emergencies in a format similar to NIMS
 - Flood of 2006
 - Red Cross Shelter
 - Red Cross Assistance Center
 - SEMO Assistance Center
 - Snow emergencies
 - Y2K
 - Tornado of 1998
 - Flooding
 - Loss of air structure
 - Much damage on ancillary sites

TTX's

- The campus implemented a quarterly TTX (actually, "Functional Exercises") program.
- Scenarios are drafted by the Office of Facilities and Safety
- TTX's are facilitated by the Office of Fire Prevention and Control
- Attended by campus departments and some outside agencies as players

Scenarios to Date

- **Fire** in Hulbert Dining Hall, spread to dorm rooms. (Hulbert is a combination DH/RH)
- **Fuel truck explosion** in front of Ford Hall (RH) which impacted the res hall, Central Heating Plant, loss of elec to parts of campus, loss of telecomm, and the library.
- **Pandemic/avian flu** (larger in scale). Used a consultant.
- **Fire** in Chemistry Building
- Disturbance at a **rock concert** in the Field House (with arson and violence)
- **Active Shooter**

Scenarios to Date

- **Lost Student** (winter scenario)
- **Full scale drill fire in Res Hall**
- **Library Fire** (arson) (loss of campus telecomm, exercised library restoration)
- **"Dalai Llama" type visit gone awry**
- **Ice Storm**
- **Hostage in a Dorm Room** (involving major donor's daughter)

Scenarios to Date

- **Shelter in Place (full scale drill)**
- **Food Poisoning**
- **Major disturbance at Athletic Event (fight)**
- **Large Mercury Spill**
- *Guests are welcome, but you must play a role.

EOC Organization

- Incident Commander (usually Chief of Police, Wellness Director (RN) or Director of Facilities)
- In the case of a large-scale event, the IC is the Chief of UPD and the Director of Facilities acts as Deputy
- EMC administers the EOC, prepares IAP and handles lessons learned
- PIO
- Safety (UPD or Facilities rep)

Role of the President

- If the president cannot participate, a VP is designated to play the role of president
- The president is NOT the incident commander.
- The president deals with "institutional" issues such as class cancellation, communication with Chanx, etc.
- The IC deals with "tactical" issues

Cells (Higher Ed is "different")

- Student Affairs
 - Res life
 - Food service
 - Counseling
 - Health Services
 - Athletics

Cells

- Facilities
 - Operations
 - Custodial
 - Architectural
 - EH&S
 - Food service maintenance
 - Telecomm maintenance

Cells

- Academic Affairs
 - Provost
 - Registrar
 - Dean
 - Applicable faculty (e.g., science)
 - Chem Dept rep
 - Library
 - Ac Computing

Cells

- Finance and Admin
 - HR
 - Telecomm
 - Aux services
 - Budget and accounting

Ops

- Oneonta Fire Department
- Law Enforcement (State Police, Hartwick College, Oneonta Police)
- NYS Health Department
- DEC
- University Police (dispatcher and at least one officer)

Mock Press Briefings

- Exercises go into "freeze"
- "Reporters" are usually OFPC members and OFD Chief

Scenario

- Exercise time or real time
- Exercise sked or real sked (classes, student events, athletics)
- Exercise weax or real weax
- Various means of starting
 - Start the problem on scene before arrival of team
 - Allow prep time
 - All start together

Scenarios

- Setup
- Problem goes into "freeze"
- Each cell debriefs its actions
- Mock press briefings

Lessons Learned

- Shift of command
- Allow the IC to focus on the urgent issues. The Deputy can filter out a lot of this.
- Comms with other agencies
- A good building administrator program is essential
- Need access to university protocols (fire evacuation, shelter-in-place, etc.) The Safety Officer can assist on this.

Lessons Learned

- Maps, elevations, building drawings, newsprint in the command center is important
- Pre-assigned grid system
- Surveillance cameras
- Emergency contact info (cell numbers, etc.)
- Emergencies are usually "pick up games" with regard to who may or may not be on campus. Cross training is not a bad thing.
- Canned messages

Outside Agencies

- ***NO OBSERVERS! EVERYONE "PLAYS"***
- SUNY
- State Police
- Local Police
- Fire Department
- Other colleges
- DEC, DOH
- City engineer

Teambuilding

- Better than a retreat for teambuilding!
- Cells that exercise together do better in real emergencies
- Encourage participation! If a key person can't attend, urge them to send a rep from their department. It provides BENCH STRENGTH.
- 3 hours is probably enough if you exercise regularly
- OFPC is terrific at facilitating!!

