

Local Health District Shelter Operations Readiness Tabletop Exercise (TTX) Information Collection & Analysis Plan

Exercise Date:

Exercise Venue:

Exercise Purpose: The purpose of the Local Health District Shelter Operations Readiness Tabletop Exercise is to examine and discuss the capabilities necessary to support shelter activation and operations in accordance with local Plans, policies and procedures and established VDH training curricula in response to a Category 3 Hurricane that will begin to impact Virginia in the next 72 hours.

Scenario Overview: Category 3 Hurricane

Planning Standard: Public Health Emergency Preparedness Capability 7-Mass Care

Mass care is the ability of public health agencies to coordinate with and support partner agencies to address within a congregate location (excluding shelter-in-place locations) the public health, health care, mental/behavioral health, and human services needs of those impacted by an incident. This capability includes coordinating ongoing surveillance and assessments to ensure that health needs continue to be met as the incident evolves.

Functions: This capability consists of the ability to perform the functions listed below.

Function 1: Determine public health role in mass care operations

Function 2: Determine mass care health needs of the impacted population

Function 3: Coordinate public health, health care, and mental/behavioral health services

Function 4: Monitor mass care population health

Discussion Question	Observations	Analysis Prompts	Corrective Action(s)
Assessment Questions			
What are our initial priorities if we assume that support for local and State Coordinated Regional Shelters is expected?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
How can we assess the personal and family preparedness of our staff that will be called upon to support shelter operations?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
How do we assess the communities' sheltering needs and capabilities when we may be experiencing significant limitations in staffing, communications, and our ability to establish an effective and coordinated common operating picture?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
What sheltering support (resources and services) is expected from external agencies or organizations, and what support do they expect from existing agreements with us?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
What sheltering support is outlined within our agency's current plans, policies, procedures? Nursing? Environmental Health? Medical Reserve Corps? Other?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
At what point would we request additional help? What is the process?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	

Strategies Questions			
What plans, planning factors, elements of information, and situational awareness is necessary to establish and maintain sheltering strategies?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
How are the current plans, policies, procedures, and/or agreements addressing the establishment of temporary shelters?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
How are life sustaining sheltering needs operationally prioritized and coordinated? Do our plans identify all resources necessary to meet mass care sheltering needs?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
How do the state plan(s) incorporate tribal and local jurisdictional priorities and strategies into operational coordination and decision making? What is our strategy for Access and Functional Needs, religious accommodations, children/infant and elderly survivors, language barriers, and pet accommodations within a feeding strategy?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
What is our financial and administrative preparedness strategy for staff? Hours worked documentation, financial help? Access to Mental Health resources?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	

Challenges and Constraints Questions			
What limitations, challenges, and constraints exist that must be overcome regarding support for sheltering and displaced survivors?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
What limitations, challenges and constraints exist that must be overcome regarding our ability to support both local and possibly State Shelter support with respect to our staff and volunteers?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	
What limitations, challenges and constraints exist with regard to long duration support to shelters?		Status: What is it? Impact: So, What? Actions: Now What? Limiting Factor: What's the Gap? ETA To Green/Go? -When?	

Additional Observations:

Name	
Phone Number	
Email	