Table Top Exercise Disaster Scenario

Scenario Summary

Background:  It’s late May. The residents in xxxx have responded to six tornado warnings in the last month. The tornadoes spotted have caused minor damage to some farm buildings in the county, but no tornadoes have struck xxxx proper.

The Event:  At 7:51 p.m. last night a ¼ mile wide EF 5 tornado traveled SW to NE through the heart of xxxx.

The Results:  All structures and trees in the path of the tornado have been destroyed. Debris from the tornado has made the roads impassable. There are numerous injuries and an unknown number of fatalities. Utilities and telecommunications are unavailable throughout the entire town.

Subsequent Actions:  Upon hearing about the tornado striking xxxx, numerous physicians, nurses, debris removing contractors and other citizens self-deployed. To restore order the Governor ordered Kansas National Guard troops to secure a perimeter around the entire town. It is currently off-limits to everyone except first responders.

Initial assessments indicated that the xxxx facility was heavily damaged. There is no time-frame available yet to know when state officials will be able to further assess damage at the xxxx facility.

The Next Day:  At 6:03 a.m., the Secretary of xxxx, in consultation with the Governor, activated the agency COOP. The agency management team has subsequently convened at the xxxx facility in Topeka.

Because you are a member of the COOP Relocation Team (CRT), you have been contacted by the CRT Chief to report to the (list alternate site here) as soon as possible. The alternate facility is located approximately 10 miles east of xxxx. You have arrived at the facility. The time is now approximately 9 a.m.

The facility has electricity, HVAC and running water, restrooms, limited electrical outlets and a few chairs, but no tables or other office furniture. Voice and data connectivity to the building is available, but needs to be distributed and connected to applicable work stations.

What is the first thing you plan to do?
**Injects**

**Inject #1:** It’s 10:53 a.m. Some of the CRT employees have been granted access to the xxxx facility. Upon arrival they survey the location where the original facility used to exist. It has been completely demolished and reduced to rubble. It doesn’t appear that any equipment, supplies or vital records are salvageable. When they arrive back at the alternate site they inform the rest of the CRT.

Who are you going to contact and how?

How do you plan to get replacement equipment, supplies and vital records to your alternate site?

Who’s going to do the contacting?

**Inject #2:** It’s 1:13 p.m. Per the disaster protocol, you have called the contact number for one of your employees on standby twice but so far have not been able to reach him/her. He/she is vital to your recovery efforts. The employee lives on the outskirts of xxxx struck by the tornado.

How do you plan to contact the employee?

If the employee cannot be reached, is there someone who can perform his/her duties?

If so, how do you plan to contact them?

**Inject #3:** It’s 1:46 p.m. Local agency customers have found out where your alternate site is and are requesting you assist them. You want to serve them ASAP but aren’t yet ready to do so. Your reception area has not been designated or set up and your regular receptionist is on a cruise liner somewhere in Alaska.

What do you do regarding the customers who are at your door?

Once you are ready to receive the public, how do you plan to communicate the information to them?