



UNIVERSITY OF CALIFORNIA, BERKELEY CENTER FOR INFECTIOUS DISEASE PREPAREDNESS

Improvement through training in operational readiness is one of the key concepts behind development of the Readiness Operations Planning and Exercise Program (ROPE). Health departments, city, county, and state agencies are tasked with building additions to their Emergency Management Plans to include a well-defined approach to the management of infectious disease emergencies, including intentional biological threats. As emergency planners have known for decades, untested emergency management plans are at risk for failure. The ROPE Program has been designed to assist agencies with the development of emergency management exercises which test systems and current plans of operation, provide opportunities to define gaps and vulnerabilities, and to provide concrete direction that will strengthen and improve an agencies operational readiness. All exercises are designed and built based on current operational area plans.

The Center for Infectious Disease Preparedness (CIDP) provides opportunities for personal and professional growth, increased knowledge, and hands-on training through the following offerings:

1. Summer Cider Program: two (2) week intensive training courses
2. Exercise Design and Evaluation Program: Semester Course , Regional Conferences, Training Seminars
Local Workshops, National Conference Workshops

CIDP's ROPE Design Team is knowledgeable and experienced in the art of exercise design and the expert execution, facilitation, and evaluation of exercises. The ROPE Team provides technical assistance that is individualized and tailored to meet the needs of the local jurisdiction. Technical assistance may include consultation, exercise design, execution, facilitation, and evaluation of an exercise. The design process includes building of critical documents that are needed for oversight agencies and documentation of continuous improvement towards operational readiness. Types of documents that would be included are: Executive Summary, Exercise Plan (EXPLAN), Control Staff Instructions (COSIN), Master Scenario Event List (MSEL), After Action Report (AAR).

CIDP's ROPE Program embraces and incorporates the concepts of the Homeland Security Exercise and Evaluation Program (HSEEP). HSEEP uses a building block approach which systematically increases the complexity of exercises. HSEEP divides exercises into two categories: discussion-based and operations-based.

Discussion based exercises focus on existing plans, policies, mutual aid agreements, and procedures. They are excellent tools for examining cross jurisdictional issues. Types of discussion based exercises include seminars, workshops, tabletop exercises and games.

Seminars are generally utilized to introduce or orient participants to strategies, policies, plans, procedures, and protocols. Seminars are frequently conducted by internal personnel which lead to a more complex activity.

Workshops provide increased participant interaction and provide an ideal opportunity to collect and share information, test ideas/procedures, focus on complex issues for discussion, and provide a platform for consensus and team building. Workshop coordination and preparation can range from 2 to 6 months.

Tabletop Exercises (TTX) incorporates many of the aspects from workshops; however, the target audience is frequently directed to senior staff, elected or appointed officials, and key personnel. A tabletop exercise provides a simulated scenario which is designed to provoke discussion, identifying gaps and vulnerabilities, and focuses on interagency coordination. Tabletop exercise activity is conducted for 1 – 4 hours or longer. Tabletop exercises require a minimum of 1 to 3 months preparation.

Games are the most complex exercise type in the discussion based category. A game is a competitive simulation of operations with two or more teams participating. Scenarios are presented and participants explore decisions and consequences of those decisions. These exercises are excellent for gaining consensus building and developing new plans.

Operations based exercises are initiated to validate plans, policies, procedures and agreements that are in place. The purpose is to test the system or plan to identify gaps and vulnerabilities and provide an opportunity

to review available resources in response to a simulated event. Types of operations based exercises are drills, functional, and full scale.

Drills are a very narrowly focused activity which tests a specific operation or function. Drills are useful as it provides a realistic environment and immediate feedback for participants. Drills are conducted over a ½ - 2 hour period of time. Preparation time for the conduct of a drill can generally be accomplished within 1 month.

Functional (FE) exercises promote the testing of the command and control function, test individual and group capabilities, and assess resources and functions in support of operations. Movement of personnel and equipment is simulated. Functional exercises may run from 3 – 8 hours or longer. Functional exercises are complex and require between 6 to 18 months of preparation and are generally preceded by simpler exercises.

Full Scale (FSE) exercises are the most complex and include multi-agency coordination and cooperation, allocation of resources, personnel, equipment, and testing communications systems. Full scale exercises are highly scripted and controlled to promote optimal results and information gathering for improved overall preparedness. Full Scale exercises may be conducted over a 2 hrs to 1 or more days. Prolonged activities allow for the assessment of change of command over several operational periods. Full Scale exercises require extended preparation time, generally from 12 to 24 months, dependent upon the complexity of the exercise.

Of the seven (7) HSEEP defined exercise activities, the ROPE Program directs its attention to workshops, drills, tabletops, functional and full scale exercises. In the table below, planning meetings include the following items: exercise background, scenario, master scenario event list (when applicable), messages (when applicable), and evaluation tool. The After Action Report requires separate meetings for draft and final review.

EXERCISE ACTION GRID

EXERCISE TYPE	PLANNING MEETINGS (2HR DURATION)	EXERCISE CONDUCT	EXERCISE EVALUATION TEAM	DOCUMENTATION PRODUCTS
WORKSHOP	2 - 4	workshop conducted, coordinated, in collaboration with the ROPE team	not applicable, participant evaluation tool	training materials evaluation tool evaluation analysis recommendations
DRILL	2	Drill oversight by agency personnel HOTWASH FACILITATION BY ROPE TEAM	2 - 3 person team	scenario evaluation tool evaluation analysis after action report
TABLETOP	2 - 4	TTX facilitation by ROPE team HOTWASH FACILITATION BY ROPE TEAM	2 - 4 person team	scenario, problem statements, messages evaluation tool evaluation analysis after action report
FUNCTIONAL	6 - 18	FE controlled by ROPE team HOTWASH FACILITATION BY ROPE TEAM	2 - 4 person team	EXPLAN COSIN MSEL evaluation tool evaluation analysis after action report
FULL SCALE	12 - 24	FE controlled by ROPE team HOTWASH FACILITATION BY ROPE TEAM	4 - 8 person team	EXPLAN COSIN MSEL evaluation tool evaluation analysis after action report