

# TIMELINE – 2019 Statewide Medical & Health Exercise (*in Ventura County*)

Date & Name	Time	Type & Location	Participants	Purpose	Focus
<b>August 8<sup>th</sup></b>  Concept and Objectives Meeting	2:00 pm to 3:00 pm	In-Person @ EMSA	EMS/EPO Planning Team	The formal beginning of the planning process. Identify the type, scope, objectives, and purpose of the exercise.	<ul style="list-style-type: none"> <li>• Agreement regarding exercise type, scenario, capabilities, tasks, objectives, target exercise timeframe, location, and date.</li> <li>• Identification of entities that may want to participate.</li> <li>• Schedule of planning meetings.</li> <li>• Send save-the-date email inviting identified entities/partners and ask for commitment to participate.</li> </ul>
<b>August 21<sup>st</sup></b>  Initial Planning Meeting	9:30 am to 10:30 am	Webinar	Exercise Leads from Participating Sites	The start of the exercise development phase.	<ul style="list-style-type: none"> <li>• Invitation to join Stakeholder Liaison group for MSEL vetting.</li> <li>• Review of 2019 exercise scope and responsibilities, requirements of participation, timeline, and documents.</li> <li>• Cover exercise scenario, goals, and objectives.</li> <li>• Action items for the next planning meeting.</li> </ul>
<b>September 12<sup>th</sup></b>  Midterm Planning Meeting	9:30 am to 10:30 am	Webinar	Exercise Leads from Participating Sites	Update on the development of the exercise.	<ul style="list-style-type: none"> <li>• Review of Exercise Plan (ExPlan).</li> <li>• Confirm sites have identified exercise lead, safety officer, players, controller, and evaluator.</li> <li>• Review updated documents.</li> <li>• Discuss remaining exercise design concepts.</li> </ul>
<b>September 16<sup>th</sup> – 27<sup>th</sup></b>  Tabletop Exercise (TTX)	Time selected by each site.	In-Person @ Site	Participating Sites' Internal Staff (all roles)	Site personnel review and discuss the actions they would take during an emergency, testing the emergency plan in an informal, low-stress environment.	<ul style="list-style-type: none"> <li>• Using the provided scenario in an informal setting, validate plans, policies, and procedures through identification of gaps.</li> <li>• Make any adjustments to plans, policies &amp; procedures prior to the Full-Scale Exercise (FSE).</li> <li>• Allow personnel at your site to become familiarized with the scenario in a low-stress environment.</li> <li>• Prepares site personnel for successful participation in the FSE.</li> <li>• Clarify roles and responsibilities and identify additional mitigation and preparedness needs.</li> </ul>
<b>September 24<sup>th</sup></b>  Master Scenario Events List (MSEL) Meeting	2:00 pm to 3:30 pm	In-Person @ EMSA	Stakeholder Liaisons & EMS/EPO Planning Team	Development of the MSEL, a chronological listing of key events.	<p>Key events and the time of their delivery are identified and responsibility for constructing the remaining events is assigned.</p> <p>Discuss components that make up the MSEL:</p> <ul style="list-style-type: none"> <li>○ Tasks, conditions, and standards required to meet objectives</li> <li>○ Key events and critical tasks</li> <li>○ Expected player actions</li> <li>○ Contingency injects to prompt player actions</li> <li>○ Special considerations for each discipline-type</li> </ul>

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<b>October 9<sup>th</sup></b>  Final Planning Meeting	9:30 am to 12:00 pm	In-Person @ Freedom Center	Exercise Leads from Participating Sites	The close of the exercise development phase.	<ul style="list-style-type: none"> <li>Final review of documents.</li> <li>Resolve any outstanding planning issues.</li> <li>Ensure all elements of exercise are ready for conduct.</li> <li>Provide final list of sites confirmed to participate in the exercise.</li> <li>Final opportunity for participating sites to pose questions prior to the exercise.</li> </ul>
<b>October 10<sup>th</sup></b>  Controller & Evaluator Training	1:30 pm to 3:00 pm	In-Person @ Ventura County Public Health	Controllers & Evaluators from each Participating Site	Address individual roles and responsibilities.	<ul style="list-style-type: none"> <li>Review exercise control and evaluation etiquette.</li> <li>Describe duties that controllers and evaluators must conduct prior to, during, and after the exercise.</li> <li>Review documents to be used during and after the exercise.</li> <li>Address document submission deadlines for documents such as the Exercise Evaluation Guide (EEG).</li> <li>Ensure controllers/evaluators have a clear understanding of the exercise objectives, capabilities, assumptions, artificialities, safety and security requirements, and control/evaluation strategies.</li> </ul>
<b>October 17<sup>th</sup></b>  Statewide Medical and Health Exercise	10:00 am to 12:00 pm	In-Person @ Site	ALL	The exercise tests plans, policies, procedures, agreements, and networks for the staff of participating organizations and agencies.	<ul style="list-style-type: none"> <li>An opportunity is provided to exercise objectives among multiple disciplines, agencies, and jurisdictions.</li> <li>Immediately prior to the exercise, all participating sites conduct player briefing at their respective locations.</li> <li>Controllers provide injects from MSEL and evaluators document observations for compilation of the site's EEG.</li> <li>Immediately following the exercise, all participating sites conduct a Hot wash where strengths and action items are identified to enhance readiness efforts.</li> </ul>
<b>November 19<sup>th</sup></b>  After-Action Meeting	9:30 am to 11:30 am	In-Person @ TBD	Exercise Leads and/or Controller/ Evaluator from Participating Sites	Review the draft After-Action Report.	<ul style="list-style-type: none"> <li>As part of the After-Action Meeting, attendees review the Improvement Plan (IP). This plan articulates specific corrective actions by addressing issues identified in the After-Action Report (AAR).</li> <li>The refined AAR/IP is finalized and the file is shared with approved stakeholders.</li> </ul>

