

Designing, Conducting, and Evaluating Tabletop Exercises for Public Health Preparedness

June 19-20, 2006
Haeg Conference Center, City Plaza
1800 W. Old Shakopee Road
Bloomington, MN 55431
Hosted by Bloomington Public Health



MERET Minnesota Emergency Readiness Education and Training

A program of the University of Minnesota School of Nursing and School of Public Health. Funding from the U.S. Department of Health and Human Services

UNIVERSITY
OF MINNESOTA
**School of
Public Health**
Centers for Public Health
Education and Outreach



**Center for
Public Health Preparedness**

ABOUT THIS WORKSHOP

This workshop is designed to provide public health and healthcare professionals with information on designing, conducting, and evaluating tabletop exercises. Tabletop exercises are an excellent tool for assessing public health preparedness, response and recovery capabilities and evaluating incident command and management structures. As part of this course, an overview of different exercises will be provided and the context for when to use a tabletop exercise will be discussed.

This workshop is a collaborative effort between the University of Minnesota Center for Public Health Preparedness (UMNCPHP), Minnesota Emergency Readiness Education and Training (MERET), and the Minnesota Department of Health (MDH).

The workshop will be limited to 50 participants.

LEARNING OBJECTIVES

At the end of the workshop, participants should be able to:

1. Describe the various types of exercises
2. Compare and contrast the various types of exercises
3. Design a plan for assessing needs prior to designing an exercise
4. List the key components of a tabletop exercise
5. Describe the fundamental steps and key decisions involved in designing and facilitating a tabletop exercise
6. Use exercise evaluation results to identify follow-up activities including after action and corrective action reports

WORKSHOP AGENDA

Day 1 - Sponsored by UMNCPHP

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|----------|---|
| 8:00 am | Registration |
| 8:30 am | Introductions and Workshop Overview |
| 9:00 am | Overview of Exercises <ul style="list-style-type: none">• Purpose• History• Types• Matching the type of exercise to your goals |
| 10:15 am | BREAK |
| 10:30 am | The Exercise Planning Process:
From Conception to Action <ul style="list-style-type: none">• Key Steps in the Planning Process• Selecting an Agent or Issue• Use of a Design Team• Exercise Goals• Exercise Objectives• Building the Scenario |
| 12:00 pm | LUNCH |
| 1:00 pm | Designing Scripts to Meet the Objectives |
| 1:30 pm | Strategic Use of Data Injects |
| 2:00 pm | Use of Tabletop Exercises in Clinics,
Health Systems, and Hospitals |
| 2:45 pm | BREAK |
| 3:00 pm | Putting Workshop Concepts into
Practice: Designing a Pandemic
Influenza Exercise (Small Group) <ul style="list-style-type: none">• Drafting Exercise Goals and Objectives• Exercise Type• Appropriate Players• Exercise Focus |
| 4:15 pm | Wrap Up: Day 1 |
| 4:30 pm | ADJOURN |

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WORKSHOP AGENDA (cont.)

Day 2 - Sponsored by MERET

10:00 am	Facilitating a Tabletop Exercise
10:45 am	Continued Small Group Projects <ul style="list-style-type: none">• Table of Scripts• Ideas for Data Injects
12:15 pm	BREAK/Working Lunch
12:30 pm	Small Group Reports and Discussion
1:00 pm	Logistics, Exercise Evaluation and Follow-up
1:45 pm	Workshop Wrap-up and Evaluation
2:00 pm	ADJOURN

WORKSHOP INSTRUCTORS

Kristine Moore, MD, MPH currently serves as the Medical Director for the Center for Infectious Disease Research and Policy (CIDRAP) at the University of Minnesota. Before joining the University of Minnesota, Dr. Moore served for 15 years as the Assistant State Epidemiologist and Medical Director for Disease Prevention and Control at the Minnesota Department of Health (MDH).

Jill DeBoer, MPH is Director of the Academic Health Center Office of Emergency Response and Associate Director of CIDRAP. She joined the University of Minnesota in 2002 following a 15 year career at the MDH Infectious Disease Epidemiology and Control Division.

Ms. DeBoer and Dr. Moore work with the University of Minnesota Center for Public Health Preparedness in several project areas and have served as consultants to the U.S. Department of Homeland Security, the CDC and numerous state and local health departments regarding public health emergency planning and response, and teach on the topic of exercise design, implementation, and evaluation as part of the Summer Public Health Institute.

Elizabeth Jane Tangwall, DVM is the Exercise Planner in the Office of Emergency Preparedness at the Minnesota Department of Health since June of 2005. Prior to this she practiced veterinary medicine and surgery in Brainerd, MN while working with area schools in emergency planning and pursuing a masters degree at the University of Minnesota in Preparedness, Response and Recovery, Executive Program, masters candidate.

SPONSORED BY

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For more information on UMNCPHP visit www.umnphp.umn.edu

Minnesota Emergency Readiness Education and Training (MERET), funded under grant #TO1HP06412 from the Health Resources and Services Administration, U.S. Department of Health and Human Services, Bioterrorism Training and Curriculum Development Program.

MERET is a joint project of the University of Minnesota School of Nursing and School of Public Health Centers for Public Health Education and Outreach. Carol O'Boyle, PhD, RN, at the School of Nursing, is the Principal Investigator.

For more information on MERET visit www.meret.umn.edu

The Minnesota Department of Health Office of Emergency Preparedness will utilize this training as part of its effort to meet the new proof of performance goals developed by the CDC.

REGISTRATION

For Registration Contact
Carol Starbuck
carol.starbuck@health.state.mn.us

There is no cost to you to attend this session. Meals and breaks are included. You will need to pay for your own lodging if needed and your own transportation.