



Securing Resources During a Disaster: A Pediatric Dashboard Orientation



Exercise Plan
12 October 2022

The Exercise Plan (ExPlan) gives state officials, healthcare providers, emergency managers and other personnel information needed to participate in the exercise. Some exercise material is primarily intended for exercise planners, controllers, and evaluators, but participants may view other materials necessary to their participation. All exercise participants may view the ExPlan.

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DEMONSTRATION OVERVIEW

Exercise Name	Securing Resources During a Disaster: A Pediatric Dashboard Orientation and Test Drive	
Date	25 October 2022 from 10:00am to 12:30pm EST	
Scope	A 2 ½ hour functional demonstration of a state-wide, EMResource Pediatric Dashboard. Participants remain at home station as the exercise is conducted as a virtual exercise with a target audience of FEMA Region V pediatric emergency medicine physicians, emergency management personnel, EMSC state representatives, current EMResource users, and health information system managers.	
PHEPP Capabilities	Community Preparedness Emergency Operations Coordination Information sharing	Mass care Medical Surge
PHEPP Preparedness Domains	Community Resilience Incident Management	Information Management Surge Management
Objectives	<ol style="list-style-type: none"> Promote: Facilitate 20 minutes of Q&A and open discussion on the pediatric dashboard to introduce and familiarize the dashboard to Region V for Kids partners and stakeholders Educate: Present 30 minutes of education on EMResource, the pediatric dashboard and Application Programming Interface (API), including the background, overview, and functions. Demonstrate: In the role of front-line user, operate, exhibit, and explain the basic functions of the pediatric dashboard for 15 minutes Conduct: Engage participants during 30 minutes of interactive, functional activity using the pediatric dashboard Collect: Gather and analyze demonstration lessons and commentary via chat, live polling, and debriefing. Publish an After-Action Review (AAR) no later than 10 January 2023 	
Sponsor	Region V for Kids Great Lakes Pediatric Consortium for Disaster Response conducts the demonstration in support of an Assistant Secretary for Preparedness Response (ASPR) Pediatric Disaster Care Centers of Excellence grant.	
Point of Contact	Megan Snow Exercise Planner Helen DeVos Children's Hospital SecuringResources@umich.edu	

GENERAL INFORMATION

Demonstration Objectives and Domains of Preparedness

The following demonstration objectives in Table 1 describe the expected outcomes for the demonstration. The objectives are linked to CDC's Six Domains of Preparedness, which are the distinct critical elements necessary to achieve specific mission area(s). Objectives and aligned domains are guided by Region V for Kids Primary Investigators and selected by the Demonstration Planning Team.

Exercise Objectives	Public Health Emergency Preparedness Program's Six Domains of Preparedness
Promote the Pediatric Dashboard to Region V for Kids partners	Incident Management Information Management Surge Management
Educate Region V for Kids partners on background, overview, and functions of Pediatric Dashboard.	Community Resilience Information Management
Demonstrate Dashboard functions	Information Management
Conduct functional drills using the Pediatric Dashboard	Community Resilience Incident Management Information Management Surge Management
Collect and Analyze Pediatric Dashboard and exercise related data	Information Management

Table 1. Demonstration Objectives and Associated Preparedness Domains

Demonstration Purpose

During a pediatric disaster, surge, or pandemic, effective coordination among responding agencies is critical for a successful, integrated response. Securing and managing resources is a foundation of other response activities. The purpose of *Securing Resources During a Disaster* is to educate, demonstrate, and functionally engage FEMA Region V participants on the State of Michigan Juvare EMResource Pediatric Dashboard.

Demonstration Timeline

Securing Resources During a Disaster is a 2 ½ hour demonstration scheduled on Tuesday, October 25th from 10:00 am to 12:30 pm EST. Refer to Appendix A for the agenda.

Supporting and Planning Materials

As tools and information for dissemination, demonstration management and coordination, the following documents will be published to further describe and refine the demonstration:

- Participant Handbook 18 October 2022
- After Action Review (AAR) 31 December 2022

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people. Groups of participants involved in the demonstration, and their respective roles and responsibilities, are as follows:

- **Demonstration Participants.** Demonstration participants are personnel who: 1) actively consider questions and scenarios in response to video recordings, 2) answer Mentimeter questions when posed, 3) submit questions via videoconferencing chat and 4) complete pre and post exercise surveys. Due to audience size and videoconferencing bandwidth limits, most exercise participants will be in a passive listening role for the duration of the demonstration.
- **Facilitator.** Serving as the overarching demonstration host, the facilitator 1) welcomes participants, 2) explains demonstration objectives, format and procedures, 3) introduces presenters, 4) facilitates transitions between pre-recorded videos and 5) solicits end of exercise Hot Wash comments. The facilitator will also address participant questions submitted in the chat.
- **Controllers.** Controllers plan and manage the demonstration, set up and operate the virtual platform, present questions for response, and inject scenarios where necessary. Controllers direct the pace of the demonstration and provide key data to participants. In addition, they issue demonstration material to participants as required, monitor the demonstration timeline, and urge active participation of all participants.
- **Evaluators.** Evaluators assess and provide feedback on designated functional areas of the demonstration.
- **Support Staff.** The demonstration support staff includes individuals who perform administrative and logistical support tasks during the demonstration (e.g., videoconference management, time keeping).

Demonstration Assumptions and Artificialities

In any demonstration, assumptions and artificialities may be necessary to complete objectives in the time allotted and/or account for logistical limitations. Demonstration participants should accept that assumptions and artificialities are inherent in any demonstration and should not allow these considerations to negatively impact their participation.

Assumptions

Assumptions constitute the implied factual foundation for the demonstration and, as such, are assumed to be present before the demonstration starts. The following assumptions apply to the demonstration:

- The demonstration is conducted in a no-fault learning environment wherein existing capabilities, plans, systems, and processes will be discussed.
- During the demonstration, participants engage in accordance with their state's policies and procedures.
- Participants may need to balance demonstration participation with real-world emergencies. Real-world emergencies take priority.

Artificialities

During this demonstration, the following artificialities apply:

- All demonstration participants are staged and ready at 10:00 am ET on 25 October 2022.
- Time periods for tasks have been significantly limited to facilitate a concise, effective demonstration.
- Demonstration participants are expected to fulfill Observer duties throughout: identifying, recording, and reporting demonstration performance against professional norms and expectations.

DEMONSTRATION LOGISTICS

Safety

Safety of demonstration participants takes priority over demonstration activity. The following general requirements apply to the demonstration:

- Home stations organizations are responsible for providing a safe and secure environment for demonstration participants. Any safety concerns must be immediately reported in accordance with home station organizational policies and procedures.
- The demonstration will occur virtually to support social distancing preventive measures as may be necessary due to an ongoing viral pandemic. Home station organizations are responsible to implement appropriate public health measures at their locations.

POST-DEMONSTRATION AND EVALUATION ACTIVITIES

Debriefings

Post-Demonstration debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

Participant Feedback Survey

A participant poll provides an opportunity to comment candidly on demonstration activities and design. A live polling link will be provided to all participants. Poll responses will be collected electronically in real time. All participant responses are anonymous.

Evaluation

After-Action Report

The AAR summarizes key information related to evaluation. An AAR primarily focuses on the analysis of core capabilities, including capability performance, strengths, and areas for improvement. AARs also include basic demonstration information, including the demonstration name, type of exercise, dates, location, participating organizations, mission area(s), specific threat or hazard, a brief scenario description, and the name of the demonstration sponsor and POC. The AAR for this demonstration will focus on participant commentary on conduct of the demonstration.

Improvement Planning

Improvement planning is the process by which the observations recorded in the AAR are resolved through development of concrete corrective actions, which are prioritized and tracked as a part of a continuous corrective action program. Improvement Planning will not occur as a result of the demonstration as organizational plans will not be tested.

PARTICIPANT INFORMATION AND GUIDANCE

Demonstration Rules

The following general rules govern demonstration participation play:

- Real-world emergency actions take priority over demonstration activities.
- Demonstration participants will comply with real-world emergency procedures, unless otherwise directed by the control staff.

Participant Instructions

Participants should follow certain guidelines before, during, and after the demonstration to ensure a safe and effective demonstration.

Before the Demonstration

- Review planned poll and discussion questions. Refer to Annex B for questions.
- Be at the appropriate home-station site at least 15 minutes before the demonstration starts.
- Connect to the designated videoconference session 10 minutes before the demonstration starts.

During the Demonstration

- Respond to demonstration polls.
- Present questions to demonstration facilitators through videoconference chat.
- Maintain a log of observations and suggestions for improvement of demonstration conduct.

After the Demonstration

- Provide any After Action Review notes or comments to demonstration planners no later than 28 October 2020 by email to SecuringResources@umich.edu.

Appendix A: Demonstration Schedule

Agenda

Time	Activity
9:45 am	Join videoconference - confirm a strong, quality connection
10:00 am	Welcome Remarks / Exercise Introduction
10:10 am	Mentimeter pre-exercise poll
Educational Presentations	
10:15 am	Overview and background on EMResource
10:25 am	Overview and background on Pediatric Dashboard
10:35 am	Entry level tasks and capabilities of Pediatric Dashboard
10:45 am	10 Minute break
10:55 am	Brief on pending Application Programming Interface
Demonstration	
11:05 am	Demonstration of the Pediatric Dashboard <ul style="list-style-type: none"> 1) Identify a resource shortcoming 2) Analyze dashboard data 3) Identify a resource solution
Functional Engagement	
11:20 am	Tasks and Drills using the Pediatric Dashboard <ul style="list-style-type: none"> Find specific data points :i.e. available NICU beds Find a hospital with NICU/PICU transfer capability Identify point of contact for hospital XXX Run a report
11:50 am	10 Minute break
12:00 am	Q&A Discussion of Dashboard Utility
Close out the Exercise	
12:20 pm	Mentimeter after exercise poll
12:25 pm	Exercise Hot Wash
12:30pm	End of Exercise

Appendix B: Poll Questions

Pre-demonstration polls

Place a Pin in Your State



In your state, is there an operational, state-wide, web-based information and resource management tool?

Yes No I don't know

To your knowledge, is EMResource operational anywhere within your state?

Yes No I don't know

Please rate the following statements:

Subject Matter Expert	My knowledge level of the EMResource, a web-based information and resource management tool, is	Beginner
	My experience operating EMResource is	
	My level of knowledge about pediatric dashboards in EMResource is	
	My skill level working with a EMResource Pediatric dashboard is	

Has your Helathcare Coalition or state Department of Health engaged in adult or pediatric patient load leveling?

Yes
 No
 I don't know

Post-demonstration polls

Please rate the following statements:

Subject Matter Expert

My knowledge level of the EMResource, a web-based information and resource management tool, is

My experience operating EMResource is

My level of knowledge about pediatric dashboards in EMResource is

My skill level working with a EMResource Pediatric dashboard is

Beginner

Please answer these two questions.

Have you received prior training on the EMResource Pediatric Dashboard?

Yes No

Do you have an active account with EMResource?

Exercise Outcomes - Please rate the usefulness of the following features of the exercise

Useless

Educational briefings

Interactive real-time polling

Interactive review of the dashboard

Use of Zoom Chat to submit questions

Exercise Plan (Ex Plan)

Option to preview questions beforehand

Extremely useful

Please comment on the planning, communication, execution and areas for improvement of today's demonstration.

Appendix C: Acronyms

Acronym	Term
AAR	After Action Review
ASPR	Assistant Secretary for Preparedness and Response
EEG	Exercise Evaluation Guide
ExPlan	Exercise Plan
HSEEP	Homeland Security Exercise and Evaluation Program
PMOCC	Pediatric Medical Operations Coordination Cell
SitMan	Situation Manual

Appendix D: Six Domains of Preparedness

SIX DOMAINS OF PREPAREDNESS

The **Public Health Emergency Preparedness Program** works to advance six main areas of preparedness so state and local public health systems are better prepared for emergencies that impact the public's health.



Community Resilience:
Preparing for and recovering from emergencies



Incident management:
Coordinating an effective response



Information Management:
Making sure people have information to take action



Countermeasures and Mitigation:
Getting medicines and supplies where they are needed



Surge Management:
Expanding medical services to handle large events



Biosurveillance:
Investigating and identifying health threats

www.cdc.gov/cpr/readiness

