

[INSERT YEAR] STATEWIDE MEDICAL AND HEALTH EXERCISE

INFECTIOUS DISEASE

FIRE DEPARTMENT OBJECTIVES

**How To Use This Document:** *The purpose of this document is to provide sample objectives
and capabilities for exercise planners to select from in designing their Statewide Medical and Health Exercise (SWMHE). These capabilities and their supporting objectives were identified based on the Multi-Year Training and Exercise Plan developed by the California Department of Public Health (CDPH).* [*To access this document, please visit http://www.swmhe.com*](http://www.swmhe.com/).

*To use this document, insert your agency/organization’s name in the bracketed text in the header that reads “INSERT NAME OF AGENCY/ORGANIZATION HERE.” Review the suggested capabilities and objectives and* ***consider them as options to create an Exercise Plan that is customized to the unique characteristics of your organization******and community****. Select and modify as needed. According to the Federal Emergency Management Agency (FEMA),* ***ten or fewer objectives are recommended for a functional exercise****.*

APPLICABLE CAPABILITIES

* National Core Capability: Public Information and Warning

Goal of Public Information and Warning: Deliver coordinated, prompt, reliable, and actionable information to the whole community through the use of clear, consistent, accessible, and culturally and linguistically appropriate methods to effectively relay information regarding any threat or hazard, as well as the actions being taken and the assistance being made available, as appropriate

* National Core Capability: Operational Communications

Goal of Operational Communications: Ensure the capacity for timely communications in support of security, situational awareness, and operations by any and all means available, among and between affected communities in the impact area and all response forces

* National Core Capability: Environmental Response/Health and Safety

Goal of Environmental Response/Health and Safety: Conduct appropriate measures to ensure the protection of the health and safety of the public and workers, as well as the environment, from all-hazards in support of responder operations and the affected communities.

* National Core Capability: Operational Coordination

Goal of Operational Coordination: Establish and maintain a unified and coordinated operational structure and process that appropriately integrates all critical stakeholders and supports the execution of core capabilities

* National Core Capability: Planning

Goal of Planning: Conduct a systematic process engaging the whole community as appropriate in the development of executable strategic, operational, and/or tactical-level approaches to meet defined objectives

* National Core Capability: Situational Assessment

Goal of Situational Assessment: Provide all decision makers with decision-relevant information regarding the nature and extent of the hazard, any cascading effects, and the status of the response

* National Core Capability: National Core Capability: Public Health, Healthcare, and Emergency Medical Services

Goal of Public Health, Healthcare, and Emergency Medical Services: Provide lifesaving medical treatment via Emergency Medical Services (EMS) and related operations and avoid additional disease and injury by providing targeted public health, medical, and behavioral health support, and products to all affected populations

## PROPOSED OBJECTIVES

## OBJECTIVE ONE

Provide situational awareness to the Medical and Health Operational Area Coordinator (MHOAC) Program for inclusion in the Public Health & Medical Emergency Operations Manual Situation Report within [XX] minutes of activation. *National Core Capability: Public Information and Warning*

Sample Task(s):

* Communicate incident response information to [insert position]. Information should include number of on-scene personnel, current response roles and responsibilities, and resource needs
* The IC or their designee provides a situational awareness update to the MHOAC every [insert timeframe]
* Identify communications equipment through which to maintain communications with the MHOAC that includes a primary and a backup system which may consist of (but not limited to) any of the following: telephones, dedicated telephone line, cellular telephones with chargers, radios (walkie talkies), television, high frequency radios, internet, and satellite communication

## OBJECTIVE TWO

Provide and/or update effective risk communication in partnership with other local and regional players through the coordination of a Joint Information Center (JIC) within [XX] minutes of activation. *National Core Capability: Public Information & Warning; Operational Communications*

Sample Task(s):

* Coordinate with jurisdictional partners to determine the location and management of the JIC through the [Emergency Operations Center (EOC) Liaison Officer]
* Identify a Fire Department representative in the JIC or Virtual Joint Information Center to participate and ensure Fire messaging capacity is represented
* Assign tasks to [insert position(s)] that support message coordination and public information through three principal functions: Research, Media Operations, and Administration, as applicable to the incident

## OBJECTIVE THREE

Initiate the resource demands for Personal Protective Equipment (PPE) in coordination with the Patient Movement Plan within [XX] minutes of activation. *National Core Capability: Environmental Response/Health and Safety*

Sample Task(s):

* The [insert position(s)] will work with local public health to identify and communicate safety and personal protective needs to all staff
* As applicable during an incident, work with [insert position(s)] to develop information on potential acute and chronic health conditions that may develop/occur during and after an exposure
* In consultation with the [Incident Safety Officer] and [insert position(s)], participate in the formulation of recommendations to the Incident Commander regarding responder-specific risks to be addressed in incident action plans

## OBJECTIVE FOUR

Activate the Incident Command System (ICS) and effectively transition into Unified Command (UC) within [XX] minutes of notification of incident information that may affect normal operations and in accordance with the [insert plan name]. *National Core Capability: Operational Coordination*

Sample Task(s):

* Designate the [insert position, e.g., Fire Chief, Incident Commander] as the UC representative within [XX] minutes of transitioning to UC

## OBJECTIVE FIVE

Develop an Incident Action Plan (IAP) and complete the appropriate forms (e.g. ICS-214) for the next Operational Period within [XX] hours of Command Center activation. *National Core Capability: Planning*

Sample Task(s):

* The [insert position(s)] will assign responsibility for the creation and disseminate the Incident Action Plan to Fire Department response staff within [XX] minutes of Command Center activation.
* The [insert position(s)] will establish priorities and clear objectives for the incident within [XX] minutes of activation
* The [insert position(s)] will revise and brief staff on the contents of the Incident Action Plan [at least at the start of each new operational period] and briefings must include what was accomplished in the previous operational period and tasks and objectives for the next operational period

## OBJECTIVE SIX

Establish, maintain, and/or update communications with internal and external partners (e.g., start of new Operational Period, significant changes, new important information) via local channels (e.g., radio, telephone, email, etc.) per agency protocols to maintain situational awareness and support response within [XX] minutes of activation. *National Core Capability: Public Information & Warning, Situational Assessment*

Sample Task(s):

* The [insert position(s)] will identify intra/ and inter-jurisdictional stakeholders across public health, public safety, private sector, law enforcement, and other disciplines to determine information-sharing needs within [XX] minutes of activation.
* The [insert position(s)] will utilize continuous quality improvement or have a process and a corrective action system to identify and correct unintended legal and policy barriers to sharing of situational awareness information that are within the Fire Department’s control (e.g., legal and policy barriers, opportunities to shorten the amount of time to share data).
* The [insert position(s)] will solidify a process to verify the authenticity of messages sent and/or information received.

## OBJECTIVE SEVEN

Through UC, coordinate with emergency medical services (EMS) agencies and/or MHOAC Program for medical and health resource ordering, and to identify staging locations for ambulances and additional EMS resources within [XX] minutes of identification of need. *National Core Capability: Operational Coordination*

Sample Task(s):

* The [insert position(s)] will utilize [a reporting system with the ability to provide status reports to the emergency operations center on distribution and dispensing activities], such as shipments received, stock levels, additional assets needed, number of regimens provided, and any irresolvable problems
* The [insert position(s)] will identify staffing needs for receiving sites (e.g., numbers and skills of personnel)
* The [insert position(s)] will conduct initial inventory and update inventory management system with incoming and outgoing medical and personal protective materiel, and materiel that is recovered, returned, or disposed of

## OBJECTIVE EIGHT

Plan for the activation of mental and behavioral health services for all staff members as part of incident response and recovery planning within [insert timeframe]. *National Core Capability: Public Health, Healthcare, and Emergency Medical Services*

Sample Task(s):

* Distribute safety materials to first responders in consultation with the [Incident Safety Officer] and [insert position(s)] to understand the symptoms and signs of acute stress responses and when and where to seek treatment
* In consultation with the [Incident Safety Officer] and [insert position(s)], Identify and note the medical and mental/behavioral health risks (routine and incident-specific) to responders and communicate this information to [insert position(s)] prior to, during, and after an incident
* Activate behavioral health support and strike teams to support the affected population and all staff members as part of incident response and recovery