

# PREFACE

---

The *[insert jurisdiction name]* Commodity Points of Distribution (CPOD) Tabletop Exercise (TTX) is sponsored by [insert sponsor and/or funding source]. This Situation Manual (SITMAN) was produced at the direction of the exercise sponsors with the input, advice, and assistance from the Exercise Planning Team, which followed guidance set forth by the U.S. Department of Homeland Security (DHS) Homeland Security Exercise and Evaluation Program (HSEEP). This TTX will bring together critical stakeholders to discuss commodity distribution in response for a catastrophic earthquake.

This SITMAN provides participants with the necessary tools to adequately perform their role(s) in the TTX. The TTX and corresponding SITMAN are evidence of the commitment of [insert jurisdiction name] and its partners to ensure reliable and efficient distribution of commodities to its citizens.

The information gathered during the [insert jurisdiction name] CPOD TTX is unclassified; however the information gathered and discussed should be handled as sensitive. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials if deemed necessary. This SITMAN may be viewed by all exercise participants.

All exercise participants should use appropriate guidelines to protect this and other exercise material in accordance with current organizational and jurisdictional directives. The public release of any exercise materials to third parties is at the discretion of [insert jurisdiction name] leadership.



# HANDLING INSTRUCTIONS

---

1. The title of this document is the *[insert jurisdiction name] Commodity Points of Distribution Tabletop Exercise Situation Manual*.
2. The information in this SITMAN is unclassified; however, it should be handled as sensitive, not to be disclosed. This document should be safeguarded, handled, transmitted, and stored in accordance with appropriate security directives. Reproduction of this document, in whole or in part, without prior approval from [insert jurisdiction name], is prohibited.
3. The attached materials will be disseminated only on a need-to-know basis.
4. For more information, please consult the following points of contact:

**[insert name(s) of point(s) of contact]**



# AGENDA

The [insert jurisdiction name] CPOD TTX will be held at the Venue, Street Address, City, State on Month Day, Year.

Time	Content
8:00 a.m.–8:30 a.m.	Registration
8:30 a.m.–8:40 a.m.	Welcome/Opening Remarks
<b>Module 1:</b>	
8:40 a.m.–8:45 a.m.	Module 1 Introduction and Scenario Presentation
8:45 a.m.–9:25 a.m.	Module 1 Breakout Session
9:25 a.m.–9:50 a.m.	Module 1 Debrief
<b>Module 2:</b>	
9:50 a.m.–9:55 a.m.	Module 2 Scenario Presentation
9:55 a.m.–10:30 a.m.	Module 2 Breakout Session
10:30 a.m.–10:55 a.m.	Module 2 Debrief
<b>Module 3:</b>	
10:55 a.m.–11:00 a.m.	Module 3 Scenario Presentation
11:00 a.m.–12:15 p.m.	Module 3 Breakout Session
12:15 p.m.–12:30 p.m.	Module 3 Debrief
<b>End Exercise</b>	
12:30 p.m.–12:55 p.m.	Debrief as Large Group/Hotwash
12:55 p.m.–1:00 p.m.	Closing and Evaluations



[INSERT JURISDICTION NAME]  
COMMODITY POINTS OF DISTRIBUTION TABLETOP  
EXERCISE  
SITUATION MANUAL

Table of Contents

---

*Table of Contents*

*List of Tables*

*List of Figures*

**PREFACE**

**HANDLING INSTRUCTIONS**

**AGENDA**

**Section 1 INTRODUCTION**

1.1 Purpose .....	1-1
1.2 Scope.....	1-1
1.3 Exercise Objectives .....	1-1
1.4 Exercise Structure .....	1-2
1.5 Participating Jurisdictions and Agencies .....	1-2
1.6 Roles and Responsibilities .....	1-2
1.7 Exercise Guidelines .....	1-3
1.8 Exercise Assumptions and Artificialities.....	1-3

**Section 2 MODULE 1**

**Section 3 MODULE 2**

**Section 4 MODULE 3**

**Section 5 MODULE 4**

**List of Tables**

Table 1-1 Participating Jurisdictions and Agencies.....	1-2
Table 1-2 Roles and Responsibilities.....	1-2





### 1.1 Purpose

The [insert jurisdiction name] CPOD Table Top Exercise is designed to assess and validate the current version of the [insert jurisdiction name] CPOD plan.

### 1.2 Scope

The [insert jurisdiction name] CPOD Table Top Exercise is a 4-hour discussion-based exercise focused on the activation and operation of CPOD within [insert jurisdiction name] in the aftermath of a catastrophic earthquake in the Puget Sound Region. The targeted audience is the logistics, emergency management and policy personnel from the [insert jurisdiction name], as well as any other stakeholders involved in the activation and operation of a CPOD within [insert jurisdiction name].

### 1.3 Exercise Objectives

1. Discuss the decision-making process for activating the CPOD plan and selecting appropriate CPOD sites in the aftermath of a catastrophic earthquake in accordance with the current draft of the CPOD plan.
2. Discuss the procedures for activating and opening a CPOD site, to include notifying the site owner, notifying the CPOD operational staff to begin preparations, ordering and moving commodities and notifying the public in the aftermath of a catastrophic earthquake in accordance with the current draft of the CPOD plan.
3. Discuss the procedures for operation of a CPOD site to include customer flow, security, volunteer/staff management, documentation needs and inventory management during an average operational period in accordance with the current draft of the CPOD plan.
4. Discuss the procedures for coordination and communication between the CPOD site and EOC, as well as other stakeholders in the aftermath of a catastrophic earthquake in accordance with the current draft of the CPOD plan.
5. Discuss the procedures for determining current stock of inventory and burn rate, as well as discuss the procedure for communicating commodity and other resource needs to the appropriate organization during the operational stage of a CPOD site in accordance with the current draft of the CPOD plan.
6. Discuss the procedures for demobilizing and closing a CPOD site, to including notification to the public, securing and redistributing/storing commodities and releasing the site to the owner in accordance with the current draft of the CPOD plan.

## 1.4 Exercise Structure

The [insert jurisdiction name] CPOD TTX will be a facilitated discussion, where participants will focus on key elements of their CPOD plan and knowledge of commodity distribution in order to validate the content discussed and identify areas for improvement.

The exercise will include three scenario summaries (modules) that will be presented to participants. After the presentation, participants will work within their groups and across groups to formulate and discuss appropriate response issues and exercise objectives. After the group discussions, participants will engage in a facilitated plenary discussion in which a spokesperson from each group will present a synopsis of the group’s actions based on the scenario.

## 1.5 Participating Jurisdictions and Agencies

Exercise participants have been invited from various organizations, jurisdictions and agencies as depicted in the table below.

Table 1-1  
Participating Jurisdictions and Agencies

Participants	
Federal	■
State	■
City	■
County	■
Private Sector	■

## 1.6 Roles and Responsibilities

Table 1-2  
Roles and Responsibilities

Roles	Responsibilities
Participants	Respond to the situation as presented based on their experience, knowledge, and agency plans and procedures.
Facilitators	Provide situational updates and moderate group discussions. Provide additional information or answer questions, as required.
Evaluators	Assess the process and the participants’ decision-making based on the scenario. Do not interact with participants and observers.

## Observers

May support participants as they develop responses to the situation. However, their primary role is to observe the exercise and preparedness process.

## 1.7 Exercise Guidelines

This exercise is designed to help strengthen energy assurance planning efforts. The exercise is intended to be a safe, open, and stress-free environment. The following guidelines apply during the exercise:

- This is not a test.
- Respond using your knowledge of current plans and capabilities and insights derived from your training and your knowledge of CPOD planning and operations.
- Your organization's positions or policies do not limit you. Make the best decisions based on the circumstances presented.
- Feel free to move about the room and interact with the other tables and other agency representatives.
- Decisions are not precedent-setting and do not necessarily reflect your agency's or jurisdiction's final position on a given issue. This is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is valuable; however, suggestions and recommended actions that will improve planning efforts are even more important.
- Real-world response actions will take priority over exercise discussions.

## 1.8 Exercise Assumptions and Artificialities

A number of assumptions and artificialities may be necessary to complete the discussion within the time allotted. During the TTX, the following assumptions will apply:

- The scenario is plausible, and events occur as they are presented.
- There is no hidden agenda and there are no trick questions.
- The scenario for the exercise was developed based on information and plans available at the time.
- All participants receive information at the same time.
- Participants should assume that all jurisdictions and business organizations are implementing their appropriate plans, procedures, and protocols.
- Participants will respond in accordance with existing plans, policies, and procedures. In the absence of appropriate written instructions, participants will be expected to apply individual initiative to satisfy response and recovery requirements.

## Section 1

---

- Implementation of disaster response plans, policies, and procedures during the exercise will depict actions that would be expected to occur under actual response conditions and therefore will provide a sound basis for evaluation.
- Actions to direct unit, personnel, or resource deployments will result in simulated movement during the exercise.
- A real incident of this type and magnitude would require a significant on-scene operational response. For the purpose of this exercise, the simulated incident will serve as a catalyst to plan for and coordinate such a response.

## Scenario Summary

On the morning of June 18, a X.X Magnitude earthquake occurs along the Legislature Fault. XX percent of buildings have collapsed, representing XX% residential, XX% business. X of X area hospitals have had to evacuate and relocate patients and the other X are overwhelmed. Major transportation routes are still be assessed, but preliminary information indicates that several overpasses have collapsed or are unsafe and some streets are blocked with building debris. While some police and fire stations have sustained damage, all equipment was safe and is responding to calls. All utility services (gas, electricity and water), as well as all commercial communications services have been cut off or disrupted. All commercial business have shut down due to damage or inability to be resupplied.

**Date:** Tuesday, June 19

---

Just over 24 hours into the response and recovery efforts, initial damage assessments have proven to be true. Coming in through various means, relayed by first responders, amateur radio or in a few cases by runners are requests for various commodities, but on the top of the list are food and water. No requests have come in from rural communities yet, but there are a few in the communities of XXX, XXX and XXX. In the cities of XXX and XXX, it is a different story. Many areas of the city are requesting assistance with food and water, as well as XXX.

In the hard hit areas of XXX and XXX, first responders are reporting difficulty in gaining access to the community and preliminary estimates are at least a couple days till a route is open. In the community of XXX, they are reporting that all previously identified CPOD sites are damaged or unsafe.

### Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion.*

- 1. What are the priority action items that you are considering at this point in the incident?*
- 2. How will your agency or jurisdiction monitor the communities' needs ?*
- 3. Who has the authority to open CPODs in the various communities? Does it vary by jurisdiction?*
- 4. What are the used in determining when to open a CPOD? Does it depend on whether it is an incorporated part of the county?*
- 5. What is the process, if any, to notify the site owner? Can this be bypassed if communications failures prevent contact? Who initiated contact?*

## Section 2

---

6. *What resources are needed to open the CPOD? How do you access those resources?*
7. *How do you notify the public about the CPOD location, operational times and available commodities?*
8. *Who will be staffing the CPOD and how are they notified that they will be needed?*
9. *How is communication established and maintained with the CPOD and its staff?*

## Scenario Summary

**Date:** Thursday, June 21

---

All requested CPODs have been opened and are operating as expected. Through various means, communications has been established with all but one site, XXX. The last report from that site was 24 hours ago and everything was operating as expected.

Mid-day reports come in from all CPOD sites with communications capabilities. The site at XXX has almost used up their supply from their overnight resupply and is distributing half rations. The site at XXX, has only received 15 people so far in the day and only 45 the day before, despite a high demand from the request to open. In XXX, the CPOD site has had security, theft and fighting problems, resulting in a few minor injuries. At the XXX site, they have not yet opened, as only half of the staff has reported, however the line of citizens has grown very long. Finally another site, XXX, has received triple what it ordered from the night before.

### Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion.*

- 1. What guidance does the CPOD plan provide to the CPOD operational/management staff? What additional guidance would be helpful?*
- 2. How should information be relayed to the public and the media?*
- 3. How would communication be established between the CPODs and the EOC?*
- 4. Who is responsible in the EOC for coordinating CPOD activity?*
- 5. What problems, in addition to the ones listed above do you anticipate?*
- 6. How do you resolve the problems listed above?*
- 7. If there is no communication with the EOC, how would a CPOD resolve these problems?*





## Scenario Summary

**Date:** Wednesday, July 4

---

As the morning approaches on July 4<sup>th</sup>, [insert jurisdiction name] has made significant strides into recovery. All areas are now accessible by at least one mode or route of transportation. Electricity is flowing to many, but not all areas. Water and gas are returning as well, but to fewer locations. The restoration of these utilities and transportation routes, has decreased the demand on most CPODs, as citizens leave the area or businesses are reopening.

This has caused friction between some businesses and the CPOD sites. In a couple locations business owners are claiming that CPOD sites are still operating only a few miles from their store and are taking away customers. In another location, a business owner is claiming the CPOD site set up at their location is not demobilizing fast enough and is blocking access by customers. At the XXX site, the site owner claims that there was significant damage done to the location and demands reimbursement.

CPOD sites that are still open in the harder impacted locations are seeing a significant increase in their customers, as neighboring sites are closing. They are also reporting seeing the same individuals coming through multiple times in one day.

Volunteers from sites that are shutting down are requesting reassignment to other still operational sites or to other locations to help. Charity, non-profit and other disaster relief organizations are requesting surplus CPOD supplies.

### Questions for Discussion

*Review the following questions and discuss your group's major concerns at this point. Participants are not required to address every question. These questions are intended to serve as a guide for group discussion.*

- 1. What are the criteria for deciding to shut down and demobilize a CPOD?*
- 2. Who makes that decision?*
- 3. How is that decision relayed to the media and the public? How much notice is given before a CPOD shuts down?*
- 4. How do business owners coordinate with the EOC? With the CPOD?*



# Appendix A ACRONYM LIST

---

CPOD	Commodity Points of Distribution
HSEEP	Homeland Security Exercise and Evaluation Program
SITMAN	Situation Manual
TTX	Table Top Exercise