

EXERCISE ARTEMIS

| Inject No | Time CEST | Insert to | Insert by | Inject Content / Event | Expected player reaction = prompts for controllers and evaluators ; procedures & templates used |
|---|-----------|--|---------------------------------------|---|--|
| 09 September 2013 | | | | | |
| 1 | 11:30 | ECDC Round Table Meeting | By Hand from EXCON to EI Duty Officer | Notification of VHF outbreak in Ivory Coast - Promed report | Watching brief - no further action |
| | | Exercise set up | | Led by J.P. | Function Room 2 |
| | | | | Communications test | Email test to generic email boxes; access to PHE intranet; streaming link |
| | 16:00 | PARTICIPANT BRIEFING (no overnight activity required; Duty Officer only to alert Director; Comms to monitor ECDC Inbox but no action to be taken overnight) | | | |
| 2 | 19:00 | support ecdc mail | EWRS message | InVS (France) alerts ECDC of a case of Ebola in France | Prompt EI Duties SOP: PHEIC. EOC Activation SOP. Reminder that all actions taken must be notified/copied to EXCON |
| M1 | 19:00 | info ecdc mail | EXCON | Press statement from French Ministry of Health | All for background information prior to startex - no action to be taken |
| M2 | 19:00 | info ecdc mail | EXCON | Press statement from WHO | |
| M3 | 19:00 | info ecdc mail | EXCON | Twister feed - onlookers reporting on incident in Paris street | |
| M4 | 19:00 | info ecdc mail | EXCON | Media story in French press | |
| | | Call to Director (may need to brief MS) | EI Duty Officer | Request Director to convene meeting or to consider move to PHE 1 | EI Duty Officer informs Director - Should use the Upgrading PHE SOP request permission to call PHE using request form. HoU informs Internal Communication and Knowledge Services Director consults with SMT and AF. Internal Comms to email all staff |
| EXERCISE DAY - 10 September 2013 | | | | | |
| | 07:00 | | | Exercise Control Staff arrive | Boardroom ready for webstreaming of initial PHE MT mtg |
| 3 | 07:30 | support ecdc mail | | Updated information from France including clinical data | For information. EXCON to be copied on any communications/actions taken |
| 4 | 07:30 | support ecdc mail | Phone call from EXCON | Further update from French Health Authorities of confirmed case of Ebola in Paris | Approval of SitReps. Sit Rep to DG SANCO and Internal Comms |
| 5 | 07:40 | | Phone call from Excon | DG SANCO Call to HoU SRS re Ebola case in France | Additional pressure in order to invoke PHE Level |
| 6 | 07:45 | support ecdc mail | EXCON | Notification to log on to weblink for streaming of PHE MT meeting at 08:00 | Exercise Players arrive. Tea/Coffee in Boardroom Ready for webstream of PHE MT meeting. |

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| | 08:00 | | | STARTEX | |
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| | 08:00 | | EXCON | Key Players/Evaluators/Observers to be in place | P. to attend PHE MT Key Players, Controllers and Evaluators to be in place |
| | 08:00 | | Webstream | Initial PHE Management Team Meeting | Meeting to be streamed to all participants in the Board Room Director declares PHE Level - PHE Activation SOP; Director should also inform SANCO (C3), WHO, MS, EEA through EXCON. Director appoints staff for PHE Team All staff to be alerted by email and intranet. Decides media strategy |
| M5 | 08:15 | | Pseudo media by email | 2 calls from pseudo media - what is ECDC role in all this? What is happening? | Response to questions as posed in inject |
| | | | Evaluators to note: | | EOC activated. Generic mailboxes communicated to EXCON. ECDC Internal Evaluator - PHE Evaluation SOP Functional groups to work through JAS and SOPs Information flow SOP Upgrading PHE SOP EOC logger to start logging the event All EOC equipment/rooms to be set up in accordance with rostering needs. Security to restrict access to EOC to PHE team only and other necessary partners. |
| | 08:30 | | | PHE Response Team Mtg | PHE response team Agenda/Minutes/staff rhythm PHE User Manual ECDC staff regulation; Staff assignment roster SOP |
| | | | | | Internal Comms: Ensure all staff directly involved in the PHE have correct info on PHE Intranet. Prepare FAQs for all staff. Consults PHE communication handbook |
| 7 | 09:00 | support ecdc mail director ecdc mail Name.Surname ecdc mail | Email from EXCON | DG SANCO request a RRA and SitRep | RAO SOP and use RRA template |
| 8 | 09:30 | director ecdc mail | Email/Call from EXCON | DG SANCO request a teleconference at 10:00 with ECDC and France | |
| M6 | 09:30 | | Pseudo comms | Call from EC Spokesperson's press office asking for briefing for lunchtime press briefing on ebola case deadline 11:00 | response by e mail with brief plus Q and A |
| | 09:30 | | | Operational group briefing | Group Leaders to update their teams |
| | 10:00 | | | Operational Team briefing | Update to PHE Manager |
| | 10:00 | | Teleconference | Teleconference with DG SANCO | DG SANCO request update from ECDC by 12:00 for public messaging. Text provided for FRANCE response see Inject 4. (Text for DG SANCO - PP) |

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| 9 | 10:15 | support ecdc mail | EWRS | Cases of Ebola in Belgium | |
| M7 | 10:40 | | Pseudo Media | Twister feed - reports of death in Paris | |
| M8 | 10:40 | | Pseudo media | Media report of death of John Eboue in French press | |
| M9 | 10:45 | | Pseudo Comms | Call from Belgium Health Ministry re new cases in Brussels | |
| 10 | 11:00 | support ecdc mail | Email from Excon | ProMed mail regarding possible water contamination in the Adriatic Sea, Italy | Second potential event. To be reported at RT meeting. |
| M10 | 11:15 | Communications | Phone call from Pseudo media | Call from media to DC asking about ebola cases | May feed this info into RT meeting |
| M11 | | | Pseudo media | Media report of virus threat to thousands | Consider the fact that although only cases reported are in France and Belgium, other countries (ie UK) are picking up on it |
| M12 | | | Pseudo media | Twister feed - stories of illness associated with algae | |
| M13 | | | Pseudo Media | Media report of Italian closed beach | |
| M13a | | | | Public Health Advice issued by Servizio Sanitario Nazionale, Italy | If required |
| M13b | | | | Public Health Advice Holding Line for partner agencies issued by Servizio Sanitario Nazionale, Italy | If required |
| M14 | | | Pseudo media | Media report of Slovenia sick child | Consider whether this issue requires lines to take developing and sharing |
| | 11:30 | | | Round Table Meeting | PP to attend from Excon |
| | 12:15 | | | Lunch available | Evaluators to provide feedback to EXCON on progress/any issues |
| 11 | 12:30 | support ecdc mail | Email from Excon | From DG SANCO: Notification of 200 people in Italy with breathing difficulties/rash/conjunctivitis | Use of SOP for Multiple PHEs; Upgrading PHE SOP; assign support staff to key roles; Inject to achieve Multiple PHE SOP and staffing SOP, not for investigating |
| 12 | 12:45 | support ecdc mail | Email from EXCON | MS report on cases in Croatia and Slovenia - suspect chemical spill? | |
| 13 | 12:50 | Head of Unit SRS | Phone Call from Excon | From MoH, France to report update on paramedics | Blood tests results to be confirmed by 20:30CEST. ECDC to initiate out of hours working? HR - staff welfare/Security SOPs |

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| M15 | 13:00 | | Pseudo media | Media inquiry on paramedics | |
| M16 | 13:10 | | Pseudo Media | News report of footballer's illness | is this connected to algae issue or is it different? |
| | | HR ecdc mail | EXCON | Consider staff wellbeing and rostering | Prompt Key Player if this is not done. BCC Manager |
| | | phe manager ecdc mail | EXCON | Request for copy of staff allocation and rostering to be sent to EXCON | PHE staff assignment roster SOP |
| 14 | 13:15 | support ecdc mail ecdc director mail Name.Surname ecdc mail | Email from EXCON | Slovenia requests technical & comms assistance | To consider staff deployment to Slovenia for technical assistance and comms advice : OAT SOP; HR - staff welfare, Guide to Missions & Meetings; etc RRA SOP; communication to DG SANCO |
| 15 | 13:30 | support ecdc mail ecdc director mail Name.Surname ecdc mail | Email from EXCON | Request for information update from DG SANCO on algal bloom | to be provided by 14.15 (bullet points not a RRA) |
| | 13:50 | Executive Summary | | Director asks for an executive summary | Prompt if this is not done (brief Director to request if necessary) |
| M17 | 14:00 | info ecdc mail | Email from Pseudo Media | Request for TV interview with ECDC spokesperson deadline 30 minutes | name, briefing and Q and A to be sent in |
| M18 | 14:45 | info ecdc mail | Email from Pseudo Comms | Plan to write article in Eurosurveillance - please help with comms plan | Communications strategy |
| 16 | 14:50 | All participants | Email from EXCON | Notification of second PHE MT Meeting and weblink to view streaming | Need to ensure players can view this via a weblink from their own computers or view in Boardroom |
| | 15:00 | All participants | Webstream | Second PHE Management Team Meeting | Meeting to be streamed to all participants. PHE MT to consider issues around multiple PHEs |
| 17 | 15:30 | All participants (generic mailboxes and Controllers) | Email and verbal from EXCON | Notification of TIME JUMP and update on scenarios Downgrading & Recovery / Deactivation of EOC | Controllers to ensure time jump is adhered to. It is now 1 OCTOBER 2013 New date posted on PHE Intranet Discussion within functional groups on downgrading procedures; re-allocation of staff; archiving of PHE material; Deactivation SOP EOC Manager : Inform PHE manager and logger of deactivation PHE Evaluator lead on debriefings. |
| 18 | 16:00 | | | Prepare for hot debrief: points for discussion | Held in Boardroom; spokesperson to be nominated to feedback from groups. |
| | 00:00 | All participants | | Hot Debrief - Feedback forms | Player workbooks to be collected before departure |
| 19 | 17:00 | All Participants | Verbal & email | END OF EXERCISE | |

Direction for EXCON

Direction for Communications

ECDC Response Rhythm