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Annex 2.8 **Exercise Artemis**

Controller briefing

10 September 2013

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**Introduction**

Exercise Artemis is a one day Command Post Exercise (CPX) (sometimes known as a functional exercise) for ECDC internal participants to become more fully acquainted with the PHE Operation Plan and associated documents, tools and templates.

The aim of the exercise is to provide ECDC staff with the opportunity to use and implement the PHE Operational Plan and to test supporting documents, tools and templates.

Increased knowledge of the PHE concept, Operation Plan, Intranet platform and the supporting documentation will ensure a successful internal management of a PHE. The exercise should contribute to the individual learning of all participants involved.

The objectives of this exercise are:

* To increase the knowledge of the PHE concept, procedures and command structure
* To familiarise ECDC staff with their roles and responsibilities during a PHE
* To identify any gaps in PHE response arrangements

The exercise will be conducted in real time; however, time constraints will be imposed to ensure the exercise is challenging. During the exercise participants will be based in their own functional groups or the Emergency Operations Centre (EOC) and should:

1. respond to each other in the roles they undertake in the EOC during the

exercise

1. use the same tools and means of communications (within exercise constraints) as they would during a ‘real’ incident or emergency; and
2. respond in accordance with current plans and procedures

The exercise is based on two distinct scenarios, both located within the EU:

* an outbreak of viral haemorrhagic fever
* an environmental incident that has a public health impact

**Purpose of this document**

This document describes how the control of Exercise Artemis will be organised and conducted, and tells exercise staff what their roles, responsibilities and functions are. You have also been given the exercise scoping document; the Scenarios; and the Evaluation Instructions Please refer to all of these documents.

**Exercise locations**

The following rooms will be used during the exercise:

|  |  |
| --- | --- |
| **Function** | **Location** |
| Exercise Control | Function Room 2, EOC |
| Audioconference | Room 254 |
| Participant Briefing (9 September)  Webstreaming  Hot Debrief | Boardroom |
| Exercise Participation | EOC  Communications |
| Refreshments | Room 435 |

The Exercise Control staff, including Pseudo Media will be based in Exercise Control in Function Room 2 of the EOC. If required, an audio-conference facility will be available in Room 254 and can be booked via Exercise Control. The Boardroom will be used for all presentations, web streaming and the hot debrief.

**Exercise Timings**

A timetable for the exercise is at **Appendix A**.

**Exercise Scenario**

The scenarios are contained in document **2.4**.

**Roles of exercise staff**

A complete list of the staff for the exercise and their roles is at **Appendix B.**

**Control Staff**

Exercise control staff are responsible for ensuring that the exercise aim and objectives are achieved. They will be based in the Exercise Control (EXCON). Control staff should interact with players, provide advice on the exercise process and prompt action where appropriate. Control staff are responsible for keeping exercise activity on track with the exercise objectives and for ensuring that issues are explored as thoroughly as possible within time constraints.

An action card for control staff is at **Appendix C**.

**Evaluators**

Evaluators will observe, record, comment and document activity undertaken. They will evaluate player responses to the exercise scenario and will provide feedback to the Exercise Manager using the template provided (2.10). The evaluators will consist of both ECDC and Public Health England staff. An evaluation instruction is contained in document 2.9**.**

**Players**

Players are the people who will take part in the exercise. It is their responsibility to take whatever actions are necessary to deal with an emergency or crisis in the scenario in accordance with their established emergency plans. The exercise player directory is contained in **Appendix D** of this document.

**Observers**

ECDC may invite external observers to the exercise, and these will be hosted by ECDC.

**Communications**

A description of how communications for the exercise will work is contained in the participant briefing. Players and Control staff should use the ECDC electronic directory. A list of the Exercise Control contact details is contained in an Exercise Directory at **Appendix E**.

**OUTLINE OF THE EXERCISE**

**Setting up**

Staff will meet for a briefing and to set up the exercise on 9 September 2013. The set up for the exercise will be run by Jayshree Prema, Public Health England Exercise Coordinator.

The Participant Briefing will be held at 16:00 CEST in the Boardroom on 9 September.

On 10 September 2013, control staff will arrive at ECDC between 07:00 and 07:30 CEST.

**How the Exercise will run**

The exercise will follow the Master Events List (2.3). However, all routine business at ECDC should carry on during the period of the exercise. Please consult the timeline at **Appendix A** for more details of the day.

On 9 September, at the Round Table, there will be notification of an outbreak of Ebola in the Ivory Coast, West Africa.

On the evening of 9 September, the on-call EI Duty Officer will receive an alert (by email inject) regarding a case of Ebola in France. This inject will mimic an EWRS posting and provide sufficient information about the case to cause the Duty Officer to inform the Director. It is envisaged that the Director will instruct that a PHE Management Team is called for 08:00 on 10 September. Emails will also go to the Communications Team inbox. No overnight player activity is required.

On 10 September at 08:00 the Director will consult with colleagues and declare a PHE and invoke the PHE Operation Plan. This PHE Management Team meeting will be web streamed to all participants for educational purposes in the Boardroom.

During this phase it is expected that staff will work from their offices while the EOC is established. Once the EOC is established it will be possible to send email injects direct to the EOC. However, Exercise Control should wait for the players to inform them that the EOC has been activated.

A second scenario will be introduced later in the day to increase pressure on the PHE Response Team and management structure.

A time jump (3 weeks) will occur to allow discussions on recovery, downgrading and de-activation of the EOC. This phase will be discussed within the functional groups and any issues or comments should be recorded by players and evaluators. After this, groups should nominate a spokesperson for the hot debrief.

**T****he hot debrief**

All participants will take part in a hot debrief after the exercise. This will be run by exercise control staff and evaluators and will be held in the Boardroom.

**Post Exercise Evaluation Workshop (Cold Debrief)**

On 23 September 2013 there will be a post exercise evaluation workshop (cold debrief) at ECDC for all the exercise participants. This will provide the exercise team with a chance to back brief the players on the exercise and for participants to raise any final issues before the exercise is closed. This will also be an opportunity to thank all the players for their participation and efforts. A programme for the cold debrief is at **Appendix E**.

**Meals**

Exercise staff and participants will be provided with refreshments and lunch at ECDC.

**Travel and accommodation**

Public Health England staff will receive a separate briefing, outlining accommodation and travel details.

**APPENDIX A – EXERCISE TIMINGS**

The outline timings for Exercise Control staff are shown in the table below.

| Date and Time | Activity and location |
| --- | --- |
| 9 September 2013 |  |
| 10:00-14:00 | Exercise set up |
| 16:00 -17:00 | Participant briefing |
| 19:00 | Initial alerts to Duty Officer and Communications |
| 10 September 2013 |  |
| 07:00 | Staff meet at ECDC |
| 08:00 | EXERCISE STARTS |
| 12:15 | Lunch available |
| 15:30 | Time jump – 3 weeks (1 October 2013) |
|  | EOC downgrade/EOC de-activation |
| 16:00 | EXERCISE ENDS  Groups have 20 mins to discuss what they would do during Recovery Phase and prepare for Hot Debrief. Groups to nominate a spokesperson for Hot Debrief. |
| 16:30 | Hot Debrief – participants share learning points |
| 17:00 | Player Evaluation workbooks & hot debrief feedback forms to be collected by Exercise Control staff |
| 18:00 | Exercise Control closed |
| 18:00 – 18:30 | Exercise Control Staff debrief |
| 18 September 2013 | Completed Evaluation reports to Exercise Manager (UK) |
| 23 September 2013 | Post-exercise Evaluation workshop |
| w/c 21 October 2013 | Exercise Report submitted to ECDC |

**APPENDIX B - EXERCISE STAFF AND TASKS**

|  |  |  |  |
| --- | --- | --- | --- |
| **Ser** | **Name** | **Role** | **Tasks** |
| 1 |  | Exercise Director / SME | Overall responsibility for scenario development, exercise design and delivery |
| 2 |  | Exercise  Manager | Develop and delivers the exercise  Point of contact for all staff  Briefs staff and players |
| 3 |  | ECDC Controllers | ECDC advisor to EXCON  Ensure that staff can access ECDC  Ensure that staff and participants attend briefings  ECDC support to Exercise Coordinator |
| 4 |  | Exercise  Coordinator | Carry out communications checks  Supervise set up of EXCON  Oversee travel, accommodation and feeding arrangements  Inject delivery |
| 5 |  | Evaluator / Public Health England  support manager | Oversee the evaluation programme  Support to Ex manager as required  Conduct hot de-briefs for players |
| 6 |  | Evaluation Support | Support the evaluators as necessary |
| 7 |  | Comms Evaluator /  Pseudo-media  controller | Responsible for all pseudo-media elements of the exercise and liaises with ECDC on real media  Evaluate as per ser 3.0. |
| 10 |  | ECDC evaluator | Evaluate as per ECDC SOPs  Share learning with Exercise Manager for incorporation into final report |

**APPENDIX C – EXERCISE CONTROL ACTION CARD**

Exercise Control play a crucial role throughout the exercise. Specifically, controllers should do the following:

In the build up to the exercise

* Attend the exercise briefing on 9 September 2013
* Read the following documents:
* The PHE-OP and supporting documents
* All serials of the exercise instruction

On 9 September 2013 Exercise Control Staff will

* Ensure Exercise control is set-up
* Ensure participants are present and briefed

During the exercise on 10 September 2013

* Conduct the exercise by providing applicable scenario information to the players at the appropriate time as specified by the MEL.
* Allow freedom of player decisions and actions (i.e. free play) to demonstrate exercise objectives and response capabilities
* Provide instructions to the participants, as needed, to keep the exercise on track with the scenario, and assist by prompting decisions or actions.
* Provide input to the exercise players as required
* Note and report lessons identified (using template provided Ser 3.1)and feedback to Exercise Control

At the end of the exercise

* Contribute to the Hot Debrief session immediately following the exercise
* Provide input to the Post Exercise Report, including lessons identified
* Return completed evaluation template to exercise manager by 18 September 2013
* Attend the post-exercise evaluation workshop on 23 September 2013

Control Staff evaluation form to be sent to : Exercise manager@phe

**APPENDIX D – EXERCISE DIRECTORY & CONTROL STAFF DIRECTORY**

You should only use the contact details provided in this directory. If you need to call any other organisation not included here, you should check first with Exercise Control Staff.

**YOU MUST START ALL EXERCISE COMMUNICATIONS (WRITTEN AND ORAL) WITH:**

**“EXERCISE – EXERCISE – EXERCISE ARTEMIS”**

**EXERCISE DIRECTORY**

|  |  |  |
| --- | --- | --- |
| **EMAIL** | **TELEPHONE** | **ROLE** |
| [Artemis.excon1@ecdc.europa.eu](mailto:Artemis.excon1@ecdc.europa.eu)  **(Played by Exercise Control staff)** | **Ext:**  External:  **Ext:**  External: | Use these contact details to:  **-Respond to injects**  **-To contact any organisation external to ECDC, for example: EU Member States and DG SANCO**  **-To copy Exercise Control on any correspondence with other members of ECDC** |
| [Artemis.communications@ecdc.europa.eu](mailto:Artemis.communications@ecdc.europa.eu)    **(Played by Pseudo Media in Exercise Control)** | **Ext:**  External: | Use these contact details to:  **-Speak to the communications department of any organisation external to ECDC and the media** |

**To contact colleagues within ECDC you should use the ECDC Directory. A list of generic email accounts are listed here for your convenience.**

**PARTICIPANTS**

|  |  |
| --- | --- |
| **FUNCTION GROUP** | **EMAIL** |
| **Administrative support group leader** |  |
| **Assessment** |  |
| **Business continuity correspondent** |  |
| **Communication group leader** |  |
| **Director** |  |
| **EI Duty Officer** |  |
| **EOC group leader** |  |
| **EOC Internal communication** | [i](mailto:internal.communication@ecdc.eu.europa) |
| **EOC logger** |  |
| **EOC logistics and outbreak** |  |
| **EOC technology** |  |
| **Epidemic intelligence/Surveillance** |  |
| **Facility and Logistic** |  |
| **Human Resources** |  |
| **Internal communication coordinator** |  |
| **ICT Support** |  |
| **PHE Manager** |  |
| **PHE Manager assistant** |  |
| **Response** |  |
| **Security** |  |
| **Technical group leader** |  |

Use the email accounts and telephone numbers listed in this directory.

Remember to copy [Artemis.excon1@ecdc.europa.eu](mailto:Artemis.excon1@ecdc.europa.eu) in your correspondence with other participants and tell your evaluator if you make phone calls.

**CONTROL STAFF DIRECTORY**

|  |  |  |  |
| --- | --- | --- | --- |
| EXCON ROLE | NAME | TELEPHONE NUMBER | EMAIL |
| Exercise Director & Subject Matter Expert |  | Mob:  External:  Internal ext: |  |
| Exercise Manager |  | Mob:  External:  Internal ext: |  |
| Exercise Coordinator |  | Mob:  External  Internal ext: |  |
| Pseudo Media |  | Mob:  External  Internal ext: |  |
| Exercise Evaluator & Public Health England support manager |  | Mob:  External:  Internal ext: |  |

|  |  |  |  |
| --- | --- | --- | --- |
| Evaluation Support |  | Mob:  External:  Internal ext: |  |
| ECDC Evaluation |  | External:  Internal ext: |  |
| Exercise Control Staff |  | Mob:  External:  Internal ext: |  |
| Exercise Control Staff |  | External  Internal ext: |  |
| Facilities support |  | External:  Internal ext: |  |
| I.T/Technical Support |  | External  Internal ext: |  |

**APPENDIX E – POST-EXERCISE PLAYER EVALUATION (23 September 2013)**

|  |  |
| --- | --- |
| Time | Name and activity |
| 09:30 | Opening address ECDC |
| 09:40 | Summary of exercise - Exercise Manager  Groups feedback  Summary |
| 10:40 | Coffee break |
| 11:00 | Evaluation feedback  (ECDC Evaluator)  Next Steps ECDC |
| 12:00 | Closing address Director ECDC |