

**TOPOFF Rapid Screening Point Exercise Responder Guide**

**For Official Use Only**

**This guide is only for use in official business by Medical Care Point Responders (Players), Planners, Controllers, Evaluators, and Exercise Staff.  
See footnote #1 on Distribution**

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**GENERAL INFORMATION**

**Introduction**

The Rapid Screening Point (RSP) Exercise is a component of the TOPOFF (“T4”) full-scale exercise (FSE) in the Oregon venue. An RSP is a temporary facility for high production screening of individuals with non-acute symptoms who are potentially ill or exposed to a harmful substance.”<sup>1</sup>

This Participant Guide contains excerpts from the Exercise Control Plan that are relevant to Responder Participants. It was drafted by James Spitzer, Emergency Preparedness Manager for the Multnomah County Health Department, in consultation with planners from other participating organizations.

**RSP Exercise Objectives**

**Pre-RSP exercise objective.** The Incident or Unified Command (IC/UC) that sets the RSP objective must design the RSPs, arrange resources to establish this and other RSPs, and create the Incident Action Plan that will govern IC/UC and RSP relationships.

**RSP Exercise Objectives.** The RSP Division Supervisor and leaders must:<sup>2</sup>

1. **Apply Plans.** Apply/adapt Public Health RSP plan and the governing IC/UC’s Incident Action Plan.
2. **Apply ICS.** Apply ICS criteria to assembling resources from a number of different organizations and disciplines into a cohesive, well led, and coordinated RSP Division. Especially consider unity of command, span of control, communications, and execution of the Division Assignment.
3. **Production.** Adjust the organization and RSP processes to gain the highest throughput consistent with the imposed protocols.
4. **Relationships with Superior, Host, and Supported Organizations.** Establish the situation/status sharing and supply/support process relationships with the RSPs IC/UC response organization.

**Scenario Summary and Exercise Schedule**

**Need for RSP.** In some emergencies people *may be exposed, or concerned that they may have been exposed*, to a harmful substance (e.g. chemical, biological, or radiation) in an amount less than that required to produce symptoms that would prompt immediate medical care. Smaller numbers of exposed people can be accommodated by the primary

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<sup>1</sup> **Distribution.** This guide will be shared with the planning contacts of key participating organizations, the Volunteer Coordinator, Controllers and Evaluators, and TOPOFF’s Public Health Incident Commanders (the latter to ensure that preparations for this RSP are actually incorporated into their objectives, exercise play, and executed in context with other simulated RSPs). It may be shared with an organization’s participation responders at the discretion of that organization’s TOPOFF planner and leadership

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care system. However, hundreds or thousands of such individuals requiring timely screening may indicate a need for RSPs. RSP staffing, layout, and flow is a variation of the Mass Prophylaxis model detailed in Tab B of the Multnomah County Health Department Emergency Response Plan. RSP objectives are to:

- Relieve pressure from a primary medical care system under severe strain from patients requiring treatment;
- Reveal who should be referred for medical treatment based on subtle symptoms and better information about actual or potential exposure to the agent;
- Relieve concerns of individuals by allowing prompt access to evaluation; and
- Gather population based information to better define the problem and better inform important response and recovery decisions, including the need to continue RSP operations.

**RSP Decision, Scope of Operations.** The IC/UC that considers public health issues will determine the need for large scale health screening operations. The Command will consult Agency Executive and political leaders to ensure commitment for operations that may greatly exceed the resources of a Department or Jurisdiction. They will consider RSP's as one means to both reassure concerned citizens, and to identify what may be only a few who need prompt medical care.

**Location/Schedule.** The RSP exercise is at the David Douglas High School's South Gymnasium at 1500 SE 130<sup>th</sup>, during the morning of Thursday, October 18, 2007. Table 1 schedules Responder personnel by the activity being performed.

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**Table 1. RSP Exercise Schedule**

<b>Date/Time</b>	<b>Personnel</b>	<b>Activity</b>
<b>Times are for Thursday, October 18, 2007 <u>except</u> for first row</b>		
<b>10/16-17</b>  <b>TWO (2) DAYS BEFORE THE EXERCISE</b>	<b>Public Health Incident Command - in consultation with Agency Executives and political leaders</b>	<b>Many residents are greatly concerned about exposure to radiation</b> , particularly those who know or fear that they or loved ones spent all or part of the time since the RDD in or near the radiation 'plume'. Appropriate IC/UC sets objective and conducts planning to establish RSP(s) as sufficient resources and facilities become available. The David Douglas High School RSP is to be ready to receive Clients at 9 a.m. on Thurs., 10/18. A public health nurse is assigned as Division Supervisor for this RSP.
<b>7:00-8:00 a.m. (0700-0800)</b>	<b>Responder Leaders and non-volunteer staff</b>	<p><b>Prepare Facility.</b> RSP Division Supervisor, other Responder leaders, non-volunteer Responders, and supplies arrive at 7 am and are checked in and credentialed. (Supplies <u>may</u> be staged at DDHS the day before). Personnel are generally briefed on organization, layout, and, logistical support (do not fully duplicate this briefing with the all Responders briefing to be held ~8 am; save what all need to know for latter brief).</p> <p>Arrange available tables/chairs into planned lay-out, make and install signs and rope/tape to guide Actor Clients through the RSP layout, and prepare for remainder of volunteer staff (~40 Benson HS students) that arrives at 8 am.</p> <p><b>Facility Access as follows:</b> Actor Clients must enter/leave at the foyer/hall west of the gym. Observers and the Media must enter/leave via east entrance of the gym and up the stairs to the Mezzanine Section, where they will be divided into respective viewing areas. They may be escorted elsewhere only by Controllers or Exercise Staff. Responders may use either entrance. All must stay in the exercise area, adjacent parking lots, and rest rooms available for the exercise.</p> <p><i>Beverages and light snack foods available for responders and exercise staff on the floor of the RSP in the wrestling room on the west side..</i></p>
<b>8:00-9:00 a.m. (0815-0845)</b>	<b>Controllers Evaluators Responders,</b> including resources from: Multnomah County and partner Health Departments, citizen volunteers from DDHS; and possible Portland Fire and Rescue, FRMAC, USEPA, and Oregon State Radiological Program Staff.	<p><b>Responder Arrivals and Briefings.</b> Remaining Responders (including DDHS student volunteer staff) and arrive at 8 am and are checked in and credentialed. The Division Supervisor briefs all Responders on Ground Rules, the organization, facility, and RSP layout.</p> <p>The Division Supervisor announces assignments to functional teams. Team leaders conduct just in time training at work locations and refine general layout, flow, and assignments.</p> <p>Controllers and Evaluators ensure that all responders have been briefed on facility and exercise ground rules. If not, provide ground rules hand-out and arrange for next senior Responder to brief the individual.</p>

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<b>9:00 – 11:00 am</b>  <b>(0900-1100)</b>  <b>Or sooner if ~ 1,000 clients limit is reached.</b>	<b>All</b>	<b>Conduct Exercise.</b> Clients are fed into RSP at high enough rate to reveal system throughput restraints/choke-points as lines form. This allows leaders to actively work relieve constraints and seek maximum throughput. Student clients completing the process are directed back to their class.  <b>Observers and Media</b> are checked in and issued credentials as needed. They enter at the east entrance to the gym (facing athletic fields). They are then escorted to the mezzanine level to observe the exercise. They are not permitted beyond the area of the exercise and their parking area. Photographs may only be taken of students while they are participating in the exercise.
<b>11:00-11:45 pm</b> <b>(1230-1315)</b>	<b>Responders Evaluators Select Controllers Select Exercise Planning Team</b>	<b>Hot Wash Evaluation.</b> Student staff may leave or may stay for the evaluation as allowed by DDHS faculty. Evaluators collaborate with the Responder leader of their focus area to lead debriefs of responders and document results in their evaluations.  <i>Beverages and light lunch available in gym at 11:30 am for working lunch during evaluation, take-down, and cleanup.</i>
<b>1:00 p.m. to 2:00 p.m.</b>  <b>(1300-1400)</b>	<b>Responders Select Controller(s) Exercise Staff</b>	<b>Take down RSP. Clean up site to pre-exercise condition.</b>

## EXERCISE STAFFING AND GROUND RULES

### Exercise Staff

A team of Controller/Evaluators and Exercise Staff drawn from several organizations will support the exercise. They will be wearing credentials and many will wear a distinctive hat or vest.

### Ground Rules, Briefings, and Credentials

Most RSP Responders are meeting for the first time upon arrival at the RSP. Therefore, exercise Ground Rules and the RSP Division Chief's desired organization and tactical plan will have to be methodically briefed to every Responder. The Ground Rules will be both distributed in writing and verbally briefed to ensure understanding. Controllers will also issue credentials that each Responder and Actor Patient must be prominently display. A briefing system should include:

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1. **Exercise controllers will brief and provide Ground Rules to the first arriving Responders including the Division Supervisor.** The Responder Ground Rules are attached at the end of this RSP exercise plan.
2. **The leaders of teams, forces, and crews that s/he form are responsible for ensuring all other Responders** receive and understand the Responder Ground Rules as they checking-in, are assigned a supervisor, and given their role in the RSP organization. This may be most easily be done by the Division Supervisor at the 8 am briefing of all Responders.
3. **Actor Clients** will be given a role to enact, including very basic ground rules.

## **EVALUATION AND POST-EXERCISE ACTIVITIES**

### **Hot Wash Debriefing**

The Hot Wash is an opportunity for players to voice their evaluation of the exercise and their own performance immediately following the exercise, when memories are fresh. Immediately following exercise play, Evaluators will facilitate a Hot Wash session with responders from their primary location. This is the time for the Evaluator to understand the Responder's perspective about issues that were of concern . This Hot Wash should be done as a working lunch that should not last more that 45 minutes. Evaluators should take notes during the Hot Wash and include Hot Wash observations in their analysis. Thank the Responders for their time and efforts.

## **LOGISTICS**

### **Location and Directions**

The exercise is at the David Douglas High School's south gymnasium located at the far northeast corner of the parking lot at 1500 SE 130<sup>th</sup> Street, Portland, Or. Signage will indicate the Observers and Media must enter the gym's east side facing the athletic fields.

### **DRIVING FROM INTERSTATE HIGHWAY-205**

- From I-205 - Exit #21 head east on SE Washington Street, the numbered cross streets will go up starting and about 99<sup>th</sup> Avenue.
- SE Washington will Merge into SE Stark Street, continue.
- Turn right at 130<sup>th</sup> Avenue
- In about 5 blocks you will see the David Douglas School District Administration building on the left.
- Turn left after the building and proceed to the far northeast part of the lot.
- After parking reserved for the exercise is filled, please discharge passengers and park on the street.

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**Participating Organizations**

Participating organizations include:

**Table 2: Participating Organizations**

<b>Participating Agencies [#s of persons]</b>	<b>Lead Planner or Point of Contact</b>
David Douglas High School [~35 Volunteer Staff]	Randy Hutchinson, Principal
Portland Fire and Rescue [~16 fire fighters]	Captain Mike Glenn
Multnomah County and Health Department and various regional partner health depts. [~15]	James Spitzer, Emerg. Prep. Manager, Captain, USCG (ret.)
Multnomah County Human Services And Pacific University students [~8]	Sean Derrickson, Mental Health Supv.
University of Portland School of Nursing [~5]	Lori Chorpenning, Instructor
Oregon Air National Guard medical team [3]	Captain Michael Hicks
Oregon Public Health Radiological Protection Services [~5]	Justine Spence
Federal Radiological Monitoring and Control [ ? ]	Player action during exercise
U.S. Environmental Protection Agency [5]	Dan Hiester, On Scene Coordinator

**Communications**

*All spoken communication to individuals who are not part of the exercise shall start and end with the statement, “THIS IS AN EXERCISE.”*

**Player Communications.** Players will use routine, in-place agency communication systems with additional communication assets made available as player actions as the exercise progresses. The need to maintain capability for a real-world response may preclude the use of certain communication channels or systems that would usually be available for an actual emergency incident. In no instance will exercise communication interfere with real emergency communications.

**Exercise Props**

Fire Services and Federal and State agencies will arrive with equipment and supplies such as screening portal monitors and hand-held instruments. Digital clocks will allow Responders to

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record time-stamp data for later operations research analysis. Responder created signs will name the stages of the RSP. Role cards will give Clients the information needed to act-out concerns and describe where they were at critical times.

### **Safety**

**Safety Officer.** The Controller for Safety is the overall Safety Officer for this exercise. This Safety Officer's duties shall be guided by overall T4 Oregon Exercise Plan and the overall goal that no one gets hurt and no property is damaged. This Safety Officer position is independent of any safety officer position identified by the exercise participants.

**Weapon Policy.** The RSP operation does not require participant responders, actor Clients, or exercise staff to be armed or to be able to use weapons. Weapons such as firearms shall only be carried by law enforcement officers who are working in their official capacity and who are not part of the exercise.

### **Security, Access to the Exercise, Credentials**

**Credentials in General.** Credentialing policies outlined in the T4 Oregon Exercise Plan shall be applied by the RSP Lead Controller with the assistance of all Control, Evaluation, and Exercise Staff. All participants except student Actor Clients shall display credentials identifying their role.

**The main floor area of RSP operations and parked emergency vehicles** are restricted to credentialed Responders; Controllers, Evaluators, Exercise Staff, those who they escort; and Actor Clients sent into the gym during RSP operations.

Access restrictions promote safety, control over operations, and prevent theft. Responders need to assign individuals to secure these areas. Any responder or staff should challenge unknown personnel, and ask unauthorized individuals to leave. Report any suspicious individuals or those who do not respond to an order to leave to Exercise Staff, Evaluators, Controllers or school security.

### **Real-World Emergencies**

For a REAL-WORLD emergency (as opposed to the simulated emergencies that the RSP may handle") that requires assistance, the person seeing the emergency will shout "**I HAVE A REAL-WORLD EMERGENCY! ...and state the nature and location of the emergency and the type of assistance needed.** S/he will then

- declare the emergency,
- attempt to gain the attention of a controller,
- render aid within his or her training.

**Emergency Services.** Credentialed medical personnel will be participating in this exercise and available for on-site evaluation and Real World emergency first aid. Any serious medical or law enforcement emergency requires that 911 be called to obtain further assistance.



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**Refreshments, Feeding, and Restroom Facilities**

**Beverage, Snacks, and Lunch for Responders will be provided by an** American Red Cross (ARC) contractor and will be set up on the north side of the MCP area.

**Restrooms.** We want to separate unescorted Media, Observers, and Responders from student Clients. Please only use designated restrooms. Leader should learn which rest rooms are designated and inform their Responders.

**Media and Observers**

News Media representatives and Observers with a professional need to know about RSP operations are welcome to cover and observe the exercise in ways that do not compromise exercise realism, safety, or objectives. Media participation is critical to inform the public about emergency response plans and possible operations. Media or Observers in the RSP area will be escorted by Exercise Staff. Otherwise they will enter the east entrance of the south gym (toward playing fields) and be limited to the Mezzanine.

## **Ground Rules for Responder Participants**

### **Initial Briefings and Chain/Unity of Command for All Responders**

Each Responder is responsible for seeking and understanding this information and their assignment. This starts with the assigned Division Supervisor understanding the objective, assignment, and gaining situational awareness from the Unified Command and from the School's Representative to the exercise on matters including:

- parking
- traffic routing
- offloading areas
- doors/routes to access the main floor of the South Gym

The Division Supervisor will inform all arriving Responders of the ICS response organization and tactical details thru Responder briefings or the chain of command s/he creates. Arrival briefings must include:

- These Ground Rules
- RSP assignment, organization, tactics, communications, and
- Responder's role/responsibility, supervisor, and who Responder supervises.
- The requirement to display credentials.

### **How to Declare a Real-World Exercise Emergency**

**Anyone who needs to declare a Real-World Emergency** (something that is NOT part of an enacted emergency within the exercise) should shout: **"I HAVE A REAL-WORLD EMERGENCY!"**

**Then state:**

- **the kind of emergency,**
- **where it is, and**
- **what assistance is needed.**

Appropriate exercise staff, participants, or requested emergency services suspend

exercise operations to deal with the emergency within the scope of their training

**CALL 911 FOR OUTSIDE ASSISTANCE**

Any one NOT needed for the Real-World Emergency continues the RSP exercise unless the lead Exercise Controller announces that exercise play is suspended or cancelled in order to facilitate real-world response operations.

### **The Area of Play for Responders**

The Area of Play is:

- designated parking areas,
- the playing surface of the South Gym,
- designated routes from parking and loading areas to the South Gym, and
- designated player rest rooms.

Actor Clients will enter the RSP from the west entrance to the Gym. Observers and Media will enter the Gym through the east entrance and proceed up to the mezzanine level.

### **Document Begin and End Contact Times with each Client that your Process**

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For each Client that passes through your work area, record the location, event, and following times on the client intake form (time taken from one of two large six-digit clocks showing hour, minute, seconds):

- a. time of arrival  
e.g., Rad. Screen #4: 1 10-05-23
- b. time referred to next stage OR time of departure  
e.g. Rad. Screen #4 : 10-25-15

### Extent of Evaluation and Treatment

- **Client Clothing and Handling.** Clients are **not** asked to remove any clothing or do anything that could risk injury to Client or Responder (i.e., lifting a Client as 'dead-weight').
- **Screening** shall be done in a way applies the prescribed RSP protocols, approximates the time required for real screening, and is not obtrusive.
- **Use of Force, Restraints.** Actor Clients may be requested to 'act-out' behaviors which may include frustration and deep concern. However, they are told not to act in any way that may be perceived as a threat or that may call for physical restraint or other use of force.

**Any threat of physical harm and a response of physical restraint or use of force is NOT part of the Exercise. It is a Real World Emergency and the response to it.**

### Clean Up - Leave Facility in Pre-Exercise Condition

After the Hot Wash debrief, clean up RSP area to pre-exercise condition:

- Return items borrowed from the DDHS (i.e., chairs, tables, and rope barricades) to pre-exercise locations.
- Remove indoor and outdoor signs about the exercise.
- Return supplies and materials to exercise vehicles and to the owner organization

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