

[] Department of Public Health

Mass Gathering-Special Event Syndromic Surveillance and PHEP Facilitated Discussion

Situation Manual (SitMan) for Facilitated Discussion

[Organization Logo]

[Date of Exercise]

This Situation Manual (SitMan) provides participants with all the necessary tools for their roles in the Facilitated Discussion. All Facilitated Discussion participants may view the SitMan.

EXERCISE OVERVIEW

Exercise Name	Mass Gathering-Special Event Syndromic Surveillance and PHEP Facilitated Discussion
Exercise Dates	[Exercise Date and Time]
Scope	This Facilitated Discussion is scheduled for four hours at the [Exercise Location]. Participation is limited to the invited public health stakeholders from [Organizations Invited].
Mission Area(s)	Planning, Response, Recovery
PHEP/HPP Capabilities	Emergency Operations Coordination (Capability 3) Emergency Public Information and Warning (Capability 4) Information Sharing (Capability 6) Public Health Surveillance and Epidemiological Investigation (Capability 13)
Objectives	• Involve public health partners in an interactive discussion forum related to Syndromic Surveillance for a Mass Gathering Event. • Review epidemiological investigation procedures for Syndromic Surveillance before, during and after a Mass Gathering Event • Discuss multi-organization/agency coordination of Syndromic Surveillance for a Mass Gathering Event • Outline Syndromic Surveillance capabilities and utility for a Mass Gathering Event. • Outline the process for sharing Syndromic Surveillance data and integrating the data into the common operating picture and epidemiological surveillance.
Threat or Hazard	Mass Gathering Event
Sponsor	[Organization Name]
Participating Organizations	Participants in this Facilitated Discussion include representatives from: • [List Organizations Invited]

Point of Contact	Syndromic Surveillance Point of Contact for Exercise	
	[Name,	
	Title	
	Organization	
	Address	
	Phone]	
	Emergency Management/PHEP Point of Contact for Exercise	
	[Name,	
	Title	
	Organization	
	Address	
	Phone]	

GENERAL INFORMATION

Exercise Objectives and Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to CDC Public Health Preparedness (PHEP) Capabilities. The objectives and aligned PHEP capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

Exercise Objective	PHEP Capability
Involve public health partners in an interactive discussion forum related to Syndromic Surveillance for a Mass Gathering Event.	Public Health Surveillance and Epidemiological Investigation (Capability 13)
Review epidemiological investigation procedures for Syndromic Surveillance before, during and after a Mass Gathering Event	- Public Health Surveillance and Epidemiological Investigation (Capability 13) - Emergency Operations Coordination (Capability 3) - Information Sharing (Capability 6)
Discuss multi-organization/agency coordination of Syndromic Surveillance for a Mass Gathering Event	- Emergency Operations Coordination (Capability 3) - Information Sharing (Capability 6)
Outline Syndromic Surveillance capabilities and utility for a Mass Gathering Event.	- Emergency Operations Coordination (Capability 3) - Public Health Surveillance and Epidemiological Investigation (Capability 13)
Outline the process for sharing Syndromic Surveillance data and integrating the data into the common operating picture and epidemiological surveillance.	- Emergency Operations Coordination (Capability 3) - Information Sharing (Capability 6)

Table 1. Exercise Objectives and Associated PHEP Capabilities

Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
- **Evaluators.** Evaluators are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, policies, and procedures.

Exercise Structure

This exercise will be a multimedia, facilitated discussion exercise. The exercise day will begin with presentations to provide key information to guide player discussions. Player discussions will be conducted in a plenary style, in which all players will engage in open discussion.

Exercise Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Respond to the scenario using your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve mitigation and response efforts. Problem-solving efforts should be the focus.

Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation. During this exercise, the following apply:

- The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
- The exercise scenario is plausible, and events occur as they are presented.

- All players receive information at the same time.

Exercise Evaluation

Evaluation of the exercise is based on the exercise objectives and aligned capabilities. Evaluators will document key discussions, including strengths and areas for improvement with regard to pre-event planning and training, response capacity, resource needs, and other critical information. Additionally, players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile the After-Action Report (AAR) and Improvement Plan (IP).

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FACILITATED DISCUSSION

Background



After a highly competitive selection process, [Jurisdiction] has been selected as the site for the [next year] World Curling Championships. This event is expected to draw approximately [400,000 or reasonable number to significantly impact jurisdiction] visitors to [Jurisdiction] over 3 days of competition, associated events and fan-based activities. Additionally, there are numerous “unofficial” events planned.

The timeframe is late January and influenza activity is considered widespread in the [Jurisdiction].

Module 1: Scenario Part 1: 6 months before event day, Initial Planning Meeting.

Syndromic Surveillance Introduction [SyS Program Representative Name]

Public Health Emergency Preparedness, Response and Recovery [or applicable Emergency Management agency] personnel have requested that additional/enhanced public health surveillance be conducted during the [next year] World Curling Championships (WCC) and that Public Health Staff attend the Initial Planning Meeting for the WCC event response.

During the Initial Planning Meeting for the WCC, the question of what risks and/or threats may be most important to prepare for is raised.

Module 1: Questions Part 1

1. What risks and/or threats have been previously identified in the Threat and Hazard Identification and Risk Assessment (THIRA) or equivalent? (see Appendix C for a copy/summary of this document).
2. What risks and/or threats have been previously identified in the Public Health Risk Assessment/Threat Assessment or equivalent (see Appendix C for a copy/summary of this document).
3. What risks and/or threats have been identified by Law Enforcement personnel? (see Appendix D for a mock Special Event Threat Assessment [SETA]).
4. List the risks/threats identified in the documents. Omit those which are likely much less relevant for the current event (e.g. heat injuries during winter, etc.)?

5. Of the identified threats and risks in the documents, which represents the biggest threat/risk during the **event** time period (considering seasonality of disease, weather variation by season, etc.)?
6. Are there additional threats/risks associated with this event (e.g. fireworks, camp fires, aircraft/helicopters, water hazards, known onsite drug/alcohol use, motor vehicle vs. pedestrian concerns, etc.) that are relevant to this event which are not included in the above risk/threat analyses?
- 7.

Determine what you, as a group would consider the top 5-10 risks identified. Enter this information into slide [enter appropriate slide number] for future reference.

Risk/Threat
1.
2.
3.
4.
5.
6.
7.
8.
9.
10.

During the discussion, a member of the surveillance team mentions that public health surveillance personnel have prepared an initial draft of a Public Health Surveillance Needs Assessment (see Appendix D) which lists the types of public health surveillance available.

Module 1: Questions Part 2

1. Given the threats/risks identified above, which elements of the proposed public health surveillance system for the event are most applicable to each identified risk/threat? List them in slide [enter appropriate slide number]. [NOTE: MODIFY FOR SPECIFIC SURVEILLANCE COMPONENTS AVAILABLE IN JURISDICTION]

ENHANCED SURVEILLANCE APPLICABILITY TO IDENTIFIED RISKS	ANY YES	ALL NO	WHICH ONES
1. Enhanced Surveillance Coordinator?			
2. Enhance Ongoing Surveillance Activities (Review Frequency), etc.)?			
3. 24/7 Reporting Line			

ENHANCED SURVEILLANCE APPLICABILITY TO IDENTIFIED RISKS	ANY YES	ALL NO	WHICH ONES
4. BioWatch			
5. National Poison Control Center Data System (NPDS) Review			
6. Media Surveillance (On-line)			
7. Mortality Surveillance			
8. Communicable Disease Surveillance			
9. Aberration Detection (RIPDABS)			
10. Essence Syndromic Surveillance			
11. Influenza-Like Illness Surveillance			
12. Media Surveillance			
13. School Surveillance			
14. Enhanced Animal Surveillance			
15. Outbreak Report			
16. Include as-needed or event-specific epi surveillance activities?			
17. Enhanced Surveillance Alert			
18. Hospital Available Beds for Emergencies and Disasters (HAvBED)			
19. Hospital Diversion			
20. PSAP Monitoring			
21. Field Syndromic Surveillance			
22. Hotel Syndromic Surveillance			
23. Urgent Care Syndromic Surveillance			
24. Other: Event Day Duty Officer			
25. Other: Daily Report			
26. Other: Plan of the Day			

2. What Syndromic Surveillance system components/queries already in place play in this event?
 - a. [See slide deck on introduction to Syndromic surveillance.]
 - b. [modify slide deck to include components of current Syndromic surveillance system]
3. Given the threats/risks identified above, do you see any gaps in the proposed public health surveillance system for the event? List them in slide [enter appropriate slide number].

Describe Current Useful Syndromic Surveillance Syndromes	
1.	Need examples
2.	
3.	
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Describe Identified Gaps/No Public Health Surveillance Coverage	
4.	Example 1: No surveillance system component inquires about emergency department (chief complaint, discharge diagnosis, etc.) data mentions of the event locations, performers, and activities to identify incidents at event locations.
5.	Example 2: Communicable disease cases are often only included in reports after testing and diagnosis is completed (earlier information is needed)
6.	Example 3: Conditions of concern may not be reportable/included in surveillance in most jurisdictions (e.g. carbon monoxide poisoning)
4.	
5.	
6.	
7.	
8.	
9.	
10.	

Module 1: Questions Part 2

Given the list of identified gaps above, participate in discussions concerning the following questions. Discuss how surveillance systems can be utilized, modified or adapted to address identified gaps in public health surveillance. Identify any questions that should be addressed at this time, or critical issues, decisions and requirements. The following questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

1. Emergency Management/PHEP: Given the list of identified gaps above, what would be **ideal** information to receive to help close each surveillance gap?
2. Surveillance: How might current surveillance systems be utilized, modified or adapted to address identified gaps in surveillance and come as close to **ideal** as possible?
3. Surveillance: Given the list of identified gaps above, are there changes that need to be made to public health surveillance for the event, as outlined in the Public Health Surveillance Needs Assessment?
4. Surveillance: How might current surveillance systems be utilized, modified or adapted to address identified gaps in surveillance?
5. Emergency Management/PHEP: What response partners will need to receive information from the public health surveillance system? (e.g. point(s) of contact at the Emergency Operations Center, Multi-Agency Coordination Center, Department Operations Center, other response partners)?
6. Emergency Management/PHEP: In what format would you like to receive the information? (e.g. 1-page summary report with 1-item summary measure of public health overall, or more multi-page report with more detailed public health information).

Facilitator NOTE: 20 minute break and everyone is to return the [Exercise Room]

Module 2: Event Day(s), World Curling Championship

Module 2 Scenario-Extreme Winter Weather

It has been an exceptionally wet winter. Early in the morning of January 28th, [next year], the National Weather Service Doppler radar indicates that thunderstorms producing torrential rainfall and damaging winds in excess of 80 mph were headed towards [jurisdiction].

By 9:00 a.m. that day, runoff from the heavy rain began to flood low-lying areas in [jurisdiction] and the wind downed power lines, causing power outages throughout [jurisdiction].

By 5:00 p.m., creeks and washes have crested their banks, causing more flooding. The strong winds continue to knock down more power lines. There are reports that in some areas of [jurisdiction], people are trapped in their businesses and homes, many streets and roads are flooded and impassible. The American Red Cross is opening shelters to accommodate residents and visitors who have been displaced from their homes/accommodations by [e.g. flooding, power outages, mudslides, heat or other identified as risks above]. Current estimates from [electrical utility] representatives indicate that outages are widespread and involve a significant proportion of the community, including several hotels which are at full occupancy. Outages in some areas are expected to last for several days. [Hospital A] is reporting a lack of Emergency Department beds, numerous patients with flood-related injuries, 2 families with suspected carbon monoxide poisoning, and reports of a foul chemical-odor in flood waters near [likely source of industrial chemicals]. [Hospital B, near hotels/shelters] is reporting a lack of ED beds due to hotel-guests/shelter residents seeking care. [Feel free to add additional scenario components to evaluate specific syndromes/surveillance system components as need].

Module 2: Questions

Based on the information of loss of power to a significant proportion of the community, numerous persons requiring emergency shelters, flood and power-outage-related problems, and potential for ongoing power outages and flooding, please answer the following questions.

1. Emergency Management/PHEP: How will you contact Syndromic Surveillance Professionals/Epidemiologists to help?
 - a. Are Syndromic Surveillance/Epidemiology professionals on your current call-down lists?
 - b. Are they on your ESAR-VHP/Health Alert Network?
2. Emergency Management/PHEP: Given the scenario, what additional information regarding hospital status/the kinds of patients they are receiving/the numbers of patients that they are receiving/the kinds of conditions that their patients are reporting would be useful to help manage the event?
3. Emergency Management/PHEP: Given the scenario, what additional information regarding numbers of patients by hospital location, which hospitals are experiencing an unusual number of ED visits, etc. would be useful to you to help understand the magnitude of the event?
4. Surveillance: Do you have current points of contact for Emergency Management/PHEP to ensure Syndromic surveillance/epidemiology is integrated into the response?
5. Surveillance: Given the scenario, which syndromes/queries identified in previous sections would provide useful information to help maintain surveillance of this event or provide emergency management personnel with useful information?
6. Surveillance: How might you estimate the impact (number/percent) of out of town visitors/hotel guests presenting in local Emergency Departments, if asked by Emergency Management/PHEP? (e.g. how would you use Zip Code, Miles from Home query, etc.)?
7. Surveillance: What additional ad-hoc syndromes/queries would be useful to maintain surveillance of this event?
8. Surveillance: Where might you find pre-developed syndromes/use-cases? (Knowledge repository? Syndromic surveillance partners in other jurisdictions, etc.)?

Module 3: Post-Event Recovery, World Curling Championship

Module 3 Scenario

Outages in some areas are expected to last for several days. [Hospital A] is reporting a lack of Emergency Department beds, numerous patients with flood-related injuries, 2 families with suspected carbon monoxide poisoning, and reports of a foul chemical-odor in flood waters near [likely source of industrial chemicals]. [Hospital B, near hotels/shelters] is reporting a lack of ED beds due to hotel-guests/shelter residents seeking care.

Module 3: Questions

1. Emergency Management/PHEP: What kinds of questions would you want to know the answer to during the recovery? For example:
 - a. Are ED visits returning to normal levels?
 - b. Are specific EDs still impacted by the emergency?
 - c. What is the “new normal” in terms of ED visits?
 - d. Are we seeing patients/still seeing patients with disaster/event-related illness/injury.
 - e. How much of our population has been displaced? To where?
 - f. How much displaced population have we received? From where?
 - g. What are the trends in the above?
2. What would be the best way to communicate this information during the recovery period?
3. What Syndromic surveillance queries could be used to measure recovery?
 - a. ED visits for hospital locations closest to impacted areas, emergency shelters, World Curling Championship location, large hotels, etc.
 - b. ED visits overall and by location of hospitals.
 - c. Zip Code Query to determine who is/isn’t visiting EDs.
 - d. Miles from home query to determine when out of town visits are returning to normal.
4. What other surveillance system information would be good to collect to assess along with syndromic surveillance queries to measure recovery?
5. How could this Syndromic Surveillance information be communicated to Emergency Managers?
6. How could this information be communicated to Emergency Managers?

APPENDIX A: AGENDA

Agenda

8:00am	Registration and Networking
8:30am	Welcome and Introductions - [Meeting Room/Location]
8:40am	Scenario Presentation and Facilitated Discussion - [Meeting Room/Location]
9:20am	Break
9:40am	Facilitated Discussion - [Meeting Room/Location]
11:45am	Summary and Consensus
12:00pm	Adjourn

APPENDIX B: ACRONYMS

Acronym	Term
AAR	After Action Report
CDC	Centers for Disease Control and Prevention
DHS	U.S. Department of Homeland Security
ED	Emergency Department
EOC	Emergency Operations Center
FD	Facilitated Discussion
HHS	U.S. Department of Health and Human Services
HSEEP	Homeland Security Exercise and Evaluation Program
ILI	Influenza-like Illness
IP	Improvement Plan
PHEP	CDC Public Health Preparedness
SitMan	Situation Manual
SME	Subject Matter Expert

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APPENDIX C: PARTICIPANT FEEDBACK

Name: _____

Date: [Facilitated Discussion Date]

Please rate, on a scale of 1 to 5, your overall assessment of the exercise relative to the statements provided, with 1 indicating strong disagreement and 5 indicating strong agreement.

Assessment Factor	Strongly Disagree			Strongly Agree	
Exercise documentation provided was useful for participating in today's exercise.	1	2	3	4	5
Exercise facilitator kept the discussion moving and on track.	1	2	3	4	5
The exercise was well structured and organized.	1	2	3	4	5
The exercise allowed participants to improve capabilities.	1	2	3	4	5
The participants included in the exercise were the correct level and mix of disciplines needed to engage in a facilitated discussion.	1	2	3	4	5
After this exercise, my agency will be better prepared to respond to an emergency.	1	2	3	4	5

Based on today's exercise, please identify the top three (3) strengths discussed:

Based on today's exercise, please identify the top three (3) areas for improvement discussed:

Please provide any notes from today or additional feedback to be captured in the After Action Report. Are there other priorities or topics that were not addressed today?

DRAFT

APPENDIX D: RISK ASSESSMENTS AND HAZARDS IDENTIFICATION

[Insert Threat and Hazard Identification and Risk Assessment (THIRA)/Summary of identified threats and risks from the THIRA or equivalent]

[Insert Public Health Risk Assessment or equivalent or summary of identified risks from the Public Health Risk Assessment]

DRAFT

APPENDIX E: MOCK FBI SPECIAL EVENT THREAT ASSESSMENT (SETA)

“The following Special Event Threat Assessment (SETA) has been received by [Jurisdiction Emergency Management Agency] from the Federal Bureau of Investigation (FBI) and local Fusion Center

This Special Event Threat Assessment (SETA) addresses threats to the [next Year] World Curling Championships, taking place at [Stadium/Sports Facility in the Jurisdiction, in [City, State] on [Event Date].

FBI [JURISDICTION] and the [FUSION CENTER] have prepared this SETA to assist security planners and law enforcement personnel in monitoring threat information and maintaining a safe and secure event environment. This information is current as of January 15th [next year].

Key Findings

As of 15 January [next year], FBI [Jurisdiction] and the local fusion center have no information to indicate a specific, credible threat to or associated with the [next year] World Curling Championships

Event Overview

The [next year] World Curling Championships have gained in popularity during recent years. Top contenders from around the world will be present, and the event will be televised on the ESPN cable network.

The [next year] World Curling Championships will occur between 8:00 AM and 1700 PM on January 29-31st at [Stadium/Sports Facility in the Jurisdiction, located at [Address. City, State], The stadium can seat as many as [stadium maximum capacity] attendees.

Sanctioned activities include a Music Fest concert series each evening (Jan 28-31st 6:00 PM-10:00 PM) and a Fan Fest (fan activities, competitions, autographs, etc.) each day from 8:00 AM until 5:00 PM).

SEAR Level

The [next year] World Curling Championships has been designated a SEAR III event.

APPENDIX D: SURVEILLANCE NEEDS ASSESSMENT

Event: _____

Start Date: _____ Anticipated Surveillance Period: _____

ENHANCED SURVEILLANCE	YES	NO	COMMENTS/DATES/FREQ
1. Enhanced Surveillance Coordinator?			
2. Enhance Ongoing Surveillance Activities (Review Frequency), etc.)?			
3. 24/7 Reporting Line			
4. BioWatch			
5. National Poison Control Center Data System (NPDS) Review			
6. Media Surveillance (On-line)			
7. Mortality Surveillance			
8. Communicable Disease Surveillance			
9. Aberration Detection (RIPDABS)			
10. Essence Syndromic Surveillance			
11. Influenza-Like Illness Surveillance			
12. Media Surveillance			
13. School Surveillance			
14. Enhanced Animal Surveillance			
15. Outbreak Report			
16. Include as-needed or event-specific epi surveillance activities?			
17. Enhanced Surveillance Alert			
18. Hospital Available Beds for Emergencies and Disasters (HAvBED)			
19. Hospital Diversion			
20. PSAP Monitoring			
21. Field Syndromic Surveillance			
22. Hotel Syndromic Surveillance			
23. Urgent Care Syndromic Surveillance			
24. Other: Event Day Duty Officer			
25. Other: Daily Report			
26. Other: Plan of the Day			

DRAFT