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| **Title: Exercise Plan**  |
| **DOC#: #.###-X** | **Version: mmddyy** |

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| **EXERCISE NUMBER:**  |

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| **EXERCISE PLAN** |
| 1. **Event to be Exercised:**
 | Bomb Threat |
| 1. **Type of Exercise:**
 | Functional  |
| 1. **Purpose and Scope:**
 | Test and evaluate the response of building Occupants’, Building security, and University Police to a bomb threat called in to one of the building occupants.  |
| 1. **Exercise Objectives:**
 |
| **Specific Objective** | **Measure of Success** | **Bio Plan** | **IR Plan** | **Sec Plan** |
| Test how building occupant responds to a call alerting them to a bomb threat | Occupant will gather as much information as possible using the Bomb threat checklist and immediately contact Security after the call. |  | X |  |
| Test Security Officer response to bomb threat report | Security Officer should take the report and immediately contact University Police, the Operations Manager and RO |  | X | X |
| Test University Police response | Univ. Police should arrive on scene, evaluate the credibility of the threat, order building evacuation in accordance with protocol, set up a clear perimeter, and coordinate with local law enforcement according to protocol |  | X |  |
| Test internal communication | All personnel who are supposed to be contacted are notified in a timely manner and personnel are appropriately alerted to remain clear of the area |  | X |  |
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| **ROLES AND RESPONSIBILITIES** |
| 1. **Planning Team:**
 |
| **Name** | **Agency** | **Contact Information** |
| Responsible Official | EHS |  |
| University Police Rep | University Police |  |
| Local Law Enforcement Rep | Local Law Enforcement |  |
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| 1. **List of Evaluators:**
 |
| **Name** | **Agency** | **Role** |
|  |  | Observe building occupants  |
|  |  | Observe Security Staff |
|  |  | Observe University Police |
|  |  | Observe local law enforcement |
|  |  |  |
| 1. **List of Players:**
 |
| **Role** | **Name** | **Contact Info** |
| Call in bomb threat | EHS staff member |  |
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| **DATE OF EXERCISE:**  |

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| **SCRIPT** |
| **Input** | **Inject** | **Item #** | **Expected Action** | **Actual Action** | **Discussion/Findings** | **Recommended Improvements** |
| 1 | Building occupant receives phone call/bomb threat | 1 | Using Bomb Threat Checklist as a reference, occupant keeps the caller on the phone and records as much information about the call | Occupant said, “ok” and hung up the phone. Was too frazzled to remember any details | The call took the occupant by surprise. Bomb threat checklist was not available in paper copy, and in the moment, the occupant was unable to access the checklist from user forms | Provide printed copy of the bomb threat checklist to each occupant to place by their phone |
|  |  | 2 | Occupant immediately notifies security of the call | Occupant notifies Security Officer at the front desk. | Occupant notified Security as required in a timely manner. | NA |
| 2 | Occupant notifies Security Officer that he just received a bomb threat | 3 | Security Officer instructs the occupant to stay at the security desk and calls University Police | Security Officer asked the occupant to describe what happened and then called University Police. The occupant stayed at the front desk |  |  |
|  |  | 4 | Security Officer notifies the RO and Operations Manager | Security Officer notifies the Operations Manager. The RO is in a meeting. She is contacted on her cell by the Ops Manager |  |  |
|  | Etc. |  |  |  |  |  |
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| **EVALUATOR CHECKLIST** |
|  |
| **Evaluator: Jane Doe** |
| **Date:** | **Location:** |
| **Function Being Evaluate:** Test how building occupant response to a call alerting him of a bomb in the building. |
|  |
| **Item/Action** | **Obj. Met** | **Notes/Comments** |
| **Yes** | **No** |
| Occupant has a copy of the bomb threat checklist available |  | X |  |
| Occupant was able to access the bomb threat checklist electronically |  | X | He knew where it was located but was too flustered to locate the checklist before the caller hung up. |
| Occupant recorded as much as he could remember about the call | X |  | However, he couldn’t remember much (whether the caller had an accent, noises in the background, etc.) |
| Occupant immediately notified Security | X |  | Occupant went to security desk and reported the phone call immediately after the call was received. |
| Occupant assisted University Police |  |  | Occupant stayed at the front desk and answered University Police’s questions.  |
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| Signature of Evaluator Date |

**Document #.###**

**Entity Exercise Program**

**Approvals**

|  |  |  |  |
| --- | --- | --- | --- |
| Name | Title | Signature | Date |
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**Document History**

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| Version | Description of Changes |
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# Purpose

The Exercise Program identifies functions, capabilities, and procedures to be exercised and sets priorities for conducting exercises.

# Scope

The Exercise Program applies to drills and exercises conducted as part of the select agent program and all personnel responsible for designing, conducting, evaluating, and documenting these drills and exercises.

# Roles and Responsibilities

## All personnel responsible for designing, conducting, evaluating and documenting exercises are responsible for understanding and following this SOP.

## Personnel may initiate modifications to this SOP by making a recommendation to their supervisor.

## Users of this SOP are responsible for:

* Obtaining the most current version of the SOP;
* Documenting training on this SOP;
* Providing feedback on usability of this SOP to their supervisor;
* Following the SOP to perform the task; and
* Understanding any safety responsibilities required by this task.

## The Responsible Official is responsible for:

* Overseeing compliance with select agent program exercise requirements
* Coordinating with subject matter experts and stake holders to develop the exercise program
* Verifying that plans are reviewed and updated as necessary after any exercise

## The [entity specific information] is responsible for:

* Oversee development and conducting exercises
* Maintain documentation of exercises
* Track corrective actions and improvements to completion
* Provide Orientation training to emergency responders

**3.6** The [entity specific information] is responsible for:

* Oversee coordination and implementation of exercises at the University
* Serve as subject matter expert with regard to university wide emergency management
* Coordinate acquisition, use, and testing of university emergency resources
* Facilitate coordination with university and community responders

# Special Practices, Precautions and/or Notes

## Regulatory Requirements:

## Federal Select Agent Regulations stipulate that drills and exercises be conducted annually for the Security, Biosafety, and Incident Response plans.

1. 42 CFR 73.11 *(h)* *The [Security] plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident*.
2. 42 CFR 73.12 *(e) The [Biosafety] plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident*
3. 42 CFR 73.14 *(f) The [Incident Response] plan must be reviewed annually and revised as necessary. Drills or exercises must be conducted at least annually to test and evaluate the effectiveness of the plan. The plan must be reviewed and revised, as necessary, after any drill or exercise and after any incident.*

# Equipment, Materials and/or Service Information

* Security Plan
* Incident Response Plan
* Biosafety Plan

# Procedures

## The exercise program for [ENTITY] consists of the following:

### Initial training for personnel in incident response procedures

* Annual refresher training for personnel enrolled in the select agent program
* Periodic equipment testing for fire safety, incident response, communication, alarms, etc
* Exercises designed to test response procedures

## Exercise Schedule:

The purpose of an Exercise Schedule is to set priorities to ensure that critical functions and response procedures are exercised. In developing a schedule, consideration should be given to the types of functions and capabilities that the facility has and the potential hazards that might occur at the facility.

### For each function, list facility specific capabilities that should be exercised.

|  |  |
| --- | --- |
| FUNCTION | CAPABILITY |
| Communication | * Facility paging system
* Containment phone emergency call out
* Hands-free calls to containment
 | * Radio communication within facility
* Inter and intra agency communication
* Availability and accuracy of contact information
 |
| Alerts, Notifications, and Reporting | * Fire alarm
* Intrusion detection system
* DP alarms
* NOAA alert radios
 | * Reporting to the RO
* Reporting to management
* Reporting to State and Federal Agencies
 |
| Public announcements | * Messages to affected community
* Messages to surrounding community
 | * Response to media inquiries
* Updates and response to social media
 |
| Coordination and Control | * Site security
* Incident command
 | * Cooperation between agencies and entities
 |
| Resource Management | * Availability of equipment
* Operability of equipment
* Onsite and remote access to BAS
 | * Onsite and remote surveillance cameras and access software
 |
| Transportation | * Emergency vehicle access to facility
 | * Movement and distribution of critical resources
 |
| Continuity of Operations | * Alternate work locations
* Inventory control
 | * Preservation of data and records
 |

### Identify the hazards, incidents, and events that are a concern and should be exercised.

|  |  |
| --- | --- |
| [ ]  Airplane CrashX[ ]  Bomb threat[ ]  DroughtX[ ]  Epidemic X[ ] EarthquakeX[ ]  ExplosionX[ ]  Exposure to Agent/Sharps injuryX[ ]  FireX[ ] FloodX[ ]  Hazard material spill/releaseX[ ] Hostage/Shooting/Active ShooterX[ ]  HurricaneX[ ]  IDS Alarm/failureX[ ]  Inventory DiscrepancyX[ ]  Gas LeakX[ ]  Laboratory Equipment failure or malfunction [ ]  Landslide/Mudslide | X[ ]  Mass fatality incident X[ ]  Medical emergency X[ ]  PPE failure or malfunctionX[ ]  Security BreachX[ ]  Suspicious packageX[ ]  Suspicious person/activityX[ ]  Sustained power failureX[ ] TerrorismX[ ]  Theft/Loss of Select AgentX[ ]  Tornado[ ]  Train derailment[ ]  Tsunami[ ]  Volcanic eruption[ ]  WildfireX[ ]  Winter storm[ ]  Workplace violence[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_[ ]  Other:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ |

### Prioritize each hazard based on the following: likelihood of occurrence, frequency of occurring, and severity of consequences

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| **HAZARD** | **PROBLTY** | **FREQ** | **CONSQUNC** | **SCORE** | **PRIORITY** |
| Bomb threat | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Earthquake | Low (1) | Low (1) | Med (2) | 4 | 3 |
| Epidemic | Low (1) | Low (1) | **Med (2)** | 4 | 3 |
| Explosion | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Exposure  | Med (2) | Med (2) | **High** (3) | 7 | 1 |
| Fire | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Flood | Low (1) | Low (1) | Med (2) | 4 | 3 |
| Biological spill | Med (2) | Med (2) | Med (2) | 6 | 2 |
| Chemical spill | Med (2) | Med (2) | Med (2) | 6 | 2 |
| IDS alarm failure | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Inventory Discrepancy | Med (2) | Med (2) | **High** (3) | 7 | 1 |
| Gas Leak | Low (1) | Low (1) | Med (2) | 4 | 3 |
| Lab equip failure/malfxn | Med (2) | Med (2) | Med (2) | 6 | 2 |
| Mass fatality incident | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Medical Emergency | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| PPE failure/malfxn | Med (2) | Med (2) | Med (2) | 6 | 2 |
| PAPR failure/malfxn | Med (2) | Med (2) | Med (2) | 6 | 2 |
| Security Breach | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Suspicious package | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Suspicious person/activity | Med (2) | Low (1) | Med (2) | 5 | 2 |
| Terrorism | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Theft/loss | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Tornado | Low (1) | Low (1) | Low (1) | 3 | 3 |
| Winter storm | Med (2) | Low (1) | Med (2) | 5 | 2 |
| Workplace violence | Low (1) | Low (1) | **High** (3) | 5 | 2 |
| Power outage | High (3) | Med (1) | Low (1) | 5 | 1 |
| Phone disruption | Med (2) | Med (1) | Low (1) | 5 | 2 |
| **Priority Level 1 (value 7-9), Priority Level 2 (value 5-6), Priority Level 3 (value 3-4)****Within a given priority level, those hazards with a consequence listed as HIGH should be exercised first.** |

### Develop and exercise schedule that places the events listed as priority 1 first, then priority 2 events, and finally priority 3 events. Follow the schedule when planning exercises to ensure that those events with the highest priority are exercised first.

|  |  |  |
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| **PRIORITY** | **HAZARD** | **SCORE** |
| **1** | Exposure  | 7 |
| Inventory Discrepancy | 7 |
| Power outage | 5 |
| **2** | Bio spill | 6 |
| Chemical spill | 6 |
| Lab equipment failure/ malfunction | 6 |
| PPE failure or malfunction | 6 |
| PAPR failure or malfunction | 6 |
| Bomb threat | 5 |
| Fire | 5 |
|  IDS alarm failure | 5 |
| Mass fatality incident | 5 |
| Medical Emergency | 5 |
| Security Breach | 5 |
| Suspicious package | 5 |
| Terrorism | 5 |
| Theft/loss | 5 |
| Workplace violence | 5 |
| Suspicious person or activity | 5 |
| Winter storm | 5 |
| Phone disruption | 5 |
| **3** | Earthquake | 4 |
| Epidemic | 4 |
| Flood | 4 |
| Gas Leak | 4 |
| Tornado | 3 |

## The Exercise Program should be reviewed periodically to account for changes in vulnerabilities, capabilities, and procedures.

# Results and Reporting

* Exercise Schedule

# Training

All personnel who perform a specific must receive training on this SOP. The users of this SOP shall at least be able to demonstrate sufficient competence with the SOP to perform the functions under supervision. They should become proficient in performing the functions without supervision. Annual refresher training, drills, and exercises are required for all laboratory personnel and anyone with access to the containment facility.

# References

* FEMA Independent Study IS 139 Exercise Design

# Attachments

* None

# Associated Documents

* Exercise Plan Template