

Coronavirus Pandemic Response: Preparedness in a Pandemic Exercise Starter Kit

FEMA developed an Exercise Starter Kit with sample documents your organization can use to conduct your own planning workshop on preparedness in a pandemic. Suggested discussion questions build upon FEMA's *COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season*.

About the Exercise Starter Kit

FEMA offers a series of Exercise Starter Kits as part of the National Exercise Program, designed to help organizations conduct their own exercises, workshops and tabletops, to examine their readiness for a range of threats and hazards. This kit provides organizations across the whole community the opportunity to discuss and evaluate current preparedness, response, and recovery capabilities during a pandemic event in a virtual workshop setting.

The Exercise Starter Kit includes a sample **facilitator guide** and sample **conduct slides**. These materials are designed to be adapted and customized for your own needs.

This workshop, intended to be guided by a facilitator from your organization, provides planning considerations and discussion questions to help guide internal conversations and decisions around conducting operations tailored to your organization's unique needs and missions.

Discussion questions are organized based around three checklist topics: **Preparedness, Response, and Recovery Considerations**. The desired outcome from this workshop could include a roadmap for a functional all-hazards plan, tailored to an organization's unique needs and mission.

Using the Exercise Starter Kit Materials

Review Relevant Materials

- Start by reviewing the [COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season](#) and the [COVID-19 Considerations During Disaster Operations Checklists for Emergency Managers](#).
- Review the FEMA website [Preparing for Hurricane Season during the COVID-19 Pandemic](#).
- Review and customize the sample facilitator guide and conduct slides to plan a workshop on preparedness during a pandemic.



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Suggested Workshop Objectives

The Exercise Starter Kit materials are designed around the following suggested objectives for your workshop:

1. Discuss the challenges of conducting response and recovery operations during a pandemic event.
2. Determine if current preparedness, response, and recovery capabilities are sufficient to respond to another disaster in the midst of a pandemic.
3. Identify how plans, policies, and practices may need to be adapted to support scalable and flexible operations.
4. Develop an action plan that defines the next steps required to adapt response and recovery plans.

Workshop Design Considerations

Please add, tailor or augment the suggested questions in the facilitator guide and sample conduct slides as appropriate for your organization. These sample materials are designed for a two to four-hour virtual workshop; however, you may decide that dividing content into multiple workshop sessions is a better approach for your department or agency. Consider building a team with expertise across relevant disciplines (e.g., healthcare professionals, public health officials, psychosocial support teams, security professionals, continuity managers, human resources, facilities managers, budget/financial officers, contracting personnel, legal counsel, energy sector partners, critical infrastructure and private sector partners, or other leadership and staff, as appropriate) to assist in planning the workshop sessions and participate in the discussions. The workshop materials build upon relevant guidance for SLTT whole community partners included in the *COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season* and the *COVID-19 Considerations During Disaster Operations Checklists for Emergency Managers*.

Additional Resources

Please check the following resources, in addition to the websites for relevant state and local authorities, for additional resources and to ensure your workshop reflects the most recent developments and guidance:

- COVID-19 Pandemic Operational Guidance for the 2020 Hurricane Season: <https://www.fema.gov/media-library/assets/documents/188203>
- Preparing for Hurricane Season during the COVID-19 Pandemic: <https://www.fema.gov/blog/2020-05-08/preparing-hurricane-season-during-covid-pandemic>
- CDC Coronavirus Website: <https://www.cdc.gov/coronavirus/2019-nCoV/index.html>
- FEMA's Coronavirus Website: <https://www.coronavirus.gov/>
- FEMA's Pandemic Resource Page for SLTT Partners: <https://www.fema.gov/coronavirus/governments>
- National Response Frameworks: https://www.fema.gov/media-library-data/1582825590194-2f000855d442fc3c9f18547d1468990d/NRF_FINALApproved_508_2011028v1040.pdf
- COVID-19 Fact Sheets and Guidance: <https://www.fema.gov/coronavirus/fact-sheets>
- Cybersecurity and Infrastructure Security Agency Advisory List: <https://www.cisa.gov/publication/guidance-essential-critical-infrastructure-workforce>
- FEMA Preparedness Toolkit: <https://preptoolkit.fema.gov/>