



Tabletop Training Exercise

**Winter Storm with Snow/High
Winds/Power Outage**

Tabletop Objectives

- **Demonstrate the activation and use of the Incident Command System.**
- **Identify additional campus mitigation and preparedness needs.**
- **Provide input for continued emergency operations planning.**

Tabletop Processes

- A scenario and update statements will be used to generate discussion of probable response actions.
- Participants will provide situational responses based on established procedures and plans. The Emergency Operations Plan is available for reference. Other than maps and diagrams, no additional materials will be provided.
- The exercise will conclude with development of action steps needed to support future mitigation and preparedness efforts.

Ground Rules

- This is not a test of current capabilities and plans. It is a discussion of probable responses to a hypothetical emergency and consequent cascading events.
- The exercise will be an open dialogue. All ideas and input are welcome.
- Finger pointing is not acceptable. There will be no GOTCHA.
- One person speaks at a time.
- The scenario will be accepted as is. However, the facilitator may make modifications at his/her discretion.
- No hypothetical resources are available.
- There should be no expectation of issue resolution.

SET-UP

- Arrange the identified leaders in charge of ICS groups at various tables.
- Give groups a easel type pad and the group should select a scribe.
- Each group will problem solve what they would do, how they would respond, etc. given the scenario.

WINTER'S WARNING

The image features a dark, moody background with a city skyline at night, reflected in a body of water. The text "WINTER'S WARNING" is prominently displayed in a large, white, serif font, centered in the upper half of the frame. The overall tone is somber and mysterious.

WINTER STORM WATCH

- **Winter storm watch in effect:** The National Weather Service in Seattle has issued a winter storm watch, which is in effect from Monday morning through Monday evening.
- **Affected locations:** Seattle, Shoreline, Everett, Olympia, Bellingham, Port Angeles.
- **Timing:** Monday morning into Monday evening.
- **Snow accumulations:** Specific snow accumulations are tough to pin down at this point but the potential for a significant snow event for the lowlands exists Monday into Monday evening.
- **Main impact:** Winter driving conditions expected.
- **Meaning:** A winter storm watch means conditions are favorable for severe winter weather. If you must travel in the watch area, carry an extra flashlight, food, water, and blankets in case of emergency.

Discussion Questions

- How do you find out about Snow/High Winds Warning?
- Who is notified and how?
- Are there particular areas of immediate concern?
- What actions are taken at this point?
- Who is coming in, who is staying home and if they stay home do they get paid?
- Can some work from home?

Winter Weather Advisory Update

- The winter weather advisory is cancelled.
- The National Weather Service in Shoreline has ended the winter weather advisory for snow.
- Secondary and residential roads will become or have already become icy. In some areas, there was also compact snow on the roads. This will make for difficult travel.



COLLEGE REMAINS OPEN

- **Classes are in session when another winter blast occurs. Snow starts to accumulate quickly. Outside conditions and traffic safety worsen.**
- **150 permanent staff, 76 associates**
- **13,795 + Students**



Discussion Questions

- Who is in charge of response operations at this point?
- What are the current priorities and concerns?
- Are we sending students home?
- How does everyone leave campus at once?
- What protective measures are taken?
- What facilities measures are taken (e.g., gas shutoff)?
- What additional notification processes are undertaken?

GOOD – BAD - UGLY



Weather forecasts are now predicting significant accumulations of snow in Shoreline. Mayor McGlashan urges residents to be prepared for a series of winter storms with hazardous conditions and possible power outages.

Discussion Questions

- Who is primarily responsible for immediate situational analysis and response?
- How, when, and where is the EOC activated?
- What are your immediate challenges and how will they be addressed?

Condition Worsens #1

The Public Works Department just notified the college:

- Several trees down on the roadways leaving campus.
- Vehicles cannot get through at this time and roads are backing up.
- Students are being asked to leave their cars on campus and walk off campus to take a bus, if possible, or get picked up down at the Sears Store.

Condition Worsens #2

- Staff and faculty have begun to leave due to the conditions and buildings need to be secured. All Security Officers are unavailable, handling the evacuation, traffic issues, injuries, etc. Who is available and able to lock down the perimeters of various buildings? Are there supervisors who can check and clear out buildings to help close up?
- The power is out and there is no heat. Employees are getting cold quickly.
- Do we have blankets or what are we doing?
- Do we have generator (in what buildings)?



Condition Worsens #3

- The Red Cross calls the College. Local neighbors have no power and want to come to campus for a “Warming Center.”
- Do we have hot coffee, heat, power to help them?
- Also Staff that are still here are really hungry now. Do we have hot coffee or any food available for them too?
- What are our food sources?
- Can we use the kitchen or is it leased out?

Condition Worsens #4

- The snow is causing difficulty with communication and the internet seems like it has stopped working.
- How are we getting messages out to students, faculty, staff, and parents?
- Do the landlines work with no power and for how long?
- International Students are calling and emailing staff and faculty that they can reach. They are alone, scared, cold, and want to come to campus. They want to know if we can help them. What if anything can be offered to International Students without host families?



Condition Worsens #5

- There are some disabled students stranded. Their wheel chairs won't go in the snow and they were told that their Metro access bus cannot pick them up. They are at the back of campus. Who can help?
- A Dean is working on important Accreditation documents when the power goes out at her desk. She needs to know if her documents were saved? What should she do?



Condition Worsens #6

- Shoreline City Hall has called. They said we've been building relations with them and they do not have a working generator at City Hall, so can they use our generator or a building here to open up an EOC on our campus?
- The City of Shoreline needs gasoline and they have asked us to see if they can have some fuel from us. Can they – who decides and assists them?



Hotwash

- Did this exercise increase your awareness of campus mitigation and preparedness needs? How?
- Will this exercise provide input for continued emergency operations planning? How?
- What action steps should this group take now?

