2021 Field Data Tabletop Exercise

"Drag the pin or do it again."

National SAR Geospatial Coordination (NSARGC) Group
April 21st, 2021

Supported by:

National Alliance for Public Safety GIS (NAPSG) Foundation
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Contents

Purpose

- **Prepare** for field data collection in the 2021 Hurricane Season.
- **Test** the Field Data and Situational Awareness Tools.
- **Challenge** the system and procedures.
- **Identify** gaps and shortfalls.
- **Collect** pre-incident planning data.
- **Interoperability** with the State, Local, Tribal, and Territorial Search and Rescue Teams.

Participants

IMPORTANT: Indicate your intent to participate with this survey https://arcg.is/1WXOWP

- 28 FEMA US&R Teams – Please designate a lead Plans Team Member / TIS.
- State Urban Search and Rescue Alliance (SUSAR) Teams - Contact NAPSG Foundation[1] if you would like to participate in the NSARGC Pilot Program.
- FEMA Response Geospatial Office (RGO) Staff
- National Alliance for Public Safety GIS (NAPSG) Foundation Staff

Objectives

By the end of the table-top exercise, each team will be able to:

- Demonstrate the technical capability to plan and collect field data.
- Demonstrate an understanding of wide area search processes.
- Collect pre-incident planning (Landing Zones, Targeted Search, Staging Areas, Search Segments, etc.) data for use in real world events.

Scenario

This is an exercise where you get to choose your own local scenario. Your team will decide on the hazard and create a basic pre-incident plan for it. FEMA US&R and NAPSG GIS Staff can assist you with identifying local hazard data if is helpful for your team (Shakemap scenarios, flood hazard zones, historic tornadoes, wildfire perimeters, etc.). The goal is to collect useful data for Task Force local pre-incident planning use. The data will be entered into the FEMA Deployment apps and the exercise will be put on hold if any FEMA US&R Teams are activated. At the end of the exercise the data will be archived and transferred back to the Task Force Tech Info Specialists. *If you have a pre-existing training or exercise planned already, please contact FEMA US&R and NAPSG GIS Staff to discuss how we can best assist you.

[1] NAPSG Foundation contact jdoke@publicsafetygis.org – more about NAPSG here www.napsgfoundation.org

Exercise Format

This is an asynchronous tabletop exercise that lasts from April 21st to June 1st to support pre-hurricane season training and preparation. We will be using the Field Data and Situational Awareness protocols established by FEMA US&R General Memo 2021-01.

Initial Tasking

The exercise will begin on **April 21st, 2021 1200 -1300h Eastern** with a training webinar focused on the use of the Field Data and Situational Awareness tools. The primary audience for this webinar is the Task Force Training Managers, Plans Team Managers, and Tech Info Specialists. It will be recorded and shared with 28 FEMA Teams and invited State, Local, Tribal, Territorial, (SLTT) Search and Rescue partners. Access to the tools, login procedures, and best practices will all be discussed. A review of the SAR and First Responder Geospatial Game Plan and an overview of wide area search processes will also be included.

Meeting Recording: https://us02web.zoom.us/rec/share/rbYtIG-jG029LOhwRq7bHjR2zGkKQWRHYxSnQKP-mucEZaA3h0089t_tKxKpYz_Q.V8hK6hFnrvBkOk93
Passcode: P.3nvE.d (if you copy and paste this, check for extra spaces at the end next to the "d")

Warm-Up

The **NAPSG Training Sandbox** may be used for your team to "warm-up" and test out the apps in a no-fault environment. However, the tasks 1-12 below must be completed in the **FEMA Deployment Environment**. The apps in the Training Sandbox are indicated with **red** markings and the apps in the Deployment environment are marked as **blue**. These two platforms are accessed from https://www.responsesystem.org/usrfielddocumentationnapsginfo.

Training Materials

Each participant should follow its own Task Force policy and procedures for field data collection device use; however, this is a good opportunity to update the operating systems and applications on your device cache phones and tablets. Training slides and videos are accessible from both the Sandbox and Deployment websites.

Exercise Play

At the conclusion of the webinar, participants will be provided with the Exercise Rules of Engagement below. The target audience for task completion are Plans Team Managers and Tech Info Specialists. However, we encourage you to train additional Task Force members for the field app component of the exercise (whomever would be using these apps in a real event).

This is an asynchronous exercise that can be done virtually without a large in-person meeting. At their own discretion, each team will have six weeks to conduct the exercise (that can occur at any time during the exercise period).

Exercise Tasks

IMPORTANT: Use Training slides and videos to assist you throughout this exercise.

1. **Bookmark [Mod 1]:** Access the ResponseSystem.org US&R Field Documentation page and familiarize yourself with it. This page should be bookmarked on Task Force computers.
   a. The Tech Info Specialists are responsible for ensuring pre-planning field data collected goes into this **Deployment** system and not the **NAPSG Sandbox** or v7 / 2020 apps.
2. **Signing-in [Training Slides Module 1]:** Ensure your team TIS (e.g., motf1_tis) and OPS (motf1_ops) username and passwords are accounted for. Send an email to FEMA US&R GIS[2] (or NAPSG for SUSAR) if you need help. Remember, TIS should assist participants with signing in. You only get three tries before temporary lockout. Passwords can be reset and then changed back to the original password if needed.
3. **Field App Installation & Setup [Mod 3 & 8]:** Use the *Battlecard* tab to access the Wide Area Search field apps (QuickCapture, Survey123, and Field Maps). These should be installed on all devices intended to be used in 2021. Remove any v7 / 2020 versions of the projects. Ideally, your entire device cache is setup and ready to go for deployment.
4. **Planning [Mod 6 & 9]:** The Plans and TIS staff should use the *Intel Manager* to create at least ten search segments for your assigned Division. *Hint*: Watch the training videos or ask for help from your GIS Specialist "appending" pre-established boundaries.
   a. Incident Area: This is already setup as a large area around the entire United States.
   b. Divisions: This can be based on pre-existing boundaries your agency uses (e.g., Fire Response Zones). In US&R Deployments, this is typically setup by IST and the AHJ (Agency Having Jurisdiction). FEMA and NAPSG GIS will help set this up for your area.
   c. Search Segments: Think about how you might pre-segment your response area using pre-existing boundaries (e.g., census tracts, neighborhoods, etc.). Use the building counts and accompanying information to estimate the time it would take to complete a Wide Area Search (hasty vs primary vs secondary) of the segment. In US&R Deployments, this is typically the responsibility of the Task Forces.
5. **Recon [Mod 3]:** Help field teams access QuickCapture from the *Battlecard* page and use the QuickCapture tracklog capability to conduct an initial recon of the designated training area. You may add some points to your map using QuickCapture. Practice

[2] fema-usr-gis@fema.dhs.gov or jdoke@publicsafetygis.org

dragging the pin to the best location for your observation (versus where your GPS says you are).

   a. Incident Command Post (base where your Task Force operates from).
   b. Staging (a parking area or rally point you use).
   c. Location Update (periodically let others know your location using the location update waypoint).

6. **Primary Search [Mod 3 & 4]:** Field teams should use QuickCapture for their primary search tracklog and to access Survey123 to add pre-incident planning waypoints with additional details. You may add photos for additional context. Practice dragging the pin to the best location for your observation (versus where your GPS says you are). Below are examples of pre-planning points for your Primary Search:
   a. Helicopter Landing Zones – these can be established HLZs or areas that meet the Interagency Helicopter Guidelines that might be used in an emergency.
   b. Staging Areas (e.g., Fire Station parking lots, EOCs, Shopping Centers, etc.).
   c. Targeted Search for critical infrastructure and populations with critical needs (e.g., hospitals, nursing homes, schools, etc.).
   d. Casualty Collection Points – pre-established areas for collection of casualties that would be safe from the hazard you are using for the exercise (e.g., away from falling debris during earthquake, above the flood hazard area for flooding or tsunami, tornado shelters, etc.).
7. **Secondary Search [Mod 3 & 4]:** Once the Primary Search is complete, send a second team out to the to check on the field data and demonstrate basic navigation skills. Use the Secondary Low category. This may be done on a separate day to accommodate schedules.
8. **Field Navigation [Mod 5]:** During the exercise, a tech info specialist should test using *Field Maps* with online and offline maps for situational awareness. This app can be accessed from the QuickCapture Project. Use Field Maps to navigate to a waypoint using the "compass" and a navigation app. Contact FEMA US&R / NAPSG GIS if you would like assistance preparing offline maps.
9. **Tactical Intel [Mod 7]:** During the Recon, Primary, and Secondary searches, have a dedicated person monitor the field data collection using the Tactical Dashboard and using the Intel Manager to make edits to data as needed.
10. **Strategic Intel [Mod 7]:** In addition, Incident Support Team and Task Force Managers are invited to monitor progress using the Strategic Dashboard.
11. **Report [Mod 10]:** Use the *Survey123 Website* to produce a final report and export (in your preferred file format) on all waypoints collected by your team.
12. **Review [Mod 2 & 6]:** Review changes to the data dictionary, in particular the damage categories based on the FEMA Preliminary Damage Assessment. The PDA Pocket Guide provides examples by hazard.

Measures of Success

1. Completing all Exercise Tasks. We do not expect you to complete a comprehensive pre-incident plan or replace work you have already done in your area. There is a checklist at the end of this document to track your progress as a team.
2. Access and utilize the built-in training tools (job-aids, slide decks, etc.) so you know where to find them during an event.
3. Collecting accurate and useable data. This is not an exercise for simply pushing buttons in the parking lot and we should not see any structure or human interaction data mixed in with your pre-incident planning data. Do your best to plot the correct locations the first time! *If you have a pre-existing training or exercise planned already, please contact FEMA US&R and NAPSG GIS Staff to discuss how we can best assist you.

Teams should notify the FEMA US&R (or NAPSG if SUSAR) GIS Team once their exercise has been completed. The GIS Team will look over your work and can meet with you to provide instructions and collect preliminary feedback / troubleshooting. At the end of the exercise, all data will be archived, and your team will have a copy for local use.

Field Exercise After Action Review

At the completion of the Field Exercise, NAPSG and FEMA US&R GIS will conduct a one-hour virtual After-Action Review with representatives from the participating organizations. If a representative from a team cannot participate, they can submit their feedback by emailing FEMA US&R GIS. The intent of the AAR is to identify improvements to the system and training materials prior to Hurricane Season.

Conclusion

This exercise will test FEMA US&R and SUSAR Geospatial Game Plan and prepare Task Forces for the upcoming hurricane season. In addition, the local pre-incident planning data may be used by your agency for response in the future. Questions pertaining to this exercise can be directed to FEMA US&R and NAPSG GIS. Please complete the components in the exercise below by **June 1st, 2021**.

GIS Points of Contact

FEMA US&R West – Paul Doherty paul.doherty@fema.dhs.gov
FEMA US&R Central – Inti Bogari inti-nibaw.bogari@fema.dhs.gov
FEMA US&R East – Adam Barker adam.barker@fema.dhs.gov
SUSAR / State & Local – Jared Doke jdoke@publicsafetygis.org

Exercise Checklist

Use this checklist as a guide to ensure completion of all tasks before your first 2021 Hurricane Deployment. You can meet with a FEMA US&R or NAPSG GIS Specialist to review progress and finalize your checklist.

Task Force:

✓	#	Exercise Component	Date Complete	TIS / PTM Initials	GISS Initials
	1	**Bookmark** – Save the ResponseSystem.org website on TF laptops. Demonstrate understanding of Sandbox vs. **Deployment** websites, where to find training videos and slides.			
	2	**Signing-in** – successful sign-in with TIS and OPS accounts. Develop password storage and change management plan.			
	3	**Installation & Setup** – Installation of all apps on TF Cache devices. Downloading QuickCapture Project, Survey123 Form, Field Maps Web Maps.			
	4	**Planning** – Demonstrate the ability to make and edit data using the Intel Manager. Create at least ten segments.			
	5	**Recon** – Create at least one tracklog with the Recon category using QuickCapture.			
	6	**Primary Search** – Create at least one tracklog with the Primary Search category and at least twenty pre-incident planning related waypoints.			
	7	**Secondary Search** – At least one tracklog with the Secondary Search category, indicating a "re-visit" of existing waypoint.			
	8	**Field Navigation** – Demonstrate ability to use the on-board compass and linked navigation (such as Google, Apple, or Waze). Download offline area from web map areas or caching from device "on demand".			
	9	**Tactical Intel** – Demonstrate the ability to monitor and summarize Task Force activity from the Tactical Dashboard. Answer questions such as "How many total waypoints have been entered? Overall status of			

		segments? What is the most recent known location of our Task Force?".			
	10	**Strategic Intel** - Demonstrate the ability to monitor and summarize Task Force activity from the Strategic Dashboard. Answer questions such as "How many waypoints for each category? How many waypoints in each Division?".			
	11	**Report** – Produce a PDF Report from Survey123 Analyze Page. Edit or delete any incorrect data using the SAR Intel Manager. Export results waypoints as .csv, .xlsx, .kml, .shp, or .gdb.			
	12	**Review** – Demonstrate a general understanding of updated data dictionary, especially the preliminary damage assessment categories.			

Links to Bookmark

1. 2021 Pre-Incident Planning TTX Briefing (arcgis.com) - an interactive version of this situation manual, see the Field Exercise Briefing (Story Map)
2. ResponseSystem.org Field Data and Situational Awareness Page - a one-stop shop for Field Data and Situational Awareness.