
Concepts and Ideas Meeting Minutes

Region 3 City of Thibodaux, and Critical Infrastructures of Thibodaux (IED) Full-Scale Exercise (FSE),

December 3, 2012

I. Introduction and Welcome

Region 3 planning committee members participated in an initial planning conference (IPC) for an FSE to be held in the Summer of 2013. Meeting participants are included as a separate attachment.

Greg Stock, CEO Thibodaux Regional Medical Center led the meeting. He reminded participants that any decisions made from the IPC are open for changes, additions, etc.,.

II. Expected Outcomes of IPC

- A. The name of the exercise is still not determined.
- B. The location will be confirmed once availability has been confirmed.
- C. Thibodaux Regional, Acadian Ambulance, Nicholls State Univeristy, Lafourche Sheriffs Office, City of Thibodaux Police Department, E.D. White, and Lafourche Public School System will participate in the FSE as well as all planning meetings.

III. Objectives

- A. Hospitals: Hospital objectives should exercise surge capabilities (Target Capabilities List (TCL), pg. 449). Objectives could also exercise triage and decontamination.
- B. Communications: (ALL)
 - 1. Clear and effective communications to be established by all participating agencies.
 - 2. A Pre-determined list of all agencies current communications algorithm should be shared with the planning members.
 - a. All key persons who should be contacted
 - b. When each agency should be contacted
 - c. How messages should be sent out (Email, Text, etc.)

3. The objective should be refined to include the evaluation of implementing the ICS 205 plan.

C. Schools -

D. City of Thibodaux

E. Law Enforcement: Establish onsite command, control, communications, and intelligence (C31) operations for explosive device response operations” (TCL, pg. 339).

IV. **Actors**

A. Each agency will recruit volunteers for the FSE.

B. Need for actors/role players on location at the exercise incident site are to be determined and will be based on the final scenario.

V. **Observers and Media**

The team will need to designate one Coordinator, who will be the lead for handling both media and observers (e.g., newly elected officials, VIPs). This will include official invitations, level of involvement of these participants, etc. Proper signage should be provided to mark off the area used so that the general public is aware a DRILL is ongoing.

VI. **Exercise Staffing**

A. Exercise Director: TBD

B. Lead Exercise Planner: TBD

C. Senior Controller: TBD

D. Safety Controller: TBD

E. Safety Controller Hospitals: TBD

VII. **Controllers and Evaluators**

The participating agency representatives are encouraged to select an evaluator from inside the agency that will be familiar with agency policies and procedures. Controller/Evaluator handbooks will be distributed and discussed with all controllers and evaluators at the pre-exercise briefing.

VIII. **Exercise Identification**

- A. The exercise incident site needs to be determined. Once it has been, the needs and number of actors can be determined.
 - B. Badges will be created for all participants of the FSE.
- IX. **Weapons Policy**
Lafourche Sheriffs Office or City of Thibodaux PD will review and implement a weapons policy for the day of FSE that includes a checkpoint, ID badges, drop off point, etc.
- X. **Future Planning Conferences**
- A. The midterm planning conference (MPC)/master scenario events list (MSEL) meeting will be held in Mid January.
 - B. The final planning conference (FPC) will be held once the MPC is final.
 - C. The controller/evaluator briefing will be held the day prior to the actual event.
 - D. The after-action conference will be conducted within two weeks of the completed FSE.
- XI. **Full-Scale Exercise Schedule**
- A. Intelligence gathering and sharing: TBD
 - B. FSE: TBD
 - C. Time allotted for the exercise is from 8 a.m. to noon.

Initial Planning Conference Action Items

Region 3

- **Exercise Location:** David Boudreaux with E.D.White Catholic School will determine by the MidTerm Meeting if EDW will be used for the actors staging location.
- **Registration:** Kim Beetz will provide the hospital registration forms for the team to review. The planning team should decide if they will be usable or if similar forms should be created for the exercise. Registration is needed for documentation and to determine the amount of food needed for the hotwash.
- **Media:** JIC or PIO, will coordinate media during the exercise.

- **MSEL (short):** Kim Beetz will provide the exercise planning committee with a MSEL template and a draft scenario before the MSEL conference so that they will have input on injects.
- **Protocols** – At the next meeting, all agencies will share any protocols that can be shared regarding IED, or school shooting protocols already in place. A team will be established to review those plans provided for possible shortfalls. Each agency should educate the partner agencies on their current protocols.
- **Participating Agencies Deadline:** The exercise planning committee will email a final participant list (including level of play by function and by objective) to Lead Planner within two weeks of the scheduled FSE.

The following are assigned agency leads:

- **Nicholls State:**
- **EMS**
- **Hospitals:**
- **Fire Service:**
- **Law Enforcement:**
- **Communications:**
- **City of Thibodaux Police Department:**
- **LSP Participation:**
- **Lafourche Parish Sheriffs Office:**
- **Public Schools:**
- **EDWhite:**