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# *Preparing the Pumps-Dispatch Center* **Fuel Management Workshop Exercise** **2023 Exercise Series**

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Situation Manual

April 20, 2023



The Situation Manual provides players the information they need to participate in this exercise. It includes an exercise overview, objectives and aligned capabilities, roles and responsibilities, logistics, schedule, and communications plan. All exercise participants may view this document.

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## EXERCISE OVERVIEW

<b>Exercise Name</b>	<i>Preparing the Pumps-Dispatch Center</i>
<b>Exercise Dates</b>	April 20, 2023
<b>Scope</b>	This two-hour workshop exercise, hosted at the Multnomah County Prophet Building, will provide Multnomah County, and our local fuel response partners, the opportunity to develop their Fuel Dispatch Center Program and capabilities.
<b>Focus Area(s)</b>	Response
<b>Capabilities</b>	Operational Coordination, Infrastructure Systems
<b>Objectives</b>	<ol style="list-style-type: none"><li>1. Multnomah County Fuel Response Partners will develop the inventory and distribution resources necessary to fulfill the Fuel Dispatch Center responsibilities</li><li>2. Multnomah County Fuel Response Partners will develop a DRAFT organizational structure for the Fuel Dispatch Center Strike Team.</li></ol>
<b>Threat/Hazard</b>	<i>None</i>
<b>Scenario</b>	<i>None</i>
<b>Sponsor</b>	Multnomah County Office of Emergency Management (MCEM)
<b>Participating Organizations</b>	A participants list can be found in Appendix B.
<b>Point of Contacts</b>	Robert Quinn, Exercise & Operations Specialist Multnomah County Emergency Management <a href="mailto:Robert.quinn@multco.us">Robert.quinn@multco.us</a>   503-307-4129

## GENERAL INFORMATION

### Exercise Summary

*Preparing the Pumps-Fuel Advisory Committee Workshop #1* is the first component in the Multnomah County 2023 Fuel Management Series. This series is designed for Multnomah County to further develop, validate, and implement the existing Fuel Management Program. This Exercise Series includes the following events:

- ~~*Preparing the Pumps-Fuel Advisory Committee Workshop #1 – March 30*~~
- ~~*Preparing the Pumps-Fuel Point of Distribution Workshop #1 – April 19*~~
- *Preparing the Pumps-Fuel Dispatch Center Workshop #1 – April 20*
- *Preparing the Pumps-TTX or FSE – June 15*

As part of the County Integrated Preparedness Plan (IPP), Infrastructure Systems has been identified as a key priority focus area for emergency management-related work through June 2024 (Fiscal Year '24). The further development of the County Fuel Management Plan, in collaboration with county-wide partners, allows us to take steps forward within this topic.

### Plan Background

The County Fuel Management Plan was written in coordination with three (3) other regional partners to include: Clark County, Clackamas County, and Columbia County via grant funded support through the Urban Areas Security Initiative (UASI). This project built off the success of Washington County to develop their fuel management capabilities in mid-2010s, encouraging the other Portland Metropolitan Area counties to build theirs.

Although delayed by the COVID-19 pandemic, the four collaborating counties spent much of 2021 developing the outline and content of this plan. The supporting contractors assisted with hosting coordination and collaboration sessions, conducting research and interviews with local partners to build local fuel-related data, and completed much of the writing for the base plan. The final phase of the plan writing process ended in the spring of 2022, turning over full responsibility to the County governments.

In March 2022, Multnomah County hosted a Plan Seminar to share the Final DRAFT with local partners that were not engaged directly in the planning process, and request feedback. Following a two-week review period, the Office of Emergency Management updated the document to produce the Version 1 Final Plan.

Version 1 of the Plan then required further development and validation through exercise events, and in July 2022 Multnomah County hosted *Fuel Day*, a full-day exercise event that included two components:

1. *Prepare the Pumps-Refinement Tabletop Exercise (4 Hours)*
2. *Prepare the Pumps-Development Workshop Exercise (2 Hours)*

*Fuel Day* brought together 40 individuals from 18 organizations representing local, regional, and state partners. This Event was followed by an After-Action Report and Improvement Plan (AAR-IP) that transitioned into the Fuel Management Work Plan for the next 18 months.

In September 2022, the Regional Disaster Preparedness Organization (RDPO) hosted a regional tabletop exercise event as the final element of the Fuel Management project with supporting

contractors. This exercise brought over 100 regional and state partners together to further refine and validate components of their Plan. As of December 2022 no AAR-IP has been developed, however those findings will be integrated with the County Fuel Management Work Plan.

## **Exercise Scenario**

*This workshop event does not require a scenario.*

## **Exercise Objectives and Capabilities**

The following exercise objectives in Table 1 describe the expected outcomes for this exercise. The objectives are linked to Federal Emergency Management Core Capabilities, which are distinct critical elements necessary to achieve specific mission area(s). The objectives and aligned capabilities were guided by the Exercise Planning Team.

<b>Exercise Objective</b>	<b>Core Capability</b>
1. Multnomah County Fuel Response Partners will develop the inventory and distribution resources necessary to fulfill the Fuel Dispatch Center responsibilities	Operational Coordination, Infrastructure Systems
2. Multnomah County Fuel Response Partners will develop a DRAFT organizational structure for the Fuel Dispatch Center Strike Team.	Operational Communications

*Table 1. Exercise Objectives and Associated Capabilities*

## **Workshop Products**

1. Fuel Dispatch Center Inventory and Delivery Processes and Tools: Module 1 will develop the DRAFT processes and tools the Fuel Dispatch Center will use to coordinate inventory and delivery operations. These resources will be implemented at the June 15 Fuel Day Full-Scale Exercise.
2. Fuel Dispatch Center Organizational Structure: Module 2 will develop the DRAFT organizational structure for a Fuel Dispatch Center. This organizational structure will be implemented at the June 15 Fuel Day Full-Scale Exercise.

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3. The tools and processes to be used at the June 15 Cascadia '23 Fuel Day.

## **Exercise Timeline**

<b>Agenda Item</b>	<b>Timeframe</b>
Introduction & Welcoming	0800 – 0805
Seminar   Module 1: Plan Overview & Dispatch Center Responsibilities	0805 – 0820
Workshop   Module 2: Position Description Development	0820 – 0900
Workshop   Module 3: Staffing Plan Development	0900 – 0945
Process Learning Session (Hot Wash)	0945 – 1000
End Exercise	1000

*Table 2. Workshop Agenda*

## **WORKSHOP DISCUSSION QUESTIONS**

### **Module 2 – Objective #1 Actions (Position Description Development)**

- Discuss and develop the roles and responsibilities expected of this unit
- Consider the inventory and delivery tools and/or guides necessary to complete the roles and responsibilities,
  - Do any of these exist at this time?
  - What needs to be further developed? – work on DRAFT products
- Whom does this Strike Team need to communicate with during an EOC activation?
  - What are the expected methods of communication?
- What other resources does this position need to operate effectively?

### **Module 3 – Objective #2 Actions (Organizational Structure Development)**

- Consider the positions/organizational structure necessary to complete the Dispatch Center duties.
- Develop the DRAFT organizational structure for the June 15 Fuel Day, including specific names of participants or positions to ask.

## **POST-EXERCISE ACTIVITIES**

### **After-Action Process**

As this is a workshop exercise event, there will be no After-Action Report and Improvement Plan (AAR-IP). Post-exercise, the MCEM will lead an After-Action Process to evaluate the current County Damage Assessment Plan and county-wide RDA Programs via a Workshop Findings Report. This process will use the following timeline:

- Workshop Process Learning Session (Day Of): At the conclusion of the workshop discussions, the Lead Facilitator will lead a Process Learning Session to allow participants to discuss operational strengths and areas for improvement related to their the Fuel Dispatch Center. Findings from this Session will be directly integrated into the DRAFT workshop product that will be distributed to all participants.
- DRAFT Workshop Products Share (7-10 Days): The MCEM will share the DRAFT workshop products developed during this time with all participants for a 7-10 day revision period. This revision period is meant for those that engaged in the conversation to review the developed product to ensure the necessary content was captured and detail where gaps remain.
- Final Workshop Products Shared (21-30 Days): The MCEM will share the final workshop products with the participants no more than 30 days following the event that will include updates from the revision period and a Strike Team-specific action plan.

### **Exercise Rules**

#### **Players Instructions**

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

##### ***Before the Exercise***

- Review the Workshop Situation Manual and send any questions to the lead point of contacts listed on page 2.
- Sign in upon arrival to the exercise event. Virtual registration will take place via the chat, please include: name and organization.

##### ***During the Exercise***

- This exercise is used as a work session to develop processes, tools, and action items – the Exercise Planning Team encourages open dialogue and collaboration to put these products together for each organization.

##### ***After the Exercise***

- Participate in the process learning session with the Lead Event Facilitator.
- Review and revise the provided workshop products to support any further refinement in the build-up to Cascadia '23 Fuel Day.

## APPENDIX A: EXERCISE PARTICIPANTS

Participating Organizations
<b>Multnomah County</b>
<ul style="list-style-type: none"><li>• Office of Emergency Management (MCEM)</li></ul>
<ul style="list-style-type: none"><li>• Department of County Assets (DCA) – Facilities</li></ul>
<ul style="list-style-type: none"><li>• Department of County Assets (DCA) – Fleet Services</li></ul>
<b>Community Partners</b>
<ul style="list-style-type: none"><li>• City of Portland – Fleet</li></ul>
<ul style="list-style-type: none"><li>• City of Gresham</li></ul>

*Table 3. Exercise Participants*

