

# Multnomah County Office of Emergency Management seeking an Exercise Practitioner

Multnomah County Office of Emergency Management (MCEM) is looking for a Master Exercise Practitioner to create and facilitate a tabletop exercise (TTX) using a Cascadia Subduction Zone Earthquake and Hazardous Materials scenario to address objectives related to: evacuation, sheltering, and alert and notification for the areas surrounding the Critical Infrastructure Energy Hub. The TTX will follow a draft evacuation report that will be completed by Portland State University's Institute for Sustainable Solutions (ISS). This exercise has a tentative date of Oct 12, 2022 from 8 am-12 pm.

## What we are looking for:

- Ideal candidates will have 3-5 years' experience designing and conducting emergency management exercises consistent with the HSEEP Doctrine.
- Experience working with multiple disciplines
- Candidates are expected to have overall experience with Exercise Program Management as well as individual experience in the following roles:
  - Exercise Planning Team Leader
  - Facilitator
  - Controller/Simulator
  - Evaluator
- Experience with a Whole Community approach and Equity Framework

## Description of Activities and Deliverables:

1. Work in collaboration with ISS, MCEM, City of Portland and Columbia County to develop a tabletop exercise that considers the evacuation of residential and commercial areas surrounding the Critical Energy Infrastructure (CEI) Hub in the event of a Cascadia Subduction Zone
2. Facilitation of the exercise on October 12, 2022.
3. Complete all associated prep work including: objectives finalization, situation manual development, save the date and TTX participant calendar invitations, agenda development.
4. Participate in 1-hour, bi-weekly check-in meetings with the planning team (PSU and Multco) staff to discuss the training goals, outlines, outputs, and progress. Meetings will begin from July 2022.



5. Incorporate PSU students and MCEM volunteers into exercise preparation.
6. Develop an after action report and next steps document.

## MCEM Responsibilities:

MCEM staff will oversee the contract and serve as the contact for the consultant. Other responsibilities include:

1. Provide background information and subject matter expertise, as appropriate.
2. Review all materials, in draft form, and recommend revisions.
3. Coordinate and schedule check-in meetings with consultants.

## To Apply:

This is a micro contract and will not exceed \$10,000. Candidates must include a breakdown of time and costs in an email with their resume to: Arini Farrell ( [arini.farrell@multco.us](mailto:arini.farrell@multco.us) ) by June 24, 2022 at 5 pm.