



**RDPO**

# Disaster Debris Management Tabletop Exercise

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Facilitator/Evaluator Supplement

January 26, 2016

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## FACILITATOR GUIDANCE

### Responsibilities

- Facilitate group discussions
- Encourage full participation and discussion with other tables
- Collect and turn in exercise documentation

### Tools

- Situation Manual
- Facilitator/Evaluator Supplement
- Participant Feedback Form (PFF)
- Other Handouts

### Checklist

- Start with group introductions (if needed)
- Make sure a Spokesperson is designated
- Make sure a Scribe is designated
- Facilitate discussion
  - Module questions are designed to help generate discussion and do not have to be answered directly
  - Monitor established time limits
  - Keeping the discussions on track and at the appropriate level
  - Attempt to keep side conversations to a minimum
- Briefly explain the PFF and remind them to complete it
- Collect all exercise documentation

Immediately after the conclusion of the exercise discussion portion, the lead facilitator will provide an opportunity for the participants to provide any additional feedback. Feedback may be further information regarding Debris Management Sites (DMS), other observations on disaster debris management or in relation to the exercise format. A PFF will be provided for participants to provide written observations and comments.

## Facilitator Challenges

### Time Management

Because of the limited time during the interactive portion of each module, managing the participants' discussions may require some monitoring. The dynamics of each group preclude creating a single time schedule for getting through the tasks set before your group. You will find that the group dynamics will evolve differently for each group; therefore, some points may be

more relevant than others. Depending on your group, develop a mental plan as to how to pace their efforts. Allow time for discussion in each task, and near the end of each module **allow time for concluding and summarizing all the major points that will be presented at the plenary session**. Do not permit your group to get bogged down by peripheral matters. However, should this occur, prepare a question or a prompt to redirect discussion toward the tabletop exercise's (TTX) objectives and the task at hand.

### Focus and Level of Discussion

Ensuring the group's discussion focused on the task and at a level necessary to achieve the TTX's objectives is very important. Discussions that occur during this TTX may shed new light on planning issues, or generate insights that have yet to be considered.

Keep in mind what is desired at the end of each module and what will have to be briefed during each plenary session. The level of detail necessary to develop these products should be similar to the level of discussions within the group. Everyone attending the TTX will have an opinion about DMSs. Some may be overly vocal and their opinion may dominate the group's discussions and final outcomes. Others may attempt to change the group's discussion to be more compatible with their experience or at a level in which they can demonstrate their professional experience. Be prepared to deal with this situation as tactfully as possible. There is no easy solution to this problem, but you may try techniques such as asking the group, "**What are some other opinions on this subject?**"

Do your best to keep the group focus on the TTX's objectives. The discussion questions should help to redirect your group's discussions back to the objectives of the TTX. Before the TTX begins, review these issue areas. The best "prompts" are usually generated by the facilitator using information within the group's discussion. Convert statements made by participants into questions to redirect the group back to the task in progress.

## EXERCISE EVALUATION GUIDES

<i>Exercise Name:</i> Disaster Debris Management Exercise <i>Exercise Date:</i> January 26, 2016	<i>Organization/Jurisdiction:</i> Portland Urban Area	<i>Venue:</i> Portland Expo Center
<b>Response</b>		
<i>Core Capability:</i> <b>Critical Transportation (Disaster Debris Management – Debris Management Sites(DMS))</b>		
<i>Objective 1:</i> <b>Discuss and clarify regional and jurisdictional roles and responsibilities in the selection of DMSs.</b>		
<b>Organizational Capability Target 1: Participants understand the organizations involved in the selection of DMSs, including the associated roles and responsibilities for each organization.</b>		
<ol style="list-style-type: none"> <li>1. <i>Critical Task:</i> Knowledge of agencies and organizations (internal and external) responsible for DMS selection.</li> <li>2. <i>Critical Task:</i> Knowledge of the criteria, both necessary and optional, to be considered in selecting a DMS.</li> <li>3. <i>Critical Task:</i> Knowledge of applicable laws, regulations, and guidance that is relevant to selecting a DMS.</li> </ol>		
<b>Source(s):</b> Federal Emergency Management Agency (FEMA) 325 Debris Management Guide, Draft Debris Management Plans		

Organizational Capability Target	Critical Tasks	Observation Notes and Recommendations
<p>Participants understand the organizations involved in the selection of DMSs, including the associated roles and responsibilities for each organization.</p>	<ul style="list-style-type: none"> <li>• Knowledge of agencies and organizations (internal and external) responsible for DMS selection.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Knowledge of the criteria, both necessary and optional, to be considered in selecting a DMS.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Knowledge of applicable laws, regulations, and guidance that is relevant to selecting a DMS.</li> </ul>	

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<p><b>Response</b></p>		
<p><b><i>Core Capability: Critical Transportation (Disaster Debris Management – Debris Management Sites(DMS))</i></b></p>		
<p><b><i>Objective 2: Discuss and clarify regional and jurisdictional roles and responsibilities in preparation and management of DMSs.</i></b></p>		
<p><b>Organizational Capability Target 1: Participants understand the organizations responsible for the permitting, management and operation of DMSs, including the associated roles and responsibilities for each organization.</b></p> <ol style="list-style-type: none"> <li>1. <i>Critical Task:</i> Knowledge of agencies and organizations (internal and external) responsible for issuing or procuring the necessary documentation and permissions for a DMS.</li> <li>2. <i>Critical Task:</i> Knowledge of permits, licenses, or exceptions necessary to open and operate a DMS.</li> <li>3. <i>Critical Task:</i> Knowledge of the tasks associated with managing and operating a DMS.</li> <li>4. <i>Critical Task:</i> Knowledge of the advantages and disadvantages of using jurisdiction or contract staff to operate a DMS.</li> </ol> <p><b>Source(s):</b> Oregon Department of Environmental Quality (DEQ) Managing and Permitting Disaster Debris; Draft Debris Management Plans</p>		

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<p>Participants understand the organizations responsible for the permitting, management and operation of DMSs, including the associated roles and responsibilities for each organization.</p>	<ul style="list-style-type: none"> <li>• Knowledge of agencies and organizations (internal and external) responsible for issuing or procuring the necessary documentation and permissions for a DMS.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Knowledge of permits, licenses, or exceptions necessary to open and operate a DMS.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Knowledge of the tasks associated with managing and operating a DMS.</li> </ul>	
	<ul style="list-style-type: none"> <li>• Knowledge of the advantages and disadvantages of using jurisdiction or contract staff to operate a DMS.</li> </ul>	



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<b>Response</b>		
<p><b><i>Objective 3: Discuss and clarify regional and jurisdictional roles and responsibilities in the final disposition of debris and closing out DMSs operations.</i></b></p>		
<p><b>Organizational Capability Target 1: Participants understand the organizations involved in determining the options to process and dispose of disaster debris.</b></p> <ol style="list-style-type: none"> <li>1. <i>Critical Task:</i> Knowledge of agencies and organizations (internal and external) with responsibilities or capabilities of recycling, recovering or disposing of debris.</li> <li>2. <i>Critical Task:</i> Knowledge of FEMA requirements and guidance on the recycling, recovering or disposing of debris, including the impact on potential reimbursement.</li> <li>3. <i>Critical Task:</i> Knowledge of Environmental Protection Agency (EPA) and DEQ requirements and guidance on the recycling, recovering or disposing of debris, including environmental impacts.</li> </ol> <p><b>Source(s):</b> FEMA 325 Debris Management Guide, EPA Planning for Natural Disaster Debris, Oregon DEQ Managing and Permitting Disaster Debris, Draft Debris Management Plans</p>		
<p><b>Organizational Capability Target 2: Participants understand the organizations responsible for the closing of a DMS and remediation of the site.</b></p> <ol style="list-style-type: none"> <li>1. <i>Critical Task:</i> Knowledge of agencies and organizations (internal and external) with responsibilities for remediation of a DMS.</li> <li>2. <i>Critical Task:</i> Knowledge of FEMA requirements and guidance on DMS remediation and closeout requirements, including the impact on potential reimbursement.</li> <li>3. <i>Critical Task:</i> Knowledge of EPA and DEQ requirements and guidance on DMS remediation and closeout requirements, including environmental impacts.</li> </ol> <p><b>Source(s):</b> FEMA 325 Debris Management Guide, EPA Planning for Natural Disaster Debris, Oregon DEQ Managing and Permitting Disaster Debris, Draft Debris Management Plans</p>		

Organizational Capability Target	Critical Tasks	Observation Notes and Recommendations
<p>Participants understand the organizations involved in determining the options to process and dispose of disaster debris.</p>	<ul style="list-style-type: none"> <li>• Knowledge of agencies and organizations (internal and external) with responsibilities or capabilities of recycling, recovering or disposing of debris.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Knowledge of EPA and DEQ requirements and guidance on the recycling, recovering or disposing of debris, including environmental impacts.</li> </ul>	

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<p>Participants understand the organizations responsible for the closing of a DMS and remediation of the site.</p>	<ul style="list-style-type: none"> <li>• Knowledge of agencies and organizations (internal and external) with responsibilities for remediation of a DMS.</li> </ul>	
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	<ul style="list-style-type: none"> <li>• Knowledge of EPA and DEQ requirements and guidance on DMS remediation and closeout requirements, including environmental impacts.</li> </ul>	

**Additional Notes and Observations**

Evaluator Name \_\_\_\_\_

Evaluator E-mail \_\_\_\_\_

Phone \_\_\_\_\_

## ACRONYMS

DEQ	Department of Environmental Quality
DMS	Debris Management Site
EPA	Environmental Protection Agency
FEMA	Federal Emergency Management Agency
PPF	Participant Feedback Form
RDPO	Regional Disaster Preparedness Organization
TTX	Tabletop Exercise

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