

**CIT Winter Storm TTX**  
The Mill Casino & Hotel  
April 7, 2022  
8:15 a.m. – 3:30 p.m.

- 8:15 am Pre-Meeting Activities (*15 minutes*)
- Find your seats, get coffee and food
  - Make name tents
- 8:30 am Welcome and Introductions (*45 minutes*)
- Ice Breaker
  - Review ground rules
  - Review the Situation Manual (SITMAN)
- 9:30 am Module 1 (*1 hour, 15 min*)
- Review Module 1 Scenario
  - Small Group Discussion
  - Group Report Out
  - Cross Talk
- 10:45 am Break (*15 min*)
- 11:00 am Module 2 (*1 hour, 15 min*)
- Review Module 2 Scenario
  - Small Group Discussion
  - Group Report Out
- 12:00 pm Lunch Break (*30 min*)
- 12:30 pm Module 3 (*1 hour, 15 min*)
- Review Module 3 Scenario
  - Small Group Discussion
  - Group Report Out
- 1:45 pm Hotwash over lunch (*1 hour 15 min*)
- Small Group Discussion
- Top 2 lessons learned about priorities
  - Top 2 lessons learned about resource needs
  - Top 2 next steps
  - Exercise dungeon and tower
- Group Report Out
- 3:00 pm Summary and Next Steps (*30 min*)
- 3:30 pm Adjourn

2022

# CIT Winter Storm Table Top Exercise (TTX) Situation Manual

Updated 3/16/22





### **PREFACE**

The CIT Winter Storm TTX is sponsored by the Coquille Indian Tribe (CIT) Tribal Government. This Situation Manual (SitMan) was produced with input, advice, and assistance from the CIT Winter Storm TTX Exercise Planning Team.

The CIT Winter Storm TTX Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. It is tangible evidence of the CIT Tribal Government's commitment to ensure that it is well-prepared to respond to any emergency.

The CIT Winter Storm TTX is an unclassified exercise. Control of exercise information is based on public sensitivity regarding the nature of the exercise rather than actual exercise content. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.

All exercise participants should use appropriate guidelines to ensure proper control of information within their areas of expertise and protect this material in accordance with current jurisdictional directives. Public release of exercise materials to third parties is at the discretion of the CIT Winter Storm TTX Exercise Planning Team.

## HANDLING INSTRUCTIONS

1. The title of this document is CIT Winter Storm TTX Situation Manual (SitMan).
2. For more information about the exercise, please consult the following points of contact (POC):

**Exercise Director: Jerry Merritt, Chief of Police, Coquille Indian Tribe**

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# INTRODUCTION

## Scope

1. All persons involved in emergency response, including but not limited to police and security, facilities, IT, communications team; *and*
2. Managers responsible for making personnel and service provision decisions

## Exercise Design Objectives

Exercise design objectives focus on improving understanding of a response concept, identifying opportunities or problems, and achieving a change in attitude. This exercise will focus on the following design objectives selected by the Exercise Planning Team:

1. Assess the Coquille Indian Tribe's ability to respond to winter storm power loss emergency using current capabilities and resources; *and*
2. Identify improvements that could make the difference in keeping people safe, doors open, and protect assets after power loss due to winter storm; *and*
3. Clarify how the CIT Tribal Government will open lines of communication in a timely manner.

## Participants

**Players.** Players respond to the situation presented, based on expert knowledge of response procedures, current plans and procedures, and insights derived from training.

- Rebekah Boe, Ko-Kwel Wellness Center
- Kay Collins, Administration
- Russ Crochetiere, IT
- Mike Frost, Human Resources
- Katy Halverson, Ko-Kwel Wellness Center building
- Robin Harkins, Natural Resources Department
- Mark Johnston, Admin and Kilkich Admin buildings
- Kelle Little, Ko-Kwel Wellness Center
- Nick Lovell, IT
- Todd Martin, CELS
- Christina Mason, Human Resources
- Caryn Mickelson, Ko-Kwel Wellness Center
- Lisa Mielke, Ko-Kwel Wellness Center
- Anne Niblett, Communications
- Kassie Rippee, CELS
- Zach Seeger, Natural Resources Department
- Kristina Simpson, CELS
- Duke Summers, Facilities
- Kyle Viksnehill, Finance Department
- Clark Walworth, Communications
- Bridgett Wheeler, CELS and Learning Center buildings
- Dr. Williard, Ko-Kwel Wellness Center

## CIT Winter Storm TTX

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**Observers.** Observers support the group in developing responses to the situation during the discussion; they are not participants in the moderated discussion period, however.

- Tribal Council members, as available

**Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the TTX.

- Fauna Larkin, Operations Director
- Lon Matheny, Facilities
- Jerry Merrit, Public Safety

**Evaluators.** Evaluators evaluate and provide feedback on designated elements of the exercise and assess and document participants' performance against exercise evaluation criteria.

- Jessica Hamner, Ko-Kwel Wellness Center
- Scott Mickelson, Tribal Attorney
- Carey Palm

### Exercise Structure

This exercise will be an interactive, facilitated discussion. Players will participate in the following modules:

- Pre-Storm Warning
- Early in the Storm
- After the Storm

Each module begins with a scenario update that summarizes key events occurring within that time period. After the updates, participants review the situation and engage in functional group discussions of appropriate response issues.

After these functional group discussions, participants will engage in a facilitated caucus discussion in which a spokesperson from each group will present a synopsis of the group's actions, based on the scenario.



### Exercise Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected.
- Participate based on your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve response and preparedness efforts. Problem-solving efforts should be the focus.
- The situation updates, written material, and resources serve as the basis for discussion.
- Assume cooperation and support from other responders and agencies.

# MODULE 1: PRE-STORM WARNING

**Sunday, February 6, 2022**

***5:00 PM PDT:***

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The National Weather Service (NWS) detects a cold front moving toward Coos County. Weather officials urge citizens to prepare for a large storm that will likely begin in the next 24 hours. A severe winter storm watch is issued by the NWS for Coos County as well as all surrounding areas within 100 miles. The NWS predicts light snow that will likely mix with or change to sleet or freezing rain with significant icing possible by tomorrow afternoon. Ice accumulation will likely be between 1/2 and 1 inch, with highest icing potential near Coos Bay. The public is advised to expect widespread power outages, damaged trees, and treacherous road conditions because of the ice storm.

Please note:

- A severe storm watch is issued when severe storms are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.
- A severe storm warning is issued when severe storms are occurring or imminent in the warning area.

***5:30 PM PDT:***

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Coquille and Myrtle Point School Districts have announced closures for Monday, North Bend and Coos Bay School Districts have not yet announced a closure.

- The Public Safety Director calls the Executive Director and recommends closure of all CIT government buildings.
- The Public Safety Director forwards the National Weather Service Alert to Tribal Members and staff using Nixle.
- The Public Safety Director emails SLT to alert them that the ED is making a determination about closure.

***6:00 PM PDT:***

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The Executive Director, in consultation with the Tribal Chair, approves closure for Monday and emails SLT, KWC senior staff, the Public Safety Director and Tribal Council to let them know. The Public Safety Director sends out a Nixle to SLT and Tribal Council text alert to have them check their email.

KWC CEO decides to keep both Eugene and Coos Bay facilities open on Monday.

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### Module 1 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 1. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of your department at this point in the event?
2. What resources will your department need at this point?
3. How will your department communicate with your employees?
  - Who decides the message?
  - Who crafts the message?
  - How does the message get sent?
4. How will your department communicate with Tribal members, patients, and clients?
  - Who decides the message?
  - Who crafts the message?
  - How does the message get sent?

### MODULE 2: EARLY IN THE STORM

**Monday, February 7, 2022**

**11:00 AM PM PDT**

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A severe winter storm warning is issued by the NWS for Coos County. Precipitation in the form of wet snow, which has been falling for several hours, changes to freezing drizzle, and then freezing rain. Ice up to 1 inch thick has accumulated on roads, sidewalks, trees, power lines, and houses. Wind gusts up to 40 miles per hour are reported in the area. Power outages are starting. Coos Bay and North Bend school districts have announced early release; local government buildings are starting to close. KWC Coos Bay and Eugene are currently open.

Please note:

- A severe storm watch is issued when severe storms are possible in and near the watch area. It does not mean that they will occur. It only means they are possible.
- A severe storm warning is issued when severe storms are occurring or imminent in the warning area.

**11:30 PM PDT**

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The Public Safety Director calls the Executive Director to recommend closure of all CIT government buildings for Tuesday, but is unable to reach the ED through calls, email, or text.

**12:00 PM PDT**

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- The Public Safety Director calls Bridgett Wheeler to act as ED for the purposes of the Tribe's response to the Winter Storm.
- The Public Safety Director forwards the National Weather Service Alert to Tribal Members and staff using Nixle.
- The Public Safety Director emails SLT to alert them that Bridgett is making a determination about closure.

**1:00 PM PDT**

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- The Bridgett as Acting ED approves closure for Tuesday and emails SLT, KWC senior staff, Public Safety Director and Tribal Council.
- The Public Safety Director sends out a Nixle to SLT and Tribal Council text alert to have them check their email.
- KWC CEO decides to close KWC, for the remainder of Monday and for Tuesday.
- There are several staff in the field including the Community Health Representative who was helping Elders shop in Medford/Roseburg/Eugene.

### Module 2 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of your department at this point in the event?
2. What resources will your department need at this point?
3. How will your department communicate with your employees?
  - Who decides the message?
  - Who crafts the message?
  - How does the message get sent?
4. How will your department communicate with Tribal members, patients, and clients?
  - Who decides the message?
  - Who crafts the message?
  - How does the message get sent?

## MODULE 3: AFTER THE STORM

Wednesday, February 9, 2022

**3:00 PM PDT**

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Across the area, ice and snow are beginning to melt. Temperatures have remained in the 40s for the last couple of hours and are expected to remain there. Widespread power outages began Monday morning and continue. Utility crews from across the county are working around the clock to restore electricity to the area but there was so much damage, they estimate it could take an additional week or more to fully restore power. Many streets are still littered with debris to damage and power outage schools remain closed today, however some schools are planning to open on Thursday.

All Tribal Government buildings and KWC are closed today. PP&L predicts power will be restored to areas of North Bend that include the Tribal administration building in the next 12 hours. However, it will be 36-48 hours before power will be restored to the Kilkich community.

Friday is a payroll day and Elders checks were supposed to be mailed this week.

**3:30 PM PDT**

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The Executive Director declares a state of emergency and stands-up an EOC with objectives of providing mass care and shelter to Tribal members and beginning storm assessment/repair/clean-up as applicable for Tribal buildings.

Continuity of Operations objectives include getting po's processed and checks cut.

**4:00 PM PDT**

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The Executive Director emails SLT, KWC senior staff, Public Safety Director and Tribal Council with determination about what will happen on Thursday.

### Module 3 Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Review the following questions in their entirety, and then discuss response priorities or actions at this point in the exercise. Participants are not required to address every question in this section.

1. What are the priorities of your department at this point in the event?
2. What resources will your department need at this point?
3. How will your department communicate with your employees?
  - Who decides the message?
  - Who crafts the message?
  - How does the message get sent?
4. How will your department communicate with Tribal members, patients, and clients?
  - Who decides the message?
  - Who crafts the message?
  - How does the message get sent?

### **CONCLUSION**

Thank you for your participation in CIT Winter Storm TTX. With continued commitment to training and exercising plans, policies and procedures, (CIT) Tribal Government will be more effective and efficient in its disasters preparedness, response and recovery efforts.



## CIT Winter Storm TTX

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### AGENDA

**Location:** The Mill Casino & Hotel

**Date:** Thursday, April 7

**Time:** 8:15 am to 3:30 pm

- 8:15 am      Pre-Meeting Activities (*15 minutes*)
- Find your seats, get coffee and food
  - Make name tents
- 8:30 am      Welcome and Introductions (*45 minutes*)
- Ice Breaker
  - Review ground rules
  - Review the Situation Manual (SITMAN)
- 9:30 am      Module 1 (*1 hour, 15 min*)
- Review Module 1 Scenario
  - Small Group Discussion
  - Group Report Out
  - Cross Talk
- 10:45 am     *Break (15 min)*
- 11:00 am     Module 2 (*1 hour, 15 min*)
- Review Module 2 Scenario
  - Small Group Discussion
  - Group Report Out
- 12:00 pm     *Lunch Break (30 min)*
- 12:30 pm     Module 3 (*1 hour, 15 min*)
- Review Module 3 Scenario
  - Small Group Discussion
  - Group Report Out
- 1:45 pm      *Hotwash over lunch (1 hour 15 min)*
- Small Group Discussion
- Top 2 lessons learned about priorities
  - Top 2 lessons learned about resource needs
  - Top 2 next steps
  - Exercise dungeon and tower
- Group Report Out
- 3:00 pm      Summary and Next Steps (*30 min*)
- 3:30 pm      Adjourn