

# How to Organize an Airport Emergency Tabletop Exercise

– A Regional  
Approach



February 27, 2025

# Presenters

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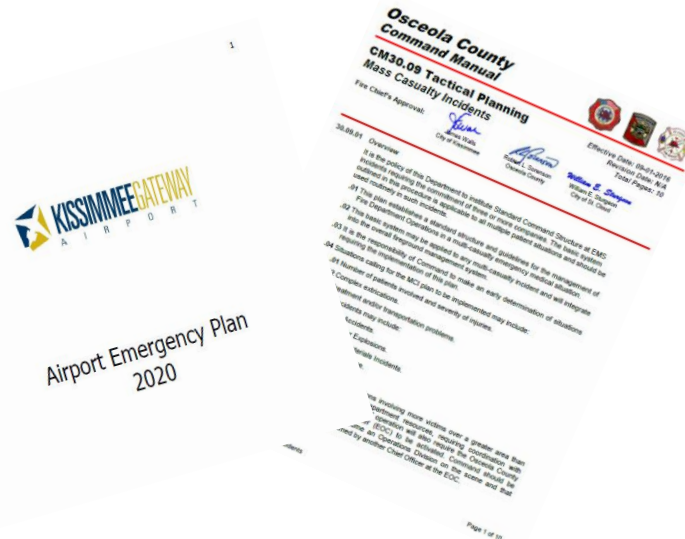
# Agenda

- Airport Emergency Planning
- Exercise Design Process
- Exercise Design Team
- Plans, Policies and Procedures
- Scenario Development
- Exercise Documentation
- Exercise Logistics/Schedule/Timeline
- After-Action Report



# Airport Emergency Planning

- Airport Emergency Plans
- Local Comprehensive Emergency Management Plans
- Public Safety Response SOPs
- Family Reunification/Assistance Plans
- Recovery & Mitigation considerations



# Tabletop Exercise (TTX)

A discussion-based exercise in response to a scenario, intended to generate a dialogue of various issues to facilitate a conceptual understanding, identify strengths, and areas of improvement to enhance plans, procedures, policies.

- Problem is discussed as a group
- Broken into different modules
- Lead by a facilitator(s)
- Enhances general awareness
- Enhances roles and responsibility understanding
- Validates plans and procedures
- No-fault environment



# Exercise Design Process

- Initial Planning Meeting
- Midterm Planning Meeting
- Final Planning Meeting
- Exercise
- After-Action Meeting
- Final After-Action Report (AAR) published



# Exercise Design Team

- Airport Staff (Key Representative)
- Local Emergency Management
- Fire Rescue & EMS Agencies
- Law Enforcement Agencies
- Regional Support (FDEM, Hospitals, Other Airports, Medical Examiner, Crisis Counseling)



# Plans, Policies, and Procedures

- Relevant plans, policies, and procedures to be tested or examined during the exercise (Airport, Response Agencies, Recovery)
- The use of these plans and policies will help guide the exercise design team in the scenario selection
- After-Action Report/Improvement Plans will provide recommendations for updates to these plans





# Scenario Development

- The scenarios enables an exercise to assess objectives and capabilities
  - Threat or Hazard
  - Conditions (locations, time, weather, etc.)

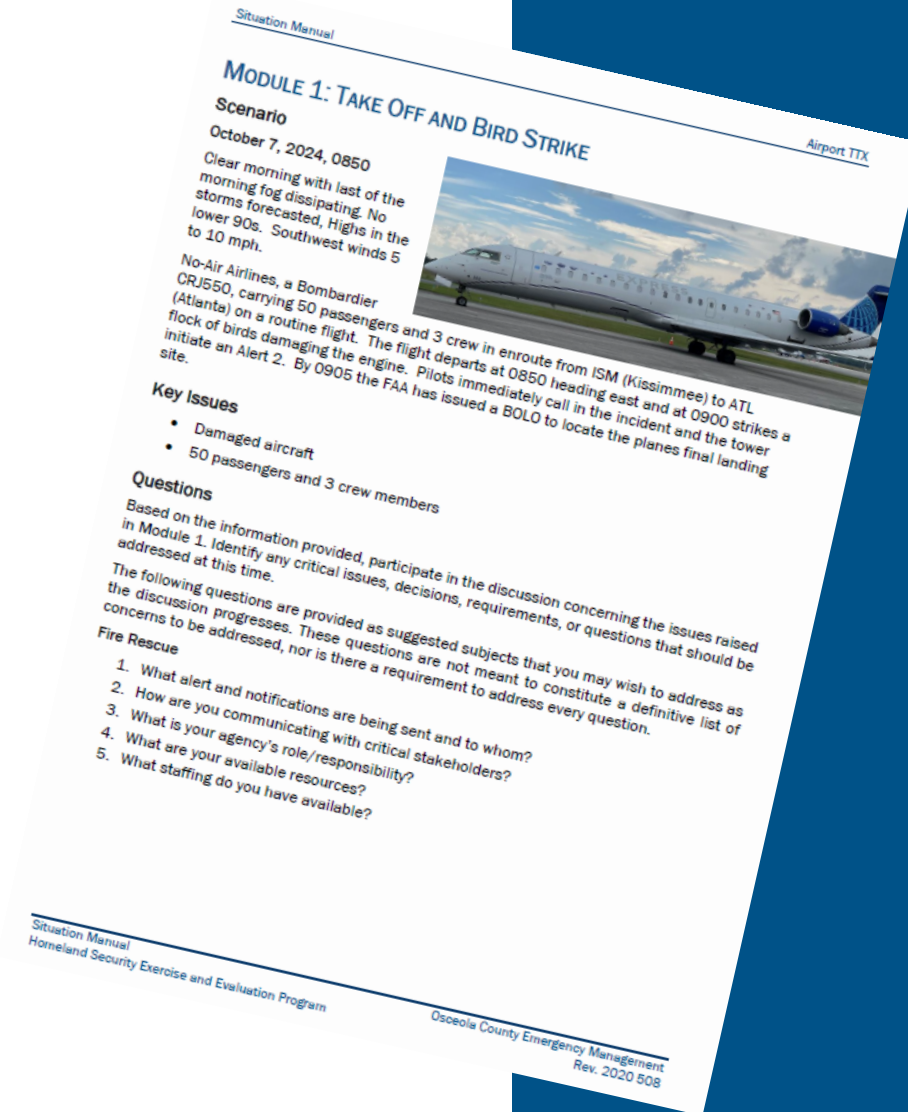


# Exercise Documentation

Identify required documentation:

- Situation Manual (SitMan)
- Multimedia Presentation (Slides)
- Participant Feedback Form

Could also include –(maps, notification systems)



# Exercise Logistics

- **Exercise Location:**
  - County EOC
- **A/V Requirements:**
  - Power Point Presentation, Microphones, Easels
- **Supplies, Food, and Refreshments**
- **Badging and Identification**
  - Group (Table) Breakout Identification
  - Player Name Tags
- **Parking and Transportation**
  - Parking in EOC Garage
- **Media, Public Affairs, and VIPs**



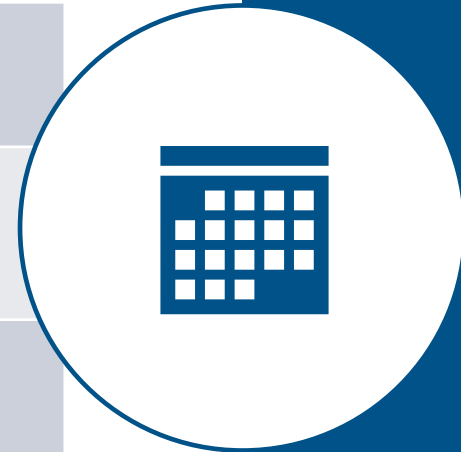
# Exercise Planning Timeline (Sample)

Event	Date	Location (if needed)
Midterm Planning Meeting	9/9/24	County EOC
Final Planning Meeting	9/23/24	County EOC
Exercise	10/7/24	County EOC
After-Action Meeting	10/28/24	County EOC
Final AAR/IP	11/29/24	



# Exercise Schedule (Sample)

Event	Date	Location (if needed)
Participant Registration	10/7/24	Lobby
Start of Exercise (StartEx)	10/7/24 Response 9am Recovery 1pm	EOC
End of Exercise (EndEx)	10/7/24 Response 12noon Recovery 5pm	EOC
Hotwash	Immediately following Exercise	EOC



# After-Action Report (AAR)

- Discuss the exercise results
- Identify areas of improvements
- Identify corrective actions with deadlines
- Finalize AAR/IP distributed to participating agencies
- Improvement Items follow-up

