

Maryland Region V Emergency Preparedness Coalition
Full Scale Exercise
Scope of Work
Spring 2024

The intent of this Scope of Work (SOW) is to outline Region V Emergency Preparedness Coalition's (EPC) goals and objectives related to the tasks necessary to conduct a regional full-scale exercise.

This exercise will evaluate the Medical Response to Surge (MRSE) for a CBRNE/Rad themed event within the Maryland Region V Emergency Preparedness Coalition.

The exercise will also address local protocols which may be folded into a larger regional surge plan.

This exercise will test the resource sharing/management processes of the Region V Emergency Preparedness Coalition through the regional resource management plan and the Regional Preparedness/Response Plan.

The exercise will provide participants an opportunity to test newly developed plans, procedures, and protocols that may include personal protective equipment, detection, decontamination, treatment, and patient surge activities that have been developed in the preparation and response to an incident involving hazardous substances and injuries that may include exposure to chemical, biological, radiological or nuclear materials (CBRN)

The full-scale exercise is tentatively scheduled for May 2024. (Final date to be determined at Concepts and Objectives meeting)

Work will be performed from November 1, 2023, to June 30, 2024

Detailed breakdown of deliverables and timeline are provided below:

- Contractor will work with regional partners to integrate stakeholder's goals and objectives into the overall exercise construct as well as testing Healthcare Systems Preparedness for CBRN emergencies and Medical Surge capabilities identified under the Hospital Preparedness Program.
- Contractor will work with regional stakeholders identified by Region V Emergency Preparedness Coalition to support the exercise development.
- Region V Emergency Preparedness Coalition will be primarily responsible for bringing regional stakeholders into the planning process.
- Contractor will develop a comprehensive Exercise Plan with a Master Scenario Event List (MSEL), and Exercise Evaluation Guides (EEG's) consistent with the most recent version of MRSE Exercise planning and Evaluation Tool distributed by ASPR.

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- The contractor shall develop a Controller and Evaluator Guide consistent with the MRSE Evaluation Plan and be inclusive of MRSE performance measures outlined in the ASPR MRSE Performance tool.
- The contractor on the day of the exercise shall provide a minimum of one controller/evaluator on-site at each participating facility and at a central exercise simulation cell.
- Contractor will develop casualty cards and “paper patients” to be used to augment mock patients. The total patients (mock/paper) seen at each facility shall be at a minimum 20% of the capacity of the facility (*example: Hospital 200 beds, live patients 10, paper patients 30 = 40 patients*)
- The contractor will hold one training session for evaluators and controllers (combined in-person and virtual.)
- The contractor will support Region V Hospitals in recruiting volunteers/mock patients for the exercise and conduct mock patient actor briefings on the day of the exercise.
- The contractor will be responsible for developing all exercise supplies, materials, supporting planning meetings and providing overall exercise support and evaluation.
- The Contractor will develop an After-Action Report that includes regional strengths, issues, and recommendations at a regional level within 30 days.
- The Contractor shall develop individual facility AAR(s) that evaluate each facility within the Region within 30 days.

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Task	Task Description	Schedule
Initial Planning Meeting	Determine goals, objectives, participants, and scenario options and set Concepts and Objectives meeting for within 1 month of award.	Within a week of award
Develop an Exercise Plan (EXPLAN)	The Exercise Plan will include key components such as but not limited to, exercise scope, exercise objectives, linkages to Federal and regional strategic plans, exercise scenarios, and exercise. operations, an exercise communications plan, and media plan.	Within 2 months of C&O meeting
Mid-Planning meeting	Approve the Exercise Plan and discuss logistics for the exercise. Outline evaluation criteria.	Within 3 months of award
MSEL (draft)	Review and identify injects for the exercise.	By Mid-term meeting
Controller and Evaluator Guide with customized Evaluation Tools.	The Controller and Evaluator Guide will include customized exercise evaluation guides (EEGs). These tools will be built based on current plans and procedures of exercise participants.	Month 4
MSEL	The Master Scenario Events List (MSEL) will be comprised of contextual, and contingency injects to be delivered throughout the multi-day exercise. These injects will support exercise play and ensure that exercise objectives are met.	Month 5
Final Planning	Finalize all documents to include the Exercise Plan, MSEL, Evaluation Guides, and the Controller and Evaluation Handbook. Conduct Controller evaluator training for personnel from Region V filling Controller or evaluator roles.	Month 6
Conduct Exercise	Provide expert controllers and/or evaluators to each of the participating hospitals (14 hospitals in Region V) and organizations. Establish a simulation cell and command staff to execute the exercise.	Month 7
	Provide a preliminary After-Action Report that includes observations, analysis, and	

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Preliminary After Action Report and Draft Improvement Plan	recommendations for improvement. It will also summarize the participant feedback received at the exercise. A draft Improvement Plan will be developed which outlines key recommendations, identified corrective actions, due dates, and a responsible party.	30 Days post exercise
After Action Conference	Facilitate an After-Action Meeting to review and discuss the After-Action Report and solidify the Improvement Plan. Once finalized the Improvement Plan will be used to track the progress of key initiatives and tasks.	40 days post exercise
Provide Final After Action Report	The contractor will provide the final After-Action Report electronically to all participating organizations.	5 days post After Action Conference

ESTIMATED COSTS

The Contractor shall provide with the proposal a draft budget that identifies the cost of time and materials and expenses required to conduct the exercise.

DEMONSTRATED QUALIFICATIONS OF PERSONNEL

1. The Contractor shall possess a comprehensive knowledge of current federal Weapons of Mass Destruction (WMD) programs, Hospital Preparedness Program (HPP), hospital surge, policies, procedures, and grant initiatives. In addition, the Contractor and team shall have excellent communications, exercise facilitation, administrative skills, and project management skills.
2. The Contractor shall possess a comprehensive knowledge of Maryland Health Care Coalition planning activities, Maryland Region V Hospital and National Capital Region Emergency Response Systems and Maryland Emergency Response System.
3. The Contractor shall possess:
 - Five or more years in emergency management, public safety, or a related discipline.
 - Actual professional experience in the management of emergency response operations.
 - Strong Interpersonal skills and an ability to work in a team environment.
 - Demonstrated success in interaction with peers and senior leaders.
 - Experience is required in developing and conducting multi-jurisdictional and multi-agency exercises.
4. Contractor will provide resumes (or equivalent) of key personnel to be assigned to the project.

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Experience summaries of these key individuals shall be provided. These summaries should clearly identify prior experience (including real event experience) on similar projects in similar roles and outline the responsibilities these individuals will have in the context of this project. Full resumes of these individuals may be included as an attachment.

5. Contractor will provide previous work experience of the project team and satisfactory accomplishment of contract responsibility, as demonstrated through references, training materials, samples, and other required information about the contractor's and/or subcontractor's firm.

6. The Contractor shall provide a certificate of business insurance that indicates coverage for exercise-related activities.