

# NAUTILUS EXERCISE

# EPISOUTH-PLUS

# INSTRUCTIONS FOR

# EVALUATORS

2<sup>nd</sup> and 3<sup>rd</sup> October 2013

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## **ACRONYMS**

<b>CT</b>	Control Team
<b>EC</b>	European Commission
<b>ECDC</b>	European Centre for Disease Control and Prevention
<b>EPREP</b>	Emergency Preparedness and response Plan
<b>EU</b>	European Union
<b>EWRS</b>	Early Warning Response System
<b>IHR</b>	International Health regulations
<b>MOH</b>	Ministry of Health
<b>PHEIC</b>	Public Health Event of International Concern
<b>PoE</b>	Point of Entry
<b>SE</b>	Simulation Exercise
<b>WHO</b>	World Health Organization
<b>WP</b>	Work Package

**I. Programme (Please, adapt it to your country using Annex I):**

**Please pay attention: this page suffered changes since the last version. Please, notice the \***

**Wednesday 2<sup>nd</sup> October 2013**

Please, check your country starting and finishing time in Annex I, and fill in here below. Every day the exercise will last 7 hours.

\_\_.00 AM: Exercise Start

\_\_.00 PM: Suspend Exercise until next morning

\*Evaluators Progress Report must be sent to [nautilus@msssi.es](mailto:nautilus@msssi.es) (for each inject received and when requested by Control Team). Please, include in the issue of the message **"EXERCISE EVALUATION PROGRESS REPORT + NAME of COUNTRY"**

**Thursday 3<sup>rd</sup> October 2013**

Please, check your country starting and finishing time in Annex I, and fill in here below.

\_\_.00 AM: Resume Exercise

\*Evaluators Progress Report must be sent to [nautilus@msssi.es](mailto:nautilus@msssi.es) (for each inject received and when requested by Control Team). Please, include in the issue of the message **"EXERCISE EVALUATION PROGRESS REPORT + NAME of COUNTRY"**

\_\_.00 PM: End of the Exercise.

\_\_.00 pm. Hot Debriefing: a brief verbal evaluation of the exercise to capture first impressions and lessons identified to be sent to [nautilus@msssi.es](mailto:nautilus@msssi.es) . Please, include in the issue of the message **"EXERCISE EVALUATION DEBRIEFING REPORT + NAME of COUNTRY"**

Exercise documentation should be sent to [nautilus@msssi.es](mailto:nautilus@msssi.es)

**Friday 4<sup>th</sup> October 2013**

Evaluators' notes and recommendations due.

**GOLDEN RULE FOR EXERCISE COMMUNICATION:**

**All communication, written, telephone or e-mail MUST begin and end with the word "EXERCISE"**

**And SHOULD be sent by the participant team and Copy CC all exercise e-mails to [nautilus@msssi.es](mailto:nautilus@msssi.es) and to your country evaluator**

## **1. Purpose to this manual**

The present manual aims to provide evaluators of the Episouth-Plus Simulation Exercise (SE), named **NAUTILUS EXERCISE** with all information that they might need, in order to report of the participants' response and reactivity during the 2 days exercise and make the SE as beneficial as possible in the Mediterranean context.

## **2. Background**

EPISOUTH Network started walk in 2006. It is the solely Public Health network in a region where EU and Non EU countries (pertaining to three different WHO regional offices) share common borders and Public Health threats.

The Nautilus Simulation Exercise is the final point of a capacity building process that started with a Capacity Needs Assessment that identified generic preparedness aspects to be strengthening in the Mediterranean and Balkan regions.

The SE gives the opportunity to put the national plan into practice focusing in international coordination, communication and decision making. The long-term goal is to promote common procedures in interoperable generic preparedness and risk management (in line with the International Health Regulations 2005) focusing in communication, coordination and decision making for the EpiSouth network.

The Simulation Exercise allows testing existing plans and procedures, specifically concerning cross-border communication and coordination in the context of EPISOUTH Region.

## **3. Simulation Exercise scope, purpose and objectives**

The Episouth-Plus SE will simulate a Public Health Event of International Concern (PHEIC), affecting several Episouth countries, with possibility of spread all over the Mediterranean basin and even further.

The purpose of the EPISOUTH Nautilus Exercise 2013 is to test the functioning of the generic national Emergency Preparedness and Response Plans (EPREPs) (asses the availability, and use of existing National Emergency Plans) and the common procedures within **EpiSouth Region**.

The objectives of the exercise are:

- a. Testing availability and use of the National EPREPs
- b. Testing the communication, coordination and decision making in alert situation
- c. Testing the coordination between National Public Health services and the Points of Entry (PoE)
- d. Identifying the different levels (national and international) in the communication and decision making process, in the frame of the EPISOUTH context (use of the Episouth platform tool)
- e. Testing coordination and communication in the diagnosis confirmation procedures within the laboratory network
- f. Testing the timeliness of the process

- g. Identifying needs and assessing availability of stockpiles and funds for outbreak response

**Main scope of the evaluation:**

- I. Testing achievements of the exercise objectives
- II. Needs for improvements in plans, procedures, guidelines
- III. Gaps in training for future actions in the region
- IV. Identify best practices, lessons learnt and gaps

\*Notice that evaluation is not aiming to assess the specific country performance while it purposes to identify best practices and gaps regarding international communication and coordination among EPISOUTH Region.

**4. Methodology:**

**4.1. Type of exercise**

The Episouth-Plus SE will be a functional exercise, also referred as a Command Post exercise. It is a fully simulated interactive exercise, which will test multiple functions of the EPREPs in a coordinated way, under time pressures.

Each participant is expected to actually perform the expected tasks according to the role that has been assigned and follow procedures according to the national EPREPs. For example, if a participant country needs to contact a participant from another country, the contacting will really take place, through e-mail, EPIS for EPISOUTH Platform (EfE), or phone call. All these activities should to be recorded in the "Progress Report" (Annex III).

Apart of the nominated participants, mobilization of resources is **NOT expected**.

**4.2. Participants and roles assigned:**

**4.2.1 National level in Episouth countries:**

**Players:**

In each participating country, there will be a team that will play the following 4 functions

- Emergency management team coordinator (this function does not necessarily represents an officially established position in your country but rather the role of coordinating the response, that an official must play in case of a PHEIC)
- Point of Entry representative
- National surveillance system representative
- Ministry of Health representative

Each function can be played by one or more people, but **ONLY** one will appear in the list of participants.

One person can also play more than one function.

It is recommended to have a minimum of two people for facilitating discussions, report and decisions making.

People involved should be the same since the beginning of the exercise until the end.

The players are asked to send their internal communications, e-mails, phone calls, etc to the Control Team (CT) and to you as country evaluator.

Book a meeting room is highly recommended in order to ease the recording activities that evaluators should report. In case of not sharing the same office, room, please, inform the CT and remind the players to keep you informed.

**Focal Point:**

We also recommend the country to involve the national Episouth Focal Point, in order to ensure and facilitate the access to the EPIS for Episouth platform during the 2 days exercise.

**Evaluator:**

An Evaluator per country will follow and check decisions made, actions taken and communication activities performed for responding to received injects or to put in place mechanisms for reinforcing surveillance and response. All this decisions, activities MUST be recorded in the Evaluator Progress Report Form and through the check lists.

**4.2. Organizations at International level**

- Communication and coordination about international spread of the disease and technical support (ECDC, EC, WHO)
- Epidemic Intelligence and EPIS for EPISOUTH platform management (ECDC)
- Laboratory network (WP4, WHO)
- Control Team or CT (WP5 Madrid Team) in charge of providing information about the SE, sending the injects and control the solving time for the proposed situation.

**4.3. Structure, procedures and tools:**

- a. **Team structure:** the evaluation team is composed by a coordinator who will be in charge of developing checklists questionnaires and forms, and the coordination of the reception of inputs from countries' evaluators. Each country will be invited to select an evaluator following provided criteria (not been part of the participant team/ having experience in response and as an asset, having participate in a previous SE).
- b. **Procedures:** Evaluators will receive all injects related to their COUNTRY, that will be sent by the Control team CT. Evaluator has to be informed of all actions, decisions taken, communications done by the Country participant team members. It is highly recommended to share the same meeting room that the Participant Team. If this is not possible you should remind the Team Coordinator and the rest

of the participants to inform you about whatever action, communication decided. The team members have the instructions of sending all the reports, or whatever information regarding the EXERCISE to the Control Team and to add the Country Evaluator in CC. That means that evaluators will receive also all the communications, and reports sent by the Participants Team, usually by their Team Coordinator, but sometimes by one of other participants. Although discussions among the team can be done in whatever language, ALL THE REPORTS, AND FILLED FORMS HAVE TO BE WRITTEN IN ENGLISH.

- c. **Tools and forms to be used:** The tools for assessing the SE are: Evaluators' Progress Report Form, Check lists, Questionnaires for hot and cold debriefing. Although discussions held in each country can be done in whatever language **ALL THE FORMS TO BE SENT TO THE CONTROL TEAM HAVE TO BE WRITTEN IN ENGLISH.**

**Evaluators' Progress Report Form:** It is a form (Annex III) that allow the evaluator to record the main activities in terms of decision making, communication, coordination, etc that the team decide during the solving time of each inject received. The evaluator should fill out one sheet per inject his/her country receive. You can chose to fill it in the excel version or in a word version.

The participant team and specifically, the team coordinator has also to record the Progress report Form in its **participants' version**, which is completely different and has to be sent in different moments and for different purposes.

Both Progress Report Forms will allow the Control Team to monitoring the progress and timing of the Exercise and permits to propose alternative injects in case of need.

Please, NOTE that as soon as you get all actions, decisions, communications taken for a specific inject YOU SHOULD SEND THE *EVALUATOR PROGRESS REPORT FORM* TO THE CONTROL TEAM TO [nautilus@msssi.es](mailto:nautilus@msssi.es) with the above mentioned issue in the body of the message: EXERCISE EVALUATOR PROGRESS REPORT + NAME OF COUNTRY.

**Check lists:** must include expected actions at each step of the exercise. These expected actions are what the evaluation team will review to determine if the overall objectives of the exercise have been achieved, and if not, why. Each evaluator will have one Check list for the whole exercise. He/She has to tick if YES, and specify when the action ticked has been decided and put in place. There is also an additional column for further comments or clarifications.

**Questionnaires:** for participants respond to them and also for evaluators. In the hot debriefing is provided as Annex VI. It aims at capturing first impressions in order to identify key issues, as well as identify main lessons learnt and best practices, and needs

of improvement. Few days later the cold debriefing and specific interviews if needed can allow to collect further information.

#### **4.4. Schedule**

2<sup>nd</sup> and 3<sup>rd</sup> of October 2013, from 9.00 AM to 04.00 PM (Madrid time): A list of starting and finishing time for each country is provided (Annex I). Please include your specific country time in the point I (page 4).

##### **4.3.1. Program**

###### **Wednesday 2 October 2013**

###### **08:00 Madrid**

Exercise Start –Control Team at Centre for Coordination and Response of Alerts

###### **09:00 Madrid**

Exercise Start - All Countries –Participation Begins

###### **16:00 Madrid**

Suspend Exercise until next morning – all venues

###### **Thursday 19 April 2012**

###### **08:00 Madrid**

Resume Exercise

###### **09:00 Madrid**

Exercise start – All countries

###### **16:00 Madrid**

End Exercise

Debrief – a brief verbal evaluation of the exercise to capture first impressions  
Exercise Team debrief

#### **5. Location**

The CT (WP5) will be in the Coordination Centre for Public Health Emergencies and Alerts of the Spanish Ministry of Health in Madrid (SPAIN).

Country participants will sit in their own country. It's up to the participants of each country to sit in a common room during the 2 days exercise or in their usual desk. However, there is only one evaluator by country and this need to be taken into account, as the evaluator is supposed to monitor closely the deliberations and actions taken by all participants. Besides, all participants of each country will need to have frequent discussions for decision making on further steps during the exercise. This can be done both through physical meetings or phone /

e-mail exchange, however, we highly recommend the participants to book for a meeting/exercise room.

## 6. Exercise assumptions

- All participant countries have emergency management plan or at least parts of it (procedures, job descriptions...)
- Players will respond in accordance with the existing plans, procedures and policies.
- In absence of applicable plans, procedures or policies, players will be expected to apply individual and/or team initiative to determine a response and identify needs and gaps for future development.
- National and International regulations have to be respected.
- When actions are decided, a person of the players' team should be in charge of recording the decision making it in the Evolution Report. However, implement actions will not be part of the exercise.

## 7. Exercise artificialities

The event simulated and played in an exercise is not real time wise. Players are to accept certain artificialities that can affect the realism of the proposed event although they should decide to respond and act as they would do in a real situation.

### 7.1. Timing frame

The simulated time is one of the most difficult artificialities to assume. The chosen event for Nautilus Exercise will represent an almost two month event. But during the SE, all events will happen and actions performed in two days.

***One hour will represent approximately two and half of a day.***

This will put a big pressure on the participating teams for reacting and deciding.

### 7.2. Solving Time

While in a real situation the activities and decisions to be taken depend of the kind of event, etc, during the exercise, the solving time will be specified. The solving time is the frame of time that participants have to react to the received inject.

As evaluator, if the team does not react you can launch some questions that help them to react.

For instance: *with the information received, in a real situation what you use to do? What should put in place? What additional information do you ask for?*

### 7.3. Actions deployed

Many actions that players will decide to put in place will not be really deployed, but the decision making about implementation should be recorded and communicated through the Progress Report Forms.

### 7.4. Communication to International Organizations

Although International Organizations such as WHO, EU Commission (C3 DG SANCO) or ECDC are participating in the Nautilus Exercise, their platforms and communication tools will not be used during the Exercise. If in a real PHEIC your country should communicate to IHR or EWRS communication tools, your country participant team should follow the instructions below:

#### In case of need to communicate to:

- I. **IHR-WHO:** participants MUST send an e-mail to [who.nautilus@gmail.com](mailto:who.nautilus@gmail.com) WHO- Lyon will play the role of IHR. Control Team ([nautilus@msssi.es](mailto:nautilus@msssi.es)) and country Evaluator has always to be in CC
- II. **EWRS:** participants MUST send an e-mail to [SANCO-heof-communication@ec.europa.eu](mailto:SANCO-heof-communication@ec.europa.eu) and [support@ecdc.europa.eu](mailto:support@ecdc.europa.eu) . DG SANCO and ECDC will play the role of EWRS. Control Team ([nautilus@msssi.es](mailto:nautilus@msssi.es)) and country Evaluator has always to be in CC
- III. **ECDC:** participants MUST send an e-mail to [support@ecdc.europa.eu](mailto:support@ecdc.europa.eu) ECDC will play the role of supporting EU countries. Control Team ([nautilus@msssi.es](mailto:nautilus@msssi.es)) and country Evaluator has always to be in CC
- IV. **EPIS for EPISOUTH Platform** participants MUST follow instructions provided in Annex II.
  - a. In case of failure you must send an e-mail to [helpdesk@ecdc.europa.eu](mailto:helpdesk@ecdc.europa.eu) and [Pasi.Penttinen@ecdc.europa.eu](mailto:Pasi.Penttinen@ecdc.europa.eu) . Please, include Control Team: [nautilus@msssi.es](mailto:nautilus@msssi.es) + country Evaluator in CC.
  - b. A phone number I also available for supporting Platform access

Tel: +46 858 601709

## **8. Instructions for the evaluators**

### **8.1. Preparation Phase**

#### **8.1.1. Organize a folder with relevant documents**

Before the 2 days exercise, we recommend the participants to organize a folder with all documents and materials that might be useful during the 2 days exercise, that you as evaluator have to check before starting with the provided Check list. When the exercise ends a similar item must be full filled by checking if the gathered documents and generic plans have been used during the exercise.

- National plans and procedures for response to health emergencies
- Role and responsibilities of the emergency management team coordinator, the Point of Entry representative, the National surveillance system representative and the MOH representative, as described in the national EPREP. Plan. You can also use the TOOL for developing Generic Preparedness Plans (draft available with the materials).
- E-mail of the Control Team [nautilus@msssi.es](mailto:nautilus@msssi.es) and e-mail of your national evaluator.
- List of all the SE participants by country, with name and contact details are provided in Annex VII
- The list of the participants of the International level (specific contact details and/or channels of communication will be developed by each of the international actors and communicated to you in due time).  
Annex VII b

*Note: We understand that some countries are used to post alerts information in the IHR platform or in EWRS (for EU countries) but, as it is an exercise, we will use the newly created contact details of the international organizations mentioned just above, instead.*

#### **8.1.2. Ensure the functioning of internet:**

You as evaluator you should receive all injects that your country participant team is receiving and the Participant team of your country should inform you on performed activities, decisions and communications done, etc.

#### **8.1.3. You/ the participant team must ensure a facility for holding a teleconference**

#### **8.1.4. You/ the participant team must book a meeting room for the 2 days exercise.**

#### **8.1.5. The EpiSouth National Focal Point must ensure the access to the EPIS for EPISOUTH platform (Annex II)**

In the previous days to the SE, information referring to the SE will be posted in the EPIS for EPISOUTH Platform, so please be sure that your EPISOUTH Focal Point has access, look at it and transmit the information to the players and the evaluators in your country.

In case, the Participant Team in your country do not receive information through the EPIS for EPISOUTH platform, please, notify it through the Evaluators Progress Report Form or even with an email to [helpdesk@ecdc.europa.eu](mailto:helpdesk@ecdc.europa.eu) and also in CC to the Control Team CT [nautilus@msssi.es](mailto:nautilus@msssi.es) , [Pasi.Penttinen@ecdc.europa.eu](mailto:Pasi.Penttinen@ecdc.europa.eu) .

## 8.2. During the 2 days SE

### 8.2.1. Reception of injects

Inject is a message (audio/visual/document) that informs about something happening. Some actions are requested from the participants in response to each inject. Not all injects will be sent to all participants. Some injects will be addressed to a limited number of countries and/or to some specific participants according to their function, depending of the nature of information provided in the inject. The form of injects will depend of the simulated source of the information, for example: Surveillance reports, Reports from International Organizations, Media Information or any others.

Most of injects will be prepared and sent by the CT. However, in few occasions, injects will be the result of an action performed by participants in response to a previous inject.

For the Nautilus Exercise, all injects will be marked as exercise information by “**EXERCISE! EXERCISE! EXERCISE!**” that will help participants to identify the information received as part of the SE.

#### **GOLDEN RULE FOR EXERCISE COMMUNICATION:**

**All communication, written, telephone or e-mail MUST begin and end with the word “EXERCISE”**

**Copy CC all exercise e-mails to [nautilus@msssi.es](mailto:nautilus@msssi.es) and to your country evaluator**

The 2 main communication tools that will be used by the control team to send injects will be the e-mails and the EPIS for EPISOUTH platform. Concerning injects / responses produced by participants, the communication mean will be decided by the participant country according to the plans & national regulations and depending of the availability of communication means. However, the Control Team encourages countries to use the EPIS for Episouth platform.

### 8.2.2. Actions performed in response to injects:

The type of actions that participant can carry out can be put into 4 categories:

Verification – gathering or verifying the information and what concrete activities were performed for that (questionnaire...)

Reporting: internal technical reporting, alert reports to the senior official, to the public, to the media...

Communication: What was communicated, to whom, when? Consider national, bilateral and international communication, via e-mails and EPIS platform.

Decision making / Mobilisation of resources

As well as Coordination Meetings

As we are going to work under time pressure, it is highly recommended to participants to act as soon as they receive injects. Anyway, the time available will be indicated for each inject as "Solving Time".

### **8.2.3. Communication of actions performed to the coordination team:**

Each document, tool, report, communication ... developed as response to an inject during the exercise **should be sent** to the participant to whom it is addressed **and copied to the CT and to the national evaluator.**

**Exercise –Exercise –Exercise** must be in the head and the end of each document sent or communication done (by e-mail, platform, fax, phone, teleconference, etc). Please, remind the players to use the Template for Communication (Annex IV)

The way communication is done should also be specified. Each action consisting in participating to a conference call or to a platform should be systematically reported as well.

Evaluators will be also asked to send their "Evaluators Progress Report" with all actions related each inject the Team receive and reporting how they did respond (annex III).

The evaluator should fill out one sheet per inject his/her country receive. You can chose to fill it in the excel version or in a word version.

*Instructions for fill out the Evaluators' Progress Report Forms:*

Once you receive an inject you, as Evaluator, should to:

- a. Include the inject code in the Progress Report Form (two letters and two number for instance: MA01)
- b. Write down all the activities, decisions, whatever the team (or its members do), add comments if you consider
- c. One Progress report per inject must be filled in computer (please, avoid hand-written versions)
- d. Once all actions and decisions taken related to the specific inject, please, send the Evaluator progress report form to the Control Team's e-mail address [nautilus@msssi.es](mailto:nautilus@msssi.es) and putting in the e-mail issue: **"EXERCISE EVALUATOR PROGRESS REPORT + NAME of COUNTRY"**

Please, NOTE that as soon as you get all actions, decisions, communications taken for a specific inject YOU SHOULD SEND THE *EVALUATOR PROGRESS REPORT FORM* TO THE

CONTROL TEAM TO [nautilus@msssi.es](mailto:nautilus@msssi.es) with the above mentioned issue in the body of the message: EXERCISE EVALUATOR PROGRESS REPORT + NAME OF COUNTRY.

### **8.3. After the 2 days SE: Closure / Conclusions of the exercise**

A communication from the CT informing of the end of the exercise will be sent at the end of the second day.

#### **8.3.1. Hot debrief (Annex VI)**

Once the SE is closed, you will need to stay at your office till you had a short hot debrief with you, as national evaluator.

The hot debrief is a meeting that usually take place after the closure of an emergency. It is intended to give participants an opportunity to feedback their immediate feelings about the exercise. It will include a review of purpose and objectives and will give the possibility to participants to express their thoughts on successes and lessons identified. It will be conducted with national evaluator. (Annex VI)

#### **8.3.2 Cold debrief**

Further documents for the cold debrief will be sent 2-3 weeks later

### **9. Cancellation of the exercise**

In case a real emergency situation affecting the EpiSouth region is detected during the exercise it will be immediately cancelled by the Coordination Control Team CT by sending an e-mail to all participants and posting a cancellation announcement in the EPIS for Episouth platform.

### **10. Material provided for the 2 days exercise (in annexe)**

#### **10.1 Starting and finishing time per country**

#### **10.2 List of participant**

The list will include the names, the functions, electronic address and phone number of all participants. In this list, will also include contact data of representatives of international organisations.

N.B: All participants in the list can be contacted in case of need for bilateral communication or other action to be taken, but do not forget to report it in the Progress Report Form.

### **10.2 Progress report form**

The “Progress report” is a form that the Emergency Coordinator Team has to fill out after resolving each inject. It will be used to report all actions deployed as response to an inject.

**Each country has to send to the CT the same number of Progress reports as injects received.**

For the objectives of the SE, each evaluator will send the “Progress reports” twice per day. The CT will send a reminder a few minutes before the time to send back the progress reports.

### **10.3 Hot Debriefing Form**

When the exercise is closed the evaluator has to capture the first impressions by discussing with the whole participants team their thoughts and feelings. It is also important to ease expressions of opinions and criticism.

# **SIMULATION EXERCISE: GLOSSARY FOR PARTICIPANTS**

**2-3 OCTOBER 2013**

## **ACTIONS DEPLOYED:**

Many actions that players will decide to put in place will not be really deployed, but should be recorded and communicated.

## **CONTROL TEAM:**

The team that design the scenario, provide injects, and simulate the event during the exercise.

## **PROGRESS REPORT FORM:**

The “Progress report form” is a frame that participants will use to report all actions deployed as response to an inject. For the objectives of the SE, each country will send two “evolution report” per day exercise. The CT will send a reminder a few minutes before the time to refill the progress report and send it to the CT.

## **INJECT:**

An inject is a message (audio/visual/document) that inform about something that is happening and for that some actions response have to be performed. The form of injects will depend of the simulated source of the information, for example: Surveillance reports, Reports from International Organizations, Media Information or any others.

## **HOT DEBRIEF:**

The hot debrief is a meeting that usually take place after the closure of an emergency. It is intended to give participants an opportunity to feedback their immediate feelings about the exercise. It will include a review of purpose and objectives and will give the possibility to participants to express their thoughts on successes and lessons identified. It will be conducted with your national evaluator.

## **SIMULATING TIME:**

It is the Time of the simulated scenario of reference you are playing about.

## **SOLVING TIME:**

While in a real situation the activities and decision to be taken depends of the kind of event, etc, during the exercise, the Solving time will be specified.

**ROLES OF THE PARTICIPANTS:**

Each participant must act according to a role that will be assigned. Usually this role corresponds to the participant's actual occupation, although it may vary. It is very important that the roles are realistic.

### Annex I. Starting and finishing time per country

CO	COUNTRY	STARTING TIME	CLOSING TIME *
AL	ALBANIA	09:00	16:00
BA	BOSNIA HERZEGOVINA	09:00	16:00
HR	CROATIA	09:00	16:00
CY	CYPRUS	10:00	17:00
MK	FYROM MACEDONIA	09:00	16:00
FR	FRANCE	09:00	16:00
GR	GREECE	10:00	17:00
IL	ISRAEL	09:00	16:00
IT	ITALY	09:00	16:00
JO	JORDAN	10:00	17:00
LB	LEBANON	10:00	17:00
LI	LYBIA	09:00	16:00
MT	MALTA	09:00	16:00
ME	MONTENEGRO	09:00	16:00
PA	PALESTINE	09:00	16:00
RO	ROMANIA	10:00	17:00
RS	SERBIA	09:00	16:00
SL	SLOVENIA	09:00	16:00
ES	SPAIN	09:00	16:00
TN	TUNISIA	08:00	15:00
TR	TURKEY	10:00	17:00

\* The second day a Hot Debriefing will start after closing time

## **Annex II: Background about the EPIS for EpiSouth platform and information for access**

If you are not a Focal Point you have not access. So record activities that the team include in the platform by fill in the Evaluator Progress Report Form.

**SPECIFIC USERS OF THE PLATFORM:** EPISOUTH Network developed a specific platform for exchange alerts and information regarding Public Health Cross-border threats. At the end of 2012 the EPISOUTH platform migrated to ECDC EPIS for EPISOUTH Platform. The sharing of cross border alerts on the EPIS for EpiSouth is based on a voluntary approach and the agreements on confidentiality and data sharing remain the same as they have been under the previous EpiSouth alert platform.

Only the EpiSouth FPs have access to the EPIS for EpiSouth Platform and data and information submitted can be made public and/or used only upon written consent of the FP's Institution which has submitted the data and/or info. Any changes to the framework concerning participation, personal data protection, confidentiality or sharing of data will be discussed in advance with the participants of the Network.

During the Simulation Exercise, the EPISOUTH National Focal Points should ensure and support their country participant team to have access to the EPIS for EPISOUTH Platform, which will be the main TOOL for communicating cross-border alerts.

### **Access to the EPIS for EPISOUTH platform**

In order to ensure the correct functioning and access to the platform, please, be sure that:

- 1) You **have functioning** access to the platform at the following link <https://nepis.ecdc.europa.eu/EPISOUTH/default.aspx>
- 2) **Your ID and password are still working** (for example --> UserID: ECDCDMZ\your ID; Password: your password)

If you find **any difficulty**, please, contact ECDC Helpdesk [ICT.FrontOffice@ecdc.europa.eu](mailto:ICT.FrontOffice@ecdc.europa.eu) and Pasi Penttinen at [pasi.penttinen@ecdc.europa.eu](mailto:pasi.penttinen@ecdc.europa.eu)

**You can** find useful the tutorial under the "?" in the platform **or at** <https://nepis.ecdc.europa.eu/EpiSouth/layouts/images/Ecdc/Epis/EpiSouth/EpiSouth-help.pdf>

**Annex III. Evaluator Progress Report Form (Look at it in the Excel file also attached. To be filled per inject)**

Annex III		NAUTILUS EXERCISE					
EVALUATOR PROGRESS REPORT FORM							
OBJECTIVES	Inject n°: -						
SE communication with	Assessors:	Yes	Yes				
	By: <input type="checkbox"/> In Platform <input type="checkbox"/> In Mail <input type="checkbox"/> Fax <input type="checkbox"/> Phone <input type="checkbox"/> Others (Specify):						
Preparedness	Any activities completed to your country?	Yes	Yes	Comments:			
	Generic Preparedness Plan available?	Yes	Yes	Comments:			
	Requesting materials used:	Yes	Yes	Comments:			
	Report produced:	Yes	Yes	Comments:			
	Name of the Report:						
Decision making	Final decisions taken:						
	Actions:						
International coordination	Did these decisions need international coordination at national level?	Yes	Yes	Comments:			
	As per indicated in the National Preparedness Plan?	Yes	Yes	Comments:			
International Coordination?	Did these decisions request international coordination?	Yes	Yes	Comments:			
	Any coordination with international organization?	Yes	Yes	Comments:			
	To whom?						
PoE	Communication with National Surveillance Systems	Yes	Yes	Comments:			
	Communication with International PoE	Yes	Yes	Comments:			
	Other actions (Specify)						
Lab Issues	Collecting samples	Yes	Yes	Comments:			
	Confirmation in local lab	Yes	Yes	Comments:			
	Identifying Reference lab	Yes	Yes	Comments:			
	Other (Specify)						
International Communication	Did these decisions request international consultation at national level?	Yes	Yes	Comments:			
	Any communication to international organization?	Yes	Yes	Comments:			
	To whom?						
	Through:	HR	DF-3 (Fovoh)	ENRS	Others (specify)		
Other aspect (specify)							
Please, send the excel file to <a href="mailto:nautilus@msz.es">nautilus@msz.es</a>							

**EXERCISE****NAUTILUS EXERCISE****EXERCISE****COMMUNICATION FORM**

Title:	
Delivered by:	EVALUATOR FROM COUNTRY (Please, specify):
Adressed to:	
CC: ALL EMAILS TO	<a href="mailto:nautilus@mssi.es">nautilus@mssi.es</a>
Place :(City; COUNTRY)	
Date (Simulated time):	

MESSAGE	
This is an exercise message.	
This is an exercise message.	
Related to inject: (Please, include the code that appears in the inject)	Exercise time:
Comments:	

## Annex V: Evaluation Check List

### GOAL 1: Testing the availability and use of the national EPREP

GOAL 1a: Before starting the exercise, check the availability of:

Items	Names
Generic Preparedness Plan	
Specific Preparedness Plans	
Supporting documents (jobs descriptions, contact list, SOPs, etc) Please, specify	

Testing the general process of the national response to emergency

	*	WHEN	COMMENTS
1. Activate EPREP			
2. Trigger rapid risk assessment (RRA)			
3. National experts are identified to conduct the RRA			
4. Establishment of case definition for the RRA			
5. Revision(s) of the case definition			
6. Organisation of the emergency coordination team for the response			
7. Designing a questionnaire to collect data			
8. Questionnaire available in all health facilities and emergency services			
9. Management and processing of data			
10. Communication with authorities and health sector			
11. Communication with the media			
12. Increasing the activation level of EPREP			
13. Decreasing the activation level of EPREP			
14. Deactivation of Emergency Plan			
15. Debriefing			

\* Tick if YES

### GOAL 2: Testing the communication, coordination and decision making in alert situation

	*	WHEN	COMMENTS
16. Communication between Surveillance System and Response body			
17. Communication with senior officials			
18. Communication with other sectors			
19. Communication to media and population			
20. Coordination at national level			
21. Convocation of meeting with official authorities for decision making regarding control measures, international communication, communication to population.			
22. Intersectorial coordination at national level			
23. Decisions on control measures			
24. Contacts tracking			
25. Recommendations to health services			
26. Review protocol			
27. Posting Information in Episouth Platform			
28. Notification to National System and EWRs and IHR			
29. International coordination about data processing and control measures according to IHR			
30. Other Meeting			
31.			

\* Tick if YES

**GOAL 3: Testing the coordination and communication from/to Point of Entry (PoE)**

	*	WHEN	COMMENTS
32. Communication and/or coordination between PoE and PH at national level			
33. Communication and/or coordination between PoE at international level			
34. Case management at PoE in coordination with PH services			
35. Informal communication between PoE at national level			
36. Informal communication between PoE at international level			
37. Notification from PoE to National System Surveillance			
38. Notification from the National Surveillance System to PoE			
39. Notification between PoE at international level			
40. Notification from PoE to others (specify)			
41. Others			

\* Tick if YES

**GOAL 4: Identifying the different levels (national and international) in the communication and decision making process, in the frame of the EPISOUTH context (including the use of the Episouth platform tool)**

	*	WHEN	COMMENTS
42. Facilitating the access at the EPIS EPISOUTH platform by the national focal point			
43. Reception of alerts from the EPIS EPISOUTH platform			
44. Posting Information in EPIS EPISOUTH Platform			
45. Participation to EPISOUTH forum			
46. Participation at teleconferences			
47. Others (specify):			
Additional comments:			

\* Tick if YES

**GOAL 5: Testing communication and coordination in the diagnostic confirmation procedures within the laboratory network**

	*	WHEN	COMMENTS
48. Laboratory investigation			
49. Communication of laboratory results in respect of IHR regulations			
50. Communication about quality insurance: international reference laboratory			
51. International transport of biohazardous for laboratory exam			
52. Others			
Additional comments:			

\* Tick if YES

**GOAL 6: Testing the timeliness of the process**

	YES	NO
53. Deadline respected for sending participants "progress report form"		
If no, explain briefly		
54. Respected solving time		
If no, explain briefly		
Additional comments:		

**GOAL 7: Identifying needs and assessing availability of stockpiles and funds for outbreak response**

	*	WHEN	COMMENTS
55. Identification of stock rupture			
56. Communication of stock rupture			
57. Existing bilateral agreements/ international agreements			
58. National regulation to deal with stock rupture			
59. Others (specify)			
Additional comments			

\*Tick if YES

**GOAL 1b: Testing the use of the national EPREP:** After finishing, check if the plans specified in 1a) have been used during the exercise

Items	Names	Used *
Generic Preparedness Plan		
Specific Preparedness Plans		
Supporting documents (jobs descriptions, contact list, SOPs, etc)		

## **Annexe VI: Other Annexes that can be useful**

### **POINTS TO CONSIDER BEFORE MAKING THE FIRST TELECONFERENCE**

It is particularly important that the teleconference is well organised, taking points such as these into account:

- All participants will be introduced at the start of the meeting.
- One person will lead the meeting. The choice of which organisation is to take charge of the teleconference, who is chairing and who is taking minutes should be determined prior to the start of the meeting and announced to the participants at the beginning.
- The meeting chairperson will ask the participants for comments one at a time before progressing from one point to the next on the agenda.
- It is remembered that some participants may experience difficulties communicating in English over the phone and that the meeting chair could therefore politely summarise what has been said by participants.
- The teleconference agenda should be followed as much as possible. If a new topic is brought up over the course of the teleconference that was not initially included on the agenda, it may be advisable to call for a new teleconference to address the topic
- If necessary, the meeting chair must ensure that participants' phones are set on 'mute' when not speaking.
- The coordinating body should distribute a template to collect the contact details of the individuals that need to receive the minutes and additional information, which should also be linked to the Ad-hoc forum in EPIS as required.

Agenda teleconference [DD-MM-YYYY]

XXX outbreak

Practical information	
<b>Time</b>	Date and time
<b>Arranged by</b>	Name (and Name of the Institution)
<b>Phone number to dial</b>	
<b>Code to enter</b>	
<b>Mobile number/email address in case of technical problems</b>	
<b>Other instructions</b>	Please follow the instructions given on the phone when dialling in
<b>Meeting chairperson</b>	
<b>Note taker</b>	
<b>Participants invited</b>	EPISOUTH COUNTRIES:  OTHER COUNTRIES:  WHO:  ECDC:  EC Sanco C3:  EC RASFF  EFSA:  EU/EEA member states:  Others

<b>Main objective of meeting</b>	
<b>Expected outcome of meeting</b>	

NAUTILUS EXERCISE 2013

Agenda	
1	<p>Participant roll call</p> <p>Any additions to the agenda?</p> <p><i>*Reminder: Check for updates to the contact list for sending of minutes and future communications about the outbreak</i></p>
2	<p>Update and background on initial detection and warning of the outbreak from notifying country</p> <p>WHO/ECDC/SANCO/OTHER summarize from information collected before meeting:</p> <ul style="list-style-type: none"> <li>• Situation update with descriptive epidemiology by countries (case def in use, number of cases, time, place, person)</li> <li>• Any national studies done? (Epi, Lab, Env)</li> <li>• Any suspected source by country</li> <li>• Background data about this pathogen</li> </ul> <p>Comments/corrections by countries</p>
3	<p><b>Outbreak investigation:</b></p> <ul style="list-style-type: none"> <li>• Is there need for a coordinated international investigation?</li> <li>• Outbreak coordinator: Who does it? (<i>will depend on distribution of cases, suspected place of infection and resources available</i>)</li> <li>• Countries to involve</li> <li>• National FETP/EPIET/Others involvement</li> </ul> <p><i>(Decide time for technical outbreak investigation meeting if needed)</i></p>
3.1	<p><b>Technical outbreak investigation sub-meeting for a coordinated epi study</b></p> <p><b>Epidemiological</b></p> <p>Case definition</p> <p>Case finding</p> <p>Trawling interviews</p> <p>Hypothesis generation</p>

	<p>Epidemiological studies (national and at International level (EPISOUTH REGION, EU, OTHERS))</p> <p>Questionnaires</p>
<b>3.2</b>	<p><b>Microbiological issues</b></p> <p>Typing issues: choice of method, place of analysis, financial issues</p> <p>Food or environmental samples / isolates available?</p> <p>Need for sending samples between countries, costs related to sending/typing</p>
<b>3.3</b>	<p><b>Environmental issues</b></p> <p>Inspections of establishments/industry</p> <p>Risk assessments</p> <p>Food distribution data (if suspected products are identified)</p>
<b>4</b>	<p><b>Measures in place (by countries)</b></p> <p>For comments/corrections by countries</p>
<b>5</b>	<p><b>Communication</b></p> <p>International alert systems (EPIS for EPISOUTH Platform, IHR, others EWRS,RASFF, INFOSAN)</p> <p>By countries:</p> <ul style="list-style-type: none"> <li>- Public information available – www e.a, main message</li> <li>- Media interest at present</li> <li>- Communication at national level (public, media, health care)</li> </ul>
<b>6</b>	<p><b>Coordination and reporting</b></p> <p>EPIS</p>
<b>7</b>	<p><b>Any other business</b></p>

<b>8</b>	<b>Leader of meeting to summarize main points</b> <b>Actions to be taken (by whom, timeframe)</b> <b>Minutes to be distributed by referent (timeframe)</b> <b>Date and time of next meeting</b>
	<b>Additional Information</b>

## Annexe VII: Hot debrief form for evaluators

**EXERCISE****NAUTILUS****EXERCISE****HOT DEBRIEF FORM EVALUATORS**

Please take a few minutes to fill out this form. Your opinions and suggestions will help us prepare better improve exercises in the future.

Was this your first "Functional Exercise" Yes \_\_\_ No \_\_\_

1. Please rate the entire activities on the scale below.

---

1   2   3   4   5   6   7   8   9

Very

Very

Poor

Good

2. Compared to previous exercises, this one was: NA

---

1   2   3   4   5   6   7   8   9

Very

Very

Poor

Good

3. Did the exercise effectively simulate the environment and response activities?

Yes \_\_\_\_\_

No \_\_\_\_\_

Please briefly explain why?

4. Did the issues presented during the 2 days adequately stimulate discussion of the gaps and strengths in your plans?

Yes \_\_\_\_\_

No \_\_\_\_\_

Please briefly explain why?

5. Did you find the information presented informative/helpful when working through the scenario?

6. What did work during the simulation exercise?

7. What did not work during the exercise?

8. The most significant thing I've learnt during the SE has been ....

9. A Good Practice I've identified is

10. Ideas for improving our plans

11. Ideas for improving collaboration and communication in the EPISOUTH Region in the Emergency Response Framework

12. Please add any other comments or criticisms



## SIMULATION EXERCISE- PARTICIPANTS' LIST

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