

## Annex 2.3 – Exercise Artemis (FX) Master Events List

Inject	Time CEST	Inject Sent to	Sent from	Inject Content / Event	Expected participant response / Controllers prompts / procedures & templates used
<b>FX Day 1 = 9 September 2013</b>					
	08:00	Exercise set up		Led by PHE delivery team	Function Room 2
	09:00			Final Communications test	Email test to generic email boxes; access to PHE intranet; streaming link
	10:00	Participant briefing		Led by PHE delivery team	Function Room 2
01	12:00	ECDC Duty Officer	EXCON	STARTEX – initial scenario	
02	13:00	ECDC Round Table Meeting	EXCON	Notification of VHF outbreak in Ivory Coast	Promed report Watching brief - no further action
03	13:30	support@ecdc.europa.eu	EWRS message	InVS (France) alerts ECDC of a case of Ebola in France	Prompt EI Duties SOP: PHEIC. EOC Activation SOP. Reminder that all actions taken must be notified/copied to EXCON
04	14:15	info@ecdc.europa.eu	EXCON	Press statement from French Ministry of Health	
05	15:00	info@ecdc.europa.eu	EXCON	Press statement from WHO	
06	15:30	info@ecdc.europa.eu	EXCON	Twister feed - onlookers reporting on incident in Paris street	
07	16:15	Call to Director	EI Duty Officer	Request Director to convene meeting or to consider move to PHE	EI Duty Officer informs Director using the Upgrading PHE SOP. Request permission to call PHE using request form. HoU informs Internal Communication and Knowledge Services Director consults with SMT and AF. Internal Comms to email all staff
08	17:00	All	EXCON	SUSPENDEX	No overnight play. Exercise resumes at 07:30 on Day 2
<b>FX Day 2 = 10 September 2013</b>					
	07:00			Exercise Control Staff arrive	Boardroom ready for webstreaming of initial PHE MT mtg
	07:45	All participants	EXCON	Notification to log on to weblink for streaming of PHE MT meeting at 08:00	Exercise Players arrive. Tea/Coffee in Boardroom Ready for webstream of PHE MT meeting.
	08:00	EXCON Team	EXCON	Key Players/Evaluators/Observers to be in place	ECDC evaluator to attend PHE MT Key Players, Controllers and Evaluators to be in place
				RESUMEX	
09	08:00	support@ecdc.europa.eu	EXCON	Update from French Health Authorities of confirmed case of Ebola in Paris	Approval of SitReps. Sit Rep to DG SANCO and Internal Comms
10	08:10	info@ecdc.europa.eu	EXCON	DG SANCO Call to HoU SRS re Ebola case in France	Additional pressure in order to invoke PHE Level

## Annex 2.3 – Exercise Artemis (FX) Main Events List

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	08:15		Webstream	Initial PHE Management Team Meeting	Meeting to be streamed to all participants in the Board Room Director declares PHE Level - PHE Activation SOP; Director should also inform SANCO (C3), WHO, MS, EEA through EXCON. Director appoints staff for PHE Team All staff to be alerted by email and intranet. Decides media strategy
11	08:30	support@ecdc.europa.eu	EXCON Pseudo media	2 calls from pseudo media - what is ECDC role in all this? What is happening?	Response to questions as posed in inject
				Evaluators to note:	EOC activated. Generic mailboxes communicated to EXCON. ECDC Internal Evaluator - PHE Evaluation SOP Functional groups to review JAS and SOPs Information flow SOP Upgrading PHE SOP EOC logger to start logging the event All EOC equipment/rooms to be set up in accordance with rostering needs. Security to restrict access to EOC to PHE team only and other necessary partners.
	08:30			PHE Response Team Mtg	PHE response team Agenda/Minutes/staff rhythm PHE User Manual. ECDC staff regulation; Staff assignment roster SOP
12	09:00	director@ecdc.europa.eu	EXCON	DG SANCO request a RRA and SitRep	RAO SOP and use RRA template
13	09:30	director@ecdc.europa.eu	EXCON	DG SANCO request a teleconference at 10:00 with ECDC and France	
14	09:30	support@ecdc.europa.eu	EXCON Pseudo media	Call from EC Spokesperson's press office asking for briefing for lunchtime press briefing on ebola at 11:00	response by e mail with brief plus Q & A
	09:30			Operational group briefing	Group Leaders to update their teams
	10:00			Operational Team briefing	Update to PHE Manager
15	10:00	director@ecdc.europa.eu	EXCON	Teleconference with DG SANCO	DG SANCO request update from ECDC by 12:00 for public messaging. Text provided for FRANCE response
16	10:40	support@ecdc.europa.eu	EXCON Pseudo media	Twister feed - reports of death in Paris	
17	11:00	support@ecdc.europa.eu	EXCON Pseudo media	ProMed mail regarding possible water contamination in the Adriatic Sea, Italy	Second potential event. To be reported at RT meeting.
18	11:15	support@ecdc.europa.eu	EXCON Pseudo media	Call from media to DC asking about ebola cases	May feed this info into RT meeting
19		Hot Inject support@ecdc.europa.eu	EXCON	Public Health Advice issued by Servizio Sanitario Nazionale, Italy	Hot Inject If required

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	11:30			Round Table Meeting	Lead Evaluator to assess
	12:15			Lunch available	Evaluators to provide feedback to EXCON on progress/any issues
20	12:30	director@ecdc.europa.eu	EXCON	From DG SANCO: Notification of 200 people in Italy with breathing difficulties/rash/conjunctivitis	Use of SOP for Multiple PHEs; Upgrading PHE SOP; assign support staff to key roles; Inject to achieve Multiple PHE SOP and staffing SOP, not for investigating
21	12:50	director@ecdc.europa.eu	EXCON	From MoH, France to report update on paramedics	Blood tests results to be confirmed by 20:30CEST. ECDC to initiate out of hours working? HR - staff welfare/Security SOPs
	14:00	support@ecdc.europa.eu	EXCON Pseudo media	Request for TV interview with ECDC spokesperson deadline 30 minutes	name, briefing and Q and A to be sent in
22	15:30	All participants (generic mailboxes and Controllers)	Email and verbal from EXCON	Notification of TIME JUMP and update on scenarios Recovery / Deactivation of EOC	Controllers to ensure time jump is adhered to. It is now 1 OCTOBER 2013 / New date posted on PHE Intranet Discussion within functional groups on downgrading procedures; re-allocation of staff; archiving of PHE material; Deactivation SOP EOC Manager : Inform PHE manager and logger of deactivation PHE Evaluator lead on debriefings.
23	16:30		EXCON	ENDEX	Prepare for hot debrief: points for discussion
	17:00	All participants	EXCON	Hot Debriefs	spokesperson to be nominated to feedback from groups.
	18:00	All participants	EXCON	Hot Debrief - Feedback forms	Participant workbooks and individual participant evaluation sheets to be completed before departure