MISSOURI STATE UNIVERSITY
Blair-Shannon Dining Facility Fire Tabletop Exercise
Situation Manual (SitMan)
Fall 2026

Exercise Overview

Exercise Name: Missouri State University Blair-Shannon Dining Facility Fire Tabletop Exercise
Exercise Date: December 1, 2026
Location: University Council, Glass 486
Exercise Type: Discussion-Based Tabletop Exercise (TTX)
Duration: Approximately 1.5 Hours

Purpose: To enhance preparedness and coordination for a Blair-Shannon Dining Center fire resulting in resident displacement.

Scope: Exercise validates plans, policies, procedures, communication, coordination, decision-making, resident relocation, and recovery.

Missouri State University Emergency Operations Plan (EOP)

The EOP establishes an all-hazards framework for coordinating university personnel, resources, and external agencies during emergencies. Priorities include Life Safety, Incident Stabilization, and Property Conservation.

Emergency Support Functions (ESFs)

ESF-1 Transportation; ESF-2 Communications and Notifications; ESF-3 Facilities and Infrastructure; ESF-4 Fire; ESF-5 Emergency Management; ESF-6 Housing, Dining, and Emergency Assistance; ESF-7 Logistics; ESF-8 Public Health & Medical Services; ESF-9 Search and Rescue; ESF-10 Hazardous Materials; ESF-11 Agriculture and Natural Resources; ESF-12 Energy and Utility Services; ESF-13 Public Safety & Security; ESF-14 Damage Assessment; ESF-15 Public Information.

What Is ICS?

The Incident Command System (ICS) is a standardized, scalable framework used to coordinate emergency response activities. Key principles include unity of command, integrated communications, resource accountability, manageable span of control, and scalable response. Major functions include Incident Commander, Operations, Planning, Logistics, and Finance/Administration.

Core Capabilities Evaluated

Incident Command and Coordination; Operational Communication; Environmental Response/Health & Safety; Logistics and Supply Management; Reconstitution Planning.

Exercise Objectives

1. Evaluate Incident Command and Coordination processes.
2. Assess Operational Communications and stakeholder notifications.
3. Review Health and Safety considerations.
4. Evaluate Logistics and Resource Management.
5. Assess Reconstitution Planning and recovery decision-making.
6. Identify strengths, gaps, and improvement opportunities.

Module 1: Initial Response

Discussion Questions:

- Who assumes the role of Incident Commander and how is ICS established?
- Can the role of Incident Commander change?
- Can agencies participate in Unified Command?
- Under what circumstances would Unified Command be established?
- At what point should EOC activation be considered?
- What actions are taken for accountability and safety?

Module 1 Wrap-Up:

- Additional comments before moving to next phase?
- Any policy, coordination, or authority gaps identified?

Module 2: Resident Displacement and Immediate Support

Discussion Questions:

- How is displacement communicated?
- Who coordinates housing and transportation?
- How will food services continue?
- How are medical needs and accountability managed?
- How are external partners engaged?

• How does coordination with academic scheduling and student support services occur?

Module 2 Wrap-Up:
• Unresolved housing, dining, transportation, or support concerns?
• Resources needed if displacement exceeds 30 days?

Module 3: Recovery and Re-Occupancy

Discussion Questions:
• How is re-occupancy communicated?
• Who coordinates remediation and approvals?
• How are costs and damages documented?
• Will additional media or parent communications be necessary?

Module 3 Wrap-Up:
• Remaining recovery concerns?
• Policy changes or improvements?
• Issues for the AAR/IP?

Hotwash

Participants identify strengths, gaps, and corrective actions for inclusion in the After-Action Report / Improvement Plan.

Scenario Background

Date: February 8, 2027. Blair-Shannon House houses more than 700 students and includes an integrated dining center. A kitchen grease fire causes smoke damage and residential displacement.