




Exercise Planning

Building a Successful Exercise Program at Your Facility


December 11, 2018

Mark A. Lappe HCMC Emergency Manager
Andy Yurek, Northfield Hospital Emergency Manager



Learning Objectives

1. Describe how to establish a realistic timeline for planning and conducting a functional exercise.
2. Define key planning team members.
3. List best practice resources for successfully exercise planning.
4. Explain how to engage leadership in the planning and active participation of exercises.
5. Illustrate the importance of involving community partners when planning and participating in exercises.



Acronyms Used

1. AAR/IP – After Action Report / Improvement Plan
2. TJC – The Joint Commission
3. HSEEP – Homeland Security Exercise and Evaluation Program
4. FEMA – Federal Emergency Management Agency
5. EOP – Emergency Operations Plan
6. PH- Public Health
7. EM – Emergency Management
8. EMS – Emergency Medical Services

Establish a Realistic Timeline for Planning and Conducting an Exercise

- Determine scope and magnitude of exercise
 - Identify capabilities you want to exercise
 - Goals (1-3 goals per exercise)
 - Objectives (2-6 objectives per goal)
- Planning timeline
 - 12 months – 8 weeks depending on scope and magnitude
- Conducting timeline
 - 90 minutes is a reasonable disruption to operations
 - Select groups or teams may be able to participate longer
- After Action Report and Improvement Plan (AAR-IP) timeline
 - 60 – 90 days



THE TEN-STEP MODEL



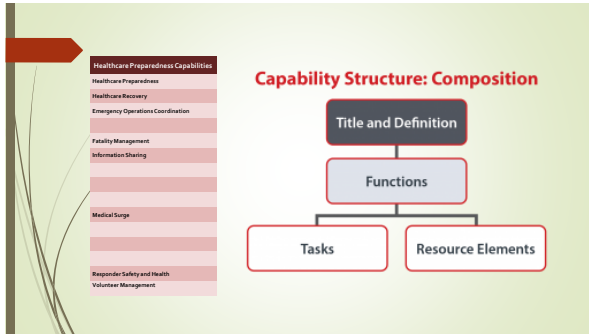
Or.....how would Sheldon conduct an exercise?

https://www.youtube.com/watch?v=uce0w24x5IY&start_radio=1&list=RDUce0w24x5IY#t=0

Healthcare Preparedness Capabilities

- Healthcare Preparedness
- Healthcare Recovery
- Emergency Operations Coordination
- Facility Management
- Information Sharing
- Medical Surge
- Responder Safety and Health
- Volunteer Management





Define Key Planning Team Members

Based on capabilities that will be exercised – The Joint Commission (TJC) critical areas

- 1. Communication
- 2. Resources and Assets
- 3. Safety and Security
- 4. Staff Responsibilities
- 5. Utilities Management
- 6. Patient and Clinical Support Activities

No more than 9 people on your planning team to avoid scope creep and paralysis in continuity of planning

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Best Practice Resources

- Hospital Preparedness Exercises: Guidebook
 - Federal resource specific for hospitals of any size
 - Covers all types of exercises (Discussion-Based & Operations-Based)
- Center for Infectious Diseases & Emergency Preparedness
 - HSEEP guidance
- Exercise Planning Workbook
 - Workbook that will be used today during the workshop
 - Eight steps in exercise design (focus for today's workshop)
- FEMA on line free courses
 - <https://training.fema.gov/is/searchis.aspx?search=exercise>

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Eight Steps in Exercise Design

- Step 1: Needs Assessment
- Step 2: Scope
- Step 3: Purpose Statement
- Step 4: Exercise Objectives
- Step 5: Scenario Narrative
- Step 6: Major / Minor Events
- Step 7: Inject Messages
- Step 8: Expected Actions

Engage Leadership in Planning and Active Participation

- Regulatory agencies expect and look for senior leadership involvement in your EOP development and exercises
- Concept and Objectives Meeting
 - Senior officials and lead exercise planner
 - Scope, type, objectives and purpose
 - Funding If needed (staff time and expectation for participation, misc. costs)
- Input and analysis of AAR and agreement on priority for Improvement Plan recommendations.
 - Includes business continuity risks and decisions to mitigate gaps.



Involving Community Partners

- Local partners, PH, EM, EMS, Fire, Police
- Metro Health & Medical Preparedness Coalition
- Don't assume what your community partners can provide, be sure to know
 - You might be surprised – resources you didn't know about and limitations you weren't aware of
 - Their responses can be incorporated in the "Simulation Cell" if utilized



Summary

- Initial exercises should be realistic and achievable
 - Engage senior leadership in the process
 - Apply the principle of "Crawl, Walk, Run"
 - Use the "Seven Steps"
 - Don't start with a scenario – identify your capabilities & objectives
- Ensure you have provided enough planning time
 - Start early & be organized in your approach i.e. three essential planning meetings
- Don't assume what your community partners can provide, be sure to know
- Anticipate the drudgery of writing the AAR-IP and be disciplined in your approach

