



# 2023 Exercise Document Guide

Welcome! We look forward to having you join us for the **Should I Stay, or Should I Go? Evacuation Exercise taking place on September 12, 2023, from 1:00-3:30pm**. This guide outlines the documents and tools you will need to participate in, evaluate, and document results from this exercise.

- 1) **Situation Manual (SitMan):** This is your roadmap for the exercise. It contains the scenario and discussion questions that will guide exercise play. Each exercise participant should receive a copy of the SitMan during the exercise.
- 2) **Exercise Evaluation Guide (EEG):** This is your score sheet for the exercise. The purpose of an exercise is to test and evaluate your preparedness plans. The EEG provides you a template to score participant performance and make note of best practices and areas for improvement that emerge during exercise play. Findings documented in the EEG will be incorporated into the post-exercise documentation and improvement planning. Each facility should designate at least one staff as the Evaluator. Only the Evaluator should receive a copy of the EEG.
- 3) **Hotwash Guide:** After the exercise, participants will take part in a hotwash. A hotwash is a quick debrief where exercise participants can provide feedback on what went well and opportunities for improvement that they identified during the exercise. The Hotwash is typically facilitated by the Controller and notes taken during the Hotwash can be incorporated into post-exercise documentation and improvement planning.
- 4) **After-Action Report and Improvement Plan (AAR-IP).** This is a template for your post-exercise documentation. You may use this template or a different format if you prefer. Info gathered from the EEG and Hotwash are used to populate the report. The report outlines Strengths, Areas for Improvement, and any gaps in tools, training, or resources that were identified during the exercise. The AAR-IP also includes an Improvement Plan where you can make note of your action items, who is responsible for those items, and due dates for completing the items. It is also a great way to show CMS Surveyors that you have met the Appendix Z exercise requirements!
- 5) **Transportation Needs Table and Evacuation Worksheet.** These are tools that you may use during the exercise to assess transportation and evacuation needs. You will be prompted to use these during the exercise. You may use these templates or your own tools if you have them.

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