



## Exercise Document Guide for Systems Down! A Network Outage Exercise

Welcome! We look forward to having you join us for **Systems Down! A Network Outage Exercise taking place on September 16, 2025**. This guide outlines the documents and tools you will need to participate in, evaluate, and document results from this exercise.

- 1) **Sign-in Sheet:** CMS Surveyors want to see documentation of who participated in your exercise. At the start of the exercise, be sure to have all exercise participants, evaluators, observers, and facilitators sign in using the sign-in sheet. Store the completed document with your exercise records for proof of exercise completion.
- 2) **Exercise Manual:** Used by the Site Facilitator. This is your roadmap for the exercise. It contains the scenario and discussion questions to assist the site facilitator with guiding participants through the exercise.
- 3) **Participant Guide:** Each Participant receives a copy. The Participant Guide orients participants to the exercise logistics, roles and responsibilities, objectives and scenario.
- 4) **Evaluation Guide:** Used by the Exercise Evaluator. The purpose of an exercise is to test and evaluate your preparedness plans. The Exercise Evaluation Guide provides the Evaluator with a template to observe exercise performance and make note of best practices and areas for improvement that emerge during the exercise. Findings documented in the Evaluation will be incorporated into the after-exercise report. Each facility should designate at least one staff as the Evaluator.
- 5) **After-Exercise Report.** 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 Evaluation and after-exercise debrief 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 Report 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. You will use this report to show proof of exercise participation to CMS surveyors.

### Questions?:

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