

Emergency Preparedness Plan (EPP) Series 8: Tabletop Exercises—

Planning, During, and After Action

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Upcoming Disaster Preparedness Conferences/Webinars

Date	Title
October 3–4, 2023	California Hospital Association (CHA) Disaster Planning Conference Sacramento, California <u>https://calhospital.org/events/2023-disaster/</u>
November 28–30, 2023	National Healthcare Coalition Preparedness Conference Las Vegas, Nevada <u>https://bit.ly/NHSpreparednessConference2023</u>
April 10–11, 2024	CAHF—Really Ready Disaster Preparedness Conference Irvine, California <u>https://www.cahf.org/Education-Events/Event-Info/sessionaltcd/DPPCN24</u>
October 18, 2023	EPP Webinar Series: Top 5 ETag Deficiencies <u>www.hsag.com/epp-series</u>
November 8, 2023	EPP Webinar Series: Emergency Operations Plan—Updating and Utilizing the CAHF Templates for Disaster Preparedness and Survey Success <u>www.hsag.com/epp-series</u>



HSEEP – Homeland Security Exercise Evaluation Program

Jamie Beauvais

Central Region /Training Exercise Manager

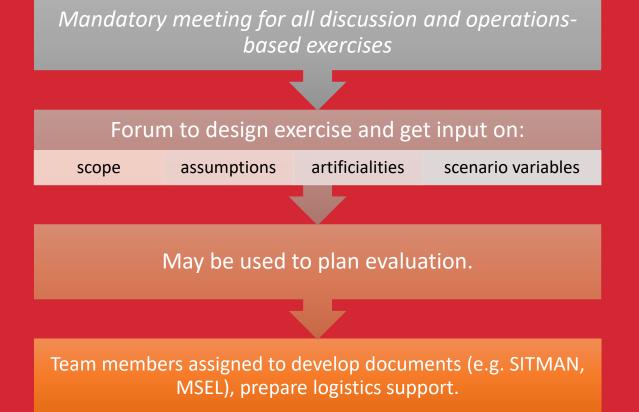


The Concept and Objectives Meeting

- Optional meeting
- Attended by: sponsoring agency, planning team leader, and senior officials
- Forum to identify exercise goal, develop exercise capability, and identify planning team members



Initial Planning Conference





Design and Development

Focuses on:

- Identifying objectives
- Designing the scenario
- Creating documentation
- Coordinating logistics
- Planning exercise conduct
- Selecting evaluation and improvement methodology



Midterm Planning Conference

Optional meeting

Used for complex operations-based exercises Forum to discuss:

- Exercise staffing
- Documents
- Timeline
- Scheduling
- logistics

Review of draft EXPLAN, Controller and Evaluator Handbook, and MSEL.



MSEL Conference

- Meeting for Operations-based exercises; can be incorporated into midterm planning conference (MPC) or final planning conference (FPC)
- Forum to review exercise timeline
- Master scenario events list (MSEL): Chronological list that supplements exercise scenario with event synopses and responses.



Final Planning Conference

Mandatory meeting for **all** discussion and operationsbased exercises

- Forum for:
 - Final review of all exercise processes and procedures.
 - Review/ approval of final drafts of all exercise materials during FPC.

Pre-Exercise Planning Meeting*

	Discussion-Base	Operations-Base
The Concept and Objectives Meeting		Large or series of exercises
Initial Planning Conference	3 months	6 months
Midterm Planning Conference		3months
Master Scenario Events List Conference		Large or series of exercises
Final Planning Conference	6 weeks	6 weeks

Month/days denote the recommended time before the exercise that the meeting should occur.





CONDUCTING THE EXERCISE

SAFETY FIRST



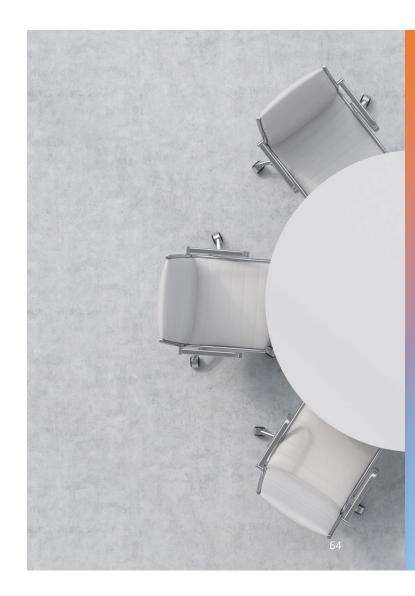
PULL TOGETHER YOUR EXERCISE DOCUMENTS

- Sign in Sheets
- Exercise Evaluation Guides
- Exercise Plan
- MSEL

CONDUCTING THE EXERCISE

Discussion-Based

- (e.g. Tabletop)
 - Site Set-up
 - Participant Check-in
 - Exercise Briefing Objectives
 - Discussion
 - Exercise Debriefing



CONDUCTING THE EXERCISE

Operations-Based

(Drills, Functional, Full Scale)

- Site Set-Up
- Check-In and Registration
 - Sign-In Sheets
 - Badges



CONDUCTING THE EXERCISE

Exercise Briefing

- Schedule
- Objectives
- Areas of Play
- Safety Concerns



OPERATIONS-BASED

(Drills, Functional, Full Scale)

Exercise Play (You might...)

- ✓ Activate Emergency Operations Plan
- ✓ Implement Incident
 Command System
- ✓ Exercise Debriefing



EXERCISE PLAY

• How are the players doing?



DATA COLLECTION

Do you have a special form or methodology for evaluators to document what they see?



PULL TOGETHER FOR A HOTWASH

After-Action Reporting and Improvement Planning (AAR/IP)

 Templates (Homeland Security Exercise and Evaluation Program [HSEEP]/AHCA/CAHF) available -

https://www.cahfdisasterprep.com/exercises

- Homeland Security Exercise and Evaluation Program AAR/IP template can be daunting to learn
- Most community-based exercises will have these available filled out with the exercise information and are generally modified versions of the more formal HSEEP process.
- Centers for Medicare & Medicaid Services (CMS) regulations do not prescribe the use of any specific template, but –
 - The AAR, at a minimum, should determine 1) what was supposed to happen; 2) what occurred; 3) what went well; 4) what the facility can do differently or improve upon; and 5) a plan with timelines for incorporating necessary improvement.

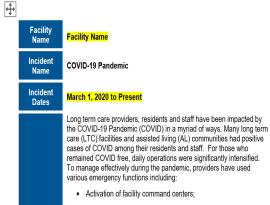


AAR/IP (cont.)

- Template (HSEEP) available https://www.cahfdisasterprep.com/exercises
 - Will use "<u>Core Capabilities</u>" as defined by Administration for Strategic Preparedness and Response (ASPR's) Hospital Preparedness Program
 - Choosing the core capability that most aligns with your objectives and actions
 - Four capabilities are identified
 - Foundation for Health Care and Medical Readiness
 - Health Care and Medical Response Coordination
 - Continuity of Health Care Services Delivery
 - Medical Surge
 - · Most objectives/activities are listed out -
 - Identify Risk and Needs
 - Coordinate Response Strategy, Resources, and Communications
 - Distribute Resources Required to Protect the Health Care Workforce



COVID-19 PANDEMIC FACILITY AFTER-ACTION REPORT / IMPROVEMENT PLAN



Scope

- Reporting to local healthcare coalitions and/or the Department of Health on operational status, beds and supplies; and
- Managing scarce resources (e.g., PPE) and requesting emergency assets as needed.

The response to this emergency clearly meets the regulatory intent to test the facility's Emergency Management Program as required by the "Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers" Final Rule (81 FR 63860, Sept. 16, 2016) as found in 42 C.E.R., §483.73. This <u>After Action</u> Review and Improvement Plan is intended to document the analysis and evaluation of the facility's response and the lessons learned.

Mission Areas

Health Care

Preparedness

and Response

Capabilities

with

Associated

Objectives

Response, Recovery

The capabilities listed below, as identified in the 2017-2022 Health Care Preparedness and Response (HCPR) Capacities, published by the Office of the Assistant Secretary for Preparedness and Response in November 2016, provided the foundation for the response and recovery to the COVID-19 Pandemic. The goal of the after-action reporting process was to measure and validate performance of the following capabilities, their associated critical tasks and identify areas and opportunities for continued improvement:

HCPR Capability 1: Foundation for Health Care and Medical Readiness Objective 2: Identify Risks and Needs Activity 1: Assess Hazard Vulnerabilities and Risks

HCPR Capability 2: Health Care and Medical Response Coordination Objective 3: Coordinate Response Strategy, Resources, and Communications Activity 1: Identify and Coordinate Resource Needs during an Emergency Activity 2: Coordinate Incident Action Planning During an Emergency

<u>Activity 3:</u> Communicate with Health Care Providers, Non-Clinical Staff, Patients, and Visitors during an Emergency <u>Activity 4:</u> Communicate with the Public during an Emergency

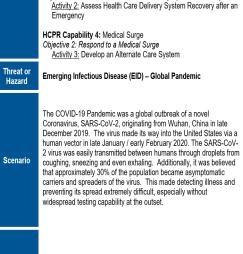
HCPR Capability 3: Continuity of Health Care Services Delivery Objective 1: Identify Essential Functions for Health Care Delivery

Objective 2: Plan for Continuity of Operations Activity 4: Plan for Health Care Organization Sheltering-in-Place

Objective 5: Protect Responders' Safety and Health <u>Activity 1:</u> Distribute Resources Required to Protect the Health Care Workforce

Activity 2: Train and Exercise to Promote Responders' Safety and Health

Activity 3: Develop Health Care Worker Resilience



Objective 7: Coordinate Health Care Delivery System Recovery

		Participating Agencies and Organizations	
		Name of facility completing document	
ng Ins		AHCA/NCAL and its members	
		Local Healthcare Coalitions	
	Ī	Departments of Health	
	Ī	Local emergency partners and stakeholders (e.g., Fire, EMS, Emergency	
	l	Management)	

Participati Organizatio



AAR/IP (cont.)

• Choosing the objectives

- If you are in Incident Command choose objectives/goals from your incident action plan (IAP) that align; Community based exercises may have these prepared for you Medical Response and Surge Exercise/Statewide Medical and Health Exercise (MRSE/SWMHE)
- Some templates will ask for Scoring Performance with/without challenges
- Choose a minimum of three for review
 - Strengths Narrative Statement
 - Area for Improvement this should clearly state the problem or gap
 - Reference List any relevant plans, policies, procedures, regulations, or laws
 - Analysis Provide a root cause analysis or summary of why the full capability level was not achieved
- Improvement Planning
 - Take analysis and determine corrective actions taken/to be taken
 - Person responsible for over seeing actions
 - Document beginning and completion date



COVID-19 Facility After-Action Report (FAAR) / Improvement Plan (IP)

TOT IN Capability 5, Objective 1, Activity 2. Assess	s Health Care Delivery System Recovery
	wing and when did you initiate them? Describe your
process.	
 Window visits – 	
 Outdoor / patio visits – 	
 Indoor visits – 	
Activities / Group Events – When did you begin allow	ing group activities, communal dining, etc.? Describe your
process.	
Strengths:	Areas for Improvement:
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)ther Comments:	
Other Comments:	
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Other Comments:	
Other Comments:	
Other Comments:	

COVID-19 Facility After-Action Report (FAAR) / Improvement Plan (IP)

HCPR Capability 4, Objective 2, Activity 3: Develop an Alternate Care System (Resident Cohorting) Describe if and how you maintained three distinct resident areas in your facility during the Pandemic, (COVID Positive Unit, COVID Observation Unit, COVID Negative Unit?

COVID Positive Unit –

COVID Observation Unit -

COVID Negative Unit –

Admissions / Re-admissions – What was your policy and practice regarding new resident admissions and returning residents from the hospital?

Areas for Improvement

Other Comments:

Strengths:

COVID-19 Facility After-Action Report (FAAR) / Improvement Plan (IP)

EXECUTIVE SUMMARY / IMPROVEMENT PLAN

Major Strengths

Instructions to participant: Summarize at least 3-5 items identified as major strengths in your planning, procedures and response.

	The major strengths identified are as follows:	
E.g. Our mass notification system worked well for communicating with staff and family.		



Instructions to participant: Prioritize the top 3-5 issues identified as primary areas for improvement in your planning, procedures and response, and develop an action plan for improvement:

Primary Areas for Improvement identified	Action Plan for Improvement:	Responsible	Projected Completion Date"
EXAMPLE: We determined that we don't have a plan to allow family visitation during an infectious disease outbreak.	1. Develop a plan to allow family visitation during an infectious disease outbreak.	Activities Director	8/1/21

AAR/IP Objectives and Activities

- Foundation for Health Care and Medical Readiness Capability One
 - Obj. 2 Identify Risk and Needs activities that are likely to apply
 - Assess Regional Health Care Resources
 - Prioritize Resource Gaps and Mitigation Strategies
 - Assess and Identify Regulatory Compliance Requirements
- Health Care and Medical Response Coordination Capability Two
 - Obj. 2 Utilize Information Sharing Procedures and Platforms
 - Develop Information Sharing Procedures
 - Utilize Communications Systems and Platforms
 - Identify Information Access and Data Protection Procedures



AAR/IP Objectives and Activities (cont.)

- Health Care and Medical Response Coordination Capability Two
 - Obj. 3 Coordinate Response Strategy, Resources, and Communications
 - Identify and Coordinate Resource Needs during an Emergency
 - Coordinate Incident Action Planning During an Emergency
 - Communicate with Health Care Providers, Non-Clinical Staff, Patients, and Visitors during an Emergency
- Continuity of Health Care Service Delivery Capability Three
 - Obj. 1 Identify Essential Functions for Health Care Delivery
 - Maintaining key functions



AAR/IP Objectives and Activities (cont.)

- Continuity of Health Care Service Delivery Capability Three
 - Obj. 3 Maintain Access to Non-Personnel Resources during an Emergency
 - Assess Supply Chain Integrity
 - Assess and Address Equipment, Supply, and Pharmaceutical Requirements
 - Obj. 5 Protect Workers' Safety and Health
 - Distribute Resources Required to Protect the Health Care Workforce
 - Train and Exercise to Promote Responders' Safety and Health
 - Develop Health Care Worker Resilience



AAR/IP Objectives and Activities (cont.)

- Medical Surge– Capability Four
 - Obj. 1 Plan for a Medical Surge
 - Incorporate Medical Surge Planning into Emergency Operations Plan
 - Obj. 2 Respond to a Medical Surge
 - Implement Medical Surge Response- think cohort zones, staffing Activity 2
 - Respond to Behavioral Health Needs during a Medical Surge Response
 - Enhance Infectious Disease Preparedness and Surge Response
 - Distribute Medical Countermeasures (vaccine) during Medical Surge Response
 - Manage Mass Fatalities



Additional Info – CAHF Really Ready 2024

- <u>CAHF Really Ready 2024</u> is around the corner two-day disaster preparedness conference for long-term care. April 10th and 11th at the Hilton Irvine/Orange County Airport
- Please email your questions to <u>jbelden@cahf.org</u> or Dr. Mary Story <u>mstory@cahf.org</u>
- <u>https://www.cahfdisasterprep.com/</u>
- www.youtube.com/CAHFtv



Three Things to Do

- Create a planning committee team that includes community partners to develop your next disaster preparedness exercise.
- Ensure the site for the tabletop exercise tests the objectives.
- Review that the template used for the AAR/IP meets your needs.



Questions?







Thank you!

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