Response:

The ASPR TRACIE team collected the following plans, tools, templates, and other resources related to exercise development, implementation, and evaluation. The ASPR TRACIE team can conduct a more focused search with specific parameters, as requested.

I. Exercise Planning, Implementation, and Evaluation Tools and Templates


This template can be downloaded by emergency planners and used to evaluate hospital emergency exercises.


This website features links to checklists, reference guides, and all of the materials needed to develop and conduct exercises. It also includes various materials for a hospital active shooter interactive tabletop exercise.


This guidebook shares requirements necessary for Federal funding and hospital accreditation. Emergency medical professionals can use the information in planning, carrying out, and evaluating exercises.


Emergency planners can use the principles in this program when developing, managing, and evaluating exercise programs.
NETEC provides several exercise documents, including Situation Manuals, exercise planning instructions, controller and evaluator summaries, participant feedback forms, and After Action Reports (AARS) and Improvement Plans (IPs), related specifically to Ebola.


The Hospital Surge Evaluation Tool was developed by RAND and is in beta testing. It is a software-based tool designed to help hospitals evaluate their level of preparedness by identifying gaps and assessing their ability to respond to mass casualty incidents. The tool takes the form of a no-notice drill, and incorporates the real-life considerations of healthcare delivery in acute care settings. This tool can help hospital emergency managers make recurring tabletop exercises a reality by providing a fully developed tabletop exercise that can be used at their facilities.


This website provides an overview of HSEEP, guidance on how to write exercise objectives, a checklist on completing exercise design, guidance on how to develop an exercise scenario and Master Scenario Events List, and examples/templates of After Action Reports and Improvement Plans.

II. Other Exercise Materials

**NOTE**: These resources provide example exercise planning agendas, situation manuals, AARs/IPs and other exercise-specific materials. They are primarily for tabletop exercises related to hospital and healthcare facility evacuation and sheltering-in-place; however, they could be useful for your request.


This Situation Manual from Alameda County (CA) provides exercise participants with the tools to implement and evaluate the disaster preparedness health coalition tabletop exercise. The purpose of this exercise was to test the region’s medical surge and communication capabilities following an earthquake in which several healthcare facilities were evacuated. The manual can be replicated by others interested in carrying out similar exercises.

This template provides exercise leaders and participants with the tools to implement and evaluate a tabletop exercise related to a tornado scenario. The purpose of this exercise was to provide facility leaders with a useful exercise to address tornado threats, issues, and concerns. It also allowed participants to address key issues through a series of self-facilitated discussions, including the evacuation of healthcare facilities. These materials can be replicated by others interested in carrying out similar exercises.


This Situation Manual provided exercise participants in New Jersey with the tools to implement and evaluate the tabletop exercise related to long-term care facilities. The purpose of this exercise was to provide participants with an opportunity to evaluate their long-term care facility’s current medical surge capabilities in response to a severe weather event. It focused on the implementation and coordination of internal emergency management plans, policies and procedures, critical decision making, communications capabilities and the ability to manage a disaster situation requiring medical surge or evacuation of residents into the facility’s operations.


This toolkit includes various resources and tools developed specifically for exercises, and offers guidance on planning, conducting, and evaluating tabletop exercises focused on the neonatal intensive care unit and nursery population.


This Situation Manual includes exercise materials from Michigan, where exercise participants were given the tools to implement and evaluate the Long Term Care Facility (LTC) tabletop exercise. The purpose of this exercise was to provide a forum for LTCs and other organization to participate in a facilitated discussion regarding their roles and responsibilities during shelter-in-place and evacuation emergencies.


These exercise materials from Ohio’s Central Region Hospitals provided participants with the tools to implement and evaluate a tabletop exercise related to an evacuation and shelter-in-place event scenario. The purpose of this exercise was to provide participants with an opportunity to evaluate the hospitals’ current response concepts, plans, and capabilities. Patient tracking, overall movement (internal and externally to receiving facilities) notifications, and communications were also be evaluated.