

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]
Requestor Phone:
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 5 April 2016
Response Date: 6 April 2016; updated 24 January 2018
Type of TA Request: Standard

Request:

[REDACTED] requested resources on how to set up drills.

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

Agency for Healthcare Research and Quality (archived). (n.d.). [Tool for Evaluating Core Elements of Hospital Disaster Drills: Modules and Addenda](#). (Accessed 1/24/2018.)

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

California Hospital Association. (2011). [Drills and 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.

Cheung, M., Vu, A., Varlese, D., et al. (2010). [Hospital Preparedness Exercises: Guidebook](#).

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.

Federal Emergency Management Agency. (2013). [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#).

Emergency planners can use the principles in this program when developing, managing, and evaluating exercise programs.

National Ebola Training and Education Center (NETEC). (n.d.). [Exercises Homepage](#). (Accessed 1/24/2018.)

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.

U.S. Department of Health and Human Services Office of the Assistant Secretary for Preparedness and Response, Public Health Emergency. (n.d.). [Hospital Surge Evaluation Tool](#). (Accessed 1/24/2018.)

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.

Wisconsin Department of Health Services. (n.d.). [Homeland Security Exercise and Evaluation Program \(HSEEP\) for Hospitals Training](#). (Accessed 1/24/2018.)

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.

Alameda County HealthCare Services Agency. (2015). [Alameda County Disaster Preparedness Health Coalition Table Top Exercise Situation Manual](#).

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.

Georgia Health Care Association Emergency Preparedness Committee. (2014). [Tornado Tabletop Exercise Template](#).

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.

Health Care Association of New Jersey. (2012). [Mid Summer's NightMARES: Situation Manual](#).

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.

Illinois Emergency Medical Services for Children. (2013). [NICU/Nursery Evacuation Tabletop Exercise Toolkit](#).

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.

U.S. Department of Health and Human Services (HHS) Office of the Assistant Secretary for Preparedness and Response (ASPR), Hospital Preparedness Program. (2010). [Situation Manual \(SitMan\): Long Term Care Facility Shelter-In-Place/ Evacuation Tabletop Exercise](#).

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.

U.S. Department of Homeland Security. (n.d.). [Ohio Central Region Hospital Evacuation and Shelter-in-Place Tabletop Exercise](#). (Accessed 4/6/2016.)

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.