

## ASPR TRACIE Technical Assistance Request

**Requestor:** [REDACTED]  
**Requestor Phone:**  
**Requestor Email:**  
**Request Receipt Date (by ASPR TRACIE):** 3 May 2018  
**Response Date:** 11 May 2018  
**Type of TA Request:** Standard

### Request:

The requestor asked ASPR TRACIE for training on hospital evacuation (equipment, roles and responsibilities). The requestor noted that they are looking for best practices for training staff to ensure they remain competent regarding evacuation planning and training and would like to hear from healthcare entities on how they have successfully implemented training at their facility.

### Response:

The ASPR TRACIE Team reviewed existing Topic Collections, namely the [Healthcare Facility Evacuation/ Sheltering Topic Collection](#) and [Exercise Program Topic Collection](#).

The [ASPR TRACIE Training and Workforce Development Topic Collection](#) includes various methods and models for healthcare professional training and workforce development. It also provides tools to support training and workforce development.

Section I includes resources specific to evacuation trainings and exercises that may assist with helping to develop a training program for staff. Section II includes exercise materials specific to healthcare evacuation scenarios. See the [Healthcare Facility Evacuation/ Sheltering Topic Collection](#) for specific guidance and resources that may help with training content and evacuation planning.

### Section I. Evacuation Training Resources

Metro Health and Medical Preparedness Coalition. (n.d.). [Just-in-Time Disaster Training-Hospital Evacuation](#). (Accessed 5/10/18). Disaster Resistant Communities Group.

These five videos provide just in time training for hospital staff related to hospital evacuations and command decisions, nursing decisions, triage tag use, shelter-in-place/relocation, and staging.

HCA Education Research. (n.d.) [Planning Tools Homepage: Evacuation](#). (Accessed 5/10/18).

This website contains several planning tools for home health care agencies. Specifically there is an Evacuation section, which includes the following materials: Evacuation Tracking Tool, Emergency Evacuation Plan, Employers Guide for Evacuation, Evacuation Guide, and Emergency Checklist.

Jagnarine, S., Van Alphen, D., Gibbs, T., et al. (2014). [Hospitals Don't Burn!: Hospital Fire Prevention and Evacuation Guide](#). World Health Organization, and Pan American Health Organization.

This guidance document was developed to address the vulnerability of hospitals to fires. It is intended that all possible steps should be taken to minimize the hazard of fires in hospitals and the need for evacuation. The guide is applicable to existing hospitals that can be retrofitted to improve safety against fires, and proposed new-build facilities. It is formatted into four sections: Prevention, Suppression, Evacuation, and Training Drills.

McVay, C. (2016). [Hospital Evacuation: Are You Prepared?](#)

This ebook (available for free download with iBooks on Mac or iOS device) serves as a training tool for healthcare personnel that closely simulates a hospital evacuation and provides an interactive experience. The ebook objectives include: identify various mechanical devices for hospital/facility evacuation, perform the mattress-sheet slide method of evacuation, understand personal and institutional emergency preparedness, and to help nursing staff more confident to respond to a disaster. This [poster presentation](#) provides additional information.

Minnesota Department of Health. (n.d.). [Healthcare Facility Training Matrix for Sheltering, Relocation, and Evacuation](#). (Accessed 5/10/18.)

This PowerPoint presentation explains how the Minnesota Department of Health trains staff in sheltering, relocation, and evacuation. Staff are placed into one of three categories (all staff, operations, or command staff) and the training is tailored to these groups. A sheltering, relocating, and evacuation decision tree is also included.

Minnesota Department of Health. (n.d.). [Medical Surge](#). (Accessed 5/10/18).

The Minnesota Department of Health developed multiple resources to support planning for and conducting evacuations including long-term care and hospital evacuation planning templates; templates to train staff in sheltering, relocation, and evacuation by grouping them into one of three categories (all staff, operations, and command staff) with competencies by group; as well as algorithms to assist facility decision making during a potential evacuation. Specifically also see the [Educational Support Matrix](#).

Virginia Department of Health. (2013). [Don't Sweat It: Preparing for Disasters in Nursing Homes and Assisted Living Facilities](#).

This video was developed to be an educational tool for staff training on emergency preparedness specific to long-term care facilities. The scenario follows staff as they deal with a major storm that causes a week-long power outage. The video covers topics including preparedness, sheltering in place, and evacuation.

## Section II. Evacuation Exercise Resources

Central Ohio Trauma System. (2011). [Ohio Central Region Hospitals Evacuation/Shelter-in-Place Tabletop Exercise.](#)

This situation manual for a tabletop exercise provides participants an opportunity to evaluate response plans and hospital readiness for a severe weather scenario requiring hospital evacuation. The discussion exercise is designed for a single hospital.

District 1 [Michigan] Regional Medical Response Coalition. (2010). [Situation Manual: Shelter-In-Place/Evacuation Tabletop Exercise: Long Term Care Facility.](#)

This situation manual for a tabletop exercise provides participants with a forum for long term care facilities to discuss emergency response and evacuation.

Harvard University School of Public Health, Preparedness and Emergency Response Learning Centers. (n.d.). [Hospital Evacuation Master Scenario Events List \(MSEL\).](#) (Accessed 5/10/18).

This MSEL provides exercise planners and facilitators with a complete sample MSEL. The objectives of this tabletop exercise include: deciding when to evacuate, triage of patients, integration of response partners, supporting patient needs, and patient tracking.

Health Care Association of New Jersey. (2012). [Project ESCAPE \(Evaluate Surge Capacity and Prioritized Evacuation\) Full Scale Exercise: After Action Report/Improvement Plan.](#)

This After Action Report provides a summary of the Central West Medical Coordination Center regional mass casualty exercise. Organizers developed two objectives for this exercise: evaluate the ability to evacuate residents from a long-term care facility and evaluate medical surge into an acute care hospital. This document can also serve as a template for other community exercises.

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

This toolkit provides 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.

Los Angeles County Emergency Medical Services Agency. (2012). [Evacuation and Shelter-in-Place Guidelines for Healthcare Entities.](#)

This guidance document is comprised of three parts. [Part I](#) provides general guidance on the differences between evacuation and shelter in place, including the roles and responsibilities of healthcare facilities and the healthcare system. [Part II](#) includes an evacuation and shelter in place plan template that healthcare facilities can use to create or update their own plan. [Part III](#) includes a set of two tabletop exercises (shelter-in-place and evacuation) that facility emergency planners may use in the planning phase as they

develop their plans to identify needs, gaps, or solutions, and/or may use to educate personnel on the components of their existing plan.

PrepareOhio. (n.d.). [Exercises](#). Ohio Hospital Association. (Accessed 5/10/18.)

This webpage provides links to exercise materials related to various scenarios, such as pediatrics, evacuation, and burn surge.

U.S. Department of Homeland Security. (n.d.). [Ohio Central Region Hospital Evacuation and Shelter-in-Place Tabletop Exercise](#). (Accessed 5/10/18.)

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.

Weill Cornell Medical College. (2010). [Hospital Preparedness Exercises Pocket Guide](#). U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response.

The quick reference guide summarizes the Hospital Preparedness Exercises Guidebook and can assist with evacuation planning.