ASPR TRACIE Technical Assistance Request

Requestor:
Requestor Phone:
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 14 October 2015
Type of TTA Request: Standard

Request:

████████████ requested resources on the Incident Command Structure (ICS) for hospitals and healthcare facilities, as well as sample and template planning agendas and end of incident reports/ after action reports (AAR).

Response:

The ASPR TRACIE team collected the following plans, tools, templates, guidance documents, and other resources related to incident management, and exercise and evaluation programs.

NOTE: The National Hospital Preparedness Program developed "Support Document 6 – BP4 HPP HSEEP AAR/IP." This document, highlighted below, is a Homeland Security Exercise and Evaluation Program (HSEEP) compliant template for use by all grantees for submission of their required exercise AAR and Improvement Plan (IP) reports.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2015). Support Document 6 – BP4 HPP HSEEP AAR/IP. (Document attached.)

> This after action report and improvement plan template was customized for use by the Hospital Preparedness Program (HPP), and is Homeland Security Exercise and Evaluation Program (HSEEP) compliant. HPP awardees must use this template to ensure that data regarding the testing of the healthcare preparedness capabilities is documented.

The resources below are provided as additional examples and supplemental information.

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 10/14/2015.)

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

California Hospital Association. (2011). <u>Drills and Exercises.</u>

>This website features links to checklists, reference guides, and all of the materials needed for a hospital active shooter interactive tabletop exercise.

Cheung, M., Vu, A., Varlese, D., et al. (2010). <u>Hospital Preparedness Exercises: Guidebook.</u>

>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). <u>Homeland Security Exercise and Evaluation Program (HSEEP)</u>.

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

Federal Emergency Management Agency. (n.d.). <u>HSEEP Policy and Guidance Home</u>. (Accessed 10/14/2015.)

>This website contains links to templates emergency planners can tailor for exercise program management, design and development, conduct, evaluation, and improvement planning. A link to exercise evaluation guides is also provided.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2015). Support Document 6 – BP4 HPP HSEEP AAR/IP. (Document attached.)

>This after action report and improvement plan template was customized for use by the Hospital Preparedness Program (HPP), and is Homeland Security Exercise and Evaluation Program (HSEEP) compliant. HPP awardees must use this template to ensure that data regarding the testing of the healthcare preparedness capabilities is documented.

Wisconsin Department of Health Services. (n.d.). <u>Homeland Security Exercise and Evaluation Program (HSEEP) for Hospitals Training.</u> (Accessed 10/14/2015.)

>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. Exercise Materials
NOTE: These resources may be specifically related to hospital and healthcare facility evacuation and sheltering-in-place. However we felt they were relevant as they provide example exercise planning agendas, situation manuals, AARs/ IPs and other exercise-specific materials.

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 10/14/2015.)

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.

III.   Incident Management Resources

Backer, H., Smiley, D., Schoenthal, L., et al. (2014). Hospital Incident Command System (HICS) Guidebook: Fifth Edition, May 2014. California Emergency Medical Services Authority.

This latest version of the HICS guidebook meets the needs of all types of hospitals, regardless of location, size, or patient care capabilities.

Federal Emergency Management Agency. (2010). IS-701.A: NIMS Multiagency Coordination System (MACS) Course.

This course introduces the MAC system and consists of a combination of elements: personnel, procedures, protocols, business practices, and communications integrated into a common system.

The Institute for Crisis, Disaster, and Risk Management at the George Washington University (2010). Emergency Management Principles and Practices for Health Care Systems, 2nd Edition. U.S. Department of Veterans Affairs.

This document can be useful to any agency or organization involved with the delivery of healthcare services. The authors explain incident management concepts and how they can be applied in the healthcare system.

The Joint Commission. (2010). Emergency Management Standards. (Accessed 10/14/2015.)

The Joint Commission identifies standards that should be included in hospital emergency operations plans.

IV.   Additional Resources

American Hospital Association. (2012). Always There, Ready to Care: The 24/7 Role of America's Hospitals.

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This report and two related infographics can help readers understand the ever-present role hospitals play in disaster readiness and response.

Auf der Heide, E. (1989). [Disaster Response: Principles of Preparation and Coordination.](#) U.S. Department of Health and Human Services, Disaster Response.

The author provides an overview of disasters, challenges associated with planning and becoming complacent about disasters, and general principles of emergency management.

Federal Emergency Management Agency. (2009). [Acronyms, Abbreviations, and Terms: A Capability Assurance Job Aid.](#) Incident Management Systems Integration Division

Emergency planners can use the information contained in this guide to develop materials based on commonly-used abbreviations, acronyms, and terms.

V.   Websites

The following website(s) are dedicated to providing tools, links, and guidance related to the hospital incident command system.

Hospital Incident Command System. [Homepage.](#)

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