

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]
Requestor Phone:
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 22 August 2017
Response Date: 25 August 2017
Type of TA Request: Standard

Request:

[REDACTED] asked if ASPR TRACIE had exercise materials specifically related to surge events with an increase of infectious disease patients. In particular, he noted he would like Homeland Security Exercise and Evaluation Program (HSEEP) compliant documents and Master Scenario Event List (MSEL) examples.

Response:

The ASPR TRACIE team reviewed existing Topic Collections for materials related to surge events specific to infectious disease patients; namely, the [Hospital Surge Capacity and Immediate Bed Availability](#), and [Exercise Program](#) Topic Collections. We also searched for additional resources online. Section I includes various toolkits related to surge that can be utilized for infectious disease patients and may provide useful information for your request. Section II provides multiple exercise planning, implementation, and evaluation tools and templates. Finally Section III provides example exercise planning agendas, situation manuals, AARs/ IPs and other exercise-specific materials.

I. Surge and Infectious Disease Toolkits

New York City Department of Health and Mental Hygiene. (n.d.). [Mystery Patient Drill Toolkit](#). (Accessed 8/24/2017.)

This toolkit is intended for use by hospital emergency departments, and tests how long it takes for a potential patient with a highly infectious disease to be identified and for staff to begin exposure mitigation procedures; how long it takes for a patient to be transferred to an isolation room; and the capability of the facility to make notifications internally and to the health department. The Toolkit includes scenarios for Ebola Virus Disease, Middle East Respiratory Syndrome, and Measles, but may be modified to suit healthcare facilities of any nature and any type of disease outbreak.

Santa Clara County Public Health. (2008). [Hospital Surge Capacity Toolkit](#). National Association of County & City Health Officials.

The creators of this toolkit include information on providing medical surge capacity, tracking patients, and establishing alternate care sites. Each section of this toolkit is available in Microsoft Word and PDF format, allowing users to tailor it to their

requirements. Users can download the files or order a CD-ROM containing the templates from the National Association of County and City Health Officials.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2015). [Hospital Surge Evaluation Tool](#). U.S. Department of Health and Human Services.

This tool can be used by hospital emergency planners, administrators, and other personnel to both assess and enhance their facility's surge plans. It includes evaluation tools specific to emergency department triage and hospital incident command.

II. 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 8/24/2017.)

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, including a Master Scenario Events List, for a hospital active shooter interactive tabletop exercise. NOTE: This is a different scenario than what you are looking for, but may still be a useful template.

Centers for Disease Control and Prevention (CDC). (2014). [Pan Flu Scramble Exercise](#).

This website provides access to the Pan Flu Scramble Exercise, a discussion based tabletop exercise that enables healthcare entities to test their patient surge plans. The exercise also addressed Hospital Preparedness Program and Public Health Emergency Preparedness capabilities.

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.). [Exercise Materials Homepage](#). (Accessed 8/24/2017.)

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.

Wisconsin Department of Health Services. (n.d.). [Homeland Security Exercise and Evaluation Program \(HSEEP\) for Hospitals Training](#). (Accessed 8/24/2017.)

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.

III. 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 as they relate to surge incidents.

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.

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.