

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]
Requestor Phone: [REDACTED]
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 20 February 2018
Response Date: 21 February 2018
Type of TTA Request: Standard

Request:

[REDACTED] asked if ASPR TRACIE had full scale exercise (FSE) templates.

Response:

The requestor was previously provided with the ASPR TRACIE [Exercise Topic Collection](#). In addition to that Topic Collection, the ASPR TRACIE Team collected the following resources specific to FSEs. Tips for planning and designing exercises are also included, along with templates that can be printed and used by hospital emergency exercise planners. Please review the Exercise Topic Collection for additional guidance and templates that may be useful. Note: ASPR TRACIE does not endorse any of these exercises as compliant to the Centers for Medicare and Medicaid Services (CMS) Emergency Preparedness (EP) Rule. We encourage facilities to adhere to the [Homeland Security Exercise and Evaluation Program \(HSEEP\) guidelines](#) as feasible.

CMS-Specific Information:

CMS published the [interpretive guidelines](#) and the State Operations Manual that addresses specific regulatory expectations. This is posted on their website (under the Downloads section): <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html>.

ASPR TRACIE has developed and collected a number of resources that we encourage you to use and believe will help facilitate compliance, including the resources provided here. However, this does not substitute review of the final rule text and interpretive guidelines. If you have specific questions about your facility's compliance please review the interpretive guidelines when they are developed, contact your state's survey agency, or the CMS Survey and Certification Group (SCG) at the following email address: SCGEmergencyPrep@cms.hhs.gov.

CMS and ASPR TRACIE are partnering to provide technical assistance, and share resources and promising practices to help affected providers and suppliers start or update the documents mandated by the new Emergency Preparedness rule. Additional key resources include:

- The ASPR TRACIE dedicated CMS Rule page: <https://asprtracie.hhs.gov/cmsrule>
- The entire CMS Emergency Preparedness Rule: <https://federalregister.gov/a/2016-21404>

- The CMS Emergency Preparedness Survey and Certification Page: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html>
- CMS has [developed a Quick Glance Table of the rule requirements by provider type](#), to highlight key points of the new Emergency Preparedness rule. **NOTE:** This table is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text.
- ASPR TRACIE developed a [CMS Emergency Preparedness \(EP\) Rule Resources at Your Fingertips Document](#). Within this document are links to key resources:
 - CMS' developed [frequently asked questions \(FAQ\) documents](#) that synthesizes answers to commonly asked inquiries about the CMS EP Rule.
 - The FAQs, in combination with the CMS [at-a-glance chart](#) and [Provider and Supplier Type Definitions Fact Sheet](#), can help planners identify and address planning gaps and facilitate compliance with the regulations.
 - Interested in learning more about your local healthcare coalition? [This chart](#) can help you identify the preparedness office of your state public health agency. Remember: the release of the CMS EP Rule provides healthcare coalitions a tremendous opportunity to strengthen relationships and leverage a broader group of personnel and resources to provide for the medical needs of the whole community during a disaster.
 - If you missed any of the Medicare Learning Network National Call on the EP Rule, you can access the PowerPoint [slides, transcript, and audio recording here](#).

I. Full Scale Exercise Resources

Florida Department of Health. (2013). [2013 Hurricanes “Kirk and Lay” Full Scale Exercises After Action Report/ Improvement Plan](#).

This After Action Report/ Improvement Plan (AAR/IP) provides a summary of a FSE focusing on a multi-hurricane scenario impacting the entire state of Florida. Multiple core capabilities were exercised such as: intelligence and information sharing, public health and medical services, public and private services and resources, public information and warning, and mass care services. Note: Although not specific to hospitals, this resource can serve as an AAR/IP template and be modified for your organization’s purposes.

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

This AAR/IP 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.

Los Angeles County Emergency Medical Services Agency. (2017). [Exercise Plan: Active Shooter/ Terrorist Scenario. Full Scale Exercise.](#)

This customizable FSE template uses a state-wide terror attack as the scenario. It includes forms and checklists as appendices.

Massachusetts Office of Health and Human Services. (2009). [EDS Full Scale Exercise \(FSE\).](#)

This webpage contains links to resources that comprise of a toolkit on developing, running, and evaluating a FSE. The toolkit includes instructions, a Master Scenario Events List (MSEL), evaluation guides, and other related documents that can be tailored by healthcare exercise planners.

Primary Care Emergency Preparedness Network. (2013). [Community Health Center Coastal Storm Exercise Plan \(ExPlan\) – Hurricane Howie.](#)

This HSEEP-compliant plan template can help planners develop a hurricane-specific FSE for community health centers.

San Francisco Department of Public Health, Charles Schwab & Co., Inc., and San Francisco Department of Emergency Management. (2007). [2007 Mass Antibiotic Dispensing Exercise \(MADE07\) After Action Report.](#)

This AAR describes a FSE, which was developed to test the capability of San Francisco Department of Public Health’s plan for rapid mass prophylaxis dispensing in a mass outdoor aerosolized anthrax release scenario. Pediatric issues (e.g., medication dispensing) are addressed throughout the AAR.

South Carolina Emergency Management Division. (2016). [2016 South Carolina Full Scale Exercise—“Shaken, Not Stirred.”](#)

This exercise plan serves as a template for a full scale earthquake exercise.

II. Other Exercise Resources

Federal Emergency Management Agency. (2011). [Are Hospitals Ready to Respond to Disasters? Challenges, Opportunities and Strategies of Hospital Emergency Incident Command System \(HEICS\).](#)

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.

Fruhworth, K., Chambers, G., Shields, S., et al. (2012). [Conducting Drills and Exercises: A Guide for Hospitals.](#)

This guidebook describes how disaster exercises are one of the best ways to evaluate a hospital's emergency management plan, equipment, and systems. Information on exercise design, creation and evaluation is also included.

Harvard School of Public Health. (2014). [Hazardous Material Tabletop Exercise Master scenario events list \(MSEL\).](#)

This Master Scenario Events List (MSEL) Package provides central exercise facilitation team members a complete edition of the MSEL, including the summary listing and detailed inject forms that will be delivered to players.

Harvard T.H. Chan School of Public Health. (2016). [Emergency Preparedness Exercise Evaluation Toolkit.](#)

This online toolkit can help public health and healthcare agencies develop exercise evaluation forms for disaster exercise.

Harvard T.H. Chan School of Public Health. (2016). [Emergency Preparedness Research, Evaluation & Practice \(EPREP\).](#)

Public, private, and non-governmental organizations can use the resources on this page to prepare for and respond to emergencies of all types. Resources, including an exercise evaluation toolkit, are focused on design and facilitation, evaluation, exercise resources, and hospital-specific exercises.

National Ebola Training and Education Center. (2018). [Exercises.](#)

This webpage includes links to various HSEEP-compliant templates to assist healthcare coalitions, assessment hospitals, state-designated Ebola treatment centers, regional Ebola treatment centers, and their respective response partners in the planning and conduct of exercises. The site includes templates for drills and tabletop and FSEs.

The Center for HICS Education and Training. (n.d.). [Hospital Incident Management Team Organizational Chart.](#) (Accessed 2/21/2018.)

This online, fillable PDF form represents the typical incident management structure under the Hospital Incident Command System. It can be completed online and printed, sent via e-mail, or saved by the users.

Wisconsin Department of Health Services. (n.d.). [Homeland Security Exercise and Evaluation Program \(HSEEP\) for Hospitals Training.](#) (Accessed 2/20/2018.)

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 MSEL, and examples/ templates of AAR/IPs.