

November 02, 2017 Full Scale Exercise
Controller/Evaluator Training



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Resources

Everything you need can be found on our website:

www.ketcoalition.org

- Members Only
- Exercise and Events Docs
- November 2017: Outpatient, Long Term and Ancillary Care Exercise Tab




What We Will Cover Today

- Exercise Documents
- Personnel
- Exercise Day Instructions
- Post Exercise



Exercise Documents


- Exercise Plan
- Incident Command Exercise Evaluation Guide (EEG)
- Patient Care and Treatment Exercise Evaluation Guide (EEG)
- Patient Scenario Cards
- After Action Report (POST EXERCISE)



Exercise Plan

The Exercise Plan gives officials, observers, media personnel, and players information they need to observe or participate in the Full Scale Exercise.

It summarizes the exercise and addresses broad objectives.

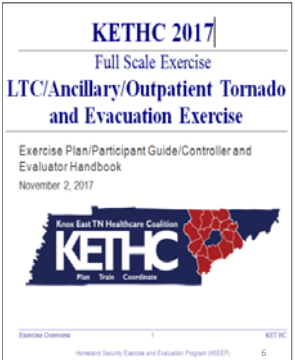


Exercise Plan

Not intended for everyone at your facility to see

Contains

- Contact Information
- Exercise Objectives
- Roles/Responsibilities
- Rules of Conduct/Safety Issues
- Logistics
- Controller/Evaluator Guide
- Post Exercise Evaluation Activities
- Schedule of Events
- Participant Information



Patients Scenario Cards

EXERCISE "VICTIM" SYMPTOMATOLOGY TAG

Date of Exercise: 11-01-2017 Scenario #: 1
 Tag # _____
 Stage Code: _____

CHIEF COMPLAINT/SYMBOLS

Pain Right Leg
Right open femur fracture with external fixation to femur

PHYSICAL FINDINGS

Resp: 16
 Pulse: 82
 SpO2: 100%

OTHER PATIENT INFORMATION:

Aware; knows name and location
Unable to walk

DO NOT LOSE THIS CARD! DO NOT LET ANYONE TAKE THIS CARD FROM YOU!

- Recommended they be printed on card stock
- You have a variety of scenarios so you can print the amount you need.
- Use scenarios that will meet your situational needs
- There is a blank template if you'd like to create your own patient scenario(s). Use what is most realistic for your facility

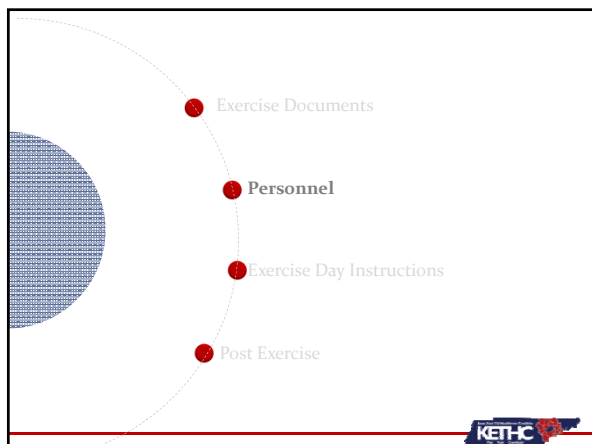
After Action Report:

Appendix A: Improvement Plan

Category	Item	Priority	Due Date	Assigned To	Status
Medical	...	High
Logistics	...	Medium
Training	...	Low

DO NOT LOSE THIS CARD! DO NOT LET ANYONE TAKE THIS CARD FROM YOU!

- Completed AFTER the exercise
- Purpose: Analyze the management or response to an incident, exercise or event by identifying strengths and areas of improvement
- Details exercise best practices, strengths and areas of improvement in line with objectives/capabilities.
- Contains the Improvement Plan



Personnel: Patients-Paper Patients

Paper Patients

- Paper patients are used when bodies are not available for the exercise. The 'patient' is the actual paper with the patient scenario on it
- If "paper" patients are used, the paper must be treated as though it is a "real" patient and must be physically moved through the system

Personnel: Patients-Volunteers/Staff

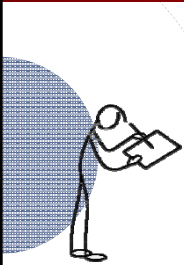
Volunteers

- Make sure they know to be in place 30 minutes prior to exercise start
- You may provide the scenarios to the volunteers early, so that they can prepare for their roles
- Remind volunteers and staff that there are real patients in the area. HIPAA rules apply, so no pictures or videos in patient care areas
- Volunteers need to stay in designated exercise areas and not wander through facility


Personnel: Controller

- Role: Plan and manage the exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals not playing
- Maintains the flow of the exercise and may have **injects** that are to be given at critical times of the exercise
*Inject = Designed to illicit a response or action to help meet objectives
- Supervises the safety of all exercise participants

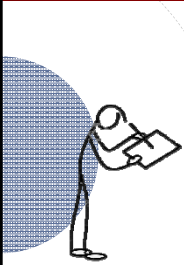
Personnel: Evaluator




- Role: Provide feedback on a designated functional area of the exercise
- Evaluators observe and document performance based on established objectives in accordance with the Exercise Evaluation Guides (EEGs)
- Evaluators, like controllers, can intervene but only if needed to keep exercise on track



Personnel: Evaluator



- Make sure other evaluators (if applicable) are in the right locations and equipped with the proper forms
- Note any strengths, areas for improvement, deficiencies and other observations
- The comments and suggestions evaluators provide are the most important items the evaluator can provide



Personnel: Safety Officer




- The Safety Officer has emergency authority to stop or temporarily suspend exercise activity if safety becomes an issue for anyone on scene (players, residents, staff, visitors, etc.)
- Everyone should act as a Safety Officer for their designated areas and stop any play if there are safety concerns




Personnel: General


- One person can serve multiple roles as evaluator/controller/safety officer
- All exercise participants should be given contact information for a designated site person to report to on exercise day
- Exercise personnel should be told to arrive 30 minutes prior to exercise start with any documents they will need for their role




- Exercise Documents
- Personnel
- Exercise Day Instructions
- Post Exercise



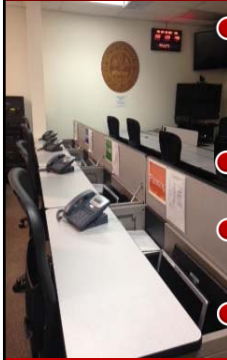
Exercise Day Instructions



- **Do NOT call 911 regarding the exercise!**
- Preface all communication (Phone, face-to-face, email) with "This is an Exercise"
- Make sure all exercise personnel are there and prepared 30 minutes prior to exercise
- Provide signage and announce to residents/patients that you will be conducting an exercise



Simulation Cell (Simcell)



- Allows exercise participants to gather information from subject matter experts in various disciplines without having to call individual organizations (aka: the place you call instead of calling 911 or hospitals directly)
- Used to logistically facilitate large scale exercises
- Reduces the chance that agencies will be overwhelmed by exercise play when real world functions are still necessary
- Representing for this exercise: EMA, Hospital, Public Health, EMS



Sim Cell



- Each county has specific numbers to call (Some county Emergency Management Agencies (EMA's) are playing)
- Check your specific county sheet to see what numbers you will call. If your county EMA is playing, that number will be listed for you and should be your primary contact. Call the Sim Cell if your EMA doesn't answer.
- For exercise play questions/concerns, call the Regional Hospital Coordinator



Facility Status Update Form



- To be completed as soon as feasible
- Purpose: To practice using a form that in a real-life situation is used to update emergency officials on facility needs as soon as possible after an incident. **Completion is mandatory.**
- To fill out form go to: www.ketcoalition.org
Click, "Members Only"
(Password is "password 99")
Click "Facility Status Update Form"



- 1. Exercise Documents
- 2. Personnel
- 3. Exercise Day Instructions
- 4. Post Exercise

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Post-Exercise Hot wash (On-Site)

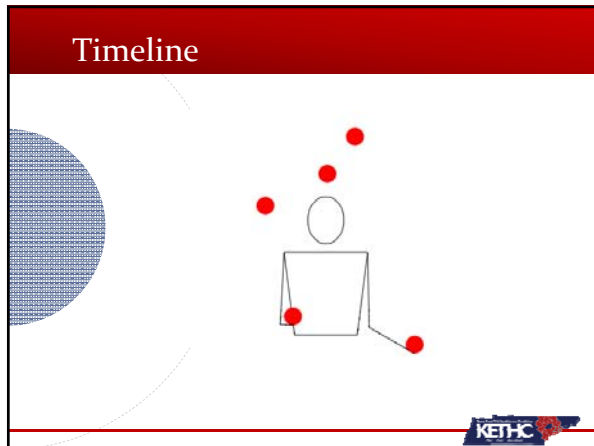
- A hot wash is the immediate after-action discussions and evaluations from an exercise/event to identify strengths and weaknesses
- Each facility should conduct their own internal hot wash immediately following the exercise
- A hot wash template for facilitating the meeting will be posted on our website
- Comments should be limited to overarching observations
- Comments should not be directed at individuals, but focus on exercise play

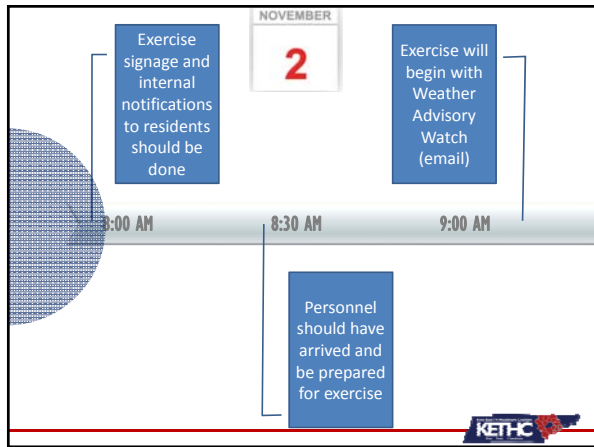
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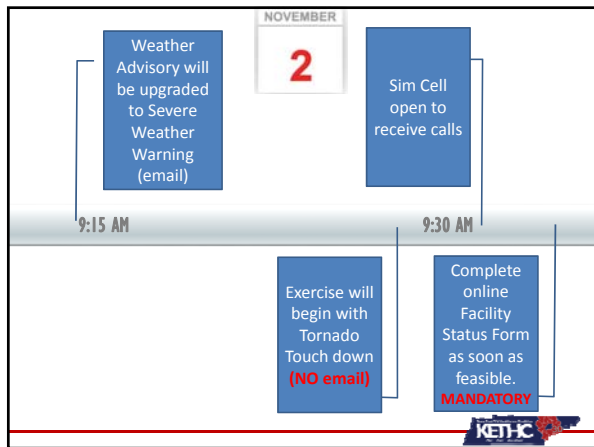
You Got This!!!!

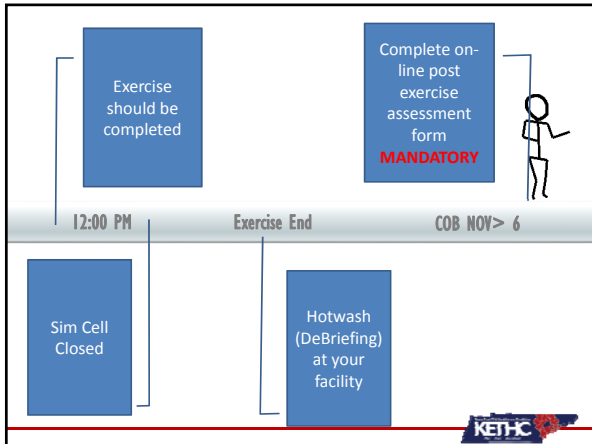
- You will be provided a link to an online post exercise assessment
- **Completion of this assessment is MANDATORY** in order for us to complete an After Action Report
- Answers provided on post-assessment should be overarching issues that can help everyone
- **This on-line assessment must be completed by close-of-business November 6**

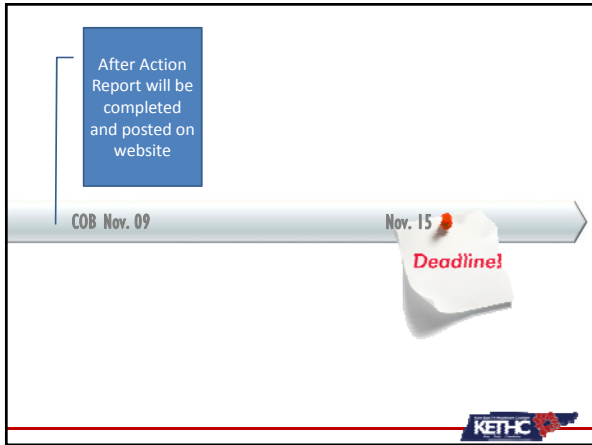
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Summary

- **Do NOT call 911 for exercise play**
- Preface all communication (Phone, face-to-face, email) with "This is an Exercise"
- November 2, 9:00AM- 12:00PM
- Use provided sheets for numbers to call during exercise
- Complete Facility Status Update Form during exercise and Post-Exercise Assessment by close-of-business on Nov. 6
- Keep all documentation for your records (even handwritten notes)

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