



# KETHC 2017 FSE: LTC/Ancillary Tornado and Evacuation Exercise

## Logistical Directions

### **READ CAREFULLY**

**1. Do not call 911. Remember to preface every email and call with “This is an exercise”.**

**2. Exercise Documents:**

Go to the KET Coalition website ([www.ketcoalition.org](http://www.ketcoalition.org)). Under the “Members Only” tab, click on “Exercise and Event Docs”. You will see 3 tabs on the left-hand side. Click on “November 2017: Outpatient, Long Term and Ancillary Care exercise”

Download and print the following documents:

- **This document** (Logistical Directions)
- **Full Scale Exercise Plan** (at least 1 copy for each controller/evaluator)
- **Incident Command Exercise Evaluation Guide (EEG)** – for the person evaluating your Command Center
- **Patient Care and Treatment Exercise Evaluation Guide (EEG)** – for the person evaluating your patient care area and additional copies for additional evaluators as necessary
- **Patient Scenarios** (recommend printing these on card stock).
  - There are NO TRIAGE CARDS or COLORS assigned, as there is no “scene” where triage would be performed.
  - You will have a variety of scenarios – print the amount you need.
  - **Please ensure you go through the scenarios and pick the ones you want to exercise. You are free to change information on any of them to suit your situational needs or there is a blank template you can create your own. Use what would be most realistic to your facility.**

**3. Patients.**

- **If you are using volunteers for patients:**
  - 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.
- **If you are using 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. These can be downloaded from our website under exercise documents.
  - 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.



#### 4. Evaluators/Controller/Safety Officer

- One person can serve as multiple roles for your exercise. The controller/evaluator will need to review all documentation before the exercise.
- The role of the controller is to plan and manage the exercise play, set up and operate the exercise site, and act in the roles of organizations or individuals not playing. They maintain flow of the exercise and may have injects that are to be given during critical times of the exercise. They also supervise the safety of all exercise participants.
- The role of the evaluator is to 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).
- The Safety Officer has emergency authority to stop or temporarily suspend exercise play if safety becomes an issue for anyone on scene (players, residents, staff, patients, etc.) Everyone should act as a Safety Officer in their designated areas and stop any play if there are safety concerns.
- Designate a contact person for the controller to report to on exercise day.
- Your evaluator should be there 30 minutes prior to exercise start with necessary documents for exercise.
- If you or someone at your facility has not done so already, you need to fill out an on-line form with your controller contact information. The person listed as the Controller is the person who will receive the exercise kick-off emails. You can find that form at <http://www.ketcoalition.org/controller-contact-information-november-2-fse/>.

#### 5. Exercise Day Instructions November 2

- **Do NOT call 911!**
- **Preface all communication (Phone, face-to-face, email) with “This is an exercise.”**
- Make sure you have signage at your facility alerting patients and visitors that you are conducting an exercise.
- Full Scale exercise will begin at 0900 with a weather advisory watch. At 0915 this will be upgraded to a severe weather warning. Exercise play will begin at 0930 with tornado hit. The weather alerts will be emailed to the contact provided for your facility.
- It is up to you and/or your controller to determine patient flow.
- **This is mandatory for all facilities.** At some point **before the exercise is over**, please log in to [www.ketcoalition.org](http://www.ketcoalition.org) and click on “Members Only” (Password is password99 if it asks for it), then go toward the bottom of that tab and click on “Facility Status Update Form” and fill out the form. We are doing this to practice using this form so that in the event of a real-world disaster, we will be able to quickly ascertain the status of the facilities. Also, this is how we will validate community participation in the exercise.

#### 6. Sim Cell

- During the full scale portion of the exercise beginning at 0900, there will be a Simulation Cell (SimCell) available for use.
- The SimCell is available to provide you feedback/input in lieu of organizations NOT participating in the exercise
- The SimCell number for you to call for feedback/input from other organizations was handed out at the controller/evaluator meeting. It will also be available on the website for the exercise.
- The SimCell will close by 1200.



- Your Regional Hospital Coordinator (RHC) will also be available at the Regional Medical Communications Center via cell phone. Do not contact the SimCell for normal communications you would have with your RHC.
  - **Charity Menefee (865) 755-2214 (Knox County)**
  - **Wanda Roberts (865) 202-9800 (Regional Facilities)**

## 7. Post Exercise

- Full scale exercise play should wrap up by noon.
- Conduct a “hotwash” after action review with your key staff to gather feedback immediately after the exercise.
- Designate one person to gather all forms. Have participants complete evaluations. Those can be kept for your facility records.

## 8. Region Hot Wash

- Because of the volume of players and time constraints with exercise documentation completion, the community-wide hotwash will be completed online. You can access the form at our website under exercise documents: **This is mandatory for all facilities**. Please complete by close of business day November 3<sup>rd</sup>. You will need the information provided at your hotwash and from your evaluation forms to complete the form. If you have any problems/questions with the assessment, please contact Angela Allred ([angela.allred@knoxcounty.org](mailto:angela.allred@knoxcounty.org)) or Wanda Roberts ([etrhc.health@tn.gov](mailto:etrhc.health@tn.gov)) You can find the assessment here: <http://www.ketcoalition.org/community-wide-post-nov-2-exercise-form/> (This form will not be active until Nov. 2 @ 12:00 PM).

## Summary

- Exercise Start: 9:00 AM and ends at 12:00 PM or when objectives are complete
- Evaluator will conduct a hotwash immediately following exercise end.
- Numbers to call: **(Do not call 911)**
  - Regional Hospital Coordinator (RHC) (865) 755-2214 or (865) 202-9800 Back-Up
  - SimCell: See number provided at controller evaluator meeting or on website.
    - (Call Simcell for exercise play, call RHC for any exercise questions/concerns)
- Preface all communication with “This is an Exercise”
- Complete post exercise assessment online by close of business day November 3<sup>rd</sup>.
- Keep all evaluations, exercise notes for your records.