**October 19, 2017 Knox East TN Healthcare Coalition Full Scale Exercise**

**Logistical Directions READ CAREFULLY!**

1. **Contact your controller/evaluators.** Let them know where to report on the day of the exercise. They will be told to be there by 8:45am.
2. **School/Volunteer Patient Information:**
	1. **Contact your school point of contact or your volunteer patient point of contact.** Ensure they know where to park the bus and where to stage the students. If teacher is acting as exercise controller, **please provide directions**.
	2. **Students/volunteers should be encouraged to wear tennis shoes.** No flip flops.
	3. **Remind your point of contact that dripping blood should NOT be applied at the school or on the bus.** The hospital liaison will have a place available for final moulage preparations.
	4. **Ask point of contact about food allergies and then order lunch for the students or volunteers and teachers.** Be prepared to release the schools right after lunch.Provide your invoice for lunch to Wanda or Charity for payment.
	5. **Discuss the rules of engagement and exercise play areas with students/volunteers and staff.** Students should be reminded to not wander around the hospital while moulaged.
	6. **Remind students and staff that there are real patients in the area. HIPAA rules apply,** so no pictures or videos in patient care areas. Also, students should be reminded to not post anything on social media until after the exercise.
	7. Please remember that the schools/volunteers are providing us a **HUGE service**. We want to make this the best experience possible. If you have the opportunity, please take time to make this a learning experience for them as well. Also, if your internal scenario indicates that DECON would be necessary, **DO NOT GET THE STUDENTS WET OR UNDRESSED**. You may *walk them* through your decon process if you see fit.
	8. Provide a meeting place for the students/volunteers to return to when their exercise play is complete. This is usually the place where lunch will be served as well.
3. **Exercise Play:**
	1. **Check the schedule of events in the exercise plan.** Info will be coming out via Tennessee Health Alert Network (TNHAN) prior to the exercise itself.
	2. On exercise day, you will receive several TNHAN messages. The final one will be indicating that a tornado has hit the fairgrounds with numerous injuries reported**.** This info will also be posted in HRTS. **The hospital Emergency Management liaison and/or your exercise controller will kick things off internally after that message has been received. Do not wait for any additional directions from us to get started.**
	3. Make sure there is someone available to send your “patients” in to the Emergency Department at a realistic rate.
4. **HRTS Use.** HRTS will be activated for this exercise.
	1. **IMPORTANT INFORMATION/EXERCISE INJECTS** **will be posted on the main event page during the exercise**. You will need to be monitoring it closely in your Command Centers.
	2. **Exercise Injects:** You will receive the following inject types that need to be considered and/or addressed on HRTS. When you respond, *respond under the requested thread and please DO NOT chose to text/email your response***.**
		1. Command Center information request.
		2. Blood and blood product related information request.
		3. Forensic Center information request.
		4. Red Cross information request.
5. **Patient Scenario Information.**
	1. Read the separate directions on the website.
	2. Print your tags, number them as indicated on the directions. Ensure the tags are affixed to your students on the exercise day.
	3. Card stock works better than regular paper.
	4. Name your patients according to the directions on the website. One child should be given the name of the hospital’s emergency manager.
6. **Patient Tracking Instructions.**
	1. **ALL Patients should be entered into the Patient Tracking System**. This can be completed via the website or free app downloaded on a cell phone or tablet. Usernames and passwords will be sent during the exercise.
	2. The unique number is the scenario number on the patient scenario cards – should be the hospital’s initials followed by a number.
	3. Patient tracking training webinar: East Region Patient Tracking Webinar
		1. Start Time: 10/12/2017 11:00 AM
		2. Duration: 01:00
		3. URL: <http://stateoftennessee.adobeconnect.com/rl3syy58jg58/>
		4. Call in Number: 888-450-5996
		5. Passcode: 397176
7. **Safe Word. “**TIMEOUT” stops all play with the students.
8. **Bring all of your documentation (exercise eval forms) to the hotwash at 2pm on October 25th in the auditorium of Knox County Health Department.**

**Invoices for lunch and buses for the students should be sent to Wanda Roberts or Charity Menefee.**