A group of people sitting at a table with laptops

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New Mexico

Long Term Care Facility

TableTop Exercise

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators; however, players may view other materials as necessary. All exercise participants may view the SitMan.

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# EXERCISE OVERVIEW

|  |  |
| --- | --- |
| Exercise Name | New Mexico Long Term Care (LTC) Facility Tabletop Exercise (TTX) |
| Scope | This exercise is a Tabletop Exercise, planned for 1-2 hours at a Long Term Care facility. Exercise play is limited to discussion of current operational plans and how variables are addressed in those plans. |
| Objective | Each Long Term Care facility will develop an Emergency Operations Plan that includes procedures to handle power and water outage, life safety, communication, and facility evacuation. The plan should also include the necessary staffing and logistical support to maintain continuity of operations during an emergency. |
| Threat or Hazard | Wildfire |
| Sponsor | (Place name of facility here) |
| Participating Organizations | (List any additional facilities or organizations participating in this exercise) |

GENERAL INFORMATION

## Participant Roles and Responsibilities

Groups of participants involved in the exercise and their respective roles and responsibilities are as follows:

Players:

Are personnel who have an active part in discussing or performing their regular roles and responsibilities during the exercise. Players respond to the presented situation based on current plans, policies, and procedures.

Facilitators:

Provide situation updates and moderate discussions. They also provide additional information or resolve questions as required.

## Exercise Structure

This exercise is comprised of 1 module lasting approximately 1-2 hours including a 15- to-30-minute hotwash (debrief after-action discussion about the exercise) immediately following the exercise.

## Exercise Guidelines

Participants should consider the following exercise ground rules to ensure that the objective is met in a reasonable amount of time and that the exercise runs smoothly.

1. This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected and encouraged.
2. Base your responses on the current facility plans and the capabilities of your organization. Decisions are not precedent setting; consider different approaches and suggest improvements.
3. Identifying issues with the exercise is not as valuable as suggestions and recommended actions that could improve your facility’s emergency plans and procedures; problem-solving efforts should be the focus.

## Exercise Evaluation

## Evaluation is based on the exercise objective and the completion of critical tasks. Players will also be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes will be used to evaluate the exercise.

# THE SCENARIO

# It is a typical Tuesday morning at your facility. There is a wildfire burning several miles away, but so far, you’ve not been concerned with any threat to you or your residents. At 9:05 a.m. your main phone rings. The receptionist answers and receives the following recorded message:

“*This is an emergency notification from the County Reverse 9-1-1 system. All residences and businesses receiving this call should prepare to evacuate within three hours due to the threat of wildfire. No evacuation is needed at this time, but you should prepare to evacuate within three hours. This is an alert, not an evacuation notice.”*

The message repeats, the receptionist copies it down, and hands it to the ranking administrator on duty.

# MODULE 1: PREPARATION FOR EVACUATION

## Questions

Based on the information provided, participate in the discussion concerning the issues raised in The Scenario. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

* 1. Who is responsible for leading the preparation for evacuation and how are staff assigned to the various tasks?
  2. Do you have an evacuation plan?
  3. If so, where is it located?
  4. What kinds of and how many transports are needed to evacuate your current residents?
  5. What arrangements exist for transportation?
  6. How will transportation be arranged?

* 1. Where will your residents go?
  2. What will you send with your residents? (discuss what and how much of each item.)
  3. What staff, if any, will accompany which residents?
  4. What supplies will be sent with staff as they evacuate?
  5. Resident/Staff tracking: How will you identify residents as they leave and track which residents/staff have left, where they went, and when they arrived?
  6. Do you have enough portable oxygen on hand?
  7. What actions are needed to secure the facility?
  8. Will any residents require a dedicated caregiver or security measures to ensure their safety?

## You’ve been given three hours to prepare for evacuation.

## What other activities should be performed now?

MODULE 2: LOSS OF UTILITIES

Scenario Update

As a result of the fire your facility just lost power and water service.

Questions

1. Do you have an emergency generator?
2. If so, do you have a refueling and maintenance plan?
3. Where are the generator and maintenance plan located?
4. How will you keep staff and residents hydrated?
5. How will you maintain sanitary conditions?
6. When was the facility HVAC/ air handling system last services?
7. How will indoor air quality be monitored until everyone is safely evacuated?

# MODULE 3: COMMUNICATIONS

Questions

1. Which agencies will you notify?
2. What is their contact information?
3. Where is the contact information stored?
4. How will your facility notify and/or communicate with families of residents and staff regarding evacuation?
5. What other community organizations or partners can you reach out to for assistance?
6. What is your primary means of communication?
7. If there is an outage of the primary means of communication, what alternate means of communication are identified in the facility Communications Plan?

## Scenario Update

Minutes ago, a local law enforcement officer arrived at the front door of the facility and ordered its evacuation. The evacuation is to be completed within two hours. This is an order actively execute evacuation due to imminent danger. The county is ordering immediate evacuation with approximately two hours to complete the evacuation.

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# MODULE 4: Create an Action Plan

# Develop a list of the action items that need to occur in order to fully evacuate within the next 2 hours. Use the preceding discussion, the facility EOP, and any other evacuation planning materials available to complete the list. The list should include delegated tasks and encompass all activities needed to evacuate the facility.

# ACTION PLAN WORKSHEET

Create an action plan that lists all of the activities/actions that need to occur now in order to evacuate. Use the preceding discussion, the EOP, and any other evacuation planning materials available to complete the list. The list should include delegated tasks and encompass all activities needed to evacuate the facility.

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| --- | --- | --- | --- | --- |
| ACTIVITY/TASK | TIME ASSIGNED | STAFF RESPONSIBLE | COMPLETION TIME FRAME | NOTES |
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# TABLETOP EXERCISE EVALUATION

# Please answer the following statements concerning the TTX using 5 (for Strongly Agree) to 1 (for Strongly Disagree)

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| STATEMENT | 5 | 4 | 3 | 2 | 1 |
| The TTX objectives were clear and concise. |  |  |  |  |  |
| I gained a better understanding of how my skills can translate to a real-world situation. |  |  |  |  |  |
| The TTX exercise was well-structured and organized. |  |  |  |  |  |
| The TTX was practical, realistic, and helpful. |  |  |  |  |  |
| I have a better understanding of the capabilities and available resources during an emergency. |  |  |  |  |  |
| There was sufficient time to complete the exercise. |  |  |  |  |  |

What scenarios and/or information would you like to see covered during future exercises?

Do you have any additional feedback or comments?

# REFERENCES

“Safe Evacuation Tabletop Exercise for Long Term Care Facilities” CA Association of Health Facilities Disaster Preparedness Program July 2017