



*Investing for tomorrow, delivering today.*

# Long Term Care (LTC) Tabletop Exercise (TTX)

## 2022

This exercise is based on

*“Safe Evacuation Tabletop Exercise  
for Long Term Care Facilities”*

California Association of Health Facilities



## Participant Roles & Responsibilities

**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.



# Participant Roles & Responsibilities

Facilitators: Provide situation updates and moderate discussions.

They also provide additional information or resolve questions as required.

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# Exercise Structure

This exercise is comprised of 5 modules lasting approximately 1-2 hours in total to include a 15-to-30-minute hotwash (debrief discussion about the exercise) immediately following the exercise.

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# Exercise Guidelines

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.

This is an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected and encouraged.

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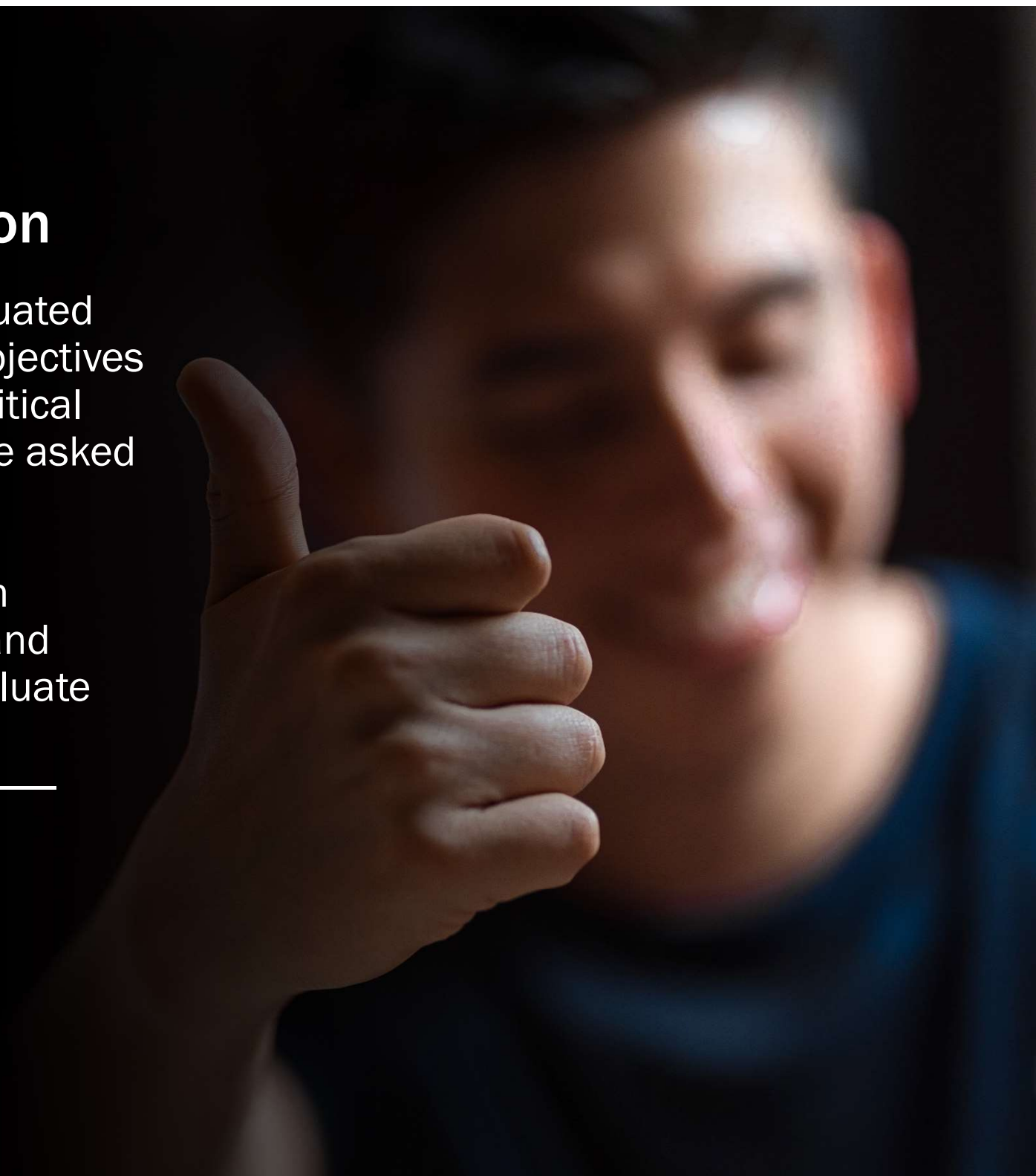
Identifying issues with the exercise is not as valuable as suggestions and recommended actions that could improve your facility's emergency plans and procedures; problem-solving efforts should be the focus.



## Exercise Evaluation

The exercise will be evaluated based on the exercise objectives 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.

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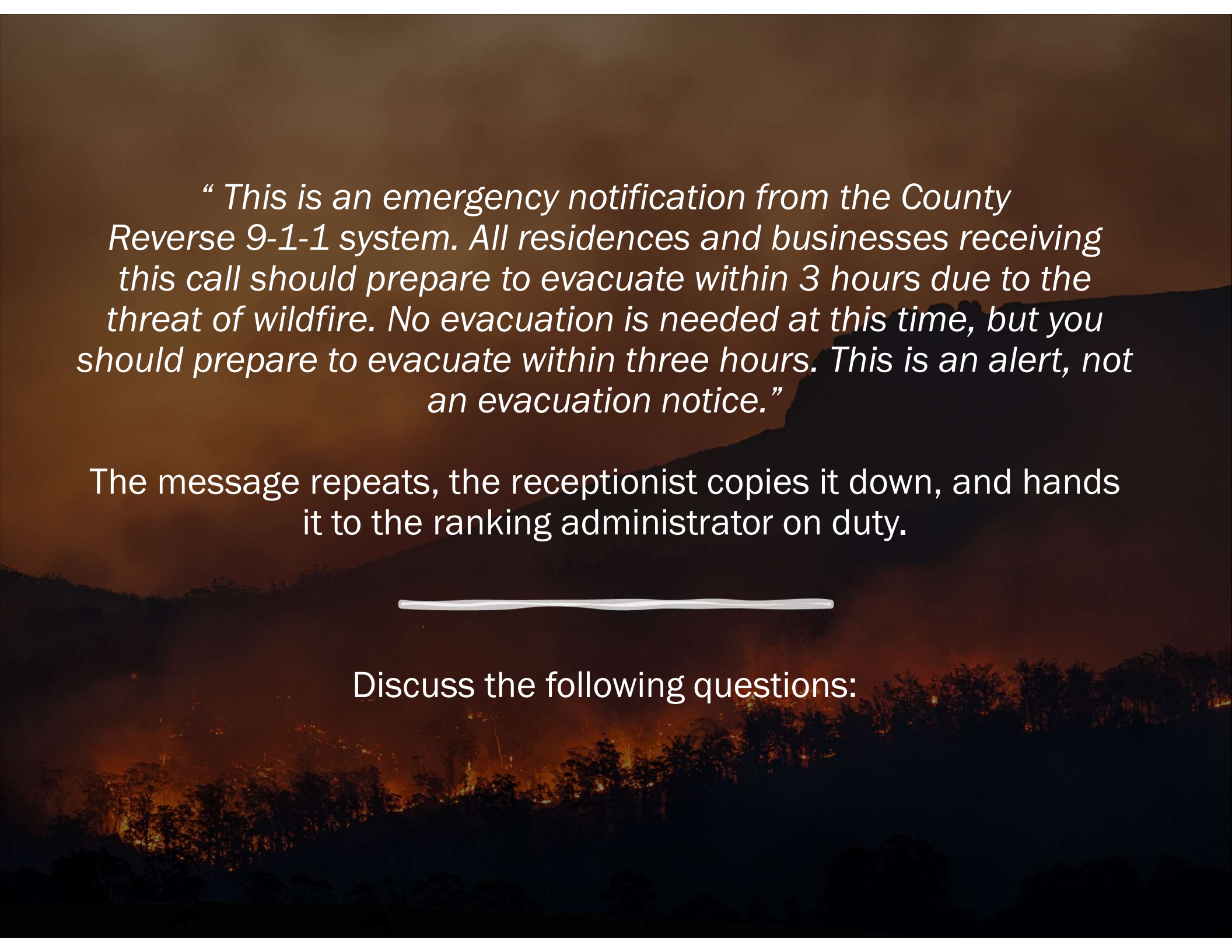


## The Scenario

It is a typical 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:

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*“ 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 3 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.

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Discuss the following questions:

# Module 1: Evacuation

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?





## Module 1: Evacuation

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?



# Module 1: Evacuation

7. Where will your residents go?
8. What will you send with your residents? (discuss what and how much of each item.)
9. What staff, if any, will accompany which residents?
10. What supplies will be sent with staff as they evacuate?








## Module 1: Evacuation

11. 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?
12. Do you have enough portable oxygen on hand?



## Module 1: Evacuation

13. What actions are needed to secure the facility?

14. Will any residents require a dedicated caregiver or security measures to ensure their safety?

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**You've been given three hours to prepare for possible evacuation. What other activities should be performed now?**

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## Scenario Update

Due to unexpected consequences of the fire your facility just lost power and water service.





## Module 2: Loss of Utilities

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?





## Module 2: Loss of Utilities

- 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 serviced?

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- 7. How will indoor air quality be monitored until everyone is safely evacuated?



## Module 3: Communications

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?





## Module 3: Communications

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 evacuation order for immediate evacuation due to wildfire. The officer indicated you would receive a reverse 9-1-1 phone call containing more information on how to contact the county emergency operations center, but for now, the county is ordering immediate evacuation within the next two hours.

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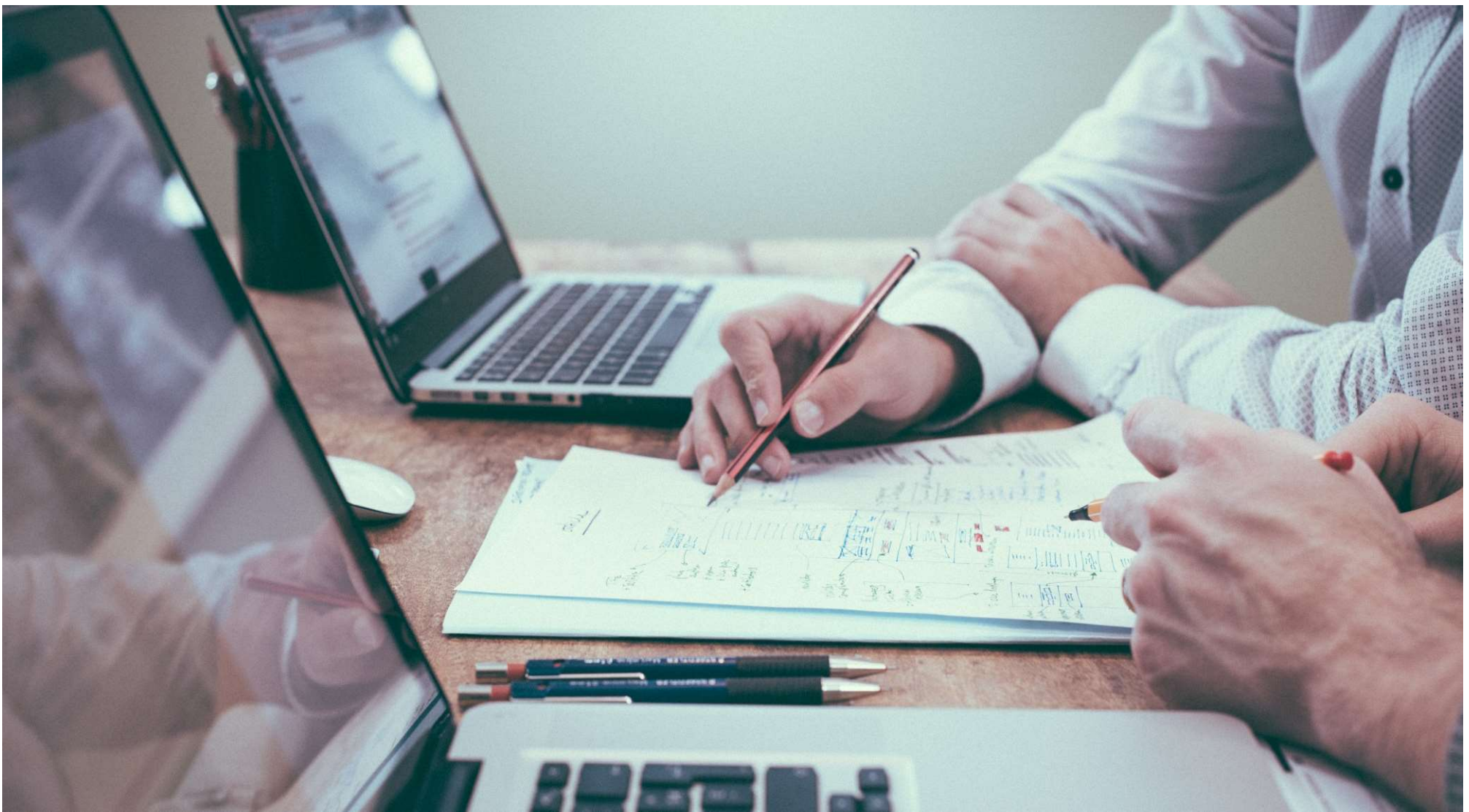


## Module 4: Create an Action Plan

Develop a list of the action items that need to occur in order to fully evacuate within the next two 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.

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## Module 5: Hotwash and Exercise Evaluation

Conduct a 30-minute facilitated discussion. Note strengths and areas for improvement discovered during the exercise. Complete the Exercise Evaluation Form.



**Thank you for your participation in this  
TableTop Exercise (TTX)!**

**Please complete and return the Exercise Evaluation Form.**