

# Disaster Preparedness Testing and Training

**Presented by:**  
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## Objectives

- Orientation
- Annual Education
- Documentation of Training
- Exercises
- After Action report
- Revising and updating the plan

## Testing, Training, Maintenance of the Plan

- Initial training of plan
- Orientation and Annual training
- Documentation of such training
- Staff must be able to demonstrate knowledge of plan
- Participate in 2 drills, one full scale disaster drill and second full scale/tabletop annually
- AAR



## Training and Testing

- The training and testing program must reflect the risks identified in the agency's hazard vulnerability/risk assessment and be included in their emergency plan

## Orientation

- All employees must be oriented to the plan
- Volunteers must be oriented
- Everyone in the organization must be able to demonstrate knowledge of the plan
- All current personnel must be oriented before November 15, 2017. Documented
- All new personnel as they are hired or brought on.

## When to Orient

- Should provide initial emergency training during orientation (or shortly thereafter) to ensure initial training is not delayed

### O·ri·en·ta·tion

*n.*

1. The act of orienting or the state of being oriented. An adjustment or adaptation to a new environment, situation, custom, or set of ideas.

## Documentation

- Facilities must maintain documentation of the annual training for all staff.
- The documentation must include the specific training completed as well as the methods used for demonstrating knowledge of the training program.
- Agencies have flexibility in ways to demonstrate staff knowledge of emergency procedures.

## Training

- Training refers to the agency's responsibility to provide education and instruction to staff, contractors, and facility volunteers to ensure all individuals are aware of the emergency preparedness program.



## Hospice

The hospice must do all of the following:

Initial training in emergency preparedness policies and procedures to all new and existing hospice employees, and individuals providing services under arrangement, consistent with their expected roles.

- ***Periodically review and rehearse its emergency preparedness plan with hospice employees (including nonemployee staff), with special emphasis placed on carrying out the procedures necessary to protect patients and others.***

## Testing

- Testing is the concept in which training is operationalized and the facility is able to evaluate the effectiveness of the training as well as the overall emergency preparedness program.
- Testing includes conducting drills and/or exercises to test the emergency plan to identify gaps and areas for improvement.



## Discussion Point

# How Can Staff Demonstrate Knowledge Of the Plan?

Page 11

## Orientation

- To the plan
- To new policies and procedures
- Communication plans
- Plans for staff when office is closed or inaccessible
- Patient classification system
- Transportation levels
- HIPAA

Page 12

## When To Orient



Page 13

## Documentation

- CMS has not set specific protocols for documentation
- Continue to use that your agency has used in the past
- Signature of attendees
- Date and time
- Signature of educator
- Sign in and out especially if there are breaks

Page 14

## Testing The Plan

- Must conduct exercises to test the plan annually.
- Must be related to the HVA
- Conduct a tabletop and a full-scale community based
- May conduct an individual facility exercise if community based not available

Page 15

## Collaboration and Communication

- Healthcare Coalitions
- Community partners
- Local, state and tribal partners

Page 16



## Not Able To Conduct A Full Scale Exercise?

- Can meet the requirement by documenting an emergency that required full activation of agency plan.
- Or, conducting smaller community exercises with nearby facilities/agencies , or
- Conduct a individual agency based exercise

Page 17

## Example

- If your plan addresses floods.
- Test policies and procedures, based on your risk assessment, on rapid identification of patients that would need to be evacuated

Page 18

## Documentation of Testing

- Must be maintained for a minimal of three years (reg)

Page 18

## Why Test The Plan

- So it becomes an immediate response
- Don't have to analyze for a new situation



Page 20

## Purpose of Exercises

- Evaluate your plan
- Identify deficiencies
- Test or validate changes
- Clarify roles
- Measure improvement
- Improve coordination
- Increase awareness



## Start With Understanding the Reaction and Brain Processes

- All experiences especially traumatic ones are imprinted in our brain.
- 10-80-10 Theory
- 8-10 seconds for the brain to begin processing new information.



## Seminar

- A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedures (e.g., a seminar to review a new Evacuation Standard Operating Procedure).

Page 25

## Workshop

- A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy (e.g., a Training and Exercise Plan Workshop is used to develop a Multi-year Training and Exercise Plan).

Page 26

## Games

- A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedure designed to depict an actual or assumed real-life situation.

## Operations Based

- validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Types of operations-based Exercises include: **Drill:** A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity (e.g., a fire department conducts a decontamination drill).

## Tabletop Exercise

- The **tabletop exercise** is a meeting to discuss a simulated emergency situation. Members of the campus review and discuss the actions they would take in a particular emergency, testing their emergency plan in an informal, low-stress environment.



Page 28

## Tabletop Exercises

- Must be lead by a facilitator
- Clinically relevant emergency scenario
- Set of problem statements



Page 29

## Functional Exercise

- The *functional exercise* is designed to focus on testing and evaluating the centralized emergency operational capability of an organization in a simulated real time environment.



## Full Scale Exercise

- A **full-scale exercise (FSE)** is a high-stress multi-agency, multi-jurisdictional activity involving actual deployment of resources in a coordinated response, as if a real incident had occurred.





## After Action Report

- An After Action Report (AAR) is a consolidation of information gathered during the testing and evaluation of a agency's emergency operations plan through an exercise.
- The report provides feedback in the achievement of the exercise objectives and overall capabilities of the agency.
- Information gleaned from this process, identifies and guides future improvement actions in the Improvement Plan (IP).

## After Action Report

- **Executive Summary**
- **Section 1: Exercise Section**
- **Section 2: Exercise Design Summary**
- **Section 3: Analysis of Capabilities**
- **Section 4: Conclusion**
- **Appendix A: Improvement Plan**
- **Appendix B: Lessons Learned**
- **Appendix C: Participant Feedback Summary**
- **Appendix D: Exercise Events Summary Table**
- **Appendix E: Performance Ratings**

## **Exercise and Design**

- Information in this section should clearly identify the specific exercise. Data should include
- the exercise name, date(s), location(s), and participating staff
- If participating with other organizations, list them and their roles

Page 35

## **Capabilities**

- Identify the Core Capabilities that were tested and evaluated in the exercise. Provide a description of the objectives within each capability, the observations, any discussion or analysis, and the outcomes
- Recommendations are often included in this section.
- May include a brief analysis in the Executive Summary or Conclusion sections.

Page 36

## **Performance Improvement**

- Recommendation/Improvement/Corrective Action
- Responsible agency and office
- Estimated completion date

Page 37

## **Conclusion**

- The conclusion should provide a general review of the exercise, its overall outcome and potential improvements.
- For small exercises, this may be included in the Executive Summary.

Page 38

## Summary

- This section should provide a general overview of the goals, purpose and objectives of the exercise. For smaller activities such as seminars and drills, the capability analysis and/or
- Conclusion may be included here.

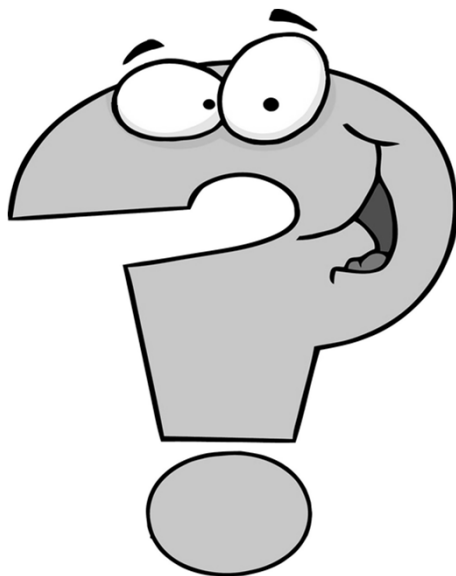
Page 38

***“Chance favors the prepared mind”***

- Louis Pasteur

1822-1895

Page 39



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