

**HANDOUT # 6**  
**May 2018 Exercises**

**Exercise Dates**

<b>REGION</b>	<b>Region 1</b>	<b>Region 2</b>	<b>Region 3</b>	<b>Region 4</b>	<b>Region 5</b>
<b>DATE</b>	June 12, 2018	June 13, 2018	June 14, 2018	June 18, 2018	June 19, 2018
<b>TIME</b>	9am–12:45pm	9am–12:45pm	9am–12:45pm	12pm–3:45pm	9am–12:45pm

**Exercise Preparation Conference Calls Statewide (All Regions):**

Two opportunities will be provided for **ALL MEMBERS STATEWIDE** to participate in an IMPORTANT Exercise Preparation Conference Call:

- Date:** May 8 & May 31, 2018
- Who:** All MassMAP Members
- When:** AM Session: 10:30 am - 11:30 am  
or  
PM Session: 1:30 pm - 2:30 pm
- How:** Conference Call  
Dial in # (641) 715-3670  
Access Code 148307#

**Conference Call Agenda:**

- + Timeline of the exercise
- + Objectives of the exercise
- + Review Resident Accepting Expectations
- + Communication responsibilities
- + Verify tools and resources that should be downloaded and printed for the exercise

**Day of Exercise:**

<b>EXERCISE EVENT</b>	<b>TIME</b>	
	<b>Region 4</b>	<b>Regions 1, 2, 3, 5</b>
Exercise commences via the HHAN	<b>12:00pm</b>	<b>9:00am</b>

## HANDOUT # 6

### May 2018 Exercises

EXERCISE EVENT	TIME	
	Region 4	Regions 1, 2, 3, 5
<p>RAFs receive "First Wave" of Evacuating Residents via Constant Contact Message and establish a:</p> <ul style="list-style-type: none"> <li>+ Intake or Triage area using their plans</li> <li>+ Establish a Surge area using their plans</li> <li>+ Contact the LTC Coordinating Center after the conference call that they "received" these residents</li> </ul> <p><b>Note:</b> No clinical hand-off calls will happen with this First Wave of Evacuating Residents</p>	<b>12:15pm</b>	<b>9:15am</b>
Complete Emergency Reporting	<b>12:30pm</b>	<b>9:30am</b>
<p>Regional Conference Call</p> <ul style="list-style-type: none"> <li>+ All Region members join call for a Situational Briefing <ul style="list-style-type: none"> <li>▪ <b>Dial In #: (641) 715-3670</b></li> <li>▪ <b>Access Code: 148307#</b></li> </ul> </li> </ul>	<b>12:30pm</b>	<b>9:30am</b>
LTC Coordinating Center locates open beds and transportation for group of residents from the DSFs.	<b>12:45pm</b>	<b>9:45am</b>
<p>Some RAFs receive "Second Wave" of Evacuating Residents: LTC Coordinating Center and / or the DSF will contact RAFs to receive MORE Evacuating Residents.</p> <ul style="list-style-type: none"> <li>+ RAFs will start receiving calls from the DSFs requesting assistance with resident placement.</li> <li>+ Clinical Handoffs for the Second Wave of Evacuating Residents will commence with the RAFs.</li> </ul>	<b>1:00pm</b>	<b>10:00am</b>
<p>To support the influx of residents, the RAF should have completed:</p> <ul style="list-style-type: none"> <li>+ Clinician discussions with the DSF (Clinical Handoffs) – Second Wave Only</li> <li>+ Conducting Staff Call Backs</li> <li>+ Contacting Vendors for supplies and equipment</li> <li>+ "Closing the Loop" – Confirm receipt of the Residents via the LTC Coordinating Center</li> </ul>	<b>2:00pm</b>	<b>11:00am</b>
END EX: Exercise Concludes via HHAN message	<b>2:30pm</b>	<b>11:30am</b>
<p>All exercise participants to join the Hot Wash / Conference Call with an internal team.</p> <ul style="list-style-type: none"> <li>▪ <b>Dial In #: (641) 715-3670</b></li> <li>▪ <b>Access Code: 148307#</b></li> </ul>	<b>2:45pm</b>	<b>11:45am</b>
<p>Exercise concludes. Complete:</p> <ul style="list-style-type: none"> <li>+ <b>RAF Exercise Online Questionnaire</b></li> <li>+ <b>Facility After Action Improvement Plan</b></li> </ul>	<b>3:45pm</b>	<b>12:45pm</b>