

## HANDOUT #5

### October 2018 Exercises

#### Exercise Dates

REGION	Region 1	Region 2	Region 3	Region 4	Region 5
DATE	Wednesday October 3, 2018	Thursday October 4, 2018	Tuesday October 2, 2018	Friday October 5, 2018	Monday October 1, 2018
TIME	9am–12:45pm	9am–12:45pm	9am–12:45pm	9am–12:45pm	12pm–3:45pm

#### **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:** Tuesday, September 4, 2018 & Tuesday, September 18, 2018

**Who:** All LTC-MAP 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) 715-3865  
Access Code 743434#

#### **Conference Call Agenda:**

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

**HANDOUT #5****October 2018 Exercises****Day of Exercise:**

EXERCISE EVENT	TIME	
	Region 5	Regions 1, 2, 3, 4
Exercise commences via an Everbridge message	<b>12:00pm</b>	<b>9:00am</b>
RAFs receive "First Wave" of Evacuating Residents via Constant Contact Message and establish a: <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> <b>Note:</b> No clinical hand-off calls will happen with this First Wave of Evacuating Residents	<b>12:15pm</b>	<b>9:15am</b>
Complete Emergency Reporting	<b>12:30pm</b>	<b>9:30am</b>
Regional Conference Call <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) 715-3865</b></li> <li>▪ <b>Access Code: 743434#</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>
Some RAFs receive "Second Wave" of Evacuating Residents: LTC Coordinating Center and/or the DSF will contact RAFs to receive MORE Evacuating Residents. <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>
To support the influx of residents, the RAF should have completed: <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 an Everbridge message	<b>2:30pm</b>	<b>11:30am</b>
All exercise participants to join the Hot Wash / Conference Call with an internal team. <ul style="list-style-type: none"> <li>▪ <b>Dial In #: (641) 715-3865</b></li> <li>▪ <b>Access Code: 743434#</b></li> </ul>	<b>2:45pm</b>	<b>11:45am</b>
Exercise concludes. Complete: <ul style="list-style-type: none"> <li>+ <b>Facility After Action Report and Improvement Plan</b></li> </ul>	<b>3:45pm</b>	<b>12:45pm</b>