

**Exercise Dates**

| <b>REGION</b> | <b>Southern</b> | <b>Northern</b> |
|---------------|-----------------|-----------------|
| <b>DATE</b>   | June 20, 2018   | June 21, 2018   |
| <b>TIME</b>   | 9am–12:45pm     | 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 29, 2018 **or** June 11, 2018
- Who:** All LTC-MAP Members
- When:** AM Session: 10:00 AM - 11:00 AM  
or  
PM Session: 1:00 PM - 2:00 PM
- How:** Conference Call  
**Dial-In #** 1-641-715-3865  
**Access Code** 164616#

**Conference Call Agenda:**

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

**Day of Exercise:**

- 09:00: **STARTEX:** Exercise commences with an alert from the Rhode Island Health Notification System.
- 09:15: All plan members from the participating LTC-MAP region (Northern or Southern) complete Emergency Reporting. Include Operational Issues and reason for evacuation of your facility in the Emergency Reporting. **All plan members complete Emergency Reporting by 9:30 AM.**
- 09:20: All Plan members from the participating LTC-MAP region activate their Command Centers and review internal actions that must be conducted (*complete*)

## HANDOUT # 5

### May 2018 Exercises

*Transportation Evacuation Survey, create Incident Action Plan, review evacuation plans, etc.).*

09:30: **Regional Conference Call.** All Plan members from the participating region join call for a Situational Briefing. (See dial-in number and access code below)

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09:45: Mock Resident Accepting Facilities/Communities (RAF) are sent out via Constant Contact. These are **NOT** real LTC-MAP facilities. Each DSF will determine proper placement for their mock residents based on bed availability and categories of care provided by the mock RAFs. DSFs prepare to send residents by:

- Establishing holding area
- Physically moving mock resident(s) into holding area (factoring in multi-level facilities when applicable)

09:50: All DSFs fill out Rhode Island Emergency Evacuation Forms for 10% of their licensed beds (max. 20), using real clinical information from residents, but substituting fake names for real ones.

**Please note:** You can print these forms off at [www.mutualaidplan.org/ri](http://www.mutualaidplan.org/ri).

*You do not have to use your triplicate forms, however, the use of the triplicate forms is up to each individual LTC-MAP member.*

10:00: With the list of mock RAF beds, DSFs complete Rhode Island Staff / Equipment / Tracking Sheets and finish determining proper placement of mock residents.

- Review how to package the residents
- Review staffing levels pertaining to the evacuation
- Review pickup locations of arriving transportation

10:30: DSFs review recovery efforts.

- Contacting vendors for supplies and equipment that would be needed to bring the facility back operating status
- Messaging to family / media about reopening the building and any actions needed from them

11:30: **ENDEX:** Exercise concludes via an alert from the Rhode Island Health Notification System.

11:45: All exercise participants to join the Hotwash Conference Call with their internal teams.

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12:45: Exercise Hotwash Conference Call concludes