

## HANDOUT #5

### October 2019 Exercises

#### Exercise Dates

REGION	Region 4	Region 3	Region 1	Region 2	Region 5
DATE	Tuesday October 1, 2019	Wednesday October 2, 2019	Thursday October 3, 2019	Monday October 7, 2019	Tuesday October 8, 2019
TIME	9am–12:45pm	9am–12:45pm	9am–12:45pm	12pm–3:45pm	9am–12:45pm

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

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

**Date:** Tuesday, August 27, 2019 & Thursday, August 29, 2019

**Who:** All LTC-MAP Member Facility's

**When:** AM Session: 10:30 am - 11:30 am  
or  
PM Session: 1:30 pm - 2:30 pm

**How:** Conference Call  
Dial in # (712) 770-5605  
Access Code 743434#

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

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

**HANDOUT #5****October 2019 Exercises****Day of Exercise:**

EXERCISE EVENT	TIME	
	Region 2	Regions 1, 3, 4 & 5
Neighboring Region to complete Emergency Reporting (within 30 minutes)	11:30am	8:30am
Exercise commences via an Everbridge message	12:00pm	9:00am
All Regional plan members complete their Emergency Reporting (within 30 minutes)	12:10pm	9:10am
All Regional plan members establish their command centers and review internal actions that must be completed (Complete Transportation Evacuation Survey and enter at <a href="http://www.mutualaidplan.org/ct">www.mutualaidplan.org/ct</a> . Develop your Incident Action Plan, etc.)	12:20pm	9:20am
Mock Resident Accepting Facilities/Communities (RAFs) will be sent out via Constant Contact. These are NOT REAL LTC-MAP members. Each DSF will determine proper placement for their mock residents based on bed availability of the mock RAFs, as well as the categories of care they can accommodate.	12:25pm	9:25am
Regional Conference Call + All Region members join call for a Situational Briefing <ul style="list-style-type: none"> <li>▪ <b>Dial In #: (712) 770-5605</b></li> <li>▪ <b>Access Code: 743434#</b></li> </ul>	12:30pm	9:30am
DSFs prepare to send residents: <ul style="list-style-type: none"> <li>+ Establish holding area</li> <li>+ Physically move mock resident(s) into holding area (factoring in multi-level facilities when applicable)</li> </ul>	12:45pm	9:45am
+ DSFs fill out Resident Emergency Evacuation Forms using true clinical information from residents with fake names. Each DSF will fill out 10% of their licensed beds, up to twenty (20) Resident Emergency Evacuation Forms.	12:50pm	9:50am
With list of Mock RAFs, DSF completes the following: <ul style="list-style-type: none"> <li>+ Review how to package the residents</li> <li>+ Resident/Medical Record/Staff/Equipment tracking sheet and determine placement of mock residents</li> <li>+ Review staffing levels pertaining to the evacuation</li> <li>+ Review pickup locations of arriving transportation</li> </ul>	1:00pm	10:00am
DSFs determine recovery efforts and actions to take place internally: <ul style="list-style-type: none"> <li>+ Contacting vendors for supplies and equipment</li> <li>+ Message to family / media</li> </ul>	1:30pm	10:30am
END EX: Exercise Concludes via an Everbridge message	2:30pm	11:30am
All exercise participants to join the Hot Wash / Conference Call with an internal team. <ul style="list-style-type: none"> <li>▪ <b>Dial In #: (712) 770-5605</b></li> <li>▪ <b>Access Code: 743434#</b></li> </ul>	2:45pm	11:45am
Exercise concludes. All participants complete: <ul style="list-style-type: none"> <li>+ <b>Facility After Action Report and Improvement Plan</b></li> <li>+ <b>Send photos and inject responses to <a href="mailto:photos@mutualaidplan.org">photos@mutualaidplan.org</a></b></li> </ul>	3:45pm	12:45pm