

## EXERCISE EVALUATION GUIDE (EEG)

<p><b>Exercise Name:</b> Connecticut Long Term Care Mutual Aid Plan (LTC-MAP) Full-Scale Exercise</p> <p><b>Exercise Date:</b> _____</p>	<p><b>Organizations:</b> Connecticut Long Term Care Mutual Aid Plan (LTC-MAP) Member Facilities</p>	<p><b>Location Evaluated:</b> Disaster Struck Facility Command Center:</p> <hr style="width: 80%; margin-left: auto; margin-right: auto;"/> <p style="text-align: center;">Facility Name</p>
<p><i>Healthcare Preparedness and Response (HCPR) Capabilities</i></p>		
<p><b>HCPR Capability 2 Objective 3 Activity 1: Identify and Coordinate Resource Needs during an Emergency</b></p> <p><b>Critical Tasks:</b></p> <ul style="list-style-type: none"> <li>Implement internal disaster notification, and activate Disaster Struck Facility Command Center.</li> <li>Assign Incident Command roles to key members of leadership team.</li> <li>Create an Incident Action Plan (IAP) to prioritize objectives.</li> <li>Determine the transportation needs of the full census of the building at the time of the exercise by completing a Transportation Evacuation Survey.</li> </ul>		
<p><b>HCPR Capability 3 Objective 6 Activity 2: Develop and Implement Evacuation and Relocation Plans</b></p> <p><b>Critical Tasks:</b></p> <ul style="list-style-type: none"> <li>Demonstrate effective response and evacuation coordination by DSF personnel through the use of the Nursing Home Incident Command System (NHICS) and community partner involvement.</li> <li>Clinicians from DSF and leadership determine placement of mock residents based on bed availability and categories of care.</li> <li>Ensure that evacuated DSFs completes the LTC-MAP Resident Emergency Evacuation Form for each evacuated resident (20 forms completed as a sample for each facility)</li> <li>Demonstrate the ability to track residents by properly completing required documents (Resident Evacuation Tracking Sheets)</li> <li>(Simulate) DSF confirms that each RAF will communicate to family members after residents have arrived.</li> </ul>		
<p><b>HCPR Capability 2 Objective 2 Activity 3: Utilize communication systems and platforms</b></p> <p><b>Relates to Healthcare System Preparedness Capabilities:</b> Information Sharing</p> <p><b>Critical Tasks:</b></p> <ul style="list-style-type: none"> <li>Ensure that LTC-MAP member provides ongoing information and situational reports via online emergency reporting system as their internal situations escalates.</li> </ul>		

Homeland Security Exercise and Evaluation Program (HSEEP)

Disaster Struck Facility (DSF) Command Center EEG  
DSF CC EEG

Connecticut Long Term Care Mutual Aid Plan (LTC-MAP)  
Full-Scale Exercise (FSE)

Capability Objective	Associated Critical Tasks	Observation Notes and Explanation of Rating	Target Rating
<p><b>HCPR Capability 2 Objective 3 Activity 1:</b> Identify and Coordinate Resource Needs during an Emergency</p>	<ul style="list-style-type: none"> <li>• Implement internal disaster notification, and activate Disaster Struck Facility Command Center.</li> <li>• Assign Incident Command roles to key members of leadership team.</li> <li>• Create an Incident Action Plan (IAP) to prioritize objectives.</li> <li>• Determine the transportation needs of the full census of the building at the time of the exercise by completing a Transportation Evacuation Survey.</li> </ul>		
<p><b>HCPR Capability 3 Objective 6 Activity 2:</b> Develop and Implement Evacuation and Relocation Plans</p>	<ul style="list-style-type: none"> <li>• Demonstrate effective response and evacuation coordination by DSF personnel through the use of the NHICS and community partner involvement.</li> <li>• Clinicians from DSF and leadership determine placement of mock residents based on bed availability and categories of care.</li> <li>• Ensure that evacuated DSFs completes the Resident Emergency Evacuation Forms (20 forms completed)</li> <li>• Demonstrate the ability to track residents by properly completing required documents (Resident Evacuation Tracking Sheets)</li> <li>• (Simulate) DSF confirms that each RAF will communicate to family members after residents have arrived.</li> </ul>		



Homeland Security Exercise and Evaluation Program (HSEEP)

Disaster Struck Facility (DSF) Command Center EEG  
DSF CC EEG

Connecticut Long Term Care Mutual Aid Plan (LTC-MAP)  
Full-Scale Exercise (FSE)

Other Disaster Struck Facility Command Center Comments:

Evaluator Name \_\_\_\_\_

Evaluator E-mail \_\_\_\_\_

Phone \_\_\_\_\_

**Ratings Key**

- P – Performed without Challenges
- S – Performed with Some Challenges
- M – Performed with Major Challenges
- U – Unable to be Performed

**PLEASE FAX COMPLETED EEG TO 860-793-4880 or e-mail to**

**[kim.joyce@jensenhughes.com](mailto:kim.joyce@jensenhughes.com)**

**By: November 15, 2019**

### Ratings Definitions

<p><b>Performed without Challenges (P)</b></p>	<p>The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws.</p>
<p><b>Performed with Some Challenges (S)</b></p>	<p>The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified.</p>
<p><b>Performed with Major Challenges (M)</b></p>	<p>The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws.</p>
<p><b>Unable to be Performed (U)</b></p>	<p>The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).</p>