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TOTAL DISASTER: DESIGN, PLANNING & HOLDING A DISASTER DRILL

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April 13, 2021

Total Disaster: Design, Planning and a Holding Disaster Exercise



BIO: Erik Angle RN, MICN, MEP, NHDP Director of Training and Exercise Programs

- 30 years in the realm of Emergency Medical Services, is a former Emergency Medical Technician (EMT) and is currently Emergency Department Registered Nurse.
- Certified National Healthcare Disaster Professional (NHDP).
- Currently employed as the Emergency Preparedness Coordinator for the Sutter Roseville Medical Center and a former Trauma Program Director and EMS Coordinator.
- Trains staff of the Emergency Department, also the whole hospital group and EMS/First Responder personnel in the realm of Emergency Medical Systems, Trauma Management and Disaster Preparedness.
- Provides disaster drills/disaster exercises and with key community and federal partners and he is a certified Master Exercise Practitioner (MEP).
- Works closely with the EMS Agency and have created multiple policies for the Sierra Sacramento Valley (S-SV) EMS Agency used in the 10-county EMS Region.
- Published author and been a contributing author on two books on Emergency Preparedness.
- Subject Matter Expert in CMS and Joint Commission Emergency Preparedness Regulations and Requirements.



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BIO: Karen Garrison - Director of Health and Community Services

- For 30 years, has directed a variety of programs that support seniors and disabled adults
- Extensive experience as a Service Provider directing community based and clinical settings throughout the San Francisco Bay Area
- Expertise in directing program include Skilled Nursing, Residential Alzheimer's Care, Adult Day Health Centers/ Community Based Activity Services, Supportive Senior Housing, Case Management Services, and national service programs.
- Karen's non-profit programs and services allow her to support our non-profit clients with their unique EP challenges.as a former provider. She now leads all Health and Community Service projects and manages our team of emergency and business continuity planners.



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Training Objectives

- Review key emergency management exercise terminology
- Review types of disaster exercises
- Review advantages and disadvantages of exercise type
- Review planning and design of a tabletop exercise
- Review conducting the tabletop exercise
- Question and answers



Terminology for Emergency Management Exercises

- **Disaster:** A sudden, calamitous event that seriously disrupts the functioning of a community or society and causes human, material and economic losses that exceed the community's or society's ability to cope using its own resources.
- **Disaster (Healthcare perspective):** Any situation where the incident, numbers of patients or severity of illness impacts or exceeds the ability of the facility or system to care for them.



Terminology for Emergency Management

- **Natural Disaster:** Natural Disasters are catastrophic events that result from any of the Earth's natural phenomena. These can range from wildfires, earthquakes, floods, extreme weather, etc.
- **Human Caused Disaster:** Human-Caused disasters have an element of human intent, negligence, or error involving a failure of a man-made system, as opposed to natural disasters resulting from natural hazards. Such human-caused disasters are crime, arson, civil disorder, terrorism, war, biological/chemical threat, cyber-attacks, etc.



Terminology for Emergency Management

- **Hazard Vulnerability Analysis (HVA):** A hazard vulnerability analysis is a process for identifying the hospital's highest vulnerabilities to natural and man-made hazards and the direct and indirect effect these hazards may have on the hospital and community. An HVA provides the hospital with a basis for determining the most likely risks they may face and potential demands on emergency services and other resources that could occur during a crisis so that effective mitigation measures can be taken and a coordinated disaster response plan can be developed.



Terminology for Emergency Management

- **Discussion Based Exercises:** Discussion-based exercises are normally used as a starting point in escalating exercise complexity. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games.
- **Operations Based Exercises:** Operations-based exercises are hands on. They are used to validate the plans, policies, agreements, and procedures solidified in discussion-based exercises. Operations-based exercises include drills, functional exercises (FEs), and full-scale exercises (FSEs).



Types of Disaster Exercises: Discussion Based

- These types of exercises typically highlight existing plans, policies, interagency/inter-jurisdictional agreements, and procedures.
- Discussion-based exercises are valuable tools for familiarizing agencies and personnel with current or expected capabilities of an entity. Discussion based exercises typically focus on strategic, policy-oriented issues.
- Facilitators and/or presenters usually lead the discussion, keeping participants on track toward meeting exercise objectives.





Types of Disaster Exercises: Discussion Based (continued)

- **Tabletop Exercises (TTX)** are discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation.
- A facilitator leads the session and guides participants or “players” through a discussion of one or more scenarios.
- The duration of a TTX depends on the audience, the topic being exercised and the exercise objectives. Many tabletop exercises can be conducted in just a few hours, so they are cost-effective tools to validate plans and capabilities.



Types of Disaster Exercises: Operations Based

- **Operations-Based Exercises** are characterized by actual response to emergency conditions; reaction to simulated intelligence; mobilization of apparatus, resources, and/or networks; and commitment of personnel, usually over an extended period of time. There are various types of Operations-Based Exercises:
 - **Drills:** A drill is a coordinated, supervised activity usually employed to validate a single, specific operation or function in a single agency or organizational entity. Drills are commonly used to provide training on new equipment, develop or validate new policies or procedures, or practice and maintain current skills.



Types of Disaster Exercises: Operations Based (continued)

- **Functional Exercises:** A Functional Exercise (FE) is a fully simulated, interactive exercise that tests the capability of an organization to respond to a simulated event by testing various functions of a plan, policy, or procedure.
- An FE is designed to validate and evaluate these capabilities and functions through an interactive exercise scenario with event updates that drive activity at the management level.
- An FE simulates real operations in a functional area by presenting realistic problems that require rapid and effective responses in a simulated, time-constrained environment.





Types of Disaster Exercises: Operations Based (continued)

- **Full-Scale Exercise:** A Full-Scale Exercise (FSE) is the most complex type of exercise. FSEs are multi-agency, multi-jurisdictional, multi-organizational exercises that validate many facets of preparedness. They focus on implementing and analyzing the plans, policies, procedures, and cooperative agreements developed in discussion-based exercises and honed in previous, smaller, operations-based exercises.
- In FSEs, the reality of operations in multiple functional areas presents complex and realistic problems that require critical thinking, rapid problem solving, and effective responses by trained personnel.
- FSEs are conducted in real time, creating a stressful, time-constrained environment that closely mirrors real events and may include participants as actors.



The Tabletop Exercise: Advantages and Disadvantage

- **Advantages of a Tabletop Exercise**

- Cost effective
- Effective method for reviewing plans, procedures, and policies.
- Effective way to familiarize key personnel with their roles and responsibilities.
- Is an opportunity to build trust (team building) of internal and external stakeholders.
- Stimulates thought processes and open discussion.
- Helps focus the team within a specific situation (scenarios such as cyber, active shooter, earthquake, tsunami) and not need extensive resources to do so
- Helps identify any issues, challenges and identify resources necessary to overcome any issues
- An opportunity leaders to practice their crisis management leadership skills in a safe, secure and low stress environment.



The Tabletop Exercise: Advantages and Disadvantage

- **Disadvantages of a Tabletop Exercise**
 - Lacks realism
 - Not done in real time and does not provide a true test of a crisis and emergency response
 - Provides only a superficial exercise of plans, procedures, and team capabilities.
 - Does not provide a practical way to demonstrate patient or system overload that can be done with moulaged victim volunteers, mannequins.



Planning and Design of a Tabletop Exercise

- **Pre- Plan for the exercise:**

- Review policies and procedures that would be tested.
 - Ensure the Facilitator would be familiar with plan(s) being tested
- Establish an exercise planning team, including a team lead.
- Draft an exercise timeframe and timeline.
 - Set draft timeframes of how long the TTX would last, amount of injects, timeframe for discussion sections including “Hot Wash” debrief sessions.
- Develop a schedule of Planning Meetings as needed.
- Create a budget for the exercise as needed.
 - May include employee time cost, food and beverages, supplies and even prizes



Planning and Design of a Tabletop Exercise

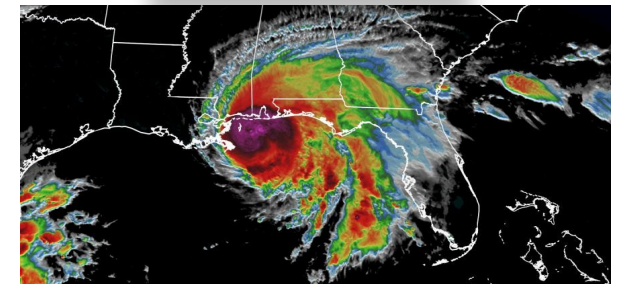
This section will help your organization to Plan all aspects of a Tabletop Exercise



Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- Perform a needs assessment. Prior to the development of the TTX, evaluate needs and risk:
 - Base on likely hazards your organization may face based on the most recent Hazard Vulnerability Analysis or risk assessment
 - Base on areas of identified vulnerability based on incidents
 - Base on areas for improvement identified in past exercises to demonstrate improvement as applicable
- Exercise needs to be based on realistic and identified risks to the facility.



Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**
 - Define the **scope** of the TTX.
 - Elements that should be considered when determining the scope of the exercise include:
 - Identify a specific hazard that will provide the best scenario for achieving exercise goals.
 - Identify the location where the simulated event will occur.
 - Determine what type of functions the participants should be practicing during the exercise.
 - Determine participating organizations/individuals to be invited to the TTX.



Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- Develop and determine a **purpose statement** for the exercise
- This provides a broad statement of the exercise goal that focuses and controls the whole exercise.
- This should be included in the TTX.

Sample Purpose Statement: “The purpose of this exercise is to provide participants with an opportunity to evaluate current response concepts, plans, and capabilities for a response to a worldwide pandemic and response and recovery coordination with community partners. This will assist in determining the level of preparedness and planning and identify both strengths and areas of improvement. ”



Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- Develop and define **objectives** for the TTX.
- Generally, planners should limit the number of exercise objectives to enable timely exercise conduct, facilitate reasonable scenario design, and support successful completion of exercise goals.
- Objectives should be written in an active tense and use strong verbs such as plan, write, conduct, produce, etc. Objectives should be SMART:
 - **Specific** – *What exactly are we going to do, with or for whom?*
 - **Measurable** – *Is it measurable and how can it be measured?*
 - **Achievable or Action Oriented** – *Can we get it done in the proposed timeframe and how will it be accomplished?*
 - **Realistic** – *Will this objective be realistic to achieve?*
 - **Time-Oriented** – *When will we accomplish this objective?*





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- **Sample Objectives:**

- a. “Discuss the ability to notify emergency management personnel, public safety, healthcare, key partners and public officials of the decision to activate within 30 minutes.”
 - b. “Discuss the ability of the Emergency Management Agency to activate the Command Center/EOC within the timeframe as designated in their EOP upon event notification.”
 - c. “Discuss the ability of the facility to appropriately screen incoming patients for infectious disease and appropriately isolate them upon arrival.”





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- Build the Scenario. The scenario should be realistic, plausible, and challenging; but be sure the scenario is not so complicated that it overwhelms participants.
- A scenario consists of three basic elements:
 - The general context of the story
 - The conditions that will allow players to demonstrate their ability to meeting the exercise objectives
 - The technical details necessary to accurately depict scenario conditions and events (such as date and time of event, specific information about damage resulting from the event, etc.).
- The Hospital Incident Command System(HICS) Incident Planning Guides contain template scenarios that can be used and adapted for use in a TTX.





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- **Sample Scenario:**

An outbreak of unusually severe respiratory illness has occurred in Asia. The Centers for Disease Control and Prevention (CDC) has identified this as a novel virus, a subtype never before isolated from humans. Large numbers of human cases are being reported in Hong Kong, Singapore, South Korea, Japan, and now the United States. Elderly individuals and immune compromised individuals are the most severely affected, and several deaths have been reported. Health Departments have increased surveillance reporting and coordinated with news agencies to issue alerts advising anyone experiencing flu-like symptoms to immediately contact their healthcare providers and report to emergency departments if have severe symptoms.





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- **Sample Scenario:**

Your hospital, and other community hospitals, clinics, and pharmacies, are experiencing a surge in patients presenting to be tested and demanding medications, many showing flu-like symptoms. Conflicting guidance from various sources is confusing both the public and healthcare workers regarding appropriate personal protective equipment and which medications are, or are not, effective in prevention and treatment. Your hospital's emergency department is at 130% of normal capacity, all inpatient beds are in use, and two patients with respiratory illness are on mechanical ventilation. One death has occurred that appears to be outbreak related. Hospital staff members are concerned about exposure and transmitting the virus to their families, and so are demanding personal protective equipment of various types. Increasing levels of staff shortages threaten to affect hospital operations.





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- Determine Major and Detailed Scenario Injects.
- Scenario injects should drive the TTX participants actions they should take.
- Consider the injects order to be similar for the flow of a story:
 - Introduction to the story
 - “Meat” of the story
 - Conclusion to the story
- Each inject should be designed to prompt one or more expected actions for one or more organizations that are participating in the exercise.
- Decide which injects would generate situations that would test the scenario objectives that were set.
- Consider including times and potential dates on the inject slides to bring additional realism.





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- **Sample Injects:**

- Not a busy day for your ED yet. However, per reports, Emergency Departments in the surrounding areas have been overwhelmed most of the evening with patients. Lobby is not full yet here and staff are going about their daily routines Message from EMS comes in on older male patient with FLS and respiratory distress
 - Patient arrives and complains of feeling feverish, headache, fatigue and body aches and has a Temperature: 104.8° F
 - Patient is a reporter and has recent travel history to South Korea
 - This was to be his last international trip for the magazine he works for before his retirement



Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- **Sample Injects:**

- He is admitted to the hospital with strict isolation precautions due to some form of unknown viral infection. His neurologic status continues to deteriorate due to unknown cause.
 - Prior to transport to the ICU, the patient becomes aggressive and tears off the N-95 mask and goggles from a staff member. Saliva from the patient gets into the eyes of the transport staff after the PPE is torn off.
 - The primary nurse that provided care for the patient in the ED begins to complain of weakness and FLS and requests to go home.
 - Throughout the day, the ED is much busier than usual with people complaining of viral-like symptoms
 - ED patients with viral-like symptoms are overflowing into hallways and another staff member complains of being ill after dealing with the combative sick patient





Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**

- Develop **discussion questions** to be used after each section based on the major and detailed events that have been identified in the scenario injects.
- Discussion questions should prompt players to address specific problems or issues that link back to the exercise objectives.
- Be sure the questions can be applicable and involve all the participants
- Depending on the length, scope, and complexity of your exercise scenario and major/detailed injects, the exercise scenario and associated questions may be presented to players in one, two, or three distinct time modules to allow for in-depth discussion for different phases of the event response.



Planning and Design of a Tabletop Exercise (continued)

- **Design and Development:**
 - **Sample Questions:**
 - What are your activation procedures and staffing plan for emergency situations?
 - How do you prioritize who will receive treatment if supplies are limited, such as ventilators?
 - What is the protocol for activating material requests from the county, the state and assets from the federal Strategic National Stockpile (SNS)?





Planning and Design of a Tabletop Exercise (continued)


- **Design and Development:**

- A **Situation Manual (SitMan)** is a beneficial tool and document for the TTX
- It provides background information on exercise scope, schedule, and objectives. It also presents the scenario narrative that will drive participant discussions during the exercise.
- The SitMan includes:
 - Exercise overview including name, date, location, purpose, objectives, scenario and more
 - Exercise structure (e.g., order of the modules)
 - Instructions for exercise facilitators, players, and observers
 - Exercise assumptions and artificialities
 - Exercise rules
 - Discussion questions and key issues
 - Reference appendices including acronyms and glossary, evaluation forms, lists of applicable SOPs and emergency plans, etc.



Planning and Design of a Tabletop Exercise (continued)

- Design and Development:
 - Sample SitMan and Evaluation Form



Mass Casualty Incident (MCI)
Education and
Tabletop Exercise

SITUATION MANUAL

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the MCI exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.

EXERCISE OVERVIEW

Exercise Name	Mass Casualty Incident (MCI) Education and Tabletop Exercise
Exercise Date	XX,XX, 2021
Exercise Location	XX Medical Center (SRMC)
Mission Areas	Response - To test the facility's and region's ability to respond to a Mass Casualty Incident (MCI) with multiple trauma victims.
Objectives	<ul style="list-style-type: none">• Communications: Discuss, Review and Demonstrate Key Communications in an MCI Incident (Joint Commission EM.02.02.01 and HSEEP Operational Communications and Public Information and Warning)• Patient and Clinical Support Activities: Discuss, Review and Demonstrate the use of MCI Triage and MCI Triage Tags in MCI Incidents (Joint Commission EM.02.02.07 and HSEEP Operational Coordination)• Patient and Clinical Support Activities: Discuss, Review and Demonstrate the use of varying hemorrhage control techniques, direct pressure, wound packing and tourniquet use, based on ACS and TCCC recommendations (Joint Commission EM.02.02.07 and HSEEP Operational Coordination)• Staff Responsibility Objective: Discuss, Review and utilize EMS systems for patient dispersal in MCI incidents (Joint Commission EM.02.02.07 and HSEEP Operational Coordination)
Threat or Hazard	Human Caused – Active Shooter
Sponsor(s)	XX Medical Center (SRMC)
Participants	XX Health, XX Medical Center and participating LEMSA EMS Providers and LEMSA hospitals, local law enforcement
Scenario	<ul style="list-style-type: none">• An explosion occurred at the Galleria Mall. This small explosion caused panic and sent a mass of victims out to an exterior location where an Active Shooter was waiting. Potentially up to 100 casualties.• Your facility is the closest hospital and will receive victims from private auto and EMS Transport.

GENERAL INFORMATION

EXERCISE OBJECTIVES, STANDARDS AND CORE CAPABILITIES

The following exercise objectives describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s).

[INSERT TTX TITLE HERE] PARTICIPANT FEEDBACK FORM

Name: _____ Job Title: _____

Facility/Agency: _____

Part I: Strengths
Based on the discussions in the exercise today, what did you find most helpful?

- _____
- _____
- _____

Part II: Recommendations
What changes would you make to this training? Please provide any recommendations on how this training or future trainings could be improved or enhanced.

Part III: Documentation
List policies and procedures, forms or other incident management documents that should be reviewed, revised, or developed. Indicate the priority level for each.

Item for Review	Priority
_____	_____
_____	_____
_____	_____

Part IV: Assessment of Training Design and Conduct
Please rate, on a scale of 1 to 5, your overall assessment of the training relative to the statements provided below: (1 = strong agreement; 5 = strong disagreement)

Assessment Factor	Agree	Disagree
The training was well structured and organized.	1 2 3 4 5	1 2 3 4 5
The tabletop scenario was plausible and realistic.	1 2 3 4 5	1 2 3 4 5
The facilitator was knowledgeable about the material, kept the training on target, and was sensitive to group dynamics.	1 2 3 4 5	1 2 3 4 5
The handouts were helpful.	1 2 3 4 5	1 2 3 4 5
Participation in the training was appropriate for someone in my position.	1 2 3 4 5	1 2 3 4 5
The participants included the right people in terms of level and mix of disciplines.	1 2 3 4 5	1 2 3 4 5

Part V: Comments

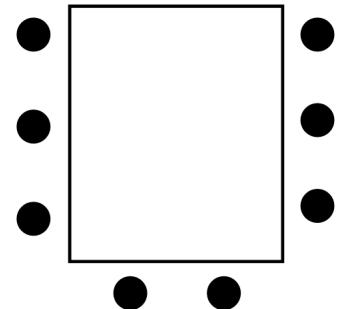
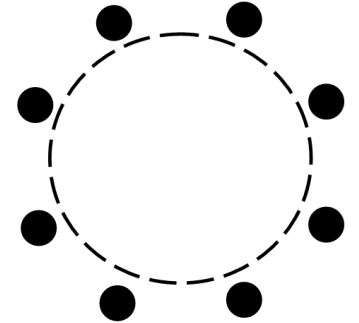
Please Use Reverse Side for Any Additional Comments



Conducting a Tabletop Exercise

- **Room Set-up:**

- Room should be set-up with table and chairs so participants can easily view the facilitator, the screen and other participants.
- Circular arrangements encourage participation and also help the participants to hear each other. Provide seating for additional guests.
- If more than 20 participants, can even divide table/groups by discipline, agency or jurisdiction
- If space permits, a refreshment table is also appropriate.



How to Conduct a Tabletop Exercise



Conducting a Tabletop Exercise (continued)

- **Presentation:**

- Have a sign-in table where participants would get their name tags, fill out table tents, and handout materials (or handouts can be already in place at tables)
- The presentation typically starts with a welcome and facilitator and any observers/evaluator introductions.
- Then, ask the participants to introduce themselves and describe their positions at their agency.
- Once introductions are complete, go over any housekeeping items (e.g., restroom locations, coffee, food, cell phone etiquette, parking reimbursement).



Conducting a Tabletop Exercise (continued)

- **Presentation:**

- After the opening remarks, the presentation moves into a brief introductory and explanatory phase led by the lead facilitator. During this phase, attendees will be introduced to the TTX process, and be advised about their individual roles and responsibilities.
- Review the agenda next, discussing items such as “Ground Rules.” Next, briefly describe the materials in the folder and any instructions you may have regarding the materials. When you are finished reviewing the materials, ask if there are any questions.





Conducting a Tabletop Exercise (continued)

- **Presentation:**

- Then, explain the goal of the exercise, such as:
 - “The goal of today’s exercise is to practice how the hospitals and other emergency response partners will work together during an infectious disease outbreak, and to strengthen our emergency plans by identifying areas that need improvement.”
- Explain the key exercise learning objectives, such as:
 - By the end of the exercise you should be able to do three things:
 1. Describe your individual and your agency’s roles in the response.
 2. Identify at least one gap in your agency’s existing Emergency Operations Plan (EOP)
 3. Know how to contact the appropriate emergency response partner agencies during business hours as well as after hours.



Conducting a Tabletop Exercise (continued)

- **Presentation:**

- Provide the participants with the **exercise format** and how it is set up. As an example:
 - “The scenario that we will be discussing today has three different sections. At the end of each section, we’ll stop and have a “breakout session” or a group discussion about what’s going on so far and the types of actions we would take at that point during an emergency. Additionally, at the end of the scenario, everyone will participate in a debriefing, or “hot wash”, in which we will discuss how the exercise went, what we gained from the experience, and what action steps we can take based on the lessons learned.”



Conducting a Tabletop Exercise (continued)

- **Presentation:**

- Begin the exercise and scenario. This can be presented via Power Point (recommended) or by facilitator using script
- Each breakout group will need a scribe to take notes and someone to facilitate the discussion.
- If the lead facilitator decides to have one group discussion, you or someone assisting you will write the answers on a flip chart in front of the room.



Conducting a Tabletop Exercise (continued)

- **Exercise Debrief:**

- Once the scenario is completed and the last set of questions has been discussed, take a short break and then reconvene for the hot wash.
- The hot wash allows participants to provide feedback on the exercise, determine whether the exercise objectives were met and share ideas for emergency plan improvements.



Conducting a Tabletop Exercise (continued)

- **Exercise Evaluation:**

- At the end of the hot wash, inform the participants that the exercise is completed, remind them to complete their evaluation survey and instruct them on what to do with the survey when they are finished.
- Once completed and collected, provide the participants a Completion Certificate and any sort of Continuing Educational Units (CEUs) and Continuing Medical Education (CMEs)

[INSERT TTX TITLE HERE] PARTICIPANT FEEDBACK FORM

Name: _____ Job Title: _____

Facility/Agency: _____

Part I: Strengths
Based on the discussions in the exercise today, what did you find most helpful?

1. _____

2. _____

3. _____

Part II: Recommendations
What changes would you make to this training? Please provide any recommendations on how this training or future trainings could be improved or enhanced.

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List policies and procedures, forms or other incident management documents that should be reviewed, revised, or developed. Indicate the priority level for each.

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The handouts were helpful.	1 2 3 4 5	
Participation in the training was appropriate for someone in my position.	1 2 3 4 5	
The participants included the right people in terms of level and mix of disciplines.	1 2 3 4 5	

Part V: Comments

Please Use Reverse Side for Any Additional Comments



Conducting a Tabletop Exercise (continued)

- **Exercise Evaluation:**

- Utilize information obtained during the hot wash and the participant Feedback Forms
- Exercise evaluators (if used) analyze information gathered during the exercise and hot wash, and then assess whether the goals and objectives of the exercise were met.
- The evaluation of an exercise should be focused on the goals and objectives established for that exercise.



Conducting a Tabletop Exercise (continued)

- **Exercise Evaluation:**




- Draft an **After Action/Corrective Action Report**. A simplified example of the report format could be:
 - Executive Summary
 - Section 1: Exercise overview
 - Section 2: Exercise design summary (including the goals, objectives and key scenario events)
 - Section 3: Analysis of objectives
 - Section 4: Strengths and Lessons Learned
 - Section 4: Conclusion
 - Appendix A: Improvement Plan
 - Appendix B: Improvement Plan Tracking Table (optional, but recommended)
 - Appendix C: Participant feedback summary (optional)
 - Appendix D: Acronyms



Conducting a Tabletop Exercise (continued)

- **Exercise Evaluation:**

- **Sample After Action/Corrective Action Report**

<p>AFTER ACTION REPORT ACTIVE SHOOTER TABLETOP EXERCISE</p> <p></p>  <p>ACTIVE SHOOTER/MASS ATTACKER TABLETOP (TTX)</p> <p>AFTER ACTION REPORT</p> <p>The After-Action Report/Improvement Plan (AAR/IP) aligns exercise objectives with preparedness doctrine to include the National Preparedness Goal and related frameworks and guidance. Exercise information required for preparedness reporting and trend analysis is included; users are encouraged to add additional sections as needed to support their own organizational needs</p>	<p>AFTER ACTION REPORT ACTIVE SHOOTER TABLETOP EXERCISE</p> <p></p> <p>EXERCISE OVERVIEW</p> <table><tr><td>Exercise Name</td><td>Active Shooter/Mass Attacker Incident Tabletop Exercise</td></tr><tr><td>Exercise Date</td><td>Xx,xx, 2021</td></tr><tr><td>Exercise Location</td><td>XX Medical Center</td></tr><tr><td>Mission Areas</td><td>Response - To test the facility's ability to respond to an Active Shooter/Mass Attacker Mass Casualty Incident (MCI) with multiple trauma victims.</td></tr><tr><td>Objectives</td><td><ul style="list-style-type: none">• Communications: Discuss and Review Key Communications in an Active Shooter/Mass Attacker Incident (Joint Commission EM.02.02.01 and HSEEP Operational Communications and Public Information and Warning)• Safety and Security: Discuss and Review matters of staff, patient and safety related to an Active Shooter/Mass Attacker Incident including Run, Hide and Fight (Joint Commission EM.02.02.05 and HSEEP On-Scene Safety and Security)• Patient and Clinical Support Activities: Discuss the use of MCI Triage and patient dispersal in MCI Incidents Response in an incident that occurs internally (Joint Commission EM.02.02.07 and HSEEP Operational Coordination)• Hospital Command Management: Discuss and utilize the Hospital Incident Command System positions, IRGs and forms (Joint Commission EM.01.01.01 and HSEEP Operational Coordination)</td></tr><tr><td>Threat or Hazard</td><td>Human Caused</td></tr><tr><td>Sponsor(s)</td><td>XX Health, XX Medical Center</td></tr><tr><td>Participants</td><td><ul style="list-style-type: none">• XX Health• XX Roseville Medical Center• Local Fire Department• Local Police Department• Local County Public Health• Federal Bureau of Investigation</td></tr><tr><td>Scenario</td><td>A disgruntled former employee returns to XX Medical Center Emergency Department and opens fire. Random targets of opportunity were shot. Additionally, an explosive device was found on the armed intruder.</td></tr></table> <p>EXERCISE GOALS AND OBJECTIVES</p> <p>This section is utilized for the facility to document the objectives measured and is based on the requirements by the Joint Commission and the Homeland Security Exercise Evaluation Program (HSEEP) Target Capabilities. The following exercise objectives describe the expected outcomes for the exercise.</p> <p>2</p>	Exercise Name	Active Shooter/Mass Attacker Incident Tabletop Exercise	Exercise Date	Xx,xx, 2021	Exercise Location	XX Medical Center	Mission Areas	Response - To test the facility's ability to respond to an Active Shooter/Mass Attacker Mass Casualty Incident (MCI) with multiple trauma victims.	Objectives	<ul style="list-style-type: none">• Communications: Discuss and Review Key Communications in an Active Shooter/Mass Attacker Incident (Joint Commission EM.02.02.01 and HSEEP Operational Communications and Public Information and Warning)• Safety and Security: Discuss and Review matters of staff, patient and safety related to an Active Shooter/Mass Attacker Incident including Run, Hide and Fight (Joint Commission EM.02.02.05 and HSEEP On-Scene Safety and Security)• Patient and Clinical Support Activities: Discuss the use of MCI Triage and patient dispersal in MCI Incidents Response in an incident that occurs internally (Joint Commission EM.02.02.07 and HSEEP Operational Coordination)• Hospital Command Management: Discuss and utilize the Hospital Incident Command System positions, IRGs and forms (Joint Commission EM.01.01.01 and HSEEP Operational Coordination)	Threat or Hazard	Human Caused	Sponsor(s)	XX Health, XX Medical Center	Participants	<ul style="list-style-type: none">• XX Health• XX Roseville Medical Center• Local Fire Department• Local Police Department• Local County Public Health• Federal Bureau of Investigation	Scenario	A disgruntled former employee returns to XX Medical Center Emergency Department and opens fire. Random targets of opportunity were shot. Additionally, an explosive device was found on the armed intruder.
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Disaster Exercise Resources- Education

- Homeland Security Exercise and Evaluation Program:
<https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>
- Hospital Drills & Exercises Resources:
<https://www.calhospitalprepare.org/exercises>
- Hospital Exercise Program Checklist:
https://www.calhospitalprepare.org/sites/main/files/file-attachments/cha_exercise_program_for_hospitals_checklist_8.10.18_0.pdf
- Los Angeles County EMS Drills and Exercise Guide for Hospitals:
http://file.lacounty.gov/SDSInter/dhs/206687_ConductingDrills_Exercise30806.pdf
- CMS Emergency Preparedness Rule Exercises and Drills:
<https://www.aap.org/en-us/Documents/CMS-Rule-Webinar-Combined-Slides.pdf>
- IS-120.C: An Introduction to Exercises:
<https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c>
- ASPR TRACIE Topic Collection - Exercise Program Information:
<https://asprtracie.hhs.gov/technical-resources/7/exercise-program/1>



Questions?



Want More Information or Webinars?

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