



Welcome Exercise Designer,

The packet you have received is the Adult Care Facilities Exercise Toolkit. This toolkit has been developed by Colorado's North Central Region Special Needs Committee in an effort to better prepare communities for any type of facility wide disaster that they may experience. Planning and conducting an exercise is an important step in preparing your facility for any eventuality. This toolkit should be used as a follow-on to the Facilities Training also developed by the Region and should be used to test your own facility's Emergency Response Plan as it is written. Findings from this exercise should be used to edit and improve your plan.

There are a number of different ways to test an emergency response plan. This toolkit will help you to establish an all-hazards approach that should enable you to plan for almost any event that would lead you to shelter in or evacuate your facility. The included scenario could easily be changed to involve a different scenario leading to the same actions. Additionally, there are multiple types of exercises that fit into the categories of discussion-based exercises and operations-based exercises.

Discussion-based exercises are normally used as a starting point in the building-block approach of escalating exercise complexity. Discussion-based exercises include seminars, workshops, tabletop exercises (TTXs), and games. 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.

Operations-based exercises represent the next level of the exercise cycle. 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). They can clarify roles and responsibilities, identify gaps in resources needed to implement plans and procedures, and improve individual and team performance. Operations-based exercises are characterized by actual reaction to simulated intelligence; response to emergency conditions; mobilization of apparatus, resources, and/or networks; and commitment of personnel, usually over an extended period of time.

This toolkit is specifically designed to aid you in the development of a discussion-based tabletop exercise (TTX). TTXs involve key personnel discussing hypothetical scenarios in an informal setting. This type of exercise can be used to assess plans, policies, and procedures or to assess the systems needed to guide the prevention of, response to, and recovery from a defined incident. TTXs typically are aimed at facilitating understanding of concepts, identifying strengths and shortfalls, and achieving changes in the approach to a particular situation. Participants are encouraged to discuss issues in depth and develop decisions through slow-paced problem solving, rather than the rapid, spontaneous decision making that occurs under actual or simulated emergency conditions. The effectiveness of a TTX is derived from the energetic involvement of participants and their assessment of recommended revisions to current policies, procedures, and plans.

Sincerely,

The North Central Region Special Needs Committee



Special Needs Exercise Toolkit Template

Purpose of the Exercise Design Template (EDT): To provide emergency managers or other emergency preparedness/response agencies with a toolkit (including guidance and a template) to assist in conducting exercises for facilities that have already received SN Committee Training.

Target Participants for Exercise: Adult Care facilities that have received training and have created a plan. This may include facility representatives, fire personnel, law enforcement personnel, or emergency managers.

Pre-Requisite Requirement: Participant facilities must have attended the Special Needs Facility Training and have created an Emergency Operations Plan.

Critical Areas to be covered during Exercise:

- Shelter In Place Procedures
- Staff Tracking
- Public Information and communication w/ resident families/guardians
- NIMS/ICS Interface/Coordination with 1st Responders
- Patient Tracking
- Contingency Planning
- Evacuation
 - Logistics
 - Transportation

Exercise Objectives:

- Evaluate coordination with outside response agencies and integration in ICS
- Evaluate communication and coordination among staff
- Evaluate Emergency Operations Plan
 - Shelter in place procedures
 - Evacuation Issues
 - Internal Command Structure

Notebook Table of Contents:

1. Steps to Building a Successful Exercise
2. Exercise Plan
3. Suggested Exercise Agenda
4. Master Scenario Events List (MSEL)
5. Slides
6. After Action Report Template w/ Improvement Plan Matrix
7. Evaluation Form Template
8. Resources/Checklists
 - Participants
 - Player Briefing
 - Controller/Evaluator Briefing
 - De-Briefing