

# Colorado Department of Public Health and Environment

## **QUARTERLY EXERCISE INSTRUCTIONS:**

#### **Step One**: Establish the **Hazard Priorities** for this facility:

- 1. Locate the All-Hazards Region the facility is located in from the list on the left-hand side of the chart, and highlight the corresponding row.
- 2. Copy the Hazard Priorities from the Risk Assessment Planning Matrix into the Hazard Priorities Box on the Quarterly Exercise Schedule and the Exercise Tracking Log
- 3. Locate each of the **Hazard Priorities** from the list across the top of the chart and highlight them. **Facility Fires**, **Wildfires**, and **Winter Storms** have already been completed.

#### Step Two: Fill in the Quarterly Exercise Schedule form:

 Each of the Hazard Priorities must be exercised at least <u>once a year</u>. Divide the year up into quarters and assign a quarter to exercise each priority. Use the key on the chart to fill in the assignments.

Note: Fire Drills fall under separate rules, and have already been filled in.

2. Group hazards together by potential secondary impact. This increases the effectiveness and efficiency of the exercise, and allows the facility to exercise more hazards.

#### Examples include:

- Drill for power loss during a flood
- Staff shortage during a blizzard
- 3. **Fire Drills** must be conducted at least *ONCE per SHIFT per QUARTER* to meet Federal Life Safety guidelines [*LSC 18.7.1.2* (existing) and *LSC 19.7.1.2* (new)]. Check with local fire departments for additional regulations. Because of this, **Facility Fires** will always be the first hazard priority!

#### **Step Three**: Fill in any extra **High Risk** hazards:

- 1. Facilities may choose to exercise additional high-risk hazards. Fill in any additional exercise priorities for the facilities, using the guidelines above. When making this determination, remember:
  - All High Risk hazards (rating of 3) should be exercised at least <u>once a year</u> and reviewed with staff annually.
  - All Medium Risk hazards (rating of 2) should be exercised at least <u>bi-yearly</u> and reviewed with staff annually.
  - All **Low Risk** hazards (rating of **1**) should be reviewed annually, and exercised at the discretion of the facility manager. When in doubt, exercise the plan!
- 2. Critical Hazards identified in the State Emergency Operations Plan have been lightly shaded in for easy reference.

#### **Step Four**: Practice and Record Progress:

- 1. Partner with other facilities, local emergency planners, or the region and state for additional resources and exercise opportunities.
- 2. Use the **Exercise Tracking Log** with this sheet to keep track of what has been exercised and what has not.
  - The **Exercise Tracking Log** should be stored in the appropriate section of the facility's Emergency Operations Plan (EOP).
  - The Hazard Priorities Box is also on this sheet; don't forget to fill it in!

# HAZARD ANALYSIS TOOLKIT QUARTERLY EXERCISE SCHEDULE - CONFIDENTIAL

	Hazards Identified in the Colorado State EOP									Facility Specific Hazards																						
	Health Driven								N	Non-Health Driven					ر ـــــــ	Other																
	Avalanche	Dam Failure	Drought	Earthquake	Flood	Hazardous Materials	Landslide	Subsidence	Terrorism	Tornado	Transportation	<b>Utility Disruption</b>	Wildfire	Winter Storm	Infectious Disease	Chem/Bio/Radio (CBR)	Epidemics/Pandemics	Bomb Threat	Communications Down	Explosion	Facility Fire	Food Shortage	Lockdown Procedures	Mass Casualty	Staff Shortage	Termination of Vital Services						
Regions:																										ces						
North Central													1	3							Q											
Northeast												ļ	3	1							Q											
Northwest	100					1010					1010		1	3							Q											
San Luis													3	1							Q											
South Central			ļ			-:-:		-1-1-		-1-1-	-:-:		1	3							Q											
South													3	1							Q											
Southeast													1	3							Q											
Southwest								ļ					3	1							Q											
West	100	<u> </u>											1	3	<u> </u>			<u> </u>		<u> </u>	Q	<u> </u>				<u> </u>						
	Haza	ard Pr	iority	/ Box																												
	P	riori	ty O	ne	Pı	riori	y Tv	vo	Pr	iorit	y Th	ree	Pr	riori	ty Fo	our	P	riori	ty Fi	ve	F	rior	ity S	ix	Pr	iorit	y Sev	en	Pri	ority	y Eigl	nt
	F	acili	ty Fi	re	W	inte	Sto	rm	<u> </u>	Wil	dfire	: 	[Cr	ritica	l Haza	ard]	[C	ritica	l Haza	ard]	[Cı	ritical	Haza	ard]	[C	ritica	l Hazaı	rd]	[Cr	itical	Hazar	d]
Schedule Ko	ey:	2	= Se	conc	uarte I Qua	rter	Exer	cises			= Q	ourth uarte	rly Ex	kerci	ses		70.00	h.,	aior			<u></u>										
		3	= In	iira C	<b>Q</b> uart	erex	ercis	es			= 5โ	ate-i	ienti	пеа	Critic	al IId	Zaro	uy re	gion		1	OF: C	***	1								

# HAZARD ANALYSIS TOOLKIT QUARTERLY EXERCISE SCHEDULE- CONFIDENTIAL

## HAZARD ANALYSIS TOOLKIT EXERCISE TRACKING LOG - CONFIDENTAL

	[Facility Name] Exercise Tracking Log													
			Quarter One		4.00	Quarter Two			Quarter Three	CED	Quarter Four			
Year	Shift	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEP	ОСТ	NOV	DEC	
	Shift 1	Be sure to log: Date, Hazard and Supervisor Signature												
2009	Shift 2													
	Shift 3													
	Shift 1													
2010	Shift 2													
	Shift 3													

Hazard Priority Box: Fill these boxes in using the original box in Section 2 of the Hazard Analysis Toolkit (www.healthfacilities.info)

Priority One	Priority Two	Priority Three	Priority Four	Priority Five	Priority Six	Priority Seven	Priority Eight
Facility Fire	Winter Storm	Wildfire	[Critical Hazard]				



## HAZARD ANALYSIS TOOLKIT QUARTERLY EXERCISE SCHEDULE - CONFIDENTAL