

PUBLIC HEALTH EMERGENCY PREPAREDNESS RESEARCH

# Hospital Preparedness Exercises

## Atlas of Resources and Tools



Assistant Secretary for  
Preparedness & Response  
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PUBLIC HEALTH EMERGENCY PREPAREDNESS RESEARCH  
RESOURCES AND TOOLS

# Hospital Preparedness Exercises Atlas

**Prepared for:**

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# INTRODUCTION

*Hospital Preparedness Exercises Atlas of Resources and Tools* was created to give hospital emergency planners a structured compendium of available resources and tools that can help them plan for, design and develop, conduct, evaluate, and improve hospital preparedness exercises. These resources and tools can be used throughout the exercise cycle to help hospital preparedness planners meet federal funding requirements and accreditation standards, as well as strengthen an organization's preparedness systems.

For the purposes of this guidebook, **resources** are classified as documents that can serve as references for hospital preparedness exercises, and **tools** are classified as instruments that can be used to help perform particular tasks (e.g., a form, template, or survey). Some items may serve as both a resource and a tool. For example, one item includes information on procedures for infection control during a bioterrorism attack, and also includes a template for developing a bioterrorism plan.

## How to Use This *Atlas*

*Hospital Preparedness Exercises Atlas of Resources and Tools* is to be used in conjunction with the *Hospital Preparedness Exercises Guidebook*. The *Hospital Preparedness Exercises Guidebook* takes the user through the process of exercise planning, design and development, conduct, evaluation, and improvement planning, along with requirements and standards (e.g., for Federal funding and/or accreditation).

*Hospital Preparedness Exercises Atlas of Resources and Tools* has three sections:

- **Section I: Resources and Tools Table**  
Users can scan this table for summary information about each resource or tool.
- **Section II: Resources and Tools Listings**  
This section includes detailed descriptions of each resource or tool, listed alphabetically.
- **Section III: Resources and Tools Indexes**  
This section includes indexes of resources and tools by author and category.

*Atlas* users may wish to browse either the **Table** or the **Indexes** first then refer to the detailed description of the resources or tools of interest in the **Listings** to learn more.. Each section contains detailed instructions for use.

## Methodology of *Atlas* Development

*Hospital Preparedness Exercises Atlas of Resources and Tools* was developed with the assistance of students from Weill Cornell Medical College in New York, NY. Students worked in three- or four-person teams, with each team member scoring, labeling, and writing descriptions of a subset of assigned resources and tools. These descriptions were reviewed and edited by other team members, with consensus on the final scorings within each group; disagreements were adjudicated by the project director.



























































# SECTION II: RESOURCES AND TOOLS

## ALPHABETICAL LISTINGS

The **Resources and Tools Alphabetical Listings** includes detailed information about each resource and/or tool. After referring to Section I or Section III, users can look up the resource and/or tool (listed in alphabetical order for easy reference) to find detailed information about that item.

**NOTE:** The **Hospital Preparedness Exercises Atlas of Resources and Tools** has only basic information on how to plan, conduct, and evaluate exercises, and how to comply with accreditation standards and Federal guidelines. For more information these topics, please refer to the **Hospital Preparedness Exercises Guidebook**.

### How to Interpret the Listings

Below is an example of a listing. Each listing has four sections. For more information on how terms in each listing are defined and how to interpret the listing, please refer to the corresponding section number following the example.

#### EXAMPLE OF A LISTING

ACTIVITY LOG T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c936_Activity+Log.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c936_Activity+Log.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Evaluators, Exercise Controllers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Documenting and tracking the time and corresponding events during an exercise</li> </ul> <p><b>Description:</b> This basic template can be used for exercise evaluators to document activities planned or observed during an exercise. During an exercise, chronologically recording events helps evaluators to assess how the events unfold. It is important to note observations in a variety of locations to observe any variation in activity or response across different areas within the hospital. The tool is designed for an operations-based exercise but can also be used during a discussion-based exercise for tracking events and critical decisions.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> ALL</p> <p><b>FORMAT</b> Form Table</p>

1

The first section of each listing includes the title of each resource and/or tool. Following the title, there may be one or more of the following symbols:

- **R** indicates that this is a resource, a document that can serve as a reference for planning, conducting, or evaluating hospital preparedness exercises.
- **T** indicates that this is a tool, such as a form, template, or survey, to be used to help perform particular tasks.
- **\$** indicates that the resource and/or tool is available for purchase.
- **🔒** indicates that this resource and/or tool requires login access.
- **✓** indicates that the resource or tool can be used to directly achieve compliance.

The second section of each listing includes two rows: **Row 1: Homeland Security Exercise and Evaluation Program (HSEEP) Exercise Phases; Row 2: Exercise Type.**

### Row 1: HSEEP Exercise Phases

In the first row, the five HSEEP exercise phases are listed: 1) Foundation; 2) Design & Development; 3) Conduct; 4) Evaluation; and 5) Improvement Planning.<sup>1</sup> (For full description of HSEEP, please refer to **Part II: HSEEP Methodology** of the *Hospital Preparedness Exercises Guidebook*.) If the phase is **black and bold**, the resource and/or tool may be used during that phase. If there is a ✓ next to the phase, the resource or tool is primarily used in that respective phase. The ✓ helps users quickly identify which resources and/or tools are critical for completing that specific phase. When a ✓ is not present next to a phase, but the phase is in **black, bold print**, this indicates that the resource and/or tool has a particular use in that phase, but the usage is secondary (e.g., for review purposes).

**EXAMPLE:** An **Improvement Plan Template** may be adapted for use during the **Improvement Planning** phase, so that phase will be **bolded** with a ✓ next to that phase name. However the **Improvement Plan Template** is also bolded for the **Foundation** and **Design and Development** phases, without a ✓, to remind Hospital Preparedness Planners that the document needs to be reviewed in those phases.

### Row 2: Exercise Type

In the second row are two exercise types: 1) Discussion-Based; 2) Operations-Based. If the exercise type is **black and bold**, the resource or tool was developed to be used for that type of exercise.

**Discussion-based** exercises primarily involve conversation among players, e.g., Tabletop Exercises that are conducted in a conference room.

**Operations-based:** exercises are conducted on-site and involve actions by players, e.g., full-scale exercises that are conducted in the field.

<sup>1</sup> A brief definition of the five HSEEP phases:

- **Foundation:** In HSEEP methodology, this is the first phase and involves laying the groundwork for an emergency preparedness exercise plan. This includes developing a support base, forming an exercise planning team, conducting planning conferences, and creating an exercise timeline.
- **Design & Development:** This phase involves defining exercise objectives, developing scenarios, deciding exercise logistics, preparing necessary documentation, and planning exercise conduct.
- **Conduct:** This phase involves the execution of the exercise, and includes pre-exercise activities (e.g. setup); the actual exercise; and post-exercise/wrap-up activities.
- **Evaluation:** This phase involves assessing the performance of the exercise and specifically determining what objectives were met and to what proficiency.
- **Improvement Planning:** This phase uses lessons learned and best practices from the exercise in order to improve the hospital's emergency management program.

### 3

The third section of each listing includes the citation information for each resource and/or tool and detailed information about the tool and how to use it in the exercise process. The following information is found in this section.

- **Author.** Includes funding sources for development of the resource and/or tool.
- **Publication Date.**
- **Length.** Indicates page length or viewing time.
- **Location.** How to access a tool, usually a Web site.
- **Hospital-Specific.** “Yes” indicates created specifically for hospitals. “No” indicates created for a general audience, or a relevant stakeholder (e.g. fire, police, public health department). A “no” here does not necessarily indicate that the resource and/or tool is not of use to a hospital. Many non-hospital-specific tools may be useful in a hospital. This is an indication of how much modification may be needed when using the tool.
- **Target Audience.** The specific audience for the resource and/or tool, if any (e.g., hospitals, public health departments).
- **User.** The exercise planners/players most likely to use this resource and/or tool (e.g., exercise planning team, evaluator).
- **Uses.** Ways this resource and/or tool can be used in the exercise process.
- **Description.** A brief abstract on how the resource and/or tool can be used.

### 4

The fourth section of each listing is the **QUICK REFERENCE** bar on the right. Users can scan the Quick Reference bar for important information.

#### Accreditation Organization

If the resource or tool is relevant to meeting the standards of any of the following accreditation organizations, the accreditation organization will be listed:

- **Joint Commission**
- **American Osteopathic Association (AOA)**
- **Det Norske Veritas (DNV)**

A ✓ next to the accreditation organization means that the resource or tool can be used to directly achieve compliance.

#### Federal

If the resource or tool has relevance to meeting the standards or guidance of any of the following programs or agencies, that name will be listed:

- **Centers for Medicare & Medicaid Services (CMS)**
- **Homeland Security Exercise and Evaluation Program (HSEEP)**
- **National Incident Management System (NIMS)**
- **Occupational Safety & Health Administration (OSHA)**

A ✓ next to the Federal program or agency means that this resource and/or tool can be used to directly achieve compliance with funding requirements.

#### U.S. Department of Health and Human Services National Hospital Preparedness Program (NHPP) Overarching Requirements

If the resource and/or tool has relevance to NHPP overarching requirements, the respective requirement will be listed:

- **National Incident Management System**
- **Education & Preparedness Training**
- **Exercises, Evaluation & Corrective Actions**
- **Needs of At Risk Populations**

For more information on the overarching requirements, please refer to **Chapter 3: Federal Requirements of Hospital Preparedness Exercises Guidebook**.

## U.S. Department of Health and Human Services National Hospital Preparedness Program (NHPP) Sub-Capabilities

If the resource or tool has relevance to NHPP sub-capabilities, the respective capability will be listed:

### Level I

- Interoperable Communications System
- Bed Tracking System
- Emergency System for the Advance Registration of Volunteer Health Professionals (ESAR-VHP)
- Fatality Management Plans
- Hospital Evacuation Plans

### Level II

- Alternate Care Sites (ACS)
- Mobile Medical Assets
- Pharmaceutical Caches
- Personal Protective Equipment (PPE)
- Decontamination (Decon)

For more information on the sub-capabilities, please refer to **Chapter 3: Federal Requirements** of *Hospital Preparedness Exercises Guidebook*.

### Scenario

Indicates the scenario described in the document listed. Resources and/or tools may be listed under more than one scenario. Resources and/or tools may be categorized under the following scenarios:

- General
- Agricultural
- Biological & Bioterrorism
- CBRNE (Chemical, Biological, Radiological, Nuclear, Explosive)
- Chemical
- Communicable Disease
- Explosive
- Isolation
- Mass Casualty
- Mass Prophylaxis
- Natural Disaster
- Nuclear
- Pandemic Flu
- Pediatrics
- Psychosocial
- Radiological
- Recovery
- Staff Fatigue
- Strategic National Stockpile (SNS)
- Surge Capacity
- Terrorism
- Transportation
- Triage
- Unannounced Exercise <sup>2</sup>

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<sup>2</sup> An unannounced exercise is technically not a scenario, but is placed here for categorical purposes.

## Format

Indicates the format of document listed. Resources and/or tools may be listed as more than one format.

- **Agenda:** A list of suggested topics that may be covered in a meeting or conference.
- **Assessment:** A document that can be used to evaluate the preparedness of a certain aspect of a system (e.g. how strong the communications system is in the health care organization).
- **Badges:** Templates that can be used to create identification for exercise participants.
- **Briefings:** Documents, usually in a presentation format that can be used to provide exercise participants information about an exercise prior to exercise play.
- **Checklist:** A list of items that may be completed or obtained during exercise planning, conduct, or evaluation.
- **Debriefings:** Documents, usually in a presentation format that can be used to elicit information from exercise participants about an exercise after exercise play.
- **Diagram:** Figures that can be used in the exercise planning process and while conducting an exercise to determine exercise logistics.
- **Emergency Operations Plans (EOPs):** Documents that can be used to develop or modify EOPs.
- **Example:** A resource or tool that provides an example of exercise procedures, plans, and scenarios that can be either imitated or modified in other exercises.
- **Exercise Evaluation Guide (EEG):** The HSEEP format for evaluating exercises, which assists in providing evaluation standards and guidelines for observing exercises, collecting data, analyzing evaluation data, and writing up reports.
- **Fact Sheet:** Short documents that provide basic information on a particular topic. Frequently Asked Questions (FAQs) are included in this category.
- **Form:** Document that allows the user to fill out information.
- **Glossary:** Document that includes a list of terms related to the exercise process or a particular exercise.
- **Guidebook:** An instructional manual that explains a procedure or how something works. Documents classified as “manuals” are included in this category.
- **Improvement Plan (IP):** The HSEEP format for recording the evaluation of the exercise, critical events, the strengths of exercise player response, areas for improvement, and recommendations for corrective actions.
- **Labels:** Templates that can be used to create identification for exercise participants.
- **Minutes:** Templates that can be used to record the minutes of what occurred in each meeting.
- **Model:** Often a computer simulation of a particular aspect of scenario; used to enhance the realism of an exercise.
- **Multimedia/DVDs:** Resources and/or tools in an electronic multimedia or video (DVD) format.
- **Org. Chart (Organizational Chart):** Diagrams of the structure of an organization or a particular aspect of an organization.
- **Policy:** Any policies related to exercise play.
- **Presentation:** Document, often created in PowerPoint, used to provide information to an audience.
- **Schedule:** Document related to creating exercise schedules for planning, conducting, or evaluating an exercise.
- **Situation Manual (SitMan):** The HSEEP format of a playbook that is used during a discussion-based exercise.
- **Survey:** A document, often in questionnaire form, used to collect information about a particular topic.
- **Symptomology Tags:** Tags that can be used to label/identify symptoms of exercise participants.
- **Table:** Document that has information presented in a tabular format.
- **Template:** A pre-formatted version of a tool that can be modified to fit the needs of an exercise.
- **Timeline:** Any documents related to creating exercise timelines related to planning, conducting, or evaluating an exercise.
- **Toolkit:** Document that contains a variety of tools and resources that can be used in the exercise process.
- **Training Materials:** Documents that can be used to train hospital staff in a particular capability.
- **Waivers:** Documents that can be used as release form templates for exercise participants.
- **Web-Based Software:** Resource and/or tool in a software format, available over the internet.

# A

ACRONYM LIST (HSEEP) RT				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 3 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f682_Acronym+List+(Reviewed+tms).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f682_Acronym+List+(Reviewed+tms).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Can be customized to fit needs of exercise.</li> <li>• Can be included in exercise documentation for participants, controllers and evaluators.</li> <li>• Can be used for familiarization with common HSEEP acronyms.</li> </ul> <p><b>Description:</b> This list includes acronyms from the HSEEP volumes frequently used in exercise documentation. It can easily be modified to fit the needs of a specific exercise and/or documents, by adding or deleting acronyms.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> All</p> <p><b>FORMAT</b> Glossary Template</p>	

ACTIVITY LOG T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c936_Activity+Log.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c936_Activity+Log.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Evaluators, Exercise Controllers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Documenting and tracking the time and corresponding events during an exercise</li> </ul> <p><b>Description:</b> This basic template can be used for exercise evaluators to document activities planned or observed during an exercise. During an exercise, chronologically recording events helps evaluators to assess how the events unfold. It is important to note observations in a variety of locations to observe any variation in activity or response across different areas within the hospital. The tool is designed for an operations-based exercise but can also be used during a discussion-based exercise for tracking events and critical decisions.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>FORMAT</b> Form Table</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## ACTOR BRIEF T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 31 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f639_Actors+Briefing+New+Format+tms+dsm.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f639_Actors+Briefing+New+Format+tms+dsm.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Exercise Controllers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Actor orientation for exercises</li> <li>• Provides actors with an overview, safety, schedule, and scenario of the exercise</li> </ul> <p><b>Description:</b> An Actor Briefing is developed during the Design and Development phase and normally takes place during the Conduct phase, prior to conducting an exercise. The Actor Brief template is a presentation for exercise coordinators to give to volunteer actors prior to conducting an exercise. An Actor Briefing familiarizes the actors with their roles during the exercise and allows them to ask any questions they may have about exercise conduct. Actors are an important component in an operations-based exercise because they can provide an element of realism to the exercise by simulating patients. This template includes: an exercise overview; exercise safety; exercise schedule; exercise scenario; a walkthrough description of what will take place during the exercise; and exercise identification issues. The presentation tells actors (“patients”) what to expect during the exercise, what to do to indicate an actual emergency during the exercise, and how to identify the different players during the exercise. There are also some suggested examples of identification badges, hats, and a sample victim tag. The Actor Briefing may be modified to fit a particular agency or exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

## ACTOR INFORMATION SHEET T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c998_Actor+Information+Sheet.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c998_Actor+Information+Sheet.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Actors participating in an exercise</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Provides information for potential exercise actors</li> <li>• Provides information to accompany Actor Waiver Forms</li> </ul> <p><b>Description:</b> This sheet is given to actors prior to an exercise to provide information on what they should expect during the exercise. It is distributed before participants receive the Actor Waiver Form (if applicable). The fact sheet contains ten items related to: duration of the exercise; transportation to the exercise site; eating; submitting the waiver; what to wear and bring; how to react; what to do in the event of a real emergency; and check-in and sign-out instructions. This tool can be used as is, or modified to reflect the exercise scenario. If the exercise is being conducted at a hospital, certain language may need to be added specific to health care organizations. This tool should be created in the <b>Design and Development</b> phase and distributed prior to or at the beginning of the <b>Conduct</b> phase.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Table</p>

## ACTOR WAIVER FORM T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c997_Actor+Waiver+Form.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c997_Actor+Waiver+Form.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Actors; Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• To obtain actor consent before an exercise</li> <li>• To ensure hospitals are not liable for any harm incurred by actors during the exercise</li> </ul> <p><b>Description:</b> This actor waiver form for participants in a preparedness exercise includes a brief exercise overview with some instructions and information for actors, as well as a “hold harmless” waiver statement. The form can be modified to reflect specifics of an exercise as well as its location and is to be partnered with the HSEEP “Actor Information Sheet.” Hospitals may have an actor waiver form that includes language specific to their organization and approved by the legal department. Thus, planners should check with their organization’s legal department before using this form. This form should be created during the <b>Design and Development</b> phase and distributed prior to conducting the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## AFTER ACTION CONFERENCE: AGENDA T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f972_Agenda_AAC.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f972_Agenda_AAC.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, After Action Conference Participants</p> <p><b>Format:</b> Agenda, Template</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• After Action Conference Agenda Template</li> <li>• Planning for an After Action Conference</li> </ul> <p><b>Description:</b> This is an agenda template for an After Action Conference. The components listed in the agenda template are: Introduction, Exercise Summary, Items Identified (Strengths/Improvements), After Action Report (AAR) Review, Improvement Plan Development, and Next Steps. Conference is to “present, discuss, and refine the draft After Action Report (AAR)” (HSEEP, 2007) and also to “develop an Improvement Plan (IP).” An AAR lists the actions and observations that took place during an exercise and includes recommendations for improving future exercises and the organization’s emergency management system. The tool is a useful starting point for creating an After Action Conference Agenda.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> All</p> <p><b>FORMAT</b> Agenda Template</p>

## AFTER ACTION CONFERENCE: DHS FORMAT T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
✓ DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 18 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c811_631_After+Action+Conference+DHS+Format.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c811_631_After+Action+Conference+DHS+Format.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Hospital Emergency Preparedness Program Managers, After Action Conference Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Conducting an After Action Conference</li> <li>• Discussing corrective actions for improving an emergency management system/program</li> </ul> <p><b>Description:</b> This PowerPoint presentation includes the information that should be covered during an After Action Conference. The purpose of an After Action Conference is to “present, discuss, and refine the draft After Action Report (AAR)” (HSEEP, 2007) and also to “develop an Improvement Plan (IP).” An AAR lists the actions and observations that took place during an exercise and includes recommendations for improving future exercises and the organization’s emergency management system. This presentation includes a description of HSEEP, the conference agenda, and slides corresponding to each agenda item, along with instructions on what information should be filled in on the template and notes on information that should be gathered from the audience. Conference agenda items include: introduction, exercise summary, identification of strengths and weaknesses, AAR review, improvement planning, and future actions. The Joint Commission and Det Nortske Veritas, Inc. have standards related to identifying deficiencies from the exercise and areas for improvement.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>EXERCISE SCENARIO</b> All</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>FORMAT</b> Presentation Template</p>

AFTER ACTION CONFERENCE: PRESENTATION T				
FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 17 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f712_After+Action+Conference+New+Format+tms+dsd.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f712_After+Action+Conference+New+Format+tms+dsd.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p>Users: Exercise Coordinators, Hospital Emergency Preparedness Program Managers, After Action Conference Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Template for After-Action Conference Presentation</li> <li>• Discussing corrective actions for improving an emergency management system/program</li> </ul> <p><b>Description:</b> This PowerPoint presentation covers the information that should be covered during an After Action Conference (National Exercise Program template). The purpose of an After Action Conference is to “present, discuss, and refine the draft After Action Report (AAR)” (HSEEP, 2007) and also to “develop an Improvement Plan (IP).” An AAR the actions and observations that took place during an exercise and includes recommendations for improving future exercises and the organization’s emergency management system. This presentation includes a description of HSEEP, the conference agenda, and slides corresponding to each agenda item, along with instructions on what information should be completed on the template and notes on information that should be gathered from the audience. Conference agenda items include: introduction, exercise summary, items identified, AAR review, improvement plan development, and next steps. In accreditation emergency management standards related to exercises and drills, the Joint Commission and Det Nortske Veritas, Inc. have standards related to identifying deficiencies from the exercise and areas for improvement.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>	

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## AFTER ACTION REPORT/IMPROVEMENT PLAN (AAR/IP) TEMPLATE (Discussion-Based) R T

FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 21 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c926_HSEEP_AAR-IP_Template_2007.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c926_HSEEP_AAR-IP_Template_2007.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Hospital Preparedness Managers, After Action Conference Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Template for AAR/IP</li> <li>• Documentation of corrective actions for improving an emergency management system/program</li> <li>• Documentation for evaluating an exercise</li> <li>• Documentation for improving an exercise program and hospital emergency management system</li> </ul> <p><b>Description:</b> This is the template for a HSEEP AAR/ IP discussion-based exercise. An AAR lists the actions and observations that took place during an exercise and includes recommendations for improving future exercises and the organization's emergency management system. An IP lists corrective actions that need to be addressed related to deficiencies identified in the AAR. The AAR/IP template is divided into four sections: (1) Exercise Overview; (2) Exercise Design Summary; (3) Analysis of Capabilities, and (4) Conclusion. The appendix is divided into six sections: (1) Improvement Plan; (2) Lessons Learned; (3) Participant Feedback Summary; (4) Exercise Events Summary Table; (5) Performance Ratings; and (6) Acronyms. The template has detailed prompts on what information needs to be included.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## AFTER ACTION REPORT/ IMPROVEMENT PLAN (AAR/IP) TEMPLATE (Operations-Based) R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 21 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f805_HSEEP+AAR-IP+Template+2007.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f805_HSEEP+AAR-IP+Template+2007.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming to be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Hospital Preparedness Managers, After Action Conference Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• TemplateTemplate for AAR/IP</li> <li>• TemplateDocumentation of corrective actions for improving an emergency management system/ program</li> <li>• TemplateDocumentation for evaluating an exercise</li> <li>• TemplateDocumentation for improving an exercise program and hospital emergency management system</li> </ul> <p><b>Description:</b> This is the template for a HSEEP AAR/IP operations-based exercise. An AAR lists the actions and observations that took place during an exercise and includes recommendations for improving future exercises and the organization's emergency management system. An IP lists corrective actions that need to be addressed related to deficiencies identified in the AAR. The AAR/IP template is divided into four sections: (1) Exercise Overview; (2) Exercise Design Summary; (3) Analysis of Capabilities, and (4) Conclusion. The appendix consists of six sections: (1) Improvement Plan; (2) Lessons Learned; (3) Participant Feedback Summary; (4) Exercise Events Summary Table; (5) Performance Ratings; and (6) Acronyms. The template includes detailed prompts on what information needs to be included.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

AFTER ACTION REPORT (AAR) TRANSMITTAL LETTER - DRAFT (State) T				
FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fDraft+AAR+Transmittal+Letter+(State).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fDraft+AAR+Transmittal+Letter+(State).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Agency/Jurisdiction Lead Planner, Exercise Coordinators, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• ransmittal Letter template to solicit comments for a draft AAR</li> <li>• State-sponsored exercises</li> </ul> <p><b>Description:</b> This is the template for a transmittal letter to be submitted with a draft of the AAR to the State Exercise Program Manager. Prior to holding an After-Action Conference, for State-sponsored exercises, the lead exercise planner will submit a draft of the AAR to the State Exercise Program Manager to solicit comments that the State would like to be addressed before the conference takes place.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

AFTER ACTION REPORT (AAR) TRANSMITTAL LETTER - FINAL (State) T				
FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f769_Final+AAR+_IP+Transmittal+Letter+(State).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f769_Final+AAR+_IP+Transmittal+Letter+(State).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff aiming to be HSEEP compliant</p> <p><b>Users:</b> Agency/Jurisdiction Lead Planner, Exercise Coordinators, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Transmittal Letter template to send final AAR to the State</li> <li>• State-sponsored exercises</li> </ul> <p><b>Description:</b> This is the template for a transmittal letter to be submitted with the final AAR to the State Exercise Program Manager. For State-sponsored exercises, the final AAR is submitted to the State for documentation purposes and for the State to review and address aspects as part of its improvement planning.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

AFTER ACTION REPORT TRANSMITTAL LETTER – FINAL (FEMA) T				
FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security (DHS), Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f798_Final+AAR+_IP+Transmittal+Letter+(DHS+)%5b1%5d++formatted+tms.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f798_Final+AAR+_IP+Transmittal+Letter+(DHS+)%5b1%5d++formatted+tms.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners aiming to be HSEEP compliant</p> <p><b>Users:</b> State Exercise Program Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Template for FINAL AAR Transmittal letter</li> <li>• DHS/Federal Emergency Management Agency-sponsored exercises</li> </ul> <p><b>Description:</b> This is the template for a transmittal letter to be submitted with the final AAR to the respective FEMA Exercise Program Manager for DHS/FEMA-sponsored exercises. The final AAR is submitted to a FEMA Exercise Program Manager in accordance with Homeland Security Grant Program Guidance.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

AGENT HAZARD SUMMARY TEMPLATE T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Year:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c674_Agent_hazard+summary+template%5b1%5d++new+format+tms.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c674_Agent_hazard+summary+template%5b1%5d++new+format+tms.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming to be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Hospital Preparedness Managers, Exercise Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Template for the creation of an agent or hazard summary</li> <li>• Possible appendix for exercise documentation</li> </ul> <p><b>Description:</b> This is a template for an agent or hazard summary that can be included in the appendix of exercise documentation. This document includes information on agents/hazards used during the exercises. For specific information and summaries for numerous agents/hazards, please refer to the reference section of HSEEP: Volume IV: Sample Exercise Documents and Formats.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## AGRICULTURE SITUATION MANUAL (SITMAN) R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 40 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c887_799_Agriculture+SITMAN++template%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c887_799_Agriculture+SITMAN++template%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> All Exercise Participants, Exercise Coordinators, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>SitMan template for an agriculture scenario</li> </ul> <p><b>Description:</b> This is a SitMan template for an agriculture scenario. SitMans are normally distributed to all exercise participants in discussion-based exercises, particularly tabletop exercises (TTXs), to give textual background. Often accompanied by multimedia, as events during the exercise unfold, participants can read along with the SitMan. The contents of the SitMan include a Preface; Handling Instructions; an Introduction; the following four modules: (1) Pre-Incident, (2) Initial Response, (3) Crisis and Consequences Management, and (4) Recovery; and two appendices: (1) Area Maps; and (2) Acronym List. This SitMan template includes a wide range of stakeholders, such as public safety, hospitals, public health, and agriculture. Depending on the scale of the TTX desired, the tool can either be used as is or modified to focus on the hospital aspects of an agriculture scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Agriculture</p> <p><b>FORMAT</b> Template</p>

## ALTERED STANDARDS OF CARE IN MASS CASUALTY EVENTS R

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Health Systems Research, Inc.</p> <p><b>Publication Year:</b> 2005</p> <p><b>Length:</b> 53 pages</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/research/altstand/altstand.pdf">http://www.ahrq.gov/research/altstand/altstand.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Federal, State, Regional, Community, and Hospital Preparedness Planners</p> <p><b>Users:</b> Hospital Exercise Coordinators, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Understanding issues related to health and medical care delivery during a mass casualty event</li> <li>Developing plans for effective health and medical care response to a mass casualty event</li> <li>Suggested steps for planning an effective response to a mass casualty event</li> <li>Developing and conducting an exercise responding to a mass casualty event</li> </ul> <p><b>Description:</b> This report was developed to address altering standards of care during a mass casualty event to ensure the maximum number of lives is saved. The report identifies these adjustments to delivery of health and medical care, provides a suggested framework for planning for responding to a mass casualty event, and provides an overview of legal, policy, and ethical issues related to altered standards of care. This report is a useful resource for hospital exercise coordinators who want to design and develop an exercise responding to a mass casualty event. The report includes hypothetical scenarios that illustrate changes in the delivery of care and outlines important decisions that should be considered during these scenarios.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> AHRQ</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Alternate Care Sites</p> <p><b>EXERCISE SCENARIO</b> Mass Casualty</p> <p><b>FORMAT</b> Guidebook</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

AMERICAN BURN ASSOCIATION (ABA) BURN CENTER VERIFICATION R \$				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> American Burn Association (ABA)  <b>Publication Date:</b> 2009  <b>Length:</b> N/A  <b>Location:</b> <a href="http://www.facs.org/trauma/verificationhosp.html">http://www.facs.org/trauma/verificationhosp.html</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> ABA Verified Burn Centers  <b>Users:</b> Hospital Preparedness Planners  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• ABA Verified Burn Centers</li> </ul> <p><b>Description:</b> The <b>ABA</b> has a consultation/verification program for burn centers, which is a joint program with the American College of Surgeons. The verification process is based on having certain resources listed in the ABA's <b>Resources for Optimal Care of the Injured Patient</b>. For hospitals that are ABA verified burn centers, it is important to incorporate verification requirements into exercises.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> AHRQ</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Manual</p>

AMERICAN COLLEGE OF SURGEONS (ACS) CONSULTATION/VERIFICATION PROGRAMS FOR HOSPITALS R \$				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> American College of Surgeons (ACS)  <b>Publication Date:</b> 2009  <b>Length:</b> N/A  <b>Location:</b> <a href="http://www.facs.org/trauma/verificationhosp.html">http://www.facs.org/trauma/verificationhosp.html</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> ACS Verified Trauma Centers  <b>Users:</b> Hospital Preparedness Planners  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• ACS Verified Trauma Centers</li> </ul> <p><b>Description:</b> <b>ACS</b> has a consultation/verification program for trauma centers. The verification process is based on having certain resources listed in <b>Resources for Optimal Care of the Injured Patient</b>. For hospitals that are ACS verified trauma centers, it is important to incorporate verification requirements into exercises.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> ACS</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Manual</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; Ⓛ=Login access needed; ✓=Can be used to directly achieve compliance

ASSEMBLY AREA DEPLOYMENT TIMETABLE T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f900_Timetable.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f900_Timetable.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Hospital Preparedness Managers, Assembly Area Controllers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Recording dispatch response during operations-based exercises</li> </ul> <p><b>Description:</b> An Assembly Area Controller can use this form to record dispatch response times during an operations-based exercise. The assembly area is where all deployable resources, such as personnel and organizations, gather prior to the start of an exercise. An assembly area controller monitors the assembly area. Exercises may have more than one assembly area. This timetable provides fields for designating the dispatch units, actual response times after dispatch, and when the unit was released by the Assembly Area Controller. This document can be used in dispatch of emergency medical services units in an exercise, as well as any other response personnel.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## B

BIOEVENT TABLETOP EXERCISE TOOLKIT FOR HOSPITALS AND PRIMARY CARE CENTERS R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 251 pages</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/downloads/pdf/bNHPP/bNHPP-train-hospital-toolkit.pdf">http://www.nyc.gov/html/doh/downloads/pdf/bNHPP/bNHPP-train-hospital-toolkit.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Preparedness Planners</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Planning, conducting, and evaluating a hospital tabletop exercise</li> <li>Developing exercise scenarios for plague, SARS, anthrax, smallpox, pandemic flu</li> <li>Checklists, forms, and questionnaires for a tabletop exercise</li> </ul> <p><b>Description:</b> This toolkit was created in response to a 2001 post-September 11th report that found hospitals lacking bioterrorism exercise experience possibly due to lack of funds and available resources. To help fulfill this need, the toolkit is based on 15 tabletop exercises conducted in hospitals and primary care centers of different sizes in the New York City area. The toolkit has the following chapters: <b>Chapter 1: Bioevent Tabletop Exercises in Healthcare Settings; Chapter 2: Planning the Exercise; Chapter 3: Running the Exercise; Chapter 4: Evaluating the Exercise and Its Impact; and Chapter 5: Scenarios (Plague, SARS, Anthrax, Smallpox, Pandemic Flu; Primary Care Center-Pandemic Flu).</b> The toolkit also contains the following appendixes: Definitions, Acronyms, Breakout Group Assignment Lists (HEICS), Exercise Invitee List, Agenda, Tabletop Exercise Checklist, Generic Hospital Moderator/Facilitator Question Database, After-Exercise Survey, Debriefing Session: Generic Question Database, Certificate of Completion, and References. This toolkit can be easily tailored to a hospital's specific needs for a preparedness exercise (e.g., geographic, patients, resources, staffing challenges).</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission AOA DNV</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Biological/Bioterrorism</p> <p><b>FORMAT</b> Checklist Form Questionnaire Template Toolkit</p>

BIOLOGICAL SCENARIO VARIABLE MATRIX R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c693_Bio+Scenario+Variable+Matrix+%5b1%5d.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c693_Bio+Scenario+Variable+Matrix+%5b1%5d.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Designers, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Developing an exercise scenario with a biological agent</li> <li>Understanding the variables involved with a biological agent</li> </ul> <p><b>Description:</b> This matrix is useful in developing an exercise with a biological agent. The matrix contains a list of variables that the exercise planning team should consider when creating an exercise scenario with a biological agent, including: (1) <b>Transmissibility:</b> whether or not the agent is contagious; (2) <b>Lethality:</b> the number of potential casualties in the scenario; (3) <b>Effects:</b> what will happen if a victim is exposed; (4) <b>Venue:</b> where the biological agent is going to be discovered. For hospitals, there are additional issues that need to be incorporated in this matrix when doing an exercise scenario with a biological agent. These issues depend on whether the hospital is doing an exercise with the hospital as the threat location or if the hospital is responding to a biological agent threat.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Biological/Bioterrorism</p> <p><b>FORMAT</b> Form Table</p>

BIOTERRORISM READINESS PLAN: A TEMPLATE FOR HEALTHCARE FACILITIES R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Association for Professionals in Infection Control and Epidemiology Bioterrorism Task Force and the Centers for Disease Control and Prevention Hospital Infections Program Bioterrorism Working Group</p> <p><b>Publication Date:</b> 1999</p> <p><b>Length:</b> 34 pages</p> <p><b>Location:</b> <a href="http://www.aha.org/aha/content/2001/pdf/APICReadinessNewformat.pdf">http://www.aha.org/aha/content/2001/pdf/APICReadinessNewformat.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Healthcare Facility Staff</p> <p><b>Users:</b> Exercise Designers, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Resource for developing a bioterrorism readiness plan</li> <li>Tool for infection control professionals and epidemiologists</li> <li>Procedures can be used for developing bioterrorism-targeted exercises</li> </ul> <p><b>Description:</b> This is a useful resource for developing a bioterrorism readiness plan. The information can be used for developing an exercise with a bioterrorism scenario to test a bioterrorism readiness plan. The document has two sections: Section 1: General Categorical Recommendations for Any Suspected Bioterrorism Event; and Section 2: Agent-Specific Recommendations. Section 1 includes: reporting requirements; potential agents; detection of outbreaks caused by agents of bioterrorism; infection control practices for patient management; post exposure management; laboratory support and confirmation; and patient, visitor, and public information. Section 2 includes agent-specific recommendations on the following threats: anthrax, botulism, plague, and smallpox. The document also includes contact information for FBI field offices, and State and territorial field directors. However, because this document was published in 1999, many of these contacts may be outdated.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission AOA DNV</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Medical Evacuation</p> <p><b>EXERCISE SCENARIO</b> Biological/Bioterrorism</p> <p><b>FORMAT</b> Template</p>



**CARF ACCREDITATION SOURCEBOOK R \$**

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
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DISCUSSION-BASED EXERCISE	OPERATIONS-BASED EXERCISE
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<p><b>Author:</b> Commission on Accreditation of Rehabilitation Facilities (CARF)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://bookstore.carf.org/miva/merchant.mvc?Screen=PROD&amp;Store_Code=CB&amp;Product_Code=2609.41&amp;Category_Code=General-Interest">http://bookstore.carf.org/miva/merchant.mvc?Screen=PROD&amp;Store_Code=CB&amp;Product_Code=2609.41&amp;Category_Code=General-Interest</a> (for purchase)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> CARF Accredited Hospitals</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>CARF accredited healthcare facilities</li> </ul> <p><b>Description:</b> The <b>Commission on Accreditation of Rehabilitation Facilities (CARF)</b> accredits health care providers in the following areas: aging services, behavioral health, child and youth services, DMEPOS (Durable Medical Equipment, Prosthetics, Orthotics, and Supplies), employment and community services, medical rehabilitation, and opioid treatment programs. If a hospital is accredited by CARF it is important to make sure exercises comply with CARF standards.</p>	<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> CARF</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Manual</p>
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KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

**CBRNE TRAINING ACADEMY: COURSE MATERIALS R T**

✓ FOUNDATION | ✓ DESIGN & DEVELOPMENT | ✓ CONDUCT | ✓ EVALUATION | ✓ IMPROVEMENT PLANNING

DISCUSSION-BASED EXERCISE | OPERATIONS-BASED EXERCISE

**Authors:** Howard Greller, M.D., the Department of Emergency Medicine at the NYU School of Medicine/ Bellevue Hospital, and the New York Department of Health and Mental Hygiene  
**Publication Date:** 2005  
**Length:** 5 pages (Course Overview); 13 PowerPoint Presentations; 4 pages of Evaluation Materials  
**Location:** <http://www.nyc.gov/html/doh/html/bNHPP/bNHPP-train-cbrne.shtml>  
**Hospital-Specific:** Yes  
**Target Audience:** Employees  
**Users:** Hospital Preparedness Managers, Hospital Preparedness Trainers  
**Uses:**

- Training and Response to Chemical, Biological, Radiological, Nuclear, or Explosive (CBRNE) Events

**Description:** This course was developed to teach emergency response procedures to hospital employees at risk for exposure to chemical, biological, or radiological materials when a hospital receives contaminated patients. The course includes a series of modules and evaluation materials that can be used alone or together to train all levels of health care providers and support staff. The course has 11 modules: Module 1: Introduction and Overview; Module 2: Awareness; Module 3: Hazards; Module 4: Safety & Response; Module 5: Relating the Exotic to the Mundane; Module 6: Introduction to the Hospital and Emergency Incident Command; Module 7: An Introduction to Decontamination and Personal Protective Equipment (PPE); Module 8: Understanding CBRNE Events Risk Assessment; Module 9: Advanced Personal Protective Equipment (PPE) and Standard Precautions; Module 9a: Handout supplement for donning PPE; Module 10: Advanced Decontamination Tabletop Discussion; Module 11: Clinical Syndromes; Module 11a: Clinical Syndromes Instructors Notes. The course also includes evaluation materials, such as evaluation forms, a pre-test, and a post-test.  
 NOTE: This course was designed to meet the education of staff requirement (EC.1.4) of Joint Commission emergency management standards in 2005, and the U.S. Department of Labor Office of Occupational Safety & Health Administration (OSHA) requirements for First Responder Awareness Training (1910.120 (q)(6)(i)). However, since the release of these materials, Joint Commission standards have been updated and OSHA has released its guidance entitled, "OSHA Best Practices for Hospital-Based First Receivers of Victims from Mass Casualty Incidents Involving the Release of Hazardous Substances."  
 (See listing for more information).

**QUICK REFERENCE**

**ACCREDITATION ORG.**  
 Joint Commission  
 AOA  
 DNV

**FEDERAL**  
 N/A

**NHPP OVERARCHING REQ.**  
 Education & Prep. Training Exercises, Evaluation, Correct.

**NHPP SUB-CAPABILITIES**  
 PPE  
 Decontamination

**EXERCISE SCENARIO**  
 Biological/Bioterrorism  
 Chemical  
 Explosive  
 Nuclear  
 Radiological

**FORMAT**  
 Agenda  
 Assessment  
 Example  
 Form  
 Guidebook  
 Presentation  
 Toolkit

## CHEMICAL SCENARIO BASED MATRIX R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c695_Chemical+Scenario+Variable+Matrix+%5b1%5d.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c695_Chemical+Scenario+Variable+Matrix+%5b1%5d.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Designers, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Developing an exercise scenario with a chemical agent</li> <li>Understanding the variables involved with a chemical agent</li> </ul> <p><b>Description:</b> This matrix is useful in developing an exercise with a chemical scenario. The matrix contains a list of variables that the exercise planning team should consider when creating an exercise scenario with a chemical agent, including: (1) Persistent vs. Non-persistent Agent: if the agent remains effective in the open for more than 10 minutes (persistent) or at most, 10 minutes (non-persistent); (2) Open Air or Enclosed Venue: depending on whether the agent is persistent or non-persistent, a venue should be selected (non-persistent agents should not be in open air venues because they will dissipate); (3) Single or Multiple and/or Secondary Device(s): method of dissemination and number of devices; (4) No Notice or Credible Threat Warning; whether the exercise will have a warning phase or if there will be no notice; (5) Casualties: Considering the approximate number of casualties affected by the exercise scenario. For hospitals, there are additional issues to consider when doing an exercise scenario with a chemical agent that need to be incorporated in this matrix. These issues depend on whether the hospital is doing an exercise with the hospital as the threat location or if the hospital is responding to a chemical agent threat.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Decontamination</p> <p><b>EXERCISE SCENARIO</b> Chemical</p> <p><b>FORMAT</b> Form Table</p>

## CHEMICAL SITUATION MANUAL (SI MAN) R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 37 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c888_801_Chemical++SITMAN++template+formatted+tms%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c888_801_Chemical++SITMAN++template+formatted+tms%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Exercise Planners Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> All Exercise Participants, Exercise Coordinators, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>SitMan template for a chemical scenario</li> </ul> <p><b>Description:</b> This is a SitMan template for a chemical scenario. SitMans are normally distributed to all exercise participants in discussion-based exercises, particularly tabletop exercises (TTXs), to give textual background. Often multimedia is used during a TTX, and as events during the exercise unfold, participants can read along with the SitMan. The contents of the SitMan include a Preface; Handling Instructions; an Introduction; 4 Modules: (1) Credible Threat, (2) Initial Response, (3) Crisis and Consequence Management, (4) Recovery &amp; Restoration; and two appendixes: (1) Area Maps and (2) Acronym List. This SitMan template includes various stakeholders, such as the city, town or county Emergency Operations Center and State agencies, and is not specific to hospitals. Depending on the scale of the TTX, the tool can either be used as is or modified to focus on the hospital aspects of a chemical scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission AOA DNV</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management Decontamination</p> <p><b>EXERCISE SCENARIO</b> Chemical</p> <p><b>FORMAT</b> Template</p>

CITYWIDE PANDEMIC FLU TABLETOP EXERCISE 2005 R				
FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (DOHMH)</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 47 pages</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/html/bhpp/bhpp-train.shtml#5">http://www.nyc.gov/html/doh/html/bhpp/bhpp-train.shtml#5</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Preparedness Stakeholders</p> <p><b>Users:</b> Hospital Preparedness Exercise Designers, Hospital Preparedness Managers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Example of a discussion-based tabletop exercise</li> <li>• Example of an influenza outbreak exercise</li> <li>• Useful resource for the creation of a realistic emergency scenario</li> </ul> <p><b>Description:</b> This tabletop exercise simulates an influenza outbreak in New York City. It was conducted in January of 2005 and involved hospital and government leadership from New York City and State. The 2005 Tabletop Exercise consists of three parts: Part 1: A PowerPoint presentation that describes early pandemic flu activity, following the spread of the disease from Asia to New York City (NYC); Part 2: A PowerPoint presentation outline of a teleconference held to discuss current NYC emergency guidelines, capabilities, and capacities; Part 3: The second part of the emergency simulation. The presentation describes peak pandemic activity in NYC. This tabletop exercise example can be used as a resource for all emergency planners developing exercise scenarios and multimedia presentations, especially those dealing with surge capacity, pandemic disease, and large city settings. The content of the documents is specific to NYC and cannot be used in another area without significant modification.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission AOA DNV</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management</p> <p><b>EXERCISE SCENARIO</b> Pandemic Flu</p> <p><b>FORMAT</b> Example Presentation</p>	

COMMUNICATIONS PLAN R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c938_Communications+Plan.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c938_Communications+Plan.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP compliant</p> <p><b>Users:</b> Exercise Coordinators, Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Coordinating communications during an exercise</li> <li>• Developing a Communications Plan</li> </ul> <p><b>Description:</b> This is a template for a plan for how communications will take place during an operations-based exercise. This plan includes instructions for communications related to: exercise start, suspension, and termination; players; simulation cell; exercise activation; and public affairs. <b>A communications plan</b> is an essential component of operations-based exercises to ensure that communications during the exercise do not interfere with real world emergency communications, and that all exercise participants, both coordinators and players, are aware of how communications will take place during the exercise.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## COMPREHENSIVE ACCREDITATION MANUAL FOR HOSPITALS: THE OFFICIAL HANDBOOK R \$

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> The Joint Commission</p> <p><b>Publication Date:</b> 2009 (specific revisions made throughout the year, updated annually)</p> <p><b>Pages:</b> EM 1 –18, EC 18</p> <p><b>Location:</b> <a href="http://www.jointcommission.org/Standards/Manuals/">http://www.jointcommission.org/Standards/Manuals/</a> (Entire copy available for purchase)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Joint Commission Accredited Hospitals</p> <p><b>User:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Joint Commission accreditation</li> <li>• Developing an Emergency Operations Plan</li> <li>• Hospital emergency management</li> <li>• Planning for exercises</li> <li>• Conducting exercises</li> <li>• Evaluating exercises</li> </ul> <p><b>Description:</b> The emergency management chapter lists the Joint Commission accreditation standards, rationale, elements of performance, and scoring. The manual is published annually; however, standards may be updated and revised throughout the year. Revisions can be found on the Joint Commission Web site. The standard that includes specific language on exercises is found in the Emergency Management chapter, Standard EM.03.01.03. However, to ensure a hospital's complete compliance with accreditation standards when conducting exercises, it is important to review the entire emergency management chapter as well as other cross-referenced standards within the chapter (e.g., environment of care standards).</p> <p><b>Note:</b> A hospital may already have a copy or subscription to the latest version of The Joint Commission accreditation manual; it may not be necessary to purchase a copy.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission</p> <p><b>FEDERAL</b> NIMS</p> <p><b>NHPP OVERARCHING REQ.</b> All</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Assessment Manual</p>

## CONTAMINATED LABELS R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f847_Contaminated+Labels%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f847_Contaminated+Labels%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Labeling individuals during an exercise</li> </ul> <p><b>Description:</b> This is a labels template for making labels of “contaminated” exercise participants during an operations-based exercise. There is space for the person to write in his/her name. One sheet in the template generates 8 badges. It is important to keep track of the status of exercise participants, especially if the exercise is simulating increasing numbers of those contaminated by an agent. This will assist in the evaluation of the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management Decontamination</p> <p><b>EXERCISE SCENARIO</b> Mass Casualty</p> <p><b>FORMAT</b> Labels Template</p>

CONTROLLER & EVALUATOR ASSIGNMENTS R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c939_CE+Assignments.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c939_CE+Assignments.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Controllers, Exercise Evaluators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Sample list of assignments for controllers and evaluators during an exercise</li> </ul> <p><b>Description:</b> This is a list of controller and evaluator assignments during an operations-based exercise. There are two separate lists: 1) controller assignments; and 2) evaluator assignments. An <b>exercise controller</b> is someone who is responsible for directing exercise play. The controller assignments list breaks down the positions by exercise management, exercise administration, on-site positions, and off-site positions. An <b>exercise evaluator</b> is someone who is not participating in the exercise and who is assessing exercise performance. The evaluator assignments list breaks down the positions by off-site and on-site positions. This is a broad list of controller and evaluator assignments for a larger scale exercise. It will need to be modified to fit the needs of a hospital-specific exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Manual</p> <p>Form Table Template</p>

CONTROLLER AND EVALUATOR BRIEF T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 49 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%5c640_Controller+and+Evaluator+Brief.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%5c640_Controller+and+Evaluator+Brief.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Briefing exercise controllers and evaluators</li> </ul> <p><b>Description:</b> The <b>Controller and Evaluator Brief</b> template is a presentation for exercise coordinators to give to controllers and evaluators prior to conducting an exercise. The purpose of a <b>Controller and Evaluator Briefing</b> is to familiarize the controllers and evaluators with their roles during the exercise and allow them to ask questions about exercise conduct. The presentation template includes information related to: exercise location and area, exercise schedule, exercise scenario, exercise control concept, exercise controllers, exercise evaluators, and general logistics. This presentation contains information specific to the controller and evaluator roles, concerning location/function concept, observation/general guidelines, responsibilities, and communications.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## CONTROLLER AND EVALUATOR DEBRIEF T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 12 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/up/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%5c642_Controller+and+Evaluator+Debrief.ppt">http://hseep.dhs.gov/HSEEP_Vols/up/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%5c642_Controller+and+Evaluator+Debrief.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members, Exercise Controllers, Exercise Evaluators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Conducting a controller and evaluator debriefing</li> <li>• Identifying exercises strengths</li> <li>• Identifying areas for improvement</li> </ul> <p><b>Description:</b> The <b>Controller and Evaluator Debrief</b> is a presentation template to be used during a Controller and Evaluator Debriefing, a meeting for controllers and evaluators held after conducting an exercise. The Controller and Evaluator Debriefing provides a forum for the controllers and evaluators to discuss and analyze the exercise after it takes place and to identify strengths and provide areas for improvement. The <b>Controller and Evaluator Debriefing</b> is normally facilitated by the exercise planning team leader. The presentation template includes information related to: exercise design, exercise players, exercise objectives, exercise strengths, areas for improvement, functional area reporting, administrative logistics, and next steps related to the exercise. It may be helpful to refer back to the Controller and Evaluator Briefing slides during the debriefing to compare information provided to controllers and evaluators prior to the exercise and to determine whether that information effectively helped the controllers and evaluators fulfill their duties during the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

## CONTROLLER and EVALUATOR (CE) HANDBOOK R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 31 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c948_CE+Handbook.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c948_CE+Handbook.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Controllers, Exercise Evaluators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Providing detailed scenario information to Controllers and Evaluators during an operations-based exercise</li> <li>• Instructions for Controllers during an exercise</li> <li>• Instructions for Evaluators during an exercise</li> </ul> <p><b>Description:</b> The <b>C/E Handbook</b> outlines the roles and procedures that controllers and evaluators should follow during an exercise. A C/E Handbook is developed by the exercise planning team and usually provides greater detailed scenario information than an exercise plan. An <b>exercise controller</b> is in charge of exercise functions and responsible for directing exercise play. An <b>exercise evaluator</b> does not participate in the exercise and who assesses exercise performance. This C/E Handbook template contains general information about the exercise,) scenario information and supporting data, controller information and guidance, and evaluator information and guidance. It also contains an Exercise Schedule; (B) Exercise Site Maps; and (C) Controller and Evaluator Assignments. The exercise scenario in this template may need to be modified significantly to fit a scenario more applicable to a health care setting.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Handbook Template</p>

## CONTROLLER STAFF INSTRUCTIONS R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 6 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c946_Control+Staff+Instructions+(COSIN).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c946_Control+Staff+Instructions+(COSIN).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Providing instructions to exercise controllers</li> </ul> <p><b>Description:</b> This template includes instructions for exercise controllers. An <b>exercise controller</b> is in charge of exercise functions and responsible for directing exercise play. Types of exercise controllers include: exercise director, venue supervisor, public information officers, venue controllers, and simulation cell controllers. The document consists of the following sections: (1) Exercise Controller Organization: exercise staff organization; (2) Exercise Control: exercise instructions, incident simulation, scenario tools; (3) Communications Plan: controller and player communications; (4) Controller Instructions: what to do before, during, and after the exercise; (5) Assessment, Review and Analysis of Exercise: player hot wash, controller and evaluator debriefing, evaluations, participant feedback forms, and after action conference; and (6) Exercise Report: writing the After Action Report/Improvement Plan.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## CROSSWALK OF THE 2007 & 2008/2009 NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) HEALTHCARE ACTIVITIES/ OBJECTIVES R

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://www.sjgov.org/ems/PDF/nimsHealthcareCrosswalk.pdf">http://www.sjgov.org/ems/PDF/nimsHealthcareCrosswalk.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be NIMS Compliant</p> <p><b>Users:</b> Hospitals Receiving Federal Preparedness and Response Grants, Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>NIMS compliance (Required for hospitals receiving federal preparedness and response grants)</li> <li>Comparison of 2007 with 2008/2009 NIMS Healthcare Activities/Objectives</li> </ul> <p><b>Description:</b> This is a crosswalk of the 2007 NIMS Healthcare Activities/Objectives with the 2008-2009 NIMS Healthcare Activities/Objectives. In 2007, there were 17 activities/objectives, and these were streamlined into 14 activities/objectives for 2008/2009. This resource indicates the differences between 2007 and 2008-2009. NIMS was developed by the Federal Emergency Management Agency (FEMA) to standardize incident management to enable all important stakeholders, including the government, the private sector, and non-governmental organizations, to “prepare for, prevent, respond to, recover from, and mitigate the effects of incidents.” <b>NIMS compliance is required for hospitals receiving Federal hospital preparedness and response grants.</b></p> <p><b>NOTE 1:</b> NIMS offers online training courses (required for some hospital emergency management personnel), which can be found at <a href="http://training.fema.gov/IS/NIMS.asp">http://training.fema.gov/IS/NIMS.asp</a>.</p> <p><b>NOTE 2:</b> Joint Commission standards (2009) require that the hospital “incident command structure... is integrated into and consistent with its community’s command structure.”</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission</p> <p><b>FEDERAL</b> ✓HSEEP ✓NIMS</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Fact Sheet</p>

## D

## DECEASED LABELS R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f848_Deceased+Labels%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f848_Deceased+Labels%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Labeling individuals during an exercise</li> </ul> <p><b>Description:</b> This is a labels template for labeling “deceased” (simulated) exercise participants during an operations-based exercise. There is space for the person to write in his/her name. One sheet generates eight badges. It is important to keep track of the status of exercise participants, especially if the exercise is simulating numbers of those surviving. This will help in the evaluation of the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management</p> <p><b>EXERCISE SCENARIO</b> Mass Casualty</p> <p><b>FORMAT</b> Labels Template</p>

## DECONTAMINATION OF CHILDREN: PREPAREDNESS AND RESPONSE FOR HOSPITAL EMERGENCY DEPARTMENTS R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Agency for Healthcare Research and Quality Publication Date: 2008</p> <p><b>Length:</b> 27-minute video</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/research/decontam.htm">http://www.ahrq.gov/research/decontam.htm</a> (information for ordering a copy of the DVD can be found at this Web site)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Department Staff, Emergency Responders</p> <p><b>Users:</b> Exercise Staff, Exercise Participants, Clinicians</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Conducting an exercise that involves the decontamination of children</li> </ul> <p><b>Description:</b> This DVD includes a step-by-step demonstration of decontamination of children and infants. The video compares decontamination of children versus adults; how to create portable and permanent decontamination showers, assigning “hot” and “cold” zones; and how to create and maintain the ability to conduct pediatric decontamination in a hospital emergency department. This DVD can be useful in developing an exercise that involves decontamination of children and/or developing a training program for pediatric decontamination.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> AHRQ</p> <p><b>NHPP OVERARCHING REQ.</b> Education &amp; Prep. Training Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Decontamination</p> <p><b>EXERCISE SCENARIO</b> Pediatrics</p> <p><b>FORMAT</b> Multimedia (DVD) Training Materials</p>

## DISASTER EXERCISE MANUAL: GUIDELINES FOR EXERCISING EMERGENCY OPERATIONS PLANS FOR LOCAL GOVERNMENT R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Michigan State Police</p> <p><b>Publication Date:</b> 1998</p> <p><b>Length:</b> 104 pages</p> <p><b>Location:</b> <a href="http://www.greenecountymo.org/web/OEM/files/Disaster%20Exercise%20Manual.pdf">http://www.greenecountymo.org/web/OEM/files/Disaster Exercise Manual.pdf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Local Government</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Exercise Planning, Conduct and Evaluation</li> </ul> <p><b>Description:</b> This <b>Disaster Exercise Manual</b> was developed to help local emergency management coordinators have an effective exercise program. While it is not specific to hospitals, it provides useful general exercise information, tools, and scenarios that can easily be adapted to a hospital. The manual has two sections. Section I contains information on the purpose of exercising, exercise activities, the exercise development process, exercise phases, requirements for an exercise activity, exercise design steps, exercise enhancements, and exercise evaluation. There are also several appendixes: A) Exercise Conduct; B) Emergency Functions Checklist; C) Annual Requirements for a Local Program, Responsibility of the Local Emergency Management Coordinator, Exercise Activity Reporting, Orientation Exercise, Drill, Tabletop, Function, and Full-Scale Exercises, Actual Events Reporting; D) Multi-Year Progressive Exercise Plan; E) Glossary of Terms; and F) List of Acronyms. Section II contains exercise scenarios, including: Natural (flooding, dam failure, river flood, snowstorm incident, winter storm, tornado); Technological (hazardous materials – facility, train derailment, ship collision; human-related – air crash, school bus accident, hostages, bomb scare, child missing); and Attack (terrorism – weapons of mass destruction, power failure).</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission AOA DNV</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklist Guidebook/Manual Template</p>

DISCUSSION-BASED EXERCISE: BADGES R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f891_731_Discussion-based+Exercise+Badges%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f891_731_Discussion-based+Exercise+Badges%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying participants in a discussion-based exercise</li> </ul> <p><b>Description:</b> This is a template for badges to be worn by participants during a discussion-based exercise. The template includes badges for observers, players, and facilitators. Each type of participant has a different color badge to help easily identify participants. <b>Observers</b> are people who are not taking part in exercise play. <b>Players</b> are people who are participating in the exercise. <b>Facilitators</b> are those in charge of exercise functions and directing exercise play.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

DISCUSSION-BASED EXERCISE: FINAL PLANNING CONFERENCE (Agenda) T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f685_Discussion-based+Exercise+FPC+Agenda.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f685_Discussion-based+Exercise+FPC+Agenda.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Overview of topics to be discussed during a final planning conference</li> <li>Conducting an exercise final planning conference</li> </ul> <p><b>Description:</b> This template can be used to create an agenda for a discussion-based exercise final planning conference. An <b>exercise final planning conference</b> is conducted to finalize and resolve issues related to exercise planning, exercise logistics, and exercise documentation. According to HSEEP methodology, several planning conferences are normally held prior to a final planning conference, such as a concepts and objectives meeting; an initial planning conference; and a master scenario events list conference. The topics listed in the agenda template include: exercise purpose, scope, and objectives; scenario and master scenario events list timeline; exercise facilitation; exercise evaluation; exercise documents; exercise logistics; and exercise meeting dates.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Agenda Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

DISCUSSION-BASED EXERCISE: FINAL PLANNING CONFERENCE (Briefing) T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 20 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f689_Discussion-based+Exercise+FPC+Brief.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f689_Discussion-based+Exercise+FPC+Brief.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Briefing for a final planning conference for a discussion-based exercise</li> <li>• Establishing capabilities, tasks, and objectives</li> <li>• Finalizing and Planning exercise logistics, scenario, and evaluation.</li> </ul> <p><b>Description:</b> This template can be used for a final planning conference briefing for a discussion-based exercise. An <b>exercise final planning conference</b> is conducted to finalize and resolve issues related to exercise planning, exercise logistics, and exercise documentation. According to HSEEP methodology, several planning conferences are usually held prior to a final planning conference, such as a concepts and objectives meeting, an initial planning conference, and a master scenario events list conference. The meeting agenda topics include: reviewing the exercise purpose, scope, and objectives; reviewing the scenario and master scenario events list timeline; reviewing the participating agencies; exercise facilitation; exercise evaluation; exercise documents; exercise logistics; and meeting dates.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>		

DISCUSSION-BASED EXERCISE: FINAL PLANNING CONFERENCE (Minutes) T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 3 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c694_Discussion+Based+Exercise+FPC+Minutes+.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c694_Discussion+Based+Exercise+FPC+Minutes+.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Recording minutes during a final exercise planning conference</li> </ul> <p><b>Description:</b> This is a template for recording minutes during a final planning conference for a discussion-based exercise. An <b>exercise final planning conference</b> is conducted to finalize and resolve issues related to exercise planning, exercise logistics, and exercise documentation (e.g., Situation Manual and multimedia presentation). According to HSEEP methodology, several planning conferences are normally held prior to a final planning conference, such as a concepts and objectives meeting, an initial planning conference, and a master scenario events list conference. The minutes template includes overview of activities (exercise overview, exercise design, final planning conference notes, dates), outstanding actions (action items and due dates), exercise points of contact, and an attendee list. The template was developed for a scenario involving the release of anthrax resulting in the death of an immune-suppressed mail room worker. This will need to be modified to reflect the relative exercise scenario.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>		

## DISCUSSION-BASED EXERCISE: INITIAL PLANNING CONFERENCE (Agenda) T

✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f668_Discussion-based+Exercise+IPC+Agenda.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f668_Discussion-based+Exercise+IPC+Agenda.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Overview of topics to be discussed during a initial planning conference</li> <li>• Conducting an exercise initial planning conference</li> </ul> <p><b>Description:</b> This template can be used to create an agenda for a discussion-based exercise initial planning conference. An <b>exercise initial planning conference</b> is conducted to: (1) develop a schedule for exercise planning; (2) define capabilities, tasks, and objectives for exercises; and (3) determine exercise scenario variables (e.g., threat, scope of hazard, exercise location). According to HSEEP methodology, the initial planning conference is the first of several planning conferences and is normally followed by a concepts and objectives meeting, a master scenario events list conference, and a final planning conference. The topics listed in the agenda template include: exercise purpose, scope, and objectives; scenario and master scenario events list timeline; exercise facilitation; exercise evaluation; exercise documents; exercise logistics; and exercise meeting dates.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Agenda Template</p>

## DISCUSSION-BASED EXERCISE: INITIAL PLANNING CONFERENCE (Briefing) T

✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 20 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f671_Discussion-based+Exercise+IPC+Brief.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f671_Discussion-based+Exercise+IPC+Brief.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Briefing for an initial planning conference for a discussion-based exercise</li> </ul> <p><b>Description:</b> This template can be used for an initial planning conference briefing for a discussion-based exercise. An <b>initial planning conference</b> is conducted to: develop a schedule for exercise planning; define capabilities, tasks, and objectives for exercises; and determine exercise scenario variables (e.g., threat, scope of hazard, exercise location). According to HSEEP methodology, the initial planning conference is the first of several planning conferences and is normally followed by a concepts and objectives meeting, a master scenario events list conference, and a final planning conference. The meeting agenda topics include: reviewing the exercise purpose, scope, and objectives; reviewing the scenario; reviewing the participating agencies; exercise facilitation; exercise evaluation; exercise documents; exercise logistics; and meeting dates.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## DISCUSSION-BASED EXERCISE: INITIAL PLANNING CONFERENCE (Minutes) T

✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 4 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c673_Discussion-based+Exercise+IPC+Minutes.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c673_Discussion-based+Exercise+IPC+Minutes.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Recording minutes during an initial planning conference</li> </ul> <p><b>Description:</b> This is a template for recording minutes during an initial planning conference for a discussion-based exercise. An <b>initial planning conference</b> is conducted to: develop a schedule for exercise planning; define capabilities, tasks, and objectives for exercises; and determine exercise scenario variables (e.g., threat, scope of hazard, exercise location). According to HSEEP methodology, the initial planning conference is the first of several planning conferences and is normally followed by a concepts and objectives meeting; a master scenario events list conference; and a final planning conference. The template includes: overview of activities (exercise overview, exercise design, exercise evaluation, tabletop exercise logistics); outstanding actions (action items and due dates); exercise points of contact; and an attendee list. The template was developed for a scenario involving the sabotaged rail line or explosion to a rail car. This will need to be modified to reflect the relevant exercise scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## DISCUSSION-BASED EXERCISE: MASTER TASK LIST R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 4 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f813_641_Discussion+Based+Exercise+MTL%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f813_641_Discussion+Based+Exercise+MTL%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Exercise Planning Teams</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Planning timeline for a discussion-based exercise</li> <li>Assigning tasks for a discussion-based exercise</li> <li>HSEEP compliance</li> </ul> <p><b>Description:</b> This is a master task list for a discussion-based exercise. The list breaks down the exercise planning tasks along the first column of the table by the five phases of HSEEP methodology: (1) Foundation; (2) Design and Development; (3) Conduct; (4) Evaluation; and (5) Improvement Planning. The horizontal heading row allows users to assign responsible parties, including their contact information, to each task, along with due dates, completion dates, and additional remarks. This master task list is a great starting point for hospital emergency preparedness exercise coordinators who want to conduct a HSEEP-compliant discussion-based exercise because it lists the essential tasks for each phase of the HSEEP exercise cycle.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Table Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; Ⓛ=Login access needed; ✓=Can be used to directly achieve compliance

## DISCUSSION-BASED EXERCISE: PARTICIPANT FEEDBACK FORM T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f720_Discussion+Based+Participant+Feedback+Form+X.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f720_Discussion+Based+Participant+Feedback+Form+X.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Receiving feedback from exercise participants (includes players, observers, facilitators, evaluators)</li> <li>Exercise Evaluation</li> </ul> <p><b>Description:</b> This is a template form for receiving feedback from exercise participants after a discussion-based exercise. Exercise participants who should fill out this form include players, observers, facilitators, and evaluators. The form requests feedback related to the following two areas: <b>(1) Recommendations and Action Steps</b>, which includes short-answer questions on action steps and areas of improvement; and <b>(2) Exercise Design and Conduct</b>, which allows participants to assess their satisfaction on a scale of 1 to 5. The form has spaces for the participant to write his/her name, title, and agency. However, users may want to consider allowing these identifiers to be optional and participant feedback to be anonymous to encourage more candid responses.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>

## DISCUSSION-BASED EXERCISE: PLANNING TEAM MEMBERS R T

✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f841_644_Discussion-based+Planning+Team+Members%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f841_644_Discussion-based+Planning+Team+Members%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Hospital Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Forming an exercise planning team for a discussion-based exercise</li> </ul> <p><b>Description:</b> This is a list of possible planning team members for a discussion-based exercise. Exercise planning team members are responsible for determining the objectives, scenario, and documentation for an exercise. Planning team members will usually be assigned one of the following duties related to the exercise: safety, planning, operations, logistics, and/or administration/finance. The list includes the following groups: (1) emergency management; (2) public safety; (3) public health; (4) medical; and (5) other. For hospital exercise coordinators, this is a good starting point for considering possible planning team members. While members may not be limited to this list, the number of planning team members should still be manageable. This list should be modified to fit the scope and scenario of the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

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## DISCUSSION-BASED EXERCISE: SAMPLE EXERCISE OBJECTIVES (SEO) R

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5c683_Discussion-based+Exercise+Sample+Exercise+Objectives.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5c683_Discussion-based+Exercise+Sample+Exercise+Objectives.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Designing a discussion-based exercise and identifying key objectives to be accomplished</li> </ul> <p><b>Description:</b> The <b>Discussion-Based Exercise: Sample Exercise Objectives</b> is a set of example exercise objectives that may be helpful in designing discussion-based preparedness exercises. This document is designed to be used by the exercise planning team during the concepts and objectives meeting and/or the initial planning conference. This set of sample objectives is divided into 5 categories: (1) inter-agency planning and coordination; (2) resource coordination; (3) threat/hazard-related issues; (4) medical/public health; and (5) public information/media. These example objectives should be modified to fit a particular exercise scope and scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Example</p>

## DISCUSSION-BASED EXERCISE: SAMPLE EXERCISE PARTICIPANT LIST (EPL) R

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f817_680_Discussion-based+Exercise+Sample+Exercise+Participant+List%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f817_680_Discussion-based+Exercise+Sample+Exercise+Participant+List%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>List of agencies and organizations that might participate in a discussion-based exercise</li> <li>Help to identify potential exercises participants</li> </ul> <p><b>Description:</b> The <b>Sample Exercise Participants List</b> is a table containing various agencies and organizations by sector that might be included in a discussion-based exercise. The list is divided into local, State, and Federal participants, which include public health, law enforcement, emergency medical services, etc. This tool could help an exercise planner identify key players in the exercise. However, the list needs some modification to incorporate more hospital-based exercise participants.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Example</p>

## DISCUSSION-BASED EXERCISE: SIGNS T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 7 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f721_Discussion+Based+Exercise+Signs.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f721_Discussion+Based+Exercise+Signs.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Signs for a discussion-based exercise</li> <li>• Directing participants during a discussion-based exercise</li> </ul> <p><b>Description:</b> These signs may be printed and used to direct exercise players, observers, and facilitators to sign-in areas, badges and materials return areas, and restrooms. This template also may be used to make additional signs that may be needed for a specific exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## DO NOT DECONTAMINATE LABELS R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f849_665_Do+Not+Decon+Labels%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f849_665_Do+Not+Decon+Labels%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Labeling individuals during an exercise</li> </ul> <p><b>Description:</b> This is a labels template for labeling “do not decontaminate” (simulated) exercise participants during an operations-based exercise. Space is provided for the person to write his/her name. One sheet in the template generates eight badges. It is important to keep track of the status of exercise participants, especially if the exercise is simulating people not contaminated. This will assist in the evaluation of the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Decontamination Mass Casualty</p> <p><b>FORMAT</b> Labels Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## DONNING & REMOVING PERSONAL PROTECTIVE EQUIPMENT (PPE) R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> N/A</p> <p><b>Length:</b> 3 pages (Guidelines); 43 slides (Practicum)</p> <p><b>Location:</b> <a href="http://www.ci.nyc.ny.us/html/doh/downloads/pdf/bhpp/bhpp-train-don-PPE.pdf">http://www.ci.nyc.ny.us/html/doh/downloads/pdf/bhpp/bhpp-train-don-PPE.pdf</a> (Guidelines)  <a href="http://www.nyc.gov/html/doh/downloads/ppt/bhpp/bhpp-train-don-PPE.ppt">http://www.nyc.gov/html/doh/downloads/ppt/bhpp/bhpp-train-don-PPE.ppt</a> (Practicum)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Healthcare Facilities Preparing for a Biological Incident</p> <p><b>Users:</b> Exercise Planning Team, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Training staff in Personal Protective Equipment (PPE) usage</li> <li>• Training activity prior to conducting an exercise with PPE usage</li> </ul> <p><b>Description:</b> These materials are for training and evaluating health care workers in proper use of personal protective equipment (PPE) during a biological incident. PPE includes items such as gloves, gowns, eye protection, and N95 respirators. The materials consist of two documents: <b>Guidelines for Practicum</b> includes an explanation of the goals of the practicum and guidelines for conducting the practicum, including attendees, materials, room setup, agenda, and speaker instructions; and <b>Practicum</b> is a PowerPoint slide show that can be used for training workers in putting on and removing biological PPE.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Education &amp; Prep. Training Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> PPE</p> <p><b>EXERCISE SCENARIO</b> Biological/Bioterrorism Decontamination</p> <p><b>FORMAT</b> Fact Sheet Presentation Training Materials</p>

## DRAFT EMERGENCY PREPAREDNESS GUIDE FOR STATE SURVEY AGENCIES, HEALTH CARE PROVIDERS AND PARTNERS R T

✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Centers for Medicare &amp; Medicaid Services (CMS)</p> <p><b>Publication Date:</b> 2008</p> <p><b>Length:</b> 253 pages</p> <p><b>Location:</b> <a href="http://www.hah-emergency.net/Planning%20Tools/CMS%20Emergency%20Planning%20Guide%20DRAFT.pdf">http://www.hah-emergency.net/Planning%20Tools/CMS%20Emergency%20Planning%20Guide%20DRAFT.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> State Survey Agencies, Healthcare Facilities Receiving CMS Reimbursement</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• CMS compliance</li> <li>• Sources for potential exercise scenarios and capabilities</li> <li>• Used to identify weaknesses in system</li> </ul> <p><b>Description:</b> Health care organizations receiving Medicare and/or Medicaid reimbursement are required to meet certain requirements. This guidebook is a useful resource for emergency preparedness policies and procedures both required and recommended. The chapters include Interagency Roles and Responsibilities, CMS Communication and Outreach Strategies, Health Care Provider Emergency Preparedness Guidance, Health Care Provider Monitoring and Enforcement During Emergencies, and Emergency Preparedness Information Technology Infrastructure. Health care organizations accredited by Joint Commission, AOA, and Det Nortske Veritas, Inc. are “deemed to meet all Medicare requirements for hospitals” (CMS, 2008) so it may not be necessary to refer to this document.</p> <p><b>NOTE:</b> This is a draft document. It is important to check whether a final version has been issued.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓CMS</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook</p>

## EFFECTIVE EMERGENCY MANAGEMENT DRILLS AND EXERCISES R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Greater New York Hospital Association with funding from the Human Resources and Services Administration (HRSA) to the New York State Department of Health and Health Research, Inc.</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 28 pages</p> <p><b>Location:</b> <a href="http://www.gnyha.org/387/File.aspx">http://www.gnyha.org/387/File.aspx</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospital Preparedness Planners</p> <p><b>Users:</b> Exercise Planning Teams</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Designing exercises and drills</li> </ul> <p><b>Description:</b> This booklet is intended to help hospital preparedness planners develop effective and efficient hospital preparedness drills and exercises. The booklet includes information on types of drills and exercises, a rationale for conducting drills and exercises, goals and objectives of drills and exercises, evaluating drills and exercises, and examples and tips related to designing and developing exercises. The appendixes include a sample hazard and vulnerability analysis and an emergency operation performance evaluation.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook</p>

## ELECTRONIC MASS CASUALTY ASSESSMENT AND PLANNING SCENARIOS (EMCAPS) R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> The Johns Hopkins Office of Critical Event Preparedness and Response (CEPAR)</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://www.hopkins-cepar.org/EMCAPS/EMCAPS.html">http://www.hopkins-cepar.org/EMCAPS/EMCAPS.html</a> (available for download)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Hospital Preparedness Planners</p> <p><b>Users:</b> Exercise Planning Teams</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Designing an exercise</li> <li>• Simulate exercise scenarios</li> <li>• Estimating casualties</li> </ul> <p><b>Description:</b> The Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS) is a modeling software program that can be used to plan an exercise and as a resource. The program estimates the number of casualties that can result from a disaster. Scenarios available on EMCAPS are biological (anthrax, plague, food contamination), radiological, chemical (blister, nerve, and toxic agents), and explosive. Users can select a scenario and customize inputs to mimic their hospital environment. The model can help exercise planners in comprehending and assessing their needs related to preparedness and response.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management</p> <p><b>EXERCISE SCENARIO</b> General Biological/Bioterrorism Chemical Radiological Mass Casualty</p> <p><b>FORMAT</b> Assessment Model/Web-Based Software</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## EMERGENCY DEPARTMENT SCREENING AND ISOLATION DRILLS GUIDANCE DOCUMENTS R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 7 separate documents (24 pages, 3 pages, 1 page, 30 slides)</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/html/bhpp/bhpp-train-emergency.shtml">http://www.nyc.gov/html/doh/html/bhpp/bhpp-train-emergency.shtml</a> (download)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospital Preparedness Planners</p> <p><b>Users:</b> Hospital Exercise Planning Team</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Unannounced exercises and drills</li> <li>Exercises with triage protocol for hospital screening and isolation of patients with a communicable disease</li> </ul> <p><b>Description:</b> The Emergency Department Screening and Isolation Drills Guidance Documents include: 1) Development of Protocols for Management of Patients Presenting to Hospital Emergency Departments and Clinics; 2) Guidance for Deliverable D1: Develop Hospital Screening and Isolation Protocol; 3) Guidance for Deliverable L: Conduct an Unannounced Drill of Hospital Screening and Isolation; 4) Attachment 1: Summary Training Sheet; and 5) Attachment 2: Drill Logistics. The documents can help hospitals to develop and improve isolation and screening protocols and related exercises. These documents are based on a scenario with a single patient presenting to the Emergency Department with symptoms of a disease of urgent public health concern. The first document is divided into four sections: Initial Patient Encounter, Infection Control Measures on Arrival, Notification, and Identification and Management of Exposed Persons in ED/Clinics. Each section contains an overview of recommended measures, with specific examples of forms or checklists to be completed. Appendixes include a list of communicable diseases of urgent public health concern, sample job action sheet forms for triage staff and ED supervisors, and a contact information form for persons exposed to communicable diseases of urgent public health concern.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Education &amp; Prep. Training Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management</p> <p><b>EXERCISE SCENARIO</b> Communicable Disease Isolation Triage Surge Capacity Unannounced Exercise</p> <p><b>FORMAT</b> Assessment Checklist Example Fact Sheets Forms Guidebook Toolkit Training Materials</p>	

## EMERGENCY OPERATION PERFORMANCE EVALUATION R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> North Shore University Hospital – Long Island Jewish Health System</p> <p><b>Publication Date:</b> N/A</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://www.gnyha.org/374/File.aspx">http://www.gnyha.org/374/File.aspx</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Management Staff</p> <p><b>Users:</b> Exercise Evaluators, Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Evaluation of emergency operation performance during a real event</li> <li>Evaluation of emergency operation performance during an exercise</li> </ul> <p><b>Description:</b> This emergency operation performance evaluation form was designed to evaluate performance during a real emergency situation or an exercise. The evaluation form has six sections: 1) Command; 2) Operations; 3) Planning; 4) Finance; 5) Logistics; and 6) Other. Each section includes related tasks that may be rated on a 0-3 scale (0 = Not Implemented; 1 = Not Effective; 2 = Partially Effective; 3 = Fully Effective), along with a “Not Applicable” option. The form also provides space for the evaluator to comment.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Actual Incident</p> <p><b>FORMAT</b> Form Template</p>	

## EMERGENCY PREPAREDNESS ATLAS: U.S. NURSING HOME AND HOSPITAL FACILITIES R

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Agency For Healthcare Research and Quality. Prepared under contract with RTI International.</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 13 web pages</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/prep/nursinghomes/atlas/index.html">http://www.ahrq.gov/prep/nursinghomes/atlas/index.html</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospitals and Nursing Homes</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Planning for a public health emergency</li> <li>• Patient surge exercises</li> <li>• Exercises involving coordination with nursing homes to help with an influx of patients</li> </ul> <p><b>Description:</b> This atlas provides maps of States to geographically analyze: 1) whether there are nursing home facilities in rural areas not serving hospital facilities that can help during a patient influx; 2) healthcare delivery assets and capacity across the rural-urban continuum; 3) regionalization of emergency preparedness activities; and 4) emergency preparedness concordance between various planning/response/recovery areas. The atlas has four sections: 1) Project Abstract; 2) Atlas Overview; 3) Case Study Series; and 4) State-Specific Maps of Selected Health Care Facilities; and two appendixes: A) Technical Notes; and B) Individual State Data. Case studies were conducted in the following States/ Locations: North Carolina, Oregon, Pennsylvania, Southern California, Utah, and Washington. This atlas can be used as a resource for hospitals conducting exercises that involve coordinating with a nursing home to help with a patient surge.</p>				<p><b>QUICK REFERENCE ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> AHRQ</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management Alternate Care Sites</p> <p><b>EXERCISE SCENARIO</b> General Surge Capacity</p> <p><b>FORMAT</b> Guidebook Template</p>

## EMERGENCY PREPAREDNESS RESOURCE INVENTORY (EPRI) R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Agency for Healthcare Research and Quality. Prepared under contract with Abt-Geisinger Associates</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 24 pages</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/research/epri/">http://www.ahrq.gov/research/epri/</a> (Download and Installation Instructions)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Local or Regional Preparedness Planners</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Compiling a list of resources available in the case of bioterrorist attacks</li> <li>• Developing and Conducting an exercise related to utilizing critical resources</li> </ul> <p><b>Description:</b> This Web-based software allows planners to assemble an inventory of critical resources needed in the event of a bioterrorist attack. The tool includes: 1) an Implementation Report, which explains the different features of the inventory, along with a pilot test conducted in 2003; 2) a Technical Manual, which includes instructions; and 3) an Appendix. The tool can be tailored for any region, State, or locality. It also produces automated reports that can be useful in preparedness planning and incident response.</p>				<p><b>QUICK REFERENCE ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> AHRQ ✓ NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Mobile Medical Assets Pharmaceutical Caches</p> <p><b>EXERCISE SCENARIO</b> General Biological/Bioterrorism Critical Resources</p> <p><b>FORMAT</b> Assessment Multimedia/DVDs Web-Based Software</p>

EMERGENCY SEVERITY INDEX, VERSION 4: Implementation Handbook and DVDs R				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Gilboy, Nicki, RN, MS, CEN; Tanabe, Paula, PhD, RN; Travers, Debbie A., PhD, RN, CEN; Rosenau, Alexander M.; Eitel, David R., MD, MBA</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 95 pages; 2 DVDs</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/research/esi/esihandbk.pdf">http://www.ahrq.gov/research/esi/esihandbk.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Management Staff</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Conducting an exercise involving triage</li> </ul> <p><b>Description:</b> This is a handbook and DVD for using the Emergency Severity Index (ESI), a tool for hospital emergency department triage. The ESI is a five-level triage algorithm, ranging from level 1 (most urgent) to level 5 (least urgent), that is scored based on severity and resources needed. The Implementation Handbook can help emergency nurses and physicians implement ESI. Two DVDs accompany the Implementation Handbook: the Emergency Severity Index, Version 4; and Everything You Need to Know, which contain lectures and case studies.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> AHRQ</p> <p><b>NHPP OVERARCHING REQ.</b> Education &amp; Prep. Training Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management</p> <p><b>EXERCISE SCENARIO</b> General Triage</p> <p><b>FORMAT</b> Guidebook/Manual Training Materials</p>		

ESAR-VHP COMPLIANCE REQUIREMENTS R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Health and Human Services</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 159 pages</p> <p><b>Location:</b> <a href="ftp://ftp.hrsa.gov/bioterror/ESAR-VHP_interimGuidelinesL20050614_final.pdf">ftp://ftp.hrsa.gov/bioterror/ESAR-VHP_interimGuidelinesL20050614_final.pdf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> State and Local Jurisdictions</p> <p><b>Users:</b> Hospitals Accepting Volunteer Health Professionals</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Establishing ESAR-VHP</li> </ul> <p><b>Description:</b> ESAR-VHP, or the Emergency System for Advance Registration of Volunteer Health Professionals, aims to create a national network of State-based programs that will facilitate the use of volunteers to help HHS localities and health care facilities during an incident with increased patient care needs. These guidelines define the capabilities that need to be addressed in an ESAR-VHP program. NOTE: NHPP grantees (States and local jurisdictions) are required to demonstrate ESAR-VHP program “viability and operability” through: 1) recruiting and retaining volunteers; 2) coordinating with other volunteer health profession/emergency preparedness entities; and 3) linking State ESAR-VHP programs with other emergency management authorities.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> ESAR-VHP</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook</p>		

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## EVALUATION OF HOSPITAL DISASTER DRILLS: A MODULE-BASED APPROACH R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Cosgrove SE, Jenckes MW, Kohri K, et al. (Johns Hopkins University Evidence-based Practice Center) under contract with AHRQ</p> <p><b>Publication Date:</b> 2004</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/research/hospdrills/">http://www.ahrq.gov/research/hospdrills/</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Preparedness Coordinators</p> <p><b>Users:</b> Exercise Evaluators, Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Evaluating hospital all-hazards disaster drills</li> <li>Supplemental resources focus on evaluating biological and radiation incidence drills</li> </ul> <p><b>Description:</b> This is a set of modules for evaluating hospital all-hazards disaster drills and other activities. These materials can be used to evaluate both operations-based and discussion-based exercises. The following modules and addenda are included: (1) <b>Pre-drill Module</b>; (2) <b>Incident Command Center Zone Module</b>; (3) <b>Decontamination Zone Module</b>; (4) <b>Triage Zone Module</b>; (5) <b>Treatment Zone Module</b>; (6) <b>Biological Incident Addendum</b>; (7) <b>Radiation Incident Addendum</b>; (8) <b>General Observation and Documentation Addendum</b>; (9) <b>Victim Tracking Addendum</b>; and (10) <b>Group Debriefing Module</b>. There is a similar set of evaluations for each zone outlining time points, zone description personnel, zone operations, communications, information flow, security, victim documentation and tracking, victim flow, personal protective equipment and safety, equipment and supplies, rotation of staff, and zone disruption. The evaluations include both short responses and space for commentary. This form may also be used in the planning stages of exercise activities and provides goals and objectives for the scope of the evaluation, sufficient background information to facilitate the drill planning, information on specific areas that the hospital is evaluating, and the required resources. Each document is designed to be easily modified for the particular needs of an institution. There is also a brief outline of important points to consider during the planning, exercise, and debriefing stages of a disaster drill. These tips can be used as guidelines for conducting the evaluations.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> AHRQ NIMS</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Fatality Management PPE Decontamination</p> <p><b>EXERCISE SCENARIO</b> General Biological &amp; Bioterrorism Radiological Triage</p> <p><b>FORMAT</b> Agenda Assessment Checklist Example Form Guidebook Survey Template Toolkit</p>		

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

EVALUATION PLAN R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 41 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f947_EvalPlan.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f947_EvalPlan.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Exercise Evaluators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Evaluating a hospital preparedness exercise</li> <li>Helping exercise evaluators conduct and evaluate an exercise</li> </ul> <p><b>Description:</b> This is a template of an Evaluation Plan, which can help exercise evaluators become familiar with: exercise objectives, exercise logistics, evaluator roles and responsibilities, and evaluation methodology. This template consists of (1) General Information; (2) Exercise Evaluation; (3) Evaluator Responsibilities and Guidelines; (4) Evaluator Instructions and Guidelines; (5) Assessment, Review, and Analysis of Exercise; and (6) Exercise Report. It also includes two appendices: A) Exercise Schedule; B) Exercise Site Maps.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> ALL</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

EVALUATOR CHECKLIST R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> California Emergency Management Agency</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 10 pages</p> <p><b>Location:</b> <a href="http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Sample%20Eval%20Forms/\$file/Sample%20Evaluator%20Checklist.doc">http://www.oes.ca.gov/Operational/OESHome.nsf/PDF/Sample%20Eval%20Forms/\$file/Sample%20Evaluator%20Checklist.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Preparedness Stakeholders in California</p> <p><b>Users:</b> Exercise Evaluators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Evaluating Exercises</li> </ul> <p><b>Description:</b> This is an Evaluator Checklist that allows evaluators to rate certain performance criteria and provide comments. The form has separate sheets based on different implementation objectives: Warning; Direction &amp; Control; Evacuation; Shelter/Mass Care; Emergency Public Information; Situational Assessment; Health &amp; Medical; Resource Management; and Requesting Assistance. The form can be easily modified to the evaluation needs of a particular exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklist Template</p>

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## EXERCISE CRITIQUE FORM R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Federal Emergency Management Agency (FEMA) Emergency Management Institute</p> <p><b>Publication Date:</b> 2003</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://www.epa.gov/ogwdw000/watersecurity/tools/trainingcd/Guidance/Exercise%20Critique%20Form.doc">www.epa.gov/ogwdw000/watersecurity/tools/trainingcd/Guidance/Exercise%20Critique%20Form.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Soliciting feedback from an exercise</li> <li>Evaluating an exercise</li> </ul> <p><b>Description:</b> The <b>Exercise Critique Form</b> can be distributed by exercise controllers to exercise participants after an exercise is conducted for participants to provide feedback. Participants rate the exercise on a scale from 1-10, answer yes or no questions, and answer free response questions. This form is one of the training tools provided in the FEMA's Emergency Management Institute course IS139: Exercise Design.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>

## EXERCISE DEBRIEF MINUTES T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f719_Exercise+Debrief+Minutes.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f719_Exercise+Debrief+Minutes.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Conducting a debriefing meeting</li> <li>Recording minutes from a debriefing meeting</li> </ul> <p><b>Description:</b> The <b>Exercise Debrief Minutes</b> template can be used to record minutes during a debriefing meeting which normally occurs immediately after an exercise takes place. The purpose of an <b>exercise debriefing</b> is to provide a forum for exercise participants to discuss and analyze the exercise after it takes place, to identify strengths and provide areas for improvement, and to discuss after-action items. Recording the minutes of this meeting is essential to evaluating the exercise and improving the exercise program.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Minutes Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

**EXERCISE EVALUATION GUIDES (EEGs) T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Federal Emergency Management Agency (FEMA)  <b>Publication Date:</b> 2007  <b>Length:</b> Varies by EEG  <b>Location:</b> <a href="https://hseep.dhs.gov/pages/1002_EEGLi.aspx">https://hseep.dhs.gov/pages/1002_EEGLi.aspx</a> (EEG Library - Templates);  <a href="https://hseep.dhs.gov/EEGB/Standalone.aspx">https://hseep.dhs.gov/EEGB/Standalone.aspx</a> (EEG Builder - Customized)  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Evaluating task performance, activities, and capabilities to prevent, protect against, recover from, and respond to hazards</li> </ul> <p><b>Description:</b> For the <b>Design and Development</b> phase, EEGs identify capabilities and tasks that can be used to build exercise objectives. FEMA has an <b>EEG library</b> that includes EEGs related to 35 of the 37 capabilities listed in the Target Capability List. FEMA also has an <b>EEG Builder</b> for exercise planners to create customized tasks and measures for evaluation. For the Conduct and the Evaluation phase, EEGs can be used to directly evaluate an exercise.</p> <p><i>EEGs in the EEG library relate directly to a health care organization: CBRNE Detection, Citizen Evacuation and Shelter-In-Place, Communications, Community Preparedness and Participation, Critical Infrastructure Protection, Critical Resource Logistics and Distribution, Emergency Operations Center Management, Emergency Public Information and Warning, Environmental Health, Epidemiological Investigation Surveillance and Investigation, Explosive Device Response Operations, Fatality Management, Isolation and Quarantine, Mass Care (Sheltering, Feeding, and Related Services), Mass Prophylaxis, Medical Supplies Management and Distribution, Medical Surge, Onsite Incident Management, Public Health Laboratory Testing, Public Safety and Security Response, Responders Safety and Health, Restoration of Lifelines, Structural Damage Assessment, Triage and Pre-Hospital Treatment, Search and Rescue (Land-Based), Volunteer and Donations Management, WMD/Hazardous Materials Response and Decontamination.</i></p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Communications Mass Prophylaxis Surge Capacity</p> <p><b>FORMAT</b> Template</p>		

## EXERCISE INVITATION T

FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5c649_Exercise+Invitation.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5c649_Exercise+Invitation.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff ATo Be HSEEP compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Inviting people to participate in hospital preparedness exercises</li> </ul> <p><b>Description:</b> The <b>Exercise Invitation</b> template is for inviting players, facilitators, and evaluators to either discussion-based or operations-based exercises. It includes fields that can be filled in with invitee information, exercise type, exercise location, date, time, participant role, and point-of-contact information.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## EXERCISE OVERVIEW FORM T

✓ FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f633_Exercise+Overview.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f633_Exercise+Overview.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Outline of the key points of the exercise</li> </ul> <p><b>Description:</b> The <b>Exercise Overview Form</b> is a template that exercise planners can fill in with the key logistical points of the exercise. Space is provided for the exercise name, start and end dates, sponsors and funding, type of disaster dealt with, participating agencies, and number of participants. Planners can use the template to give stakeholders a quick overview of the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>

EXERCISE PLAN R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 1 page  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c690_Exercise+Plan.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c690_Exercise+Plan.doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Players, Exercise Observers  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Exercise documentation for an operations-based exercise</li> <li>• Briefing exercise players and observers prior to an exercise</li> </ul> <p><b>Description:</b> This is a template for an <b>Exercise Plan (ExPlan)</b>, a document distributed to exercise player prior to the beginning of an exercise. An ExPlan provides an overview of the exercises, assignments, and responsibilities during an exercise. Exercise Players and Exercise Observers are the main audience of an ExPlan and thus, to ensure realism during exercise play, detailed scenario information is not included. The template includes the following sections: (1) General Information; (2) Exercise Logistics; (3) Player Guidelines; and (4) Evaluation and Post-Exercise Activities. It also has four appendixes: (A) Exercise Schedule; (B) Exercise Site Maps; (C) Participating Agencies; (D) Exercise Weapons Policy. The template is not scenario-specific and can be easily adapted to fit the needs of a hospital-based exercise.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Exercise Plan Template</p>		

EXERCISE PLANNING TEAM ORGANIZATIONAL CHART R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 25 pages  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5cEx+Planning+Team+Org+Chart.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5cEx+Planning+Team+Org+Chart.ppt</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Forming an exercise planning team</li> <li>• Identifying roles for an exercise planning team</li> </ul> <p><b>Description:</b> The <b>Exercise Planning Team Organizational Chart</b> is a sample organizational chart, displaying the hierarchy of various entities involved with preparedness exercises. This chart should be used very early in the planning process to identify the key players necessary for designing and conducting an exercise. The organizational chart is color-coded in four categories: Minimum Positions, Expanded Positions (Task Oriented), Operations-Based Exercises, and Sectioning Designation. The Minimum Positions include branches for Exercise Director/Lead Planner, Safety, Operations, Logistics, Administration/Finance, and Evaluation. The remaining items could easily be modified to fit different exercise types (i.e., the Operations-Based Exercise items could be deleted for a Discussion-Based Exercise).</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Organizational Chart</p>		

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

EXERCISE WEAPONS AND SAFETY POLICY R				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security Exercise and Evaluation Program</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5c905_HSEEP+Weapons+and+Safety+Policy+(100907).pdf">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5c905_HSEEP+Weapons+and+Safety+Policy+(100907).pdf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Establishing a weapons and safety policy</li> <li>Providing a secure environment during an exercise</li> </ul> <p><b>Description:</b> The <b>Exercise Weapons and Safety Policy</b> lists HSEEP guidelines for weapon use during preparedness drill exercises. It contains suggested policies regarding control measures for weapon handling and identification, conducting safety briefings, explosive/pyrotechnic handling and personal protection, aggressive behavior prevention, and public notification. All exercise participants should be familiar with the Exercise Weapons and Safety Policy to ensure a secure environment during an exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Policy</p>

EXPLOSIVE SITUATION MANUAL (SITMAN) R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 42 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c889_750_Explosive+Situation+Manual+(Example)%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c889_750_Explosive+Situation+Manual+(Example)%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>SitMan template for an explosive scenario</li> </ul> <p><b>Description:</b> This is a SitMan template for an explosive scenario. SitMans are normally distributed to all exercise participants in discussion-based exercises, particularly tabletop exercises (TTXs), to give textual background. Often, multimedia is used during a TTX and as events during the exercise unfold, participants can read along with the SitMan. The SitMan includes a Preface; Handling Instructions; an Introduction; the following four Modules: (1) Credible Threat, (2) Notification and Initial Response, (3) Continued Response, and (4) Recovery &amp; Restoration; and two appendixes: (1) Area Maps; (2) Acronym List. This SitMan template includes various stakeholders, such as the city, town, or county Emergency Operations Center and State agencies, and is not specific to hospitals. Depending on the scale of the TTX, the tool can either be used as is or modified to focus on the hospital aspects of an explosive scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Explosive</p> <p><b>FORMAT</b> Situational Manual Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

# F

FULL-SCALE EXERCISE PLAYERS BRIEF T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 16 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5cFSE+Players+Brief.PPT">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%5cFSE+Players+Brief.PPT</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Conducting a briefing for full-scale exercise players</li> </ul> <p><b>Description:</b> The <b>Full-Scale Exercise Players Brief</b> is a presentation template to be used to brief exercise players immediately before exercise conduct begins. The purpose of a <b>Full-Scale Exercise Players Brief</b> is to quickly review the roles and responsibilities of players, the parameters of the exercise, basic exercise logistics, and outstanding questions. The briefing template includes places to fill in information related to: exercise schedule, exercise safety, exercise purpose and scope, design objectives, post-exercise activities, communication, observers and media, assumptions/artificialities, and exercise positions.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>		

# G

GENERIC DOCUMENT COVER R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c791_Generic+Cover%5b1%5d.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c791_Generic+Cover%5b1%5d.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Exercise Documentation</li> <li>• Document Cover template</li> </ul> <p><b>Description:</b> This is a template for a document cover for exercise documentation. It is important to put cover pages on all exercise materials due to their sensitive nature.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>		

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

**GLOSSARY (HSEEP) R T**

✓ FOUNDATION    ✓ DESIGN & DEVELOPMENT    ✓ CONDUCT    ✓ EVALUATION    ✓ IMPROVEMENT PLANNING

DISCUSSION-BASED EXERCISE

OPERATIONS-BASED EXERCISE

**Author:** U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  
**Publication Date:** 2007  
**Length:** 1 page  
**Location:** [http://hseep.dhs.gov/HSEEP\\_Vols/upl/DocServe.aspx?dload=%27hseep\\_Vol4%2fVol+IV+Docs%5cGlossary+X.doc](http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5cGlossary+X.doc)  
**Hospital-Specific:** No  
**Target Audience:** Emergency Management Staff Aiming To Be HSEEP Compliant  
**Users:** Exercise Staff, Exercise Participants  
**Uses:**

- Appendix for exercise documentation
- Exercises with a biological agent

**Description:** The **HSEEP Glossary** can be included in the appendix of exercise documentation to inform exercise participants and staff of the definitions of terminology related to the exercise. It is important that all exercise participants and staff use the same terminology when planning, conducting, and evaluating an exercise. The template includes terminology specific to a biological agent as well as general exercise terms. Users can easily add and delete terms depending on their exercise scenario.

**QUICK REFERENCE**

**ACCREDITATION ORG.**  
All

**FEDERAL**  
✓ HSEEP

**NHPP OVERARCHING REQ.**  
Exercises, Evaluation, Correct.

**NHPP SUB-CAPABILITIES**  
All

**EXERCISE SCENARIO**  
General  
Biological & Bioterrorism

**FORMAT**  
Glossary  
Template

**GUIDANCE FOR PLANNING, CONDUCTING AND EVALUATING TRANSPORTATION EMERGENCY PREPAREDNESS TABLETOPS, DRILLS AND EXERCISES R T**

✓ FOUNDATION    ✓ DESIGN & DEVELOPMENT    ✓ CONDUCT    ✓ EVALUATION    ✓ IMPROVEMENT PLANNING

DISCUSSION-BASED EXERCISE

OPERATIONS-BASED EXERCISE

**Author:** Oak Ridge Associated Universities prepared for the Department of Energy, Office of Transportation and Emergency Management  
**Publication Date:** 2007  
**Length:** 48 pages  
**Location:** [http://www.orau.org/ptp/PTP\\_Library/library/DOE/emergency/tabletopexercises/guidebook.pdf](http://www.orau.org/ptp/PTP_Library/library/DOE/emergency/tabletopexercises/guidebook.pdf)  
**Hospital-Specific:** No  
**Target Audience:** Department of Energy, Office of Transportation and Emergency Management  
**Users:** Exercise Coordinators  
**Uses:**

- Guidebook on planning, conducting, and evaluating emergency preparedness tabletops, drills, and exercises

**Description:** This is a guidebook for planning, conducting, and evaluating transportation emergency preparedness tabletops, drills, and exercises. While the guidebook was developed for transportation emergency management and not for health care facilities, the information in the guidebook related to planning, conducting, and evaluating exercises is applicable to hospital preparedness exercises. The guidebook also includes 10 attachments, such as logs, checklists, and evaluation forms that can be used while planning, conducting, and evaluating exercises.

**QUICK REFERENCE**

**ACCREDITATION ORG.**  
All

**FEDERAL**  
HSEEP

**NHPP OVERARCHING REQ.**  
Exercises, Evaluation, Correct.

**NHPP SUB-CAPABILITIES**  
All

**EXERCISE SCENARIO**  
General  
Transportation

**FORMAT**  
Form  
Guidebook

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

GUIDANCE MATERIALS: HOSPITAL AND HEALTH FACILITY EMERGENCY EXERCISES R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> WHO (World Health Organization) Regional Office for the Western Pacific Emergency and Humanitarian Action</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 85 pages</p> <p><b>Location:</b> <a href="http://www.wpro.who.int/NR/rdonlyres/C575E87F-F0C3-4462-ACB7-FF7B6D5A48B4/0/Guidancematerials_HospitalsandHealthfacilityemergencyexercises.pdf">http://www.wpro.who.int/NR/rdonlyres/C575E87F-F0C3-4462-ACB7-FF7B6D5A48B4/0/Guidancematerials_HospitalsandHealthfacilityemergencyexercises.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Preparedness Coordinators</p> <p><b>Users:</b> Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Planning, Conducting, and Evaluating Exercises</li> </ul> <p><b>Description:</b> This document gives a hospital-specific overview on how to design, conduct, and evaluate an exercise. The materials are divided into four phases: preplanning, planning, exercising, and post-exercise. Each phase comes with various tool guides, including checklists, templates, and forms. The materials also provide extensive guidance on specific types of exercises, including orientation exercises, drills, tabletops, functional exercises, full-scale exercises, and a comprehensive exercise program. Each type of exercise is defined and described according to who is involved, where it is done, and how it is done. A checklist also accompanies each type of exercise.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklists Form Guidebook</p>		

## H

HAvBED 2 ( Hospital Available Beds for Emergencies and Disasters) Final Report R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Agency for Healthcare Research and Quality Prepared under contract with Denver Health Colorado</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/prep/havbed/">http://www.ahrq.gov/prep/havbed/</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> NHPP grantees</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Bed Tracking</li> <li>• NHPP funding</li> </ul> <p><b>Description:</b> iHAvBED 2 (Hospital Available Beds for Emergencies and Disasters) Final Report discusses a sustainable bed availability reporting system resident at the U.S. Department of Health and Human Services to be used at a national, regional, or local level as a management tool to help systems and regions care for a surge of patients in the event of a mass casualty incident. HA vBED 2 builds on the initial HA vBED released by the Agency for Healthcare Research and Quality (AHRQ) in 2005 as a demonstration project. HA vBED 2 is operational now at <a href="https://havbed.hhs.gov/default/login.aspx">https://havbed.hhs.gov/default/login.aspx</a>. This report details the system's development. NOTE: Bed Tracking is one of the Level I Sub-Capabilities that the National Hospital Preparedness Program (NHPP) requires. Grantees (States or local jurisdictions) must "maintain and refine an operational bed tracking, accountability/availability system compatible with the HA vBED terms and definitions." As a requirement of NHPP funding, hospitals may be required to provide bed tracking data to their State/ local jurisdiction.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Bed Tracking/HA vBED</p> <p><b>EXERCISE SCENARIO</b> General Surge Capacity</p> <p><b>FORMAT</b> Assessment Guidebook Model Web-Based Software</p>		

## HAZARD VULNERABILITY ANALYSIS (HVA) – ASHE T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> American Society for Healthcare Engineering (ASHE)  <b>Publication Date:</b> 2001  <b>Length:</b> 13 pages  <b>Location:</b> <a href="http://www.gnyha.org/23/File.aspx">http://www.gnyha.org/23/File.aspx</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Hospital Preparedness Coordinators  <b>Users:</b> Hospital Preparedness Coordinators  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Assessing the probability of hazards to a system</li> <li>Identifying capabilities and scenarios for exercises based on the needs and risks to a hospital's system</li> </ul> <p><b>Description:</b> This is one of the two widely used HVA tools (see Kaiser Permanente's HVA used by hospitals to evaluate the probability of certain hazards or threats (high, medium, low, or no probability of occurrence); the risk of hazards and events related to human threat, health and safety, property damage, systems failure, economic loss, loss of community trust/goodwill, legal ramifications (life threatening, health/safety, level of disruption); and the preparedness of the organization in managing and responding to a disaster (poor, fair, good). The HVA tables are broken down by natural events, technologic events, and human events. The HVA is useful as the foundation for most preparedness exercise programs.</p> <p><b>NOTE 1:</b> The Joint Commission Accreditation Program Emergency Management Standards (2009) requires that hospitals conduct an HVA or sometimes multiple HVAs (depending on the size and number of sites of a hospital), and that emergency preparedness activities reflect the needs identified in the HVA. Joint Commission standards also require an annual review and updating of the hospital's HVA(s).</p> <p><b>NOTE 2:</b> DNV Emergency Management System (2009) standards require that exercises test the most threatening hazard(s) identified in the HVA and that "tax the resources of the organization."</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Assessment Form Table</p>

## HAZARD VULNERABILITY ANALYSIS (HVA) – KAISER PERMANENTE T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Kaiser Permanente  <b>Publication Date:</b> 2001  <b>Length:</b> 7 pages  <b>Location:</b> <a href="http://www.gnyha.org/22/File.aspx">http://www.gnyha.org/22/File.aspx</a> (PDF);  <a href="http://www.calhealth.org/public/press/Article%5C103%5CHazard%20%26%20Vulnerability%20Analysis_kaiser_model.xls">http://www.calhealth.org/public/press/Article%5C103%5CHazard%20%26%20Vulnerability%20Analysis_kaiser_model.xls</a> (Excel, with built in Risk Formulas)  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Hospital Preparedness Planners  <b>Users:</b> Hospital Preparedness Planners  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Assessing the probability of hazards to a hospital's system</li> <li>Developing capabilities and scenarios for exercises based on the needs and risks to a hospital's system</li> </ul> <p><b>Description:</b> This is one of the two widely used <b>HVA</b> tools (see ASHE's HVA). The HVA is used by hospitals to evaluate the probability of certain hazards or threats (based on likelihood: low, moderate, high); and the severity of hazards and events related to human impact, possibility of death or injury; property impact, physical losses and damage, business impact, interruption of services; preparedness, preplanning; internal response, time effectiveness, resources and external resources, community/mutual aid staff, and supplies. The HVA tables are broken down by: naturally occurring events, technologic events, human related events, and hazardous materials. HVA also provides a hazards analysis summary for users to graph the hazard specific relative risk to the medical center and the probability and severity of hazards to the medical center. Scoring is done on a scale from 0-3 (0 = N/A, 1 = High, 2 = Moderate, 3 = Low or none).</p> <p><b>NOTE 1:</b> The Joint Commission Emergency Management Standards (2009) and Det Norske Veritas Healthcare, Inc. (DNV) accreditation standards (2009) state that hospitals should conduct an HVA or HVAs (depending on the hospital size and number of sites), and that preparedness activities should reflect the hazards, risks, and needs identified in the HVA. Joint Commission standards also require annually reviewing and updating the hospital's HVA(s).</p> <p><b>NOTE 2:</b> DNV Emergency Management System (2009) standards require that exercises test hazard(s) identified in the HVA that are most threatening and that "tax the resources of the organization."</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Assessment Form Table</p>

## HAZARD VULNERABILITY ANALYSIS AND RISK ASSESSMENT R T

✓ FOUNDATION      ✓ DESIGN & DEVELOPMENT      ✓ CONDUCT      ✓ EVALUATION      ✓ IMPROVEMENT PLANNING

DISCUSSION-BASED EXERCISE

OPERATIONS-BASED EXERCISE

**Author:** Federal Emergency Management Agency (FEMA)

**Publication Date:** 2001

**Length:** 43 pages (2.75 hours (165 minutes) of training time)

**Location:** <http://training.fema.gov/EMIWeb/EMICourses/E464CM/02%20Unit%202.pdf>

**Hospital-Specific:** No

**Target Audience:** Emergency Preparedness Planners

**Users:** Exercise Preparedness Planners, Exercise Coordinators

**Uses:**

- Emergency Preparedness Planners new to conducting HVAs
- Assessing the probability of hazards to a system
- Assessing risk to a system

**Description:** This is a training manual on how and why to conduct a hazard vulnerability analysis (HVA) and risk assessment. The training manual contains: 1) an introduction to HVAs, including the steps, and the purpose; 2) creating a hazard vulnerability baseline; 3) identifying risk and the impact; 4) types of disasters specific to certain communities; 5) addressing vulnerable populations and communities; 6) tools and techniques for HVAs; 7) case studies related to HVA approaches; 8) and an activity for assessing hazard vulnerabilities and risk in the community. This is a useful resource for emergency preparedness planners unfamiliar with conducting an HVA and risk assessment. The HVA is a helpful tool used as the foundation for most preparedness exercise programs.

**NOTE 1:** The Joint Commission Accreditation Program Emergency Management Standards (2009) state that hospitals should conduct an HVA or sometimes multiple HVAs (depending on the size and number of sites of a hospital) and that emergency preparedness activities reflect the hazards, risks, and needs identified in the HVA.

**NOTE 2:** The Det Norske Veritas Healthcare, Inc. (DNV) Emergency Management System (2009) standards require that exercises test hazard(s) identified in the HVA that are the most threatening and that “tax the resources of the organization.”

**QUICK REFERENCE**

**ACCREDITATION ORG.**  
All

**FEDERAL**  
HSEEP

**NHPP OVERARCHING REQ.**  
Exercises, Evaluation, Correct.

**NHPP SUB-CAPABILITIES**  
All

**EXERCISE SCENARIO**  
General

**FORMAT**  
Guidebook  
Training

HEALTHCARE FACILITIES ACCREDITATION PROGRAM (HFAP) R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> American Osteopathic Association (AOA)  <b>Publication Date:</b> 2009  <b>Length:</b> N/A  <b>Location:</b> <a href="http://www.do-online.org/pdf/acc_hforderfm.pdf">http://www.do-online.org/pdf/acc_hforderfm.pdf</a> (Entire copy available for purchase)  <a href="http://www.do-online.org/index.cfm?PageID=acc_hfaprevman0806">http://www.do-online.org/index.cfm?PageID=acc_hfaprevman0806</a> (Document updates)  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> AOA Accredited Hospitals  <b>Users:</b> Emergency Preparedness Coordinators  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• AOA Accreditation</li> </ul> <p><b>Description:</b> This is the accreditation manual for health care organizations that are accredited by AOA. The HFAP began as a way to assure osteopathic medical students were trained in facilities with quality patient care. It is now recognized by the Federal Government, State governments, insurance carriers, and managed care organizations as an alternative accreditation program to the Joint Commission. The emergency preparedness related requirements/standards are found in the Physical Environment chapter of the manual, and relate to building safety, disaster plans, external disaster plan-victim triage, disaster drills, and maintenance. The 2009 standards in the Physical Environment chapter related to conducting exercises are in standards 11.07.03 and 11.07.09.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b>  ✓AOA</p> <p><b>FEDERAL</b>  N/A</p> <p><b>NHPP OVERARCHING REQ.</b>  Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b>  All</p> <p><b>EXERCISE SCENARIO</b>  General</p> <p><b>FORMAT</b>  Assessment  Manual</p>

HEALTHCARE FACILITY CHECKLIST FOR EFFECTIVE EMERGENCY PLANNING R T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Centers for Medicare &amp; Medicaid Services (CMS)  <b>Publication Date:</b> 2007  <b>Length:</b> 5 pages  <b>Location:</b> <a href="http://www.cms.hhs.gov/SurveyCertEmergPrep/downloads/S&amp;C_EPChecklist_Provider.pdf">http://www.cms.hhs.gov/SurveyCertEmergPrep/downloads/S&amp;C_EPChecklist_Provider.pdf</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Healthcare facilities Receiving CMS Reimbursement  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• CMS compliance</li> <li>• Sources for potential exercise scenarios and capabilities</li> <li>• Used to identify weaknesses in system</li> </ul> <p><b>Description:</b> Health care organizations receiving Medicare and/or Medicaid reimbursement are required to meet certain requirements. This checklist helps assess the progress of certain emergency preparedness tasks for a health care facility and can be used as a source for potential exercises scenarios and capabilities. A lack of progress in a certain area could indicate the need for an exercise. However, according to CMS, some of the tasks listed may exceed the facility's minimum Federal regulatory requirements. There is a brief mention of the requirements for the conduct of exercises and drills (p. 5). Health care organizations accredited by the Joint Commission or American Osteopathic Association are "deemed to meet all Medicare requirements for hospitals." (CMS, 2008)</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b>  All</p> <p><b>FEDERAL</b>  ✓CMS</p> <p><b>NHPP OVERARCHING REQ.</b>  Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b>  All</p> <p><b>EXERCISE SCENARIO</b>  General</p> <p><b>FORMAT</b>  Checklist</p>

HEALTHCARE ORGANIZATION: SURVEY ACTIVITY GUIDE T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> The Joint Commission  <b>Publication Date:</b> 2009  <b>Length:</b> 66 pages  <b>Location:</b> <a href="http://www.jointcommission.org/NR/rdonlyres/481CE5EA-D02C-46C3-AA5F-DF328FE13174/0/2009_SAG.pdf">http://www.jointcommission.org/NR/rdonlyres/481CE5EA-D02C-46C3-AA5F-DF328FE13174/0/2009_SAG.pdf</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Joint Commission Accredited Hospitals  <b>Users:</b> Hospital Preparedness Planners  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Preparing for unannounced Joint Commission surveys</li> </ul> <p><b>Description:</b> This tool is useful for preparing for unannounced Joint Commission surveys, which the Joint Commission uses to evaluate hospital compliance with its standards. The tool contains Pre-Survey Preparation Guides, information on what to expect during the survey, a Readiness Guide, and planning activities. It also separates the content into facility types: ambulatory health care, behavioral health care, critical access hospital, hospital laboratory, long-term care, office-based surgery, and home care. For emergency management planners, particular attention should be paid to the Environment of Care session (pg. 42-44); the Environment of Care Session with Emergency Management Tracer (pg. 45); the Life Safety Code®; Building Assessment without a Life Safety Code Specialist (pg. 46-47); and the Life Safety Code® Building Assessment.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b>  ✓ Joint Commission</p> <p><b>FEDERAL</b>  N/A</p> <p><b>NHPP OVERARCHING REQ.</b>  Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b>  All</p> <p><b>EXERCISE SCENARIO</b>  General</p> <p><b>FORMAT</b>  Checklist  Guidebook</p>	

HOSPITAL INCIDENT COMMAND SYSTEM (HICS) R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Kaiser Permanente Healthcare Continuity Management and Washington Hospital Center ER One Institute (under contract to the California Medical Services Authority)  <b>Publication Date:</b> 2006  <b>Length:</b> Varies  <b>Location:</b> <a href="http://www.emsa.ca.gov/HICS/files/Guidebook_Glossary.pdf">http://www.emsa.ca.gov/HICS/files/Guidebook_Glossary.pdf</a> (Guidebook)  <a href="http://www.hicscenter.org/">http://www.hicscenter.org/</a> (General Information)  <a href="http://www.emsa.ca.gov/hics/">http://www.emsa.ca.gov/hics/</a> (General Information)  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Hospital Preparedness Planners  <b>Users:</b> Hospital Exercises Planners  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>HICS</li> <li>Forms related to incident command</li> </ul> <p><b>Description:</b> The HICS, formerly <b>Hospital Emergency Incident Command System (HEICS)</b> is a form of incident command system that is tailored to hospitals. HICS is consistent with <b>National Incident Management System (NIMS)</b> guidelines in terms and definitions, response concepts, and procedures. There are many tools related to HICS, including: organizational charts, job action sheets, forms, scenarios, and training materials.</p> <p><b>NOTE:</b> Joint Commission and Det Norske Veritas, Inc. emergency management standards require hospitals to have an incident command system.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b>  ✓ Joint Commission  ✓ DNV</p> <p><b>FEDERAL</b>  NIMS</p> <p><b>NHPP OVERARCHING REQ.</b>  Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b>  All</p> <p><b>EXERCISE SCENARIO</b>  General</p> <p><b>FORMAT</b>  Guidebook  Training</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP): Manual R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> N/A</p> <p><b>Location:</b> VOLUME I: <a href="https://hseep.dhs.gov/support/Volumel.pdf">https://hseep.dhs.gov/support/Volumel.pdf</a>; VOLUME II: <a href="https://hseep.dhs.gov/support/Volumell.pdf">https://hseep.dhs.gov/support/Volumell.pdf</a>; VOLUME III: <a href="https://hseep.dhs.gov/support/Volumelll.pdf">https://hseep.dhs.gov/support/Volumelll.pdf</a>; EEGs: <a href="https://hseep.dhs.gov/pages/1002_EEGLi.aspx">https://hseep.dhs.gov/pages/1002_EEGLi.aspx</a>; VOLUME IV: <a href="https://hseep.dhs.gov/hseep_vols/default1.aspx?url=home.aspx">https://hseep.dhs.gov/hseep_vols/default1.aspx?url=home.aspx</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• HSEEP compliance</li> <li>• Understanding HSEEP methodology</li> </ul> <p><b>Description:</b> This HSEEP manual describes HSEEP methodology. The four-volume manual describes in detail the five phases of HSEEP methodology: 1) Foundation; 2) Design and Development; 3) Conduct; 4) Evaluation; and 5) Improvement Planning. Volumes include: Volume I: HSEEP Overview and Exercise Program Management; Volume II: Exercise Planning and Conduct; Volume III: Exercise Evaluation and Improvement Planning (including Exercise Evaluation Guides (EEG)); Volume IV: Library: Sample Exercise Materials.</p> <p><b>NOTE:</b> HSEEP offers a free three-day training course. Check with your State or local jurisdiction representative to learn more about when the course is being offered.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook Training Materials</p>		

HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP): Multimedia Library R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> N/A</p> <p><b>Location:</b> <a href="https://hseep.dhs.gov/hseep_vols/default1.aspx?url=home.aspx">https://hseep.dhs.gov/hseep_vols/default1.aspx?url=home.aspx</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Multimedia to accompany an exercise</li> </ul> <p><b>Description:</b> This Web-based library of images, audio, and video can be used to supplement discussion-based or operations-based exercises. Often, forms of multimedia can add an extra degree of realism to an exercise.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Web-Based Software</p>		

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP): Terminology, Methodology, and Compliance Guidelines R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> February 2007</p> <p><b>Length:</b> 6 pages</p> <p><b>Location:</b> <a href="https://hseep.dhs.gov/support/HSEEP_101.pdf">https://hseep.dhs.gov/support/HSEEP_101.pdf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Overview of HSEEP</li> </ul> <p><b>Description:</b> This resource provides a brief overview of HSEEP, covering terminology, methodology, and compliance guidelines for all bodies involved in exercises, including Federal, State, and local governments, departments, and agencies; private sector entities; and non-governmental organizations. This fact sheet can be useful for those wanting a brief introduction to HSEEP, including how compliance is measured, what terms are used, and methodology.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklist Fact Sheet</p>		

## HOMELAND SECURITY EXERCISE AND EVALUATION PROGRAM (HSEEP): Toolkit (Access) R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> N/A</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="https://hseep.dhs.gov/hseep_em">https://hseep.dhs.gov/hseep_em</a> (to login); Access can be requested by sending an e-mail to <a href="mailto:support@hseep.net">support@hseep.net</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• HSEEP compliance</li> </ul> <p><b>Description:</b> This is an integrated, interactive online system for storing information related to all five phases of the exercise planning cycle. The online system aids planners with the HSEEP exercise process related to scheduling, designing, developing, conducting, evaluating, and improving planning. Included in the <b>HSEEP Online Toolkit</b> is the National Exercise Schedule System, Design and Development System, Corrective Action Program System, the Exercise Evaluation Guide Builder, the Master Scenario Events List Builder, and HSEEP Data Exchange Standards.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Toolkit Web-based Software</p>		

**KEY:** R=Resources; T=Tool; \$=Available for purchase; =Login access needed; ✓=Can be used to directly achieve compliance

## HOSPITAL BRIEF T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 33 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f646_Hospital+Brief+formatted+tms.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f646_Hospital+Brief+formatted+tms.ppt</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Conducting briefings for hospital participants</li> </ul> <p><b>Description:</b> The <b>Hospital Brief</b> is a presentation template that can be used to provide an overview to hospital exercise participants prior to an exercise. The presentation template includes general information about the exercise (location, area, schedule), the scenario, the control concept, exercise controllers, exercise evaluators, and administrative information. There is also specific information on identifying symptoms and medical management (e.g., indicating patient care, decontamination, airway support). This tool is a basic template for briefing hospital participants. In a hospital-based exercise, these briefings will most likely need to be more detailed and contain more information specific to health care organizations.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> General Decontamination</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

## HOSPITAL DEBRIEF T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 32 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f647_Hospital+DeBrief+formatted+tms.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f647_Hospital+DeBrief+formatted+tms.ppt</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Conducting debriefings for hospital participants</li> <li>Identifying exercise strengths</li> <li>Identifying exercise areas for improvement</li> </ul> <p><b>Description:</b> The <b>Hospital Debrief</b> is a presentation template that can be used to debrief hospital exercise participants after an exercise. A hospital debriefing provides a forum for hospital exercise participants to discuss and analyze the exercise after it takes place, as well as to identify strengths and provide areas for improvement. The hospital debriefing is usually facilitated by the exercise planning team leader. The presentation template includes space to fill in information related to: exercise design, exercise players, what happened on scene (e.g., hazard assessment, incident command, medical services), what happened off site (e.g., patient numbers, hospital participation, triage, communication), discussion issues related to incident response, problems recognized, notifications, who was consulted and asked for help, security, decontamination, patient care, patient tracking, resources (e.g., beds, ventilators, pharmaceuticals), handling sensitive issues (e.g., deceased patients, families, media), facility restoration, suggestions, and next steps. It may be useful to refer to the <b>Hospital Brief</b> slides during the debriefing to compare information provided to hospital exercise participants prior to the exercise and to determine whether that information effectively helped the hospital exercise participants fulfill their duties during the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> General Decontamination</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

HOSPITAL POINT-OF-DISTRIBUTION PLANS R				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 41 pages</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/html/bhpp/bhpp-hospital.shtml">http://www.nyc.gov/html/doh/html/bhpp/bhpp-hospital.shtml</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospital Preparedness Planners</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Planning implementation of a mass prophylaxis delivery protocol</li> <li>• Resource for any health care organization that is developing a mass prophylaxis delivery protocol</li> <li>• Increase influenza vaccination of health care professionals.</li> </ul> <p><b>Description:</b> The NYC DOHMH released these materials as an example of promising practices for creating a point-of-distribution (POD) plan or drill. This includes a Push POD guidance document and template, a Push POD Q&amp;A sheet, an example POD plan and medical screening questionnaire from Our Lady of Mercy Medical Center, After-Action Report templates, and the vaccination refusal form from the Calvary Hospital Push POD exercise. The guidance document provides the background, goals, and a general outline for the pre-planning, implementation, and evaluation of a push POD exercise. The Q&amp;A document answers specific questions regarding the logistics and relevance of this exercise to a given health care institution. The example document from Our Lady of Mercy Medical Center includes the complete POD manual issued by the institution. It consists of an overview of the purpose and goals, a list of lines of authority and personnel roles, floor plans for flow of patients and healthcare workers, and sheets to direct individuals in each role. These materials can be used when creating a POD plan or developing a drill, but it is advisable to use them in conjunction with documents outlining specific protocols.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> N/A</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Mass Prophylaxis Pandemic Flu</p> <p><b>FORMAT</b> Checklist EOPs Example Fact Sheet</p>

HOSPITAL SURGE CAPACITY TOOLKIT T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Cameron Bruce Associates for Santa Clara County Public Health Department</p> <p><b>Publication Date:</b> 2008</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://www.sccgov.org/portal/site/phd/agencychp?path=%2Fv7%2FPublic%20Health%20Department%20(DEP)%2FAdvanced%20Practice%20Center%20(APC)%2FHospital%20Surge%20Capaci">http://www.sccgov.org/portal/site/phd/agencychp?path=%2Fv7%2FPublic%20Health%20Department%20(DEP)%2FAdvanced%20Practice%20Center%20(APC)%2FHospital%20Surge%20Capaci</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Preparedness Planners</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Exercises involving Surge Capacity</li> <li>• Guidelines for medical surge capacity plans</li> </ul> <p><b>Description:</b> This toolkit provides guidance and forms to help hospitals develop a surge capacity plan, which is one of the Federal Emergency Management Agency target capabilities. It provides information on managing and tracking patients, obtaining the necessary resources, and establishing alternative care sites. The toolkit also provides forms for documenting plans and tracking patients and equipment. Additional scenario-specific information is provided for earthquakes, nuclear incidents, and pandemic influenza. Checklists are included for critical actions during mass casualty incidents and hospital evacuations.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Surge Capacity</p> <p><b>FORMAT</b> EOPs Guidebook Toolkit</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

HOSPITAL SURGE MODEL R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Abt Associates, Weill Cornell Medical College, and Gryphon Scientific, under contract with the U.S. Department of Health and Human Services, Agency for Healthcare Research and Quality (AHRQ) with funding from the Office of the Assistant Secretary for Preparedness and Response (AHRQ)</p> <p><b>Publication Date:</b> 2008</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://hospitalsurgemodel.ahrq.gov">http://hospitalsurgemodel.ahrq.gov</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospitals funded through the National Hospital Preparedness Program (NHPP)</p> <p><b>Users:</b> Hospital Preparedness Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Used to estimate number of casualties during an exercise</li> </ul> <p><b>Description:</b> This Web-based model can be used to estimate: 1) the number of casualties arriving at a hospital by arrival condition and day; 2) the number of casualties in the hospital by unit (emergency department, intensive care unit, floor); 3) the cumulative number of casualties (both deceased or discharged); and the required resources (personnel, equipment, and supplies) needed by hospitals for treating casualties by unit and day. The model calculates estimates related to biological (anthrax, smallpox, pandemic flu), chemical (chlorine, sulfur, sarin), nuclear (1 KT or 10 KT explosion), and radiological (dispersion device or point source) scenarios. This model can be used to help make both discussion- and operations-based exercises more realistic. The model requires users to select a specific scenario and the number of expected casualties that the hospital will treat.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> AHRQ ✓ASPR/NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> All</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Biological Chemical Nuclear Radiological</p> <p><b>FORMAT</b> Model Web-Based Software</p>		

HOSPITAL VICTIM BREAKDOWN LIST T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f851_662_Hospital+Victim+Breakdown+List+X%5b1%5d+New+Format+tms%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f851_662_Hospital+Victim+Breakdown+List+X%5b1%5d+New+Format+tms%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Recording the numbers of actor victims by location and symptoms</li> </ul> <p><b>Description:</b> The Hospital/Victim Breakdown List is for recording: (1) the number of actor victims at the hospital; (2) the number of actor victims transported from the exercise site to the hospital; and (3) the number and types of symptoms exhibited by the victim actors (mild/moderate, severe, severe/trauma, psychosomatic/worried well). This list was designed for exercises with multiple hospital participation, the incident occurring off site, and patients being transported to the hospital. The list will need to be modified for an exercise with a single hospital participating and/or an exercise with the incident occurring on site. However this is a useful starting point tool for hospitals to track the number of victim actors.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>		

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## HOSPITALS RISING TO THE CHALLENGE: THE FIRST FIVE YEARS OF THE U.S. HOSPITAL PREPAREDNESS PROGRAM AND PRIORITIES GOING FORWARD R

✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Toner, E., Waldhorn, R., Courtney, B, Rambhia, K., Norwood, A. , Inglesby, TV, O'Toole, T. (Center for Biosecurity of University of Pittsburgh Medical Center (UPMC)), under contract with the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response (ASPR)</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> 95 pages</p> <p><b>Location:</b> <a href="http://www.upmc-biosecurity.org/website/resources/publications/2009/pdf/2009-04-16-hppreport.pdf">http://www.upmc-biosecurity.org/website/resources/publications/2009/pdf/2009-04-16-hppreport.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospitals Funded Through the National Hospital Preparedness Program (NHPP)</p> <p><b>Users:</b> Hospital Preparedness Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Background information on NHPP and hospital preparedness</li> </ul> <p><b>Description:</b> This is an evaluation report of hospital preparedness efforts in the U.S. in relation to the U.S. Department of Health and Human Services Office of the Assistant Secretary for Preparedness and Response's <b>National Hospital Preparedness Program (NHPP)</b>. NHPP was established to help improve hospital preparedness and response to incidents. Through NHPP, all 50 States, the District of Columbia, three local jurisdictions (Chicago, Los Angeles, and New York City), and the Commonwealths of Puerto Rico and Northern Mariana Islands receive hospital preparedness funding. This report is a useful resource for hospital preparedness coordinators looking to learn more about NHPP and the effect the program has had on hospital preparedness efforts.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> All</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> N/A</p> <p><b>FORMAT</b> Report</p>		

## HOT WASH MINUTES R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5cHot+Wash+Minutes.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5cHot+Wash+Minutes.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Coordinators, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Recording minutes from a Hot Wash</li> <li>• Conducting a Hot Wash</li> </ul> <p><b>Description:</b> This <b>Hot Wash Minutes</b> template can be used to record minutes from an exercise hot wash. A <b>Hot Wash</b> is one of the wrap-ups conducted immediately after an exercise. Exercise players provide their impressions on areas for improvement, satisfaction of exercise play, and any concerns they had while the exercise is still fresh in their minds. During the hot wash, exercise players should also fill out and turn in their <b>Participant Feedback Forms</b>. The template includes space to fill in information related to an overview of the exercise and discussion points. The categories under discussion points include: (1) expectations of an exercise; (2) outcomes of the exercise (specifically positive outcomes); (3) issues related to the exercise; and (4) other important notes related to the exercise.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>		

ID BADGES: CONTROLLER BADGES R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f846_670_Hats+and+Badges+Card%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f846_670_Hats+and+Badges+Card%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Controllers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying controllers during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that controllers should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear badges to identify themselves for security purposes.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>	

ID BADGES: EVALUATOR BADGES R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f853_Evaluator+Badges%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f853_Evaluator+Badges%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Evaluators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying evaluators during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that evaluators should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear badges to identify themselves for security purposes.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>	

ID BADGES: MEDIA BADGES R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f856_654_Media+Badges%5b1%5d%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f856_654_Media+Badges%5b1%5d%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Media Observers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying media during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that media should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear badges to identify themselves for security purposes.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>

ID BADGES: OBSERVER BADGES R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f857_655_Observer+Badges%5b1%5d%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f857_655_Observer+Badges%5b1%5d%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Observers</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying observer badges during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that observers should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear badges to identify themselves for security purposes.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>

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ID BADGES: PLAYER BADGES R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f858_656_Player+Badges%5b1%5d%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f858_656_Player+Badges%5b1%5d%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying players during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that players should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear badges to identify themselves for security purposes.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>

ID BADGES: SUPPORT STAFF BADGES (Escorted) R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f859_657_Support+Staff+Badges+(Escorted)%5b1%5d%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f859_657_Support+Staff+Badges+(Escorted)%5b1%5d%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Support Staff</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying support staff (escorted) during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that escorted support staff (e.g., outside support staff who are not hospital employees) should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear badges to identify themselves for security purposes. Exercises, Evaluation, Correct.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

ID BADGES: SUPPORT STAFF BADGES (Full Access) R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f860_658_Support+Staff+Badges+(Full+Access)%5b1%5d%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f860_658_Support+Staff+Badges+(Full+Access)%5b1%5d%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Support Staff</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying support staff (full access) during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that full-access support staff should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear a badge to identify themselves for security purposes.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>

ID BADGES: VIP BADGES R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f854_VIP+Badges%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f854_VIP+Badges%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying VIPs during an exercise</li> </ul> <p><b>Description:</b> This is a template for badges that VIPs should wear to identify themselves during an operations-based exercise. There is a space for the person to write in his/her name. One sheet generates eight badges. During an exercise, all participants and observers should wear a badge to identify themselves for security purposes.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Badges Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

IMPROVEMENT PLANNING CONFERENCE BRIEFING R T				
FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	✓IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 33 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c616_Improvement+Planning+Conference+Briefing_final.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c616_Improvement+Planning+Conference+Briefing_final.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Conducting an Improvement Planning Conference Briefing</li> </ul> <p><b>Description:</b> The <b>Improvement Planning Conference Briefing</b> presentation template can be used to help conduct an improvement planning conference. An Improvement Planning Conference Briefing is conducted to review the improvement plan to make sure that it translates the lessons learned from the exercise into assessable steps. The template includes topics related to: agenda and goals of the conference; assumptions of the conference; evaluation and improvement process; purpose of HSEEP; the capabilities-based program approach; training and exercise program; improvement plan review; identifying improvements; assigning goals and a timeline; and tracking progress. This template was developed for State or local jurisdictions. Some of the slides do not apply specifically to hospitals.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

IN A MOMENT'S NOTICE: SURGE CAPACITY IN TERRORIST BOMBINGS R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> National Center for Injury Prevention and Control</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 60 pages</p> <p><b>Location:</b> <a href="http://www.bt.cdc.gov/masscasualties/pdf/surgecapacity.pdf">http://www.bt.cdc.gov/masscasualties/pdf/surgecapacity.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> State and Local Health Departments</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Exercises related surge capacity</li> </ul> <p><b>Description:</b> This report discusses challenges and proposed solutions related to surge capacity, responding both to system-wide and discipline-specific challenges. System-wide challenges include: 1) organization and leadership; 2) alterations in standards of care; 3) education; 4) communications; 5) transportation; 6) infrastructure and capacity; 7) potential bottlenecks; 8) triage; and 9) legal issues. Discipline-specific challenges and solutions are related to: 1) emergency medical service response; 2) emergency department response; 3) surgical and intensive care unit response; 4) radiology response; 5) blood bank response; 6) hospitalists' response; and 7) administration response. The report also provides lessons learned from past incidents and guidance related to managing surge needs for injuries broken down by discipline-specific response groups.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Mass Casualty Surge Capacity</p> <p><b>FORMAT</b> Example Guidebook</p>

**J**

JOINT COMMISSION/CMS EXERCISE TOOLKIT R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Wisconsin Hospital Emergency Preparedness Program (WHEPP)  <b>Publication Date:</b> 2008  <b>Length:</b> 40 pages  <b>Location:</b> N/A  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Wisconsin Hospitals Aiming To Receive WHEPP Funds  <b>Users:</b> Exercise Evaluators  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Incorporating Joint Commission standards and CMS guidelines</li> <li>• Exercise Design and Evaluation</li> </ul> <p><b>Description:</b> This document provides a basic overview of HSEEP and its relation to Joint Commission standards and CMS guidelines. It also reviews HSEEP terminology and methodology as they apply to hospitals. The appendixes show various HSEEP tools simplified and modified to be hospital-specific, including templates for an improvement plan, after-action report and exercise evaluation guide; sample objectives; and checklists for HSEEP compliance.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> Joint Commission</p> <p><b>FEDERAL</b> CMS HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklist Form Toolkit</p>	

JURISDICTION FACT SHEET TEMPLATE R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 1 page  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/up/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f940_Jurisdiction+Fact+Sheet.doc">http://hseep.dhs.gov/HSEEP_Vols/up/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f940_Jurisdiction+Fact+Sheet.doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Providing information related to exercises about jurisdictions</li> <li>• Appendix for Exercise Documentation</li> </ul> <p><b>Description:</b> The <b>Jurisdiction Fact Sheet Template</b> can be included as an appendix in exercise documentation. This template includes exercise information related to the jurisdiction in which the exercise is taking place. Included is space to fill in information related to population, climate averages, government, and contact information. This template generally will be used in a full-scale exercise or a discussion-based/tabletop exercise where activities in different jurisdictions are discussed.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Fact Sheet Template</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance



**LESSONS LEARNED INFORMATION SHARING (LLIS) (Access) R T**

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	✓ IMPROVEMENT PLANNING
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DISCUSSION-BASED EXERCISE	OPERATIONS-BASED EXERCISE
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**Author:** U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  
**Publication Date:** 2007  
**Length:** N/A  
**Location:** <https://www.llis.gov/> (Login Access)  
[http://hseep.dhs.gov/HSEEP\\_Vols/upl/DocServe.aspx?dload=%27hseep\\_Vol4%2FVol+IV+Docs%2F902\\_865\\_770\\_LLIS+Summary%5B1%5D%5B1%5D%5B1%5D%5B1%5D.doc](http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2FVol+IV+Docs%2F902_865_770_LLIS+Summary%5B1%5D%5B1%5D%5B1%5D%5B1%5D.doc) (Summary)  
**Hospital-Specific:** No  
**Target Audience:** Emergency Management Staff Aiming To Be HSEEP Compliant  
**Users:** Exercise Staff, Exercise Participants  
**Uses:**

- Sharing information and lessons learned from exercises and real events
- Improvement Planning

**Description:** **Lessons Learned Information Sharing (LLIS)** is an online system on which emergency managers can share lessons learned, best practices, “practice notes,” and “good stories” related to exercises and real events. LLIS is a useful resource both for improving an emergency management program after an exercise or real event and for making sure best practices are incorporated into exercises.  
 Web-Based Software

**QUICK REFERENCE**

**ACCREDITATION ORG.**  
All

**FEDERAL**  
HSEEP

**NHPP OVERARCHING REQ.**  
Exercises, Evaluation, Correct.

**NHPP SUB-CAPABILITIES**  
All

**EXERCISE SCENARIO**  
General

**FORMAT**  
Web-Based Software

**KEY:** R=Resources; T=Tool; \$=Available for purchase; =Login access needed; ✓=Can be used to directly achieve compliance

**MANUAL DE LA SITUACION (SitMan), Spanish Translation, Chlorine Exercise R T**

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 52 pages  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c809_Spanish+Situation+Manual.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c809_Spanish+Situation+Manual.doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• SitMan template for a chlorine scenario translated in Spanish</li> <li>• Discussion-Based Exercise for Spanish Speakers</li> </ul> <p><b>Description:</b> This is a SitMan template for a chlorine scenario translated into Spanish. SitMans are normally distributed to all exercise participants in discussion-based exercises, particularly tabletop exercises (TTXs), to give textual background. Often multimedia is used to supplement a TTX and, as events during the exercise unfold, participants can read along with the SitMan. The SitMan includes a preface; handling instructions; an introduction; three modules (Initial Response, Integrated Response, and Recovery &amp; Restoration); and two appendixes ( area maps and an acronym list.) This SitMan template includes various stakeholders, such as the city, town, or county Emergency Operations Center and State agencies, and is not specific to hospitals. Depending on the scale of the TTX being designed, the tool can either be used as is or modified to focus on the hospital aspects of a chlorine scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Chemical</p> <p><b>FORMAT</b> Template</p>

**MAPS APPENDIX TEMPLATE R T**

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 1 page  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c766_Maps+Appendix+Template+-+SITMAN.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c766_Maps+Appendix+Template+-+SITMAN.doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Maps Appendix Template</li> <li>• Exercise Documentation</li> </ul> <p><b>Description:</b> This is a template for providing area maps as an appendix of exercise documentation related to a discussion-based exercise. Maps are useful in a discussion-based exercise if the exercise is simulating an incident that takes place in more than one location or in a given area.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

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## MASS CASUALTY DISASTER PLAN CHECKLIST: A TEMPLATE FOR HEALTHCARE FACILITIES R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Association for Practitioners in Infection Control (APIC)  <b>Publication Date:</b> 2001  <b>Pages:</b> 20 pages  <b>Location:</b> <a href="http://www.premierinc.com/quality-safety/tools-services/safety/topics/disaster_readiness/downloads/12_apic-checklist.doc">http://www.premierinc.com/quality-safety/tools-services/safety/topics/disaster_readiness/downloads/12_apic-checklist.doc</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Healthcare Facilities  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Developing a mass casualty disaster plan</li> <li>Tasks can be used as potential sources for exercise scopes</li> </ul> <p><b>Description:</b> This checklist is designed to provide facilities with questions that stimulate assessment and action plans both within the facility and in the community. The assessment contains several sections, including: hospital disaster control command center, education and training, incident command system, and planning exercises for a preparedness program.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Mass Casualty Surge Capacity</p> <p><b>FORMAT</b> Assessment Checklist EOPs</p>

## MASS CASUALTY CARE DURING AN INFLUENZA PANDEMIC: GUIDE AND TOOLKIT FOR ESTABLISHING INFLUENZA CARE CENTERS R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Santa Clara County Public Health Department  <b>Publication Date:</b> 2008  <b>Pages:</b> N/A  <b>Location:</b> <a href="http://www.sccgov.org/portal/site/phd/agencychp?path=%2Fv7%2FPublic+Health+Department+(DEP)%2FAdvanced+Practice+Center+(APC)%2FMass+Medical+Care+During+an+Influenza+Pandemic">http://www.sccgov.org/portal/site/phd/agencychp?path=%2Fv7%2FPublic Health Department (DEP)%2FAdvanced Practice Center (APC)%2FMass Medical Care During an Influenza Pandemic</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Emergency Management Staff  <b>Users:</b> Hospital Exercise Coordinators, Exercise Planning Team  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Outline for developing a plan for influenza pandemics, including managing alternative care sites</li> </ul> <p><b>Description:</b> This toolkit provides resources and tools for developing a plan to manage an influenza pandemic, particularly by establishing alternative care sites called “influenza care centers.” Some of the resources are applicable to other situations involving mass medical care. Included is an outline of an overall plan for managing care in an influenza pandemic, as well as a list of tools, such as organizational charts, standing orders for a number of conditions, and forms to be used for individual patient documentation. All are meant to be modified for each institution’s emergency influenza plan.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Influenza Pandemic Mass Casualty Surge Capacity</p> <p><b>FORMAT</b> EOPs Guidebook Toolkit</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

MASS EVACUATION TRANSPORTATION PLANNING MODEL R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Abt Associates (with funding from the Agency for Healthcare Research and Quality (AHRQ) and the Office of the Assistant Secretary for Preparedness and Response (ASPR))</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://www.massevacmodel.ahrq.gov">http://www.massevacmodel.ahrq.gov</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Healthcare Facilities</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Estimating evacuation and transport time</li> </ul> <p><b>Description:</b> This planning model can be used to estimate the time required to evacuate and transport patients from one health care system to another. The model asks users to input information related to the vehicles being used, geographic area, traffic congestion factor, overflow receiving facility travel time, surge capacity percentage, and evacuating and receiving facilities. The model output provides users with the total evacuation time by patient time and the number of round trips need per vehicle by vehicle type.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> All</p> <p><b>FORMAT</b></p>

MASS FATALITY INCIDENT MANAGEMENT: GUIDANCE FOR HOSPITALS & OTHER HEALTHCARE ENTITIES R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Los Angeles County</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 38 pages</p> <p><b>Location:</b> <a href="http://ems.dhs.lacounty.gov/ManualsProtocols/MFIM/MFIGuidanceForHospitals808.doc">http://ems.dhs.lacounty.gov/ManualsProtocols/MFIM/MFIGuidanceForHospitals808.doc</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Los Angeles County Hospitals</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Exercises related to a mass or multi-fatality incident/mass casualty</li> </ul> <p><b>Description:</b> This report provides guidance to help hospitals and other healthcare systems respond to a mass fatality incident. The report provides information on protecting and preserving decedents, property, and evidence, as well as notifying family members, identifying decedents, processing death certificates, tracking, storing, and final disposition. The guidelines can be applied to any event, including pandemic influenza. While the guidance provides some information specific to Los Angeles County, other information can be applied to hospitals across the U.S. The guidebook includes the following tools: 10 Questions to Get Started, Planning Checklist, Job Action Sheets, Equipment and Supplies Checklist, Decedent Information and Tracking Card, Fatality Tracking Form, Decedent Processing, Flow Charts, Fact Sheets, and recommended methods. It also includes a pre-/post-test for training staff.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Mass Casualty Pandemic Influenza Surge Capacity</p> <p><b>FORMAT</b> Checklist Example Fact Sheet Template Training Materials</p>

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## MASTER SCENARIO EVENTS LIST (MSEL) PACKAGE R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 18 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c949_MSEL+Package+Template.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%5c949_MSEL+Package+Template.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Controllers, Exercise Evaluators, Exercise Simulators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Chronological listing of events critical to exercise play</li> <li>• Introducing injects into an exercise</li> <li>• Evaluating the introduction of injects in an exercise</li> <li>• Exercise documentation</li> </ul> <p><b>Description:</b> The MSEL Package contains a chronological listing of events critical to exercise play. According to HSEEP, the purpose of a MSEL is to provide a list of injects (events that controllers introduce to the situation) and the responsible controllers and evaluators introducing injects and assessing the reaction to injects, respectively. Injects may be either contextual injects that help reinforce exercise play, such as introduction of a suspect or threat, or contingency injects, which are event/verbal introductions that help exercise play progress (e.g., if the exercise participants are unable to locate a threat, the controller may have a player point the participants in the right direction). The MSEL also lists expected action events, which are the expected responses to injects. This MSEL template contains three parts: (1) Exercise Objectives; (2) MSEL (Summary); and (3) MSEL (Expanded). Most exercise controllers will use the shortened summary version and only use the expanded version as a reference.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## MASTER SIGN-IN SHEET T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f968_Sign-In_Conduct+(DB+++OB).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f968_Sign-In_Conduct+(DB+++OB).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Keeping track of attendees of meetings during the exercise planning and evaluation process</li> <li>• Keeping track of exercise participants</li> <li>• Keeping track of exercise attendees</li> </ul> <p><b>Description:</b> This is a template for a sign-in sheet to collect contact information of participants in the exercise. The template can be used at any of the exercise planning conferences (initial, mid-term, and final), when conducting the exercise evaluation and the improvement planning conference. It is important to collect contact information to facilitate followup and for use in future exercise planning.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

# MEDICAL SURGE CAPACITY AND CAPABILITY: A MANAGEMENT SYSTEM FOR INTEGRATING MEDICAL AND HEALTH RESOURCES DURING LARGE-SCALE EMERGENCIES R T

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Institute for Public Research (funded by the U.S. Department of Health &amp; Human Services)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 274 pages</p> <p><b>Location:</b> <a href="http://www.hhs.gov/disasters/discussion/planners/mscc/mscc080626.pdf">http://www.hhs.gov/disasters/discussion/planners/mscc/mscc080626.pdf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> State and Local Jurisdictions</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Exercise related to medical surge capacity</li> </ul> <p><b>Description:</b> This handbook provides an overview on management methodology related to <b>medical surge capacity and capability (MSCC)</b>. The handbook includes: an Overview of MSCC, Emergency Management and the Incident Command System; Management of Individual Healthcare Assets (Tier 1), Management of the Healthcare Coalition (Tier 2), Jurisdiction Incident Management (Tier 3), Management of State Response and Coordination of Intrastate Jurisdictions (Tier 4), Interstate Regional Management Coordination (Tier 5), Federal Support to State, Tribal, and Jurisdiction Management (Tier 6), Implementation, Training, and System Evaluation.</p> <p><b>NOTE:</b> This handbook guides ASPR's National Hospital Preparedness Program (NHPP). State and local jurisdiction NHPP grantees are expected to be able to work within the tiered framework provided in this handbook.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓NHPP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Surge Capacity</p> <p><b>FORMAT</b> Guidebook</p>

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

**MISSOURI STRATEGIC NATIONAL STOCKPILE (SNS) EXERCISE HANDBOOK:  
A Guideline for Conducting, Receiving, Staging, Distributing, and Dispensing Exercises R T**

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		

**Author:** Missouri Department of Health and Senior Services  
**Publication Date:** 2001  
**Length:** 86 pages  
**Location:** [http://www.dhss.mo.gov/BT\\_Response/PubHealthText0929-1.pdf](http://www.dhss.mo.gov/BT_Response/PubHealthText0929-1.pdf)  
**Hospital-Specific:** No  
**Target Audience:** Emergency Management Staff Aiming To Be HSEEP Compliant

**Users:** Exercise Staff, Exercise Participants  
**Uses:**

- Exercises related to strategic national stockpile (SNS)

**Description:** This handbook provides information on training exercises, exercise planning, conduct of training exercises, exercise evaluation, and integration, among State and local agencies, related to a mass prophylaxis event. The handbook provides detailed steps and explanations related to the exercise process, as well as detailed checklists. It provides detailed overviews on tabletop exercises and full-scale exercises. The appendixes include: A) Exercise Enhancements (Ideas); B) Sample Scenarios (Natural Public Health Disaster, Nuclear Power Plant Accident, Toxic Industrial Spill, Intentional Infectious Disease Outbreak (Not Contagious), Intentional Infectious Disease (Contagious); C) Acronyms. While this document is not developed with hospitals specifically in mind, it is a useful resource, and the tools can be easily adapted for hospital usage.

**QUICK REFERENCE**

**ACCREDITATION ORG.**  
All

**FEDERAL**  
HSEEP

**NHPP OVERARCHING REQ.**  
Exercises, Evaluation, Correct.

**NHPP SUB-CAPABILITIES**  
All

**EXERCISE SCENARIO**  
Biological/Bioterrorism  
Chemical  
Communicable Disease  
Mass Prophylaxis  
Natural Disaster  
Nuclear  
SNS

**FORMAT**  
Example  
Guidebook  
Template  
Toolkit  
Training Materials

MOULAGE KIT R				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMoulage+Kit.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMoulage+Kit.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff aiming to be HSEEP compliant</p> <p><b>Users:</b> Exercise Coordinators, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Using moulage during an exercise</li> <li>Creating realism in an exercise</li> <li>Exercises that use actor-patients</li> </ul> <p><b>Description:</b> The <b>Moulage Kit</b> briefly explains the uses of <b>moulage</b>, which is makeup applied to victim actors to help increase the degree of realism to an exercise. Types of moulage include fake blood or plastic bones. While this resource does not give instructions for making moulage, it does provide a list of common moulage kit components. When moulage is used during an exercise it is important that signs are displayed clearly indicating “Exercise in Progress” in order not to alarm those passing by.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> Biological/Bioterrorism Chemical Explosive Mass Casualty Nuclear Surge Capacity</p> <p><b>FORMAT</b> Toolkit</p>

MULTIYEAR TRAINING & EXERCISE PLAN R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c885_629_Multiyear+Plan+Draft+Template%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%5c885_629_Multiyear+Plan+Draft+Template%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>HSEEP Compliance</li> <li>Training and Exercise Scheduling</li> </ul> <p><b>Description:</b> HSEEP compliance requires that the multi-year training and exercise plan is updated annually. According to HSEEP, the Multiyear Training &amp; Exercise Plan should: (1) represent the training activities prior to an exercise and use the exercise to validate the training activities; (2) demonstrate the exercises that the facility participates in; and (3) use a “building-block approach” to show that exercises are growing in complexity.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> EOPs Schedule Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

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NAME TENTS T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fNameTents.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fNameTents.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying people during a tabletop exercise</li> </ul> <p><b>Description:</b> This is a template for name tents to identify people during a discussion-based tabletop exercise. Clearly displaying the identification of people in a tabletop exercise is critical to ensuring the exercise runs smoothly because participants may play roles different from their usual job function. Participants also need to know what people and resources are available to them during an exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> ✓ All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) CODES AND STANDARDS R \$				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> NFPA</p> <p><b>Publication Date:</b> 2009</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="http://www.nfpa.org/aboutthecodes/list_of_codes_and_standards.asp">http://www.nfpa.org/aboutthecodes/list_of_codes_and_standards.asp</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospitals That Receive Centers for Medicare &amp; Medicaid Services (CMS) Reimbursement</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Complying with NFPA life safety codes</li> <li>Complying with CMS</li> </ul> <p><b>Description:</b> The <b>NFPA</b> provides standards and codes on fire safety-related issues for hospitals. Hospitals generally need to comply with <b>NFPA 99: Standard for Health Care Facilities</b> and <b>NFPA 101: Life Safety Code</b>®.</p> <p><b>NOTE 1:</b> Hospitals receiving CMS reimbursement are required to comply with certain NFPA standards and codes. All accreditation organizations require compliance with NFPA Standards and Codes, namely NFPA 99 and 101.</p> <p><b>NOTE 2:</b> In some hospitals, hospital preparedness and fire are under separate departments and while they collaborate with each other, they may operate independently.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> ✓ All</p> <p><b>FEDERAL</b> ✓ CMS</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Manual</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

NATIONAL RESPONSE FRAMWORK (NRF) R				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security  <b>Publication Date:</b> 2008  <b>Length:</b> 90 pages  <b>Location:</b> <a href="http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf">http://www.fema.gov/pdf/emergency/nrf/nrf-core.pdf</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Government Executives, Private-Sector and Nongovernmental Organization Leaders, and Emergency Management Practitioners  <b>Users:</b> Hospital Leadership  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Understanding how the nation conducts all-hazards response</li> </ul> <p><b>Description:</b> The National Response Framework is a guidebook that explains the critical response principles, participants, roles, and structures in order for the Nation to conduct all-hazards responses. This document includes “specific authorities and best practices for managing incidents” from a small to very large scale. The framework includes the following chapters: Roles and Responsibilities; Response Actions; Response Organization; Planning: A Critical Element of Effective Response; and Additional Resources. This document is a useful resource for hospitals to understand how their preparedness activities fit in with the rest of the Nation.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook</p>

NEW YORK PRESBYTERIAN HOSPITAL CBRNE TABLETOP EXERCISE R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene Hospital Preparedness Program  <b>Publication Date:</b> 2008  <b>Length:</b> 22 pages  <b>Location:</b> <a href="http://www.nyc.gov/html/doh/downloads/pdf/bhpp/ttex-0311-scenario-presentation.pdf">http://www.nyc.gov/html/doh/downloads/pdf/bhpp/ttex-0311-scenario-presentation.pdf</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Hospital Preparedness Planners  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Planning for a mass casualty event, particularly one involving explosions</li> <li>Assess, update, and improve hospital emergency planning for external threats</li> </ul> <p><b>Description:</b> This tabletop exercise can be used to assess the ability of a hospital to respond to an increased influx of patients due to a mass casualty situation; the scenario specifically describes an explosive event. The exercise describes the kind of patients that would likely arrive (trauma, burn, smoke inhalation, soft tissue injuries, etc), the emergency systems that should be activated in response to the disaster (additional ambulance units, New York City Office of Emergency Management (NYC OEM) Emergency Operations Center), and the volume expected in the emergency department. The exercise includes two parts, and each has a series of questions to assess response to the scenario including interactions with other departments, surge capacity, and staff fatigue. A hotwash component and evaluation conclude the exercise so that lessons can be incorporated into future planning. This tabletop exercise is tailored for a large tertiary care hospital in the New York area, but could easily be adjusted to serve a smaller community or alternate scenario.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Biological/Bioterrorism Chemical Explosive Mass Casualty Nuclear Radiological Staff Fatigue Surge Capacity</p> <p><b>FORMAT</b> Agenda Assessment Example Form Guidebook Presentation Toolkit</p>

NEXS (NATIONAL EXERCISE SCHEDULE) (access) R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> FEMA</p> <p><b>Publication Date:</b> TK</p> <p><b>Length:</b> N/A</p> <p><b>Location:</b> <a href="https://hseep.dhs.gov">https://hseep.dhs.gov</a> (to login); Access can be requested by sending an e-mail to support@hseep.net (NEXS is part of the web-based HSEEP toolkit)</p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Scheduling all National-level, Federal, State, tribal, territorial, and local exercises.</li> </ul> <p><b>Description:</b> NEXS provides a central location for the scheduling of exercises. Health care organizations may not be required to enter all exercises into NEXS, particularly smaller-scale internal exercises. If the exercise involves the health care organization collaborating with other stakeholders such as the local health department, the exercise may need to be entered into NEXS.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Schedule</p>	

NEXS (NATIONAL EXERCISE SCHEDULE) USER GUIDE R				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="https://hseep.dhs.gov">https://hseep.dhs.gov</a> (to login); Access can be requested by sending an e-mail to support@hseep.net (NEXS is part of the web-based HSEEP toolkit)</p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>User Guide for NEXS</li> </ul> <p><b>Description:</b> This guide for the NEXS system describes how to gain access to the system, how to enter an exercise into the schedule, and how to view the calendar and manage scheduling conflicts.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook Training Materials</p>	

## NIMS (NATIONAL INCIDENT MANAGEMENT SYSTEM) IMPLEMENTATION ACTIVITIES FOR HOSPITALS AND HEALTHCARE SYSTEMS: IMPLEMENTATION FAQs R

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Federal Emergency Management Agency (FEMA)  <b>Publication Date:</b> 2007  <b>Length:</b> 6 pages  <b>Location:</b> <a href="http://www.fema.gov/pdf/emergency/nims/hospital_faq.pdf">http://www.fema.gov/pdf/emergency/nims/hospital_faq.pdf</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>NIMS Compliance</li> </ul> <p><b>Description:</b> This resource includes FAQs for NIMS Implementation activities for hospital and healthcare systems. This includes questions and answers related to the following topics: (1) Adoption and Implementation; (2) Training; (3) Hospital Incident Command System (HICS); and (4) Joint Commission and Centers for Medicaid and Medicare Services (CMS).  <b>NOTE:</b> This FAQ was last updated in April 2007 and may be missing some critical updates to NIMS that occurred since then. It is important to also look at the <b>CROSSWALK OF 2007 &amp; 2008/2009 NIMS HEALTHCARE ACTIVITIES/ OBJECTIVES</b> and subsequent versions of NIMS released since 2007.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP NHPP NIMS</p> <p><b>NHPP OVERARCHING REQ.</b> NIMS Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Fact Sheet</p>



## OBSERVER/VIP BRIEF T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 25 slides  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f648_Observer+VIP+Brief.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f648_Observer+VIP+Brief.ppt</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Briefing observers or VIPs attending an exercise</li> </ul> <p><b>Description:</b> The <b>Observer/VIP Brief</b> is a presentation template that can be used to brief observers and VIPs prior to the conduct of an exercise. The purpose of an <b>Observer/VIP Briefing</b> is to provide an overview to observers (people not actively participating in the exercise) and VIPs (e.g., hospital executives) of the exercise program, scenario, schedule, safety information, observer limitations, and other pertinent information. The briefing also gives the opportunity for observers and VIPs to ask questions. The presentation template includes space to fill in information related to the exercise overview, location and area, schedule, scenario, and general logistics.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

OPERATIONS-BASED EXERCISE: CONTROLLER COMMUNICATION PLAN T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f945_Controller+Communications+Plan.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f945_Controller+Communications+Plan.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Hospital Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Documenting locations and contact information for controllers during an exercise</li> </ul> <p><b>Description:</b> This is a template for a communications plan for controllers during an operations-based exercise. It consists of a blank table with spaces to enter the names of controllers (including the lead planner and lead controller), their locations in the exercise play area, and their phone numbers.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>

OPERATIONS-BASED EXERCISE: FINAL PLANNING CONFERENCE (Agenda)				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f967_Agenda_FPC.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f967_Agenda_FPC.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Overview of topics to be discussed during a final planning conference</li> <li>Conducting an exercise final planning conference</li> </ul> <p><b>Description:</b> This template can be used to create an agenda for an operations-based exercise final planning conference. An <b>exercise final planning conference</b> is conducted to finalize and resolve issues related to exercise planning, exercise logistics, and exercise documentation. According to HSEEP methodology, several planning conferences are normally held prior to a final planning conference. These may include a concepts and objectives meeting, an initial planning conference, a mid-term planning conference, and a master scenario events list conference. The topics listed in the agenda template include review of mid-term planning conference meeting minutes, objectives review, exercise document review, exercise logistics, exercise evaluation, exercise participants, and review and action items.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Agenda Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

OPERATIONS-BASED EXERCISE: FINAL PLANNING CONFERENCE (Briefing) R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 31 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f697_Operations-based+Exercise+FPC+Brief.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f697_Operations-based+Exercise+FPC+Brief.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Briefing for an operations-based exercise final planning conference</li> </ul> <p><b>Description:</b> This briefing is a PowerPoint presentation for an operations-based exercise final planning conference. An <b>exercise final planning conference</b> is conducted to finalize and resolve issues related to exercise planning, exercise logistics, and exercise documentation. According to HSEEP methodology, several planning conferences are normally held prior to a final planning conference, such as a concepts and objectives meeting, an initial planning conference, a mid-term planning conference, and a master scenario events list conference. The topics included in the briefing template include, Review of Exercise Purpose, Scope, and Objectives; Review of Scenario and Master Scenario Events List (MSEL) timeline; Review Participating Agencies; Exercise Control and Simulation; Exercise Evaluation; Exercise Documents, Exercise Logistics; and Meeting Dates.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

OPERATIONS-BASED EXERCISE: FINAL PLANNING CONFERENCE (Minutes) R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 4 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f694_Discussion+Based+Exercise+FPC+Minutes+.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f694_Discussion+Based+Exercise+FPC+Minutes+.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Template for recording minutes during an operations-based final planning conference</li> </ul> <p><b>Description:</b> This document is an example of the minutes from a sample final planning conference for an exercise. It covers the exercise overview, design, outstanding actions, and points of contact. According to HSEEP methodology, several planning conferences are normally held prior to a final planning conference, such as a concepts and objectives meeting; an initial planning conference; a mid-term planning conference; and a master scenario events list conference. An <b>exercise final planning conference</b> is conducted to finalize and resolve issues related to exercise planning, exercise logistics, and exercise documentation. The minutes template includes Overview of Activities (Exercise Overview, Exercise Design, Exercise Conduct); Outstanding Actions; Exercise Points of Contact; and an Attendee List.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Minutes Template</p>

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OPERATIONS-BASED EXERCISE: HATS AND BADGES CARDS T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f846_670_Hats+and+Badges+Card%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f846_670_Hats+and+Badges+Card%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Identifying individuals based on roles in an operations-based exercise</li> </ul> <p><b>Description:</b> This tool is a hats and badges label template that can be used to help identify different participants in an operations-based exercise. The hats are color coded, with the different colors representing a person, such as an exercise director, a member of the exercise team, an exercise evaluator, and an exercise controller. The exercise badges are also color coded, with different colors representing controllers, evaluators, observers, support staff, players, and members of the media.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Labels Template</p>

OPERATIONS-BASED EXERCISE: MASTER TASK LIST R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 7 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f838_OBX+MTL%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f838_OBX+MTL%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Coordinators, Exercise Planning Teams</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Planning timeline for an operations-based exercise</li> <li>Assigning tasks for an operations-based exercise</li> </ul> <p><b>Description:</b> The <b>Master Task List</b> for an operations-based exercise breaks down the exercise planning tasks along the first column of the table by the five phases of HSEEP methodology: (1) Foundation; (2) Design &amp; Development; (3) Conduct; (4) Evaluation; and (5) Improvement Planning. The horizontal heading row allows users to assign responsible parties and their contact information to each task, along with due dates, completion dates, and additional remarks. This master task list is a great starting point for hospital emergency preparedness exercise coordinators who want to conduct a HSEEP compliant operations-based exercise because it lists the essential tasks for each phase of the HSEEP exercise cycle.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklist Template Timeline</p>

OPERATIONS-BASED EXERCISE: MID-TERM PLANNING CONFERENCE (Agenda) R T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f965_Sign-In_MPC.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f965_Sign-In_MPC.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Overview of topics to be discussed during a mid-term planning conference</li> <li>• Conducting an exercise mid-term planning conference</li> </ul> <p><b>Description:</b> This template can be used to create an agenda for an operations-based exercise mid-term planning conference. According to HSEEP methodology, an exercise mid-term planning conference is conducted for complex operations-based exercises and is an additional opportunity for the exercise planning team to discuss issues related to exercise planning, exercise logistics, and exercise documentation. HSEEP methodology also states several planning conferences are normally held prior to a mid-term planning conference, such as a concepts and objectives meeting, an initial planning conference, and a master scenario events list conference. The topics listed in the agenda template include review of initial planning conference meeting minutes, objectives review, exercise design, exercise evaluation, venue site and logistics, exercise participants, timelines, and review and action items.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Agenda Template</p>

OPERATIONS-BASED EXERCISE: MID-TERM PLANNING CONFERENCE (Briefing) R T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 24 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f701_Mid-Term+Planning+Conference+Briefing.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f701_Mid-Term+Planning+Conference+Briefing.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Briefing for a mid-term planning conference for an operations-based exercise</li> <li>• Discussing planning exercise logistics, scenario, and evaluation.</li> </ul> <p><b>Description:</b> This template can be used for a mid-term planning conference briefing for an operations-based exercise. An exercise mid-term planning conference is conducted for complex operations-based exercises and is an additional opportunity for the exercise planning team to discuss issues related to exercise planning, exercise logistics, and exercise documentation. According to HSEEP methodology, several planning conferences are normally held prior to a mid-term planning conference, such as a concepts and objectives meeting, an initial planning conference, and a master scenario events list conference. The topics included in the briefing template include Initial Planning Conference Review; Exercise Objectives; Exercise Design; Exercise Evaluation; Venue Site and Logistics; Exercise Participants; Exercise Timelines; and Review/Action Items.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

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OPERATIONS-BASED EXERCISE: MID-TERM PLANNING CONFERENCE (Minutes) R T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMPC+Minutes+X.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMPC+Minutes+X.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team Members</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Recording minutes during a mid-term planning conference</li> </ul> <p><b>Description:</b> This is a template for recording minutes during a mid-term planning conference for an operations-based exercise. An <b>exercise mid-term planning conference</b> is conducted for complex operations-based exercises and is an additional opportunity for the exercise planning team to discuss issues related to exercise planning, exercise logistics, and exercise documentation. According to HSEEP methodology, several planning conferences are normally held prior to a mid-term planning conference, such as a concepts and objectives meeting; an initial planning conference; and a master scenario events list conference. The minutes template includes Overview of Activities (Exercise Overview, Exercise Design, Exercise Conduct); Outstanding Actions; Exercise Points of Contact; and an Attendee List.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Minutes Template</p>

OPERATIONS-BASED EXERCISE: PARTICIPANT FEEDBACK FORM T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f636_OB+Participant+Feedback+Form+X%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2f636_OB+Participant+Feedback+Form+X%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Receiving feedback from exercise participants (includes players, observers, facilitators, evaluators)</li> <li>Exercise Evaluation</li> </ul> <p><b>Description:</b> This is a template for receiving feedback from exercise participants after an operations-based exercise. Exercise participants who should fill out this form include players, observers, facilitators, and evaluators. The form asks for feedback related to recommendations and action steps, which includes short-answer questions on action steps and areas of improvement, and exercise design and conduct, which includes items related to exercise design and conduct and allows participants to assess their satisfaction on a scale of 1-5. The form also has prompts for the participant to write his or her name, title, and agency. However, users may want to consider allowing these identifiers to be optional to encourage more candid feedback.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

OPERATIONS-BASED EXERCISE: PLANNING TIMELINE R				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 3 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f840_709_Operation+Based+planning+timeline%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f840_709_Operation+Based+planning+timeline%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Timeline of items that need to be addressed in an operations-based exercise</li> <li>• Key activities and tasks that need to be performed when planning, conducting, and evaluating an exercise</li> </ul> <p><b>Description:</b> This timeline details all activities to be completed for an operations-based exercise. It includes critical activities during the Foundation Phase (Initial Planning Conference; Mid-Term Planning Conference; Final Planning Conference); the Conduct Phase; and the Evaluation and Improvement Planning Phases (After Action Report/Improvement Plan, After Action Conference, Final After Action Report/Improvement Plan). The timeline activities are broken down by task, task materials, and relationship to key events in workdays/weeks.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template Timeline</p>	

OPERATIONS-BASED EXERCISE: PLAYER INFORMATION HANDOUT T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f669_Operation+Based+Player+Info+Handout+X.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f669_Operation+Based+Player+Info+Handout+X.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Instructions for participants in exercises</li> </ul> <p><b>Description:</b> The <b>Player Information Handout</b> informs participants of exercise details and safety and other procedures that should be followed during and after the exercise. Topics include: (1) What is happening; (2) Who you going to see at the exercise; (3) What will you do today; (4) Is there any interaction with the exercise staff; (5) What happens after the exercise; (6) Safety; and (7) Exercise Specifics and Artificialities. The handout also includes space to include information related to the exercise.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

OPERATIONS-BASED EXERCISE: PUBLIC ANNOUNCEMENT R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f852_661_Operation+Based+Public+Letter%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f852_661_Operation+Based+Public+Letter%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Planning Team, Exercise Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Preparing the public for an upcoming exercise</li> <li>• Announce an exercise, raise awareness for preparedness</li> </ul> <p><b>Description:</b> This sample public announcement could be used to inform residents of an area of a scheduled emergency preparedness exercise. This form can be published in a local newspaper and/or distributed in the mail. Steps people can take to prepare themselves for emergencies also are briefly mentioned. Hospitals may want to inform the public of an upcoming exercise so they do not mistake the exercise for a real incident.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

OPERATIONS-BASED EXERCISE: PUBLIC INFORMATION MEDIA RELEASE R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 2 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f901_660_Operation+Based+Public+Info_Media+Release+X%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f901_660_Operation+Based+Public+Info_Media+Release+X%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Local Media</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Alerting the media of an upcoming exercise</li> </ul> <p><b>Description:</b> This template is for a public information/media release that should be circulated to the media and public prior to an exercise. The topics in the template include: Introduction, Purpose, Scope, Scenario, and Participants. Hospitals may choose to alert the media regarding an upcoming exercise so the exercise may not be mistaken for a real incident. In addition, media coverage may assist in creating support for an exercise program.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>	

## OPERATIONS-BASED EXERCISE: SAMPLE PARTICIPATING AGENCY LIST R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f844_696_Operation+Based+Sample+Participating+Agency+List%5b1%5d.rtf">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f844_696_Operation+Based+Sample+Participating+Agency+List%5b1%5d.rtf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Agency participation in an exercise</li> <li>• Community involvement</li> </ul> <p><b>Description:</b> This list of agencies that might participate in an operations-based exercise is divided into three categories: (1) Local, including Law Enforcement, Fire/HazMat, Emergency Medical Services (EMS), Medical, Communications/Dispatch, Emergency Management, Public Health, and Other; (2) State; and (3) Federal. The list can be modified depending on the size, scope, and type of the exercise. The list is comprehensive and is a useful starting point for community involvement.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## OPERATIONS-BASED EXERCISE: SCHEDULE R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f937_Exercise_Schedule+(OB).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f937_Exercise_Schedule+(OB).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Schedule for day of the exercise (along with setup and post-exercise activities)</li> <li>• Critical activities for setup, during, and post-exercise activities</li> </ul> <p><b>Description:</b> This is an exercise schedule of critical activities for the day immediately before the exercise, the day of the exercise, and the day after the exercise. On each of these three days, the schedule is organized by time, personnel, activity, and location for each event. The schedule is most applicable for a large exercise and could be modified for use in any type or scale of exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Form Schedule Template</p>

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OPERATIONS-BASED EXERCISE: SIGNS T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> 68 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f650_Operation+Based+Signs.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Media%2f650_Operation+Based+Signs.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Signs for an operations-based exercise</li> <li>• Directing participants during an operations-based exercise</li> </ul> <p><b>Description:</b> These signs can be printed and used in an operations-based exercise to direct exercise actors, controller/evaluators, observers, and facilitators at sign-in locations, about what materials to pick up and return.. Signs are also included for directions to the simulation cell, observation area, and media area. This document can be used as a template to make additional signs.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Labels Template</p>

OSHA BEST PRACTICES FOR HOSPITAL-BASED FIRST RECEIVERS OF VICTIMS FROM MASS CASUALTY INCIDENTS INVOLVING THE RELEASE OF HAZARDOUS SUBSTANCES R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Occupational Safety and Health Administration (OSHA)</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 154 pages</p> <p><b>Location:</b> <a href="http://www.osha.gov/dts/osta/bestpractices/firstreceivers_hospital.pdf">http://www.osha.gov/dts/osta/bestpractices/firstreceivers_hospital.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Preparedness Planners</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Creating and implementing emergency preparedness plans to protect first receivers</li> <li>• Using decontamination, PPE, and training first receivers</li> </ul> <p><b>Description:</b> This provides information to hospitals on creating and implementing emergency preparedness plans related to protecting hospital-based emergency department personnel in receiving contaminated victims from other locations. Guidelines and procedures for handling victim decontamination and personal protective equipment, and training first receivers are also included. Hospitals may want to create exercises around the implementation of this guidance.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> OSHA</p> <p><b>NHPP OVERARCHING REQ.</b> NIMS Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Decontamination PPE</p> <p><b>EXERCISE SCENARIO</b> General Mass Casualty Safety</p> <p><b>FORMAT</b> Guidebook/Manual Template Training Materials</p>

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PARTICIPATING AND SIMULATED AGENCIES TEMPLATE R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f899_681_Participating+and+Simulated+Agencies+blank%5b1%5d%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f899_681_Participating+and+Simulated+Agencies+blank%5b1%5d%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant Users: Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Creating a list of agencies participating in a discussion-based exercise and agencies being simulated</li> </ul> <p><b>Description:</b> This template can be used to create a list of agencies and organizations participating in a discussion-based exercise and agencies for which participation is being simulated. The list categorizes participating agencies and organizations by local agencies and private organizations. Simulated agencies, which are agencies that are not present during the exercise, but whose participation is acted out, are broken down by Federal and State agencies.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>		

PEDIATRIC DISASTER TOOLKIT: HOSPITAL GUIDELINES FOR PEDIATRICS DURING DISASTERS R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 147 pages</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/html/bhpp/bhpp-focus-ped-toolkit.shtml">http://www.nyc.gov/html/doh/html/bhpp/bhpp-focus-ped-toolkit.shtml</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Preparing for pediatrics in disasters</li> <li>• Resource and tool for designing and developing an appropriate pediatric disaster response exercise</li> </ul> <p><b>Description:</b> This manual highlights 10 topics related to pediatric disaster awareness. It includes useful expert-reviewed guidance documents and the following planning tools: staffing, space and equipment needs, security, transportation needs, training recommendations, psychosocial/ethical considerations, pediatric dietary needs, decontamination of children, pharmaceutical planning, and pediatric infection control. The document also includes general recommendations from the Pediatric Disaster Advisory Group. Each chapter includes guidelines for that topic, as well as related tools such as templates, fact sheets, and tables to help develop a thorough pediatric disaster plan. This manual is a useful resource for both creating and evaluating a pediatric disaster plan and addresses important considerations related to pediatrics that can be integrated into any exercise.</p>		<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Pediatrics</p> <p><b>FORMAT</b> EOPs Fact Sheet Guidebook Template Toolkit Training Materials</p>		

PEDIATRIC TERRORISM AND DISASTER PREPAREDNESS: A RESOURCE FOR PEDIATRICIANS R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> American Academy of Pediatrics (prepared for the Agency for Healthcare Research and Quality)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 354 pages</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/RESEARCH/PEDPREP/pedresource.pdf">http://www.ahrq.gov/RESEARCH/PEDPREP/pedresource.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Pediatricians</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Creating and evaluating scenarios that involve pediatric patients</li> </ul> <p><b>Description:</b> This report contains information about special considerations for pediatric patients during a biological incident. It describes the medical differences between children and adults, aspects of pediatric surge capacity, and information about managing pediatric patients during natural disasters and types of bioterrorist incidents. This can be useful in creating a scenario involving pediatric patients or evaluating the response to an incident that involves a surge of pediatric patients.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Pediatrics Terrorism</p> <p><b>FORMAT</b> Guidebook Training Materials</p>

PSCYHOSOCIAL CONSEQUENCES TO DISASTERS 2005 R				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 22 slides</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/downloads/ppt/bhpp/bhpp-focus-mh-psychosocial.ppt">http://www.nyc.gov/html/doh/downloads/ppt/bhpp/bhpp-focus-mh-psychosocial.ppt</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Emergency Department Staff</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Preparing for psychosocial effects of disasters on patients and staff</li> <li>• Communicating information during high-stress situations</li> </ul> <p><b>Description:</b> This presentation can be used to train staff about psychosocial effects of disasters and plan protocols that incorporate mental health care response to disasters for both staff and patients. It also describes tactics for “risk communication” during emergencies to manage anxiety and panic in patients and staff. This may be a useful resource for exercises that test the hospital’s capabilities to respond to an event that might have a significant psychosocial impact on both patients and staff. The presentation also covers coping mechanisms to reduce panic and anxiety (e.g., when isolation and quarantine takes place in the hospital).</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Psychosocial</p> <p><b>FORMAT</b> Presentation Training Materials</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

PUBLIC HEALTH EMERGENCY EXERCISE TOOLKIT R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Columbia University  <b>Publication Date:</b> 2006  <b>Pages:</b> 75 pages  <b>Location:</b> <a href="http://nursing.columbia.edu/pdf/PublicHealthBooklet_060803.pdf">http://nursing.columbia.edu/pdf/PublicHealthBooklet_060803.pdf</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Public Health Departments Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Developing a HSEEP compliant exercise with public health departments</li> </ul> <p><b>Description:</b> This toolkit goes through the basics of exercise planning using HSEEP methodology, including descriptions of the exercise cycle, types of exercise, exercise planning, scenario development, development of an evaluation plan and briefing materials, and information on conduct and evaluation of an exercise. Although it is geared toward public health departments, the methodology used in this toolkit can also apply to hospitals seeking to be HSEEP compliant. The toolkit also may be useful in planning an exercise that involves local or State public health departments.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Checklist Forms Guidebook Toolkit</p>	

**R**

RECOVERY CHECKLIST FOR HOSPITALS AFTER A DISASTER R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Greater New York Hospital Association with funding from the Health Resources and Services Administration (HRSA) to the New York City Department of Health and Mental Hygiene  <b>Publication Date:</b> 2006  <b>Length:</b> 8 pages  <b>Location:</b> <a href="http://www.nyc.gov/html/doh/downloads/pdf/bhpp/bhpp-hospital-tools-checklist.pdf">http://www.nyc.gov/html/doh/downloads/pdf/bhpp/bhpp-hospital-tools-checklist.pdf</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Hospital Preparedness Planners  <b>Users:</b> Hospital Preparedness Planners  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Assist hospitals in recovering from a disaster</li> </ul> <p><b>Description:</b> This checklist reviews potential issues for a facility after a disaster. It may be used to formulate objectives or evaluation for exercises involving managing recovery after a disaster. Some of the areas addressed include buildings, communications systems, infection control, patient medical records, surgical services, and waste management.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Actual Incident Recovery</p> <p><b>FORMAT</b> Checklist Template</p>	

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

RECOVERY SITUATION MANUAL (SITMAN) R T 				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f890_757_Recovery+SITMAN++formatted+tms%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f890_757_Recovery+SITMAN++formatted+tms%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff aiming to be HSEEP compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>SitMan template for a scenario involving recovery after a disaster</li> </ul> <p><b>Description:</b> This is a SitMan template for a scenario involving recovery after a disaster. SitMans are normally distributed to all exercise participants in discussion-based exercises, particularly tabletop exercises (TTXs), to give textual background. Often multimedia is used during a TTX and as events during the exercise unfold, participants can read along with the SitMan. The contents of the SitMan include a Preface; Handling Instructions; an Introduction; the following four modules: Credible Threat, Initial Response, Crisis and Consequences Management, and Recovery and Restoration; and 2 Appendixes: Area Maps and Acronym List. This SitMan template includes various stakeholders, such as the city, town or county Emergency Operations Center, and State agencies. The template is not specific to hospitals. Depending on the scale of the TTX, the tool can be used as is or modified to focus on the hospital aspects of recovery after a disaster.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Recovery</p> <p><b>FORMAT</b> Situational Manual Template</p>

RISK AND HIGH STRESS COMMUNICATIONS OVERVIEW 2005 R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 93 slides</p> <p><b>Location:</b> <a href="http://www.nyc.gov/html/doh/downloads/ppt/bhpp/bhpp-focus-mh-risk.ppt">http://www.nyc.gov/html/doh/downloads/ppt/bhpp/bhpp-focus-mh-risk.ppt</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Hospital Preparedness Coordinators</p> <p><b>Users:</b> Hospital Preparedness Coordinators</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Improving interpersonal communications in emergency situations</li> </ul> <p><b>Description:</b> This presentation serves as training material for people involved in managing an emergency incident. It outlines strategies for effective interpersonal communication during a high stress situation.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General Communications</p> <p><b>FORMAT</b> Presentation Training Materials</p>

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## SAFETY POLICY (HSEEP) R T

FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f957_Weapons+Policy+(FEMA).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f957_Weapons+Policy+(FEMA).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Establishing a safety policy</li> <li>Providing a secure environment during an exercise</li> </ul> <p><b>Description:</b> The <b>Safety Policy</b> lists HSEEP guidelines for weapon use during preparedness exercises. It contains suggested policies regarding control measures for weapon handling and identification, conducting safety briefings, explosive/pyrotechnic handling and personal protection, aggressive behavior prevention, and public notification. All exercise participants should be familiarized with the weapons and safety policy to ensure a secure environment during an exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Safety</p> <p><b>FORMAT</b> Policy Template</p>

## SAMPLE IMPROVEMENT PLAN MATRIX R T

FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f866_632_Sample+IP+Matrix%5b1%5d.DOC">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f866_632_Sample+IP+Matrix%5b1%5d.DOC</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Creating an Improvement Plan</li> <li>Ensuring lessons are learned from the exercise</li> </ul> <p><b>Description:</b> This matrix is a template for an improvement plan. An improvement plan identifies areas for improvement and the corrective actions that need to be taken to remedy these deficiencies. The improvement plan also identifies who is responsible for each corrective action and the completion dates. The matrix lists areas for improvement by capability. Under each capability are the observation title, recommendation, corrective action description, capability element, primary responsible agency, agency point of contact, start date, and completion date.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Improvement Plan Template</p>

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SAMPLE TABLETOP EXERCISE ROOM LAYOUT T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f800_Sample+Tabletop+Exercise+Room+Layout.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f800_Sample+Tabletop+Exercise+Room+Layout.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Layout for the room of a tabletop exercise</li> </ul> <p><b>Description:</b> This is a diagram of the layout of an exercise room for a tabletop exercise. Hospital tabletop exercises are usually conducted in a conference room or the Emergency Operations Center of a hospital. The diagram may not be edited to meet specific needs of a discussion-based exercise; however, it serves as a good example. An effective room layout for a tabletop exercise is critical in ensuring effective dialogue.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Diagram</p>

SAMPLE TABLETOP EXERCISE ROOM LAYOUT (BIOLOGICAL) R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSample+TTX+Room+Layout+(Bio).ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSample+TTX+Room+Layout+(Bio).ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Layout for the room of a tabletop exercise with a biological threat</li> </ul> <p><b>Description:</b> This is a diagram of the layout of an exercise room for a tabletop exercise with a biological scenario. Hospital tabletop exercises are usually conducted in a conference room or the Emergency Operations Center of a hospital. The diagram can easily be edited and includes tables for the following groups: public health, medical response, emergency management, public safety, and observers. It also includes the location of the projector and screen, along with the dimensions of the room. An effective room layout for a tabletop exercise is critical in ensuring effective dialogue.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Biological</p> <p><b>FORMAT</b> Diagram Template</p>

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SAMPLE TABLETOP EXERCISE ROOM LAYOUT (CHEMICAL/RADIATION/EXPLOSIVE) R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSample+TTX+Room+Layout+(Chem_Rad_Explosive).ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSample+TTX+Room+Layout+(Chem_Rad_Explosive).ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Layout for the room of a tabletop exercise with a chemical, radiation, or explosive threat</li> </ul> <p><b>Description:</b> This is a diagram of the layout of an exercise room for a tabletop exercise with a biological threat. Tabletop exercises are normally conducted in a conference room or the Emergency Operations Center of a hospital. This diagram can easily be edited and includes tables for the following groups: fire/hazmat, law enforcement, medical response, emergency management, Federal, States, and Observers. It includes the location of the projector and screen, along with the dimensions of the room. An effective room layout for a tabletop exercise is critical in ensuring effective dialogue.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Radiation Explosive</p> <p><b>FORMAT</b> Diagram Template</p>

SEMINAR ROOM LAYOUT R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f736_Seminar+Room+Layout.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f736_Seminar+Room+Layout.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Layout for a seminar room</li> </ul> <p><b>Description:</b> This is a diagram of the layout for a seminar. The diagram cannot be edited; however, it is a good starting point for designing the room layout for a seminar.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Diagram Template</p>

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SITUATION MANUAL (SITMAN) TEMPLATE R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> US Department of Homeland Security  <b>Publication Date:</b> 2007  <b>Length:</b> 26 pages  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f711_Situation+Manual+Template.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f711_Situation+Manual+Template.doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>SitMan template for response to an act of terrorism</li> </ul> <p><b>Description:</b> This is a SitMan template for a response to an act of terrorism. SitMans are normally distributed to all exercise participants in discussion-based exercises, particularly tabletop exercises (TTXs), to give textual background. Often multimedia is used to add a element of realism during a TTX, and as exercise events unfold, participants can read along with the SitMan. The contents of the SitMan include a Preface; Handling Instructions; an Introduction; and the following three Modules: (1) Incident Notification, (2) Initial Response, (3) Ongoing Operations; and 2 Appendices: (1) Area Maps; and (2) Acronym List. This SitMan template includes stakeholders, such as the city, town, or county emergency operations center and State agencies, and is not specific to hospitals. Depending on the scale of the TTX, the tool can either be used as is or modified to focus on the hospital aspects of an act of terrorism.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Terrorism</p> <p><b>FORMAT</b> Situational Manual Template</p>

SLIPPERY SLOPE 2005 MULTI-HOSPITAL FIELD BIOAGENT FIELD EXERCISE R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)  <b>Publication Date:</b> 2005  <b>Length:</b> 164 pages  <b>Location:</b> <a href="http://www.nyc.gov/html/doh/html/bhpp/bhpp-train.shtml#5">http://www.nyc.gov/html/doh/html/bhpp/bhpp-train.shtml#5</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Documents for field exercise simulating SARS outbreak in New York City</li> <li>Reference for outlining exercise purposes and goals</li> <li>Creating exercise evaluation documents, and conducting evaluations</li> </ul> <p><b>Description:</b> <b>Slippery Slope</b> was a major, full-scale, bioagent exercise conducted at multiple New York City hospitals in January 2005. The following five documents from the exercise are available: the exercise plan; the evaluator plan; the controller plan, NYC DOHMH (Department of Health and Mental Hygiene) Health Alert #1 SARS, and NYC DOHMH Health Alert #2 SARS. Evaluation tools and tips and mock city health alerts are also included. The controller plan includes general exercise plans and organization as well as information specific to the controller concerning exercise management. Mock city health alerts outline in detail the purpose, objectives, plan, evaluation, and personnel involved in the 2005 Slippery Slope Exercise.. The exercise scenario is specific to SARS and New York City, but many documents could be modified for use in a different setting.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Biological/Bioterrorism Communicable Disease</p> <p><b>FORMAT</b> EOPs Example Forms Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

STANDARDIZED HOSPITAL BED DEFINITIONS R				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> Agency for Healthcare Quality and Research. Prepared under contract with Denver Health Colorado</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://www.ahrq.gov/research/havbed/definitions.htm">http://www.ahrq.gov/research/havbed/definitions.htm</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> State or Local Jurisdictions</p> <p><b>Users:</b> Exercise Coordinators, Exercise Staff</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Standardized Hospital Bed Definitions</li> <li>Communicating with other agencies and organizations regarding hospital beds</li> </ul> <p><b>Description:</b> This is a glossary of hospital bed definitions released by AHRQ to help hospitals and healthcare organizations have standardized bed definitions when communicating with each other and other stakeholders, such as emergency responders during a disaster. The bed definitions include: licensed beds, physically available beds, staffed beds, unstaffed beds, occupied beds, and vacant/available beds. They also include definitions of the type of patient the beds serve, which is another way of categorizing beds. The following types of patients are included: adult intensive care (ICU), medical/surgical, burn or burn ICU, pediatric ICU, pediatrics, psychiatric, negative pressure/isolation, and operating room. Lastly, there are definitions of how bed availability estimates could be reported: 24-hour beds available and 72-hour beds available. This may be a useful resource to supplement a patient influx exercise to test the bed tracking system.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ ASPR/NHPP HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Surge Capacity</p> <p><b>FORMAT</b> Fact Sheet Glossary</p>

STANDING TOGETHER: AN EMERGENCY PLANNING GUIDE FOR AMERICA'S COMMUNITIES R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> The Joint Commission</p> <p><b>Publication Date:</b> 2005</p> <p><b>Length:</b> 114 pages</p> <p><b>Location:</b> <a href="http://www.jointcommission.org/NR/rdonlyres/FE29E7D3-22AA-4DEB-94B2-5E8D507F92D1/0/planning_guide.pdf">http://www.jointcommission.org/NR/rdonlyres/FE29E7D3-22AA-4DEB-94B2-5E8D507F92D1/0/planning_guide.pdf</a></p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> Local Leaders, Health Care Practitioners and Providers, Public Health Leaders</p> <p><b>Users:</b> Hospital Preparedness Planners</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Planning exercises involving the community</li> </ul> <p><b>Description:</b> This guidebook is a useful resource for small communities that need assistance with emergency planning related to strategies, processes, and tools. The document outlines the essential components of the emergency planning process: 1) Define the Community; 2) Identify and Establish the Emergency Management Preparedness and Response; 3) Determine the Risks and Hazards the Community Faces; 4) Set Goals for Preparedness and Response Planning; 5) Determine Current Capacities and Capabilities; 6) Develop the Integrated Plan; 7) Ensure Thorough Communication Planning; 8) Ensure Thorough Mental Health Planning; 9) Ensure Thorough Planning Related to Vulnerable Populations; 10) Identify, Cultivate, and Sustain Funding Sources; 11) Train, Exercise, and Drill Collaboratively; 12) Critique and Improve the Integrated Community Plan; 13) Sustain Collaboration, Communication, and Coordination. This document can be used to help incorporate the community into exercises.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> ✓ Joint Commission</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Community</p> <p><b>FORMAT</b> Guidebook</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

**2006 STATEWIDE MEDICAL & HEALTH DISASTER EXERCISE GUIDEBOOK AND TOOLKIT R T**

✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> California Emergency Medical Services  <b>Publication Date:</b> 2006  <b>Length:</b> 128 pages  <b>Location:</b> <a href="http://www.calhealth.org/public/press/Article%5C103%5Cexercise_GT_2006.pdf">http://www.calhealth.org/public/press/Article%5C103%5Cexercise_GT_2006.pdf</a>  <b>Hospital-Specific:</b> Yes  <b>Target Audience:</b> Hospitals; Healthcare Emergency Management Stakeholders; Emergency Medical Services; Auxiliary Communication Networks  <b>User:</b> Exercise Planning Team; Controller  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Planning for a Statewide disaster exercise</li> <li>• Earthquake exercises</li> <li>• Improvised explosive devices (IEDs) exercises</li> <li>• Surge capacity exercises</li> <li>• Location and/or allocation of scarce resources</li> <li>• Mutual aid and coordination with community</li> <li>• Implementation of emergency management plans</li> </ul> <p><b>Description:</b> This guidebook and toolkit was used for a November 2006 Statewide exercise related to a large-scale earthquake in the San Francisco Bay Area. The manual has two parts. <b>Part 1: Guidebook for Exercise Participants</b> includes: the Exercise Plan, with timelines, objectives, scenario background and details, and a statistics worksheet; and the Exercise Forms, with intent-to-participate and evaluation forms. Reference Materials and Contact Information include JCAHO (now Joint Commission) standards (outdated), fact sheets, IEDs, crush injuries, contact lists, and regional maps. <b>Part 2: Toolkit for Exercise Coordinators</b> includes Pre-Exercise Checklist for an Exercise Coordinator with a list of materials needed and potential coordination issues; Exercise Day Activities for Coordinators/Facilitators with a Pre-Exercise Survey and Briefing Information; and Post Exercise Guidelines with items to consider for debriefing and conducting an after action review. The materials in this guidebook and toolkit can be easily adapted for hospital usage.</p>			<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b>            Joint Commission            (*outdated)</p> <p><b>FEDERAL</b>            N/A</p> <p><b>NHPP OVERARCHING REQ.</b>            Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b>            Interoperable            Communications            Fatality Management</p> <p><b>EXERCISE SCENARIO</b>            Explosive            Surge Capacity</p> <p><b>FORMAT</b>            Checklist            Guidebook            Survey            Toolkit</p>	

SURGE CAPACITY TOOLKIT FOR HOSPITALS R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> New York City Department of Health and Mental Hygiene (NYC DOHMH)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 16 slides (Presentation); 76 pages (Tool)</p> <p><b>Location:</b> <a href="http://www.ci.nyc.ny.us/html/doh/downloads/ppt/bhpp/bhpp-hospital-tools-surge.ppt">http://www.ci.nyc.ny.us/html/doh/downloads/ppt/bhpp/bhpp-hospital-tools-surge.ppt</a> (Presentation)</p> <p><a href="http://www.nyc.gov/html/doh/downloads/pdf/bhpp/hepp-hosps-rpdt-rev042308.pdf">http://www.nyc.gov/html/doh/downloads/pdf/bhpp/hepp-hosps-rpdt-rev042308.pdf</a> (Rapid Patient Discharge Tool)</p> <p><b>Hospital-Specific:</b> Yes</p> <p><b>Target Audience:</b> New York City Hospitals</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Planning exercises involving surge capacity</li> <li>• Assessing surge capacity and plans for rapid discharge of patients</li> </ul> <p><b>Description:</b> This toolkit includes a presentation that describes an outline for developing surge capacity plans and an assessment of current discharge practices. The Rapid Patient Discharge Tool has an organization chart of teams to be used in expediting patient discharge, worksheets that allow the user to fill in the names of people involved in patient discharge, an assessment of barriers to timely discharging, and assessments of hospital surge capacity. The toolkit includes a template for a tabletop exercise that tests rapid patient discharge plans. It includes a pre-exercise questionnaire, agenda, room layout, and hot wash forms.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Surge Capacity</p> <p><b>FORMAT</b> Presentation Template Toolkit Training Materials</p>

SYMPTOMOLOGY TAGS: DECEASED TAGS (Lewisite) R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fDeceased+Tags+(Lewisite).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fDeceased+Tags+(Lewisite).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating “deceased” victims from Lewisite poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating deceased victims of a Lewisite attack. According to the CDC, <b>Lewisite</b> is a powerful irritant and blistering agent that is extremely poisonous. The tool is in two parts: Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

SYMPTOMOLOGY TAGS: DECEASED TAGS (Sarin) R T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fDeceased+Tags+(Sarin).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fDeceased+Tags+(Sarin).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating “deceased” victims from Sarin poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating deceased victims of a Sarin attack. According to the CDC, <b>Sarin</b> is an extremely toxic nerve agent. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

SYMPTOMOLOGY TAGS: DO NOT DECON (Chemical) T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f847_Contaminated+Labels%5b1%5d.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f847_Contaminated+Labels%5b1%5d.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Exercise involving chemical contamination</li> <li>• Label patients who should not be decontaminated during an exercise or event</li> </ul> <p><b>Description:</b> This sheet of orange-colored labels has “Do Not Decon” printed on each, meaning “Do Not Decontaminate.” The sheet can be printed on label paper. Labels have space to write additional details after printing. The labels are most applicable to chemical and bioterrorism exercises but could be used in any exercise where decontamination is involved. The labels require no modification or updating.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Decontamination</p> <p><b>EXERCISE SCENARIO</b> General Community Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: MILD MODERATE SYMPTOMS (Lewisite) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 1 page  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMild_Moderate+Symptoms+(Lewisite).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMild_Moderate+Symptoms+(Lewisite).doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating mild moderate symptoms of Lewisite poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of a Lewisite attack who exhibit mild moderate symptoms. According to the CDC, <b>Lewisite</b> is a powerful irritant and blistering agent that is extremely poisonous. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: MILD MODERATE SYMPTOMS (VX) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 1 page  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMild+Moderate+Symptoms+(VX).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fMild+Moderate+Symptoms+(VX).doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating moderate symptoms of VX poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of a VX attack who exhibit moderate symptoms. According to the CDC, <b>VX</b> is an extremely toxic nerve agent. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: MODERATE SYMPTOMS (Lewisite) T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 7 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2fModerate+Symptoms+(Lewisite).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload='hseep_Vol4%2fVol+IV+Docs%2fModerate+Symptoms+(Lewisite).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating moderate symptoms of Lewisite poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of a Lewisite attack who exhibit moderate symptoms. According to the CDC, Lewisite is a powerful irritant and blistering agent that is extremely poisonous. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: MODERATE SYMPTOMS (Sarin) T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Pages:</b> 27 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fModerate+Symptoms+(Sarin).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fModerate+Symptoms+(Sarin).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating moderate symptoms of Sarin poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of a Sarin attack who exhibit moderate symptoms. According to the CDC, <b>Sarin</b> is an extremely toxic nerve agent. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

## SYMPTOMOLOGY TAGS: MILD SEVERE SYMPTOMS (Lewisite) R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 9 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Symptoms+(Lewisite).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Symptoms+(Lewisite).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating severe symptoms of Lewisite poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of a Lewisite attack who exhibit mild severe symptoms. According to the CDC, <b>Lewisite</b> is a powerful irritant and blistering agent that is extremely poisonous. The template has two parts. Part 1 details visible symptoms, physical findings and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

## SYMPTOMOLOGY TAGS: SEVERE SYMPTOMS (Sarin) R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 18 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Symptoms+(Sarin).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Symptoms+(Sarin).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating severe symptoms of Sarin poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of a Sarin attack who exhibit severe symptoms. According to the CDC, <b>Sarin</b> is an extremely toxic nerve agent. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors (posing as patients) of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: SEVERE SYMPTOMS (VX) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 5 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Symptoms+(VX).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Symptoms+(VX).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating severe symptoms of VX poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet that can be given to exercise players simulating victims of a VX attack who exhibit severe symptoms. According to the CDC, VX is an extremely toxic nerve agent. The template has two essential parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: SEVERE TRAUMA SYMPTOMS (Lewisite) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 9 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Trauma+Symptoms+(Lewisite).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Trauma+Symptoms+(Lewisite).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating severe symptoms of Lewisite poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of Lewisite attack who exhibit severe trauma symptoms. According to the CDC, Lewisite is a powerful irritant and blistering agent that is extremely poisonous. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is an extremely useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: SEVERE TRAUMA SYMPTOMS (VX) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 5 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Trauma+Symptoms+(VX).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fSevere+Trauma+Symptoms+(VX).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating severe trauma symptoms of VX poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating victims of VX attack who exhibit severe trauma symptoms. According to the CDC, <b>VX</b> is an extremely toxic nerve agent. The template has two parts: Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is an extremely useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: WORRIED WELL (Lewisite) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 18 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f664_Worried+Well+(Lewisite).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f664_Worried+Well+(Lewisite).doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating the worried well of Lewisite poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet can be given to exercise players simulating the worried well of a Lewisite attack. According to the CDC, <b>Lewisite</b> is a powerful irritant and blistering agent that is extremely poisonous. The template has two parts. Part 1 details visible symptoms, physical findings, and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: WORRIED WELL (Sarin) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 20 pages  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fWorried+Well+Tags+(Sarin).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fWorried+Well+Tags+(Sarin).doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating the worried well of Sarin poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This a one-page sheet can be given to exercise players simulating the worried well of a Sarin attack. According to the CDC, <b>Sarin</b> is an extremely toxic nerve agent. The template has two parts. Part 1 details visible symptoms, physical findings and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

**SYMPTOMOLOGY TAGS: WORRIED WELL (VX) R T**

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> 17 pages  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fWorried+Well+Tags+(VX).doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fWorried+Well+Tags+(VX).doc</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Informing exercise victims of their role</li> <li>• Simulating the worried well of VX poisoning</li> <li>• Receiving feedback from participants related to the exercise</li> </ul> <p><b>Description:</b> This one-page sheet that can be given, to people simulating the worried well of a VX attack. According to the CDC, <b>VX</b> is an extremely toxic nerve agent. The template has two parts. Part 1 details visible symptoms, physical findings and other patient information. Part 2 is a series of questions for the volunteer patient to answer about his/her experience during the exercise. The answers to these questions can be included in a hot wash debriefing and are well tailored for post-exercise evaluation. This is a useful tool for informing actors posing as patients of the symptoms they are meant to portray.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General Chemical Surge Capacity</p> <p><b>FORMAT</b> Form Labels Symptomology Tags Template</p>

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TABLE TENTS T				
FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)  <b>Publication Date:</b> 2007  <b>Length:</b> pages  <b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fTabletents.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2fTabletents.ppt</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Table tents for a discussion-based exercises</li> </ul> <p><b>Description:</b> This tool is intended for use during a discussion-based exercise. It consists of a PowerPoint file that allows organizers to create “table tent” signs identifying the function of each grouping. This includes signs for fire/hazmat, law enforcement, medical, State, Federal, emergency management, public information, and public health.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Labels</p>

TARGET CAPABILITIES LIST (TCL): A Companion to the National Preparedness Guidelines R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓ IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Federal Emergency Management Agency (FEMA)  <b>Publication Date:</b> 2007  <b>Length:</b> 588 pages  <b>Location:</b> <a href="http://www.fema.gov/pdf/government/training/tcl.pdf">http://www.fema.gov/pdf/government/training/tcl.pdf</a>  <b>Hospital-Specific:</b> No  <b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant  <b>Users:</b> Exercise Staff, Exercise Participants  <b>Uses:</b></p> <ul style="list-style-type: none"> <li>Key capabilities an organization should have to establish an all-hazards framework to respond to an incident</li> <li>Identifying needs, conducting an assessment of capabilities, and creating informed plans and strategies related to possible risks</li> </ul> <p><b>Description:</b> This comprehensive resource covers all 37 target capabilities, and related tasks, activities, objectives, preparedness, and performance measures. To be HSEEP compliant, exercises must address one or more of the target capabilities relevant to healthcare organizations.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook</p>

KEY: R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

## TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) CONTROLLER AND EVALUATOR HANDBOOK R T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 40 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f591_TICP_CE+HANDBOOK_TEMPLATE.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f591_TICP_CE+HANDBOOK_TEMPLATE.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Conducting and evaluating an exercise</li> <li>• Aid exercise controllers and evaluators in the conduct and evaluation of an effective exercise.</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security (DHS) program designed to strengthen communications capabilities in urban areas. This handbook was published by DHS to aid in the creation of an exercise and to enable controllers and evaluators to understand their roles in exercise execution and evaluation. It is also a template with fields which allow controllers to insert organization-specific information so that the handbook can be distributed to exercise participants. The handbook is intended to cover background information, the exercise scenario, safety rules, controller guidance, and evaluator guidance. An appendix contains templates that can be adapted to create an exercise schedule, participant schedules, a site map, a phone book, and an evaluation guide.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Guidebook Template Toolkit</p>

## TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) EXERCISE EVALUATION GUIDE 1.1 T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 3 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f592_TICP+EEG+1.1+-+SOP+PPP+05-01-06.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f592_TICP+EEG+1.1+-+SOP+PPP+05-01-06.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Assessment form for TICP Policy, Practices, and Procedures tasks during full-scale exercises</li> <li>• Note-taking and evaluation form to be used during operations-based exercises to assess completion of TICP required tasks.</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security program designed to strengthen communications capabilities in urban areas. This form can be used to record exercise data and evaluate completion of tasks that are required to meet the TICP guidelines. It is organized as a table with tasks listed and described in one column and space for notes provided in the other. Form 1.1 focuses on tasks related to policies, practices, and procedures. Exercise evaluators may use this form in the field to record notes, observations, and comments related to TICP critical and supporting tasks. Information recorded can be used to determine whether or not these tasks were completed. This form can help evaluators focus on the most important actions to observe during an exercise, but is only useful for health care facilities in areas required to implement the TICP.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General Communications</p> <p><b>FORMAT</b> EEG Form Template</p>

## TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) EXERCISE EVALUATION GUIDE 1.2 T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 4 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f593_TICP+EEG+1.2+-+SOP-Command+and+Control+05-01-06.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f593_TICP+EEG+1.2+-+SOP-Command+and+Control+05-01-06.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Assessment form for TICP Command and Control tasks during full-scale exercises.</li> <li>• Note-taking and evaluation form to be used during operations-based exercises to assess completion of TICP required tasks.</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security program designed to strengthen communications capabilities in urban areas. This form can be used to record exercise data and evaluate completion of tasks that are required to meet the TICP guidelines. It is organized as a table, with tasks listed and described in one column and space for notes provided in the other. Form 1.2 focuses on tasks related to command and control. Exercise evaluators may use this form in the field to record notes, observations, and comments related to TICP critical and supporting tasks. Information recorded can be used to determine whether or not these tasks were completed. This form can help evaluators focus on the most important actions to observe during an exercise, but is only useful for health care facilities in areas required to implement the TICP.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General Communications</p> <p><b>FORMAT</b> EEG Form Table</p>

## TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) EXERCISE EVALUATION GUIDE 1.3 T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 3 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f594_TICP+EEG+1.3+-+Usage+05-01-06.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f594_TICP+EEG+1.3+-+Usage+05-01-06.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Assessment form for TICP Usage tasks during full-scale exercises.</li> <li>• Note-taking and evaluation form to be used during operations-based exercises to assess completion of TICP required tasks.</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security program designed to strengthen communications capabilities in urban areas. This form can be used to record exercise data and evaluate completion of tasks that are required to meet the TICP guidelines. It is organized as a table, with tasks listed and described in one column and space for notes provided in the other. Form 1.3 focuses on tasks related to usage. Exercise evaluators may use this form in the field to record notes, observations, and comments related to TICP critical and supporting tasks. Information recorded can be used to determine whether or not these tasks were completed. This form can help evaluators focus on the most important actions to observe during an exercise, but is only useful for health care facilities in areas required to implement the TICP.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓ HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General Communications</p> <p><b>FORMAT</b> EEG Form Table</p>

## TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) EXERCISE EVALUATION GUIDE 1.4 T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 4 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f595_TICP+EEG+1.4+-+Technology.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f595_TICP+EEG+1.4+-+Technology.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Assessment form for TICP Usage tasks during full-scale exercises.</li> <li>• Note-taking and evaluation form to be used during operations-based exercises to assess completion of TICP required tasks.</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security program designed to strengthen communications capabilities in urban areas. This form can be used to collect data on the technology and equipment being used during an operations-based exercise. This information can be used to determine if the information contained in the TICP used at the exercise site is accurate, and if the equipment used to communicate during the exercise is listed in the plan. Data related to swap radios, shared channels, gateways, and shared systems can be recorded. Exercise evaluators may use this form in the field to record notes, observations, and comments related to TICP tasks. Information recorded can be used to determine whether or not these tasks were completed. This form can help evaluators focus on the most important actions to observe during an exercise, but is only useful for health care facilities in areas required to implement the TICP.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General Communications</p> <p><b>FORMAT</b> EEG Form Table</p>

## TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) EXERCISE EVALUATION GUIDE 2 T

FOUNDATION	DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 4 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f597_TICP+EEG+2+-+Analysis+04-28-06.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f597_TICP+EEG+2+-+Analysis+04-28-06.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Post-exercise analysis</li> <li>• Evaluators to take notes and analyze an operations-based exercise</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security program designed to strengthen communications capabilities in urban areas. This tool contains three pages of forms that contain questions for evaluation of an exercise. It provides areas for recording a narrative of responder action and for identifying observations, both positive and negative, that are relevant assessing the quality of the exercise performance. This tool would be useful for eliciting specific and consistent information from evaluators.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General Communications</p> <p><b>FORMAT</b> EEG Form</p>

TACTICAL INTEROPERABLE COMMUNICATIONS PLANNING (TICP) EXERCISE PLAN R T				
FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2006</p> <p><b>Length:</b> 28 pages</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f598_TICP_EXPLAN_TEMPLATE.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f598_TICP_EXPLAN_TEMPLATE.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Operations-based exercise overview</li> <li>• Providing exercise information to participating organizations</li> </ul> <p><b>Description:</b> TICP is a Department of Homeland Security program designed to strengthen communications capabilities in urban areas. This template is for a plan that gives city officials, observers, media personnel, and players from participating organizations information necessary to observe or participate in a terrorism response exercise. Chapter 1 provides an overview of the purpose, objectives, scenario, and method of evaluating the exercise. Chapter 2 discusses exercise participants, explaining who they are and what their direction will be during the event. Chapter 3 presents an exercise summary and discusses safety and emergency plans. Chapter 4 explains the logistical issues related to the exercise. Chapter 5 focuses on evaluation and the post-exercise process. The appendix includes a template for an exercise schedule and fields for inserting a map. This template can be modified by the exercise organizers to outline a future exercise for other related groups.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> Interoperable Communications</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> EEG Exercise Plan Template</p>

TRAINING AND EXERCISE PLAN WORKSHOP (Agenda) T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f778_Training+and+Exercise+Planning+Workshop+Agenda.rtf">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f778_Training+and+Exercise+Planning+Workshop+Agenda.rtf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>• Agenda for a training and exercise plan workshop</li> </ul> <p><b>Description:</b> This is a proposed agenda for the exercise planning workshop, directing organizers to evaluate the exercise purpose and progress through their plans for developing the exercise and its schedule. The agenda also instructs exercise planners to discuss HSEEP directives when planning the exercise.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Agenda Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance

TRAINING AND EXERCISE PLAN WORKSHOP (Briefing) R T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 70 slides</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f627_Training+and+Exercise+Planning+Workshop+Brief.ppt">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Media%2f627_Training+and+Exercise+Planning+Workshop+Brief.ppt</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Briefing participants at a Training and Exercise Plan Workshop</li> <li>Gives background information, outlines agenda and goals of Training and Exercise Plan.</li> </ul> <p><b>Description:</b> This PowerPoint presentation is for use at the beginning of a Training and Exercise Plan Workshop. The workshop is intended to develop, review, and update a multi-year training and exercise plan and schedule; this briefing outlines important background information and the goals of the workshop. The presentation discusses the important components of a multi-year schedule, including training and exercises, and instructs the planning team to implement previously developed improvement plans. This presentation may be modified to fit a particular organization, and contains blank slides in which to insert priorities and needs that are specific to the healthcare organization. This tool may be used to offer background information and direction for newly recruited members of an exercise planning team.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> N/A</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> All</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Presentation Template</p>

TRAINING AND EXERCISE PLAN WORKSHOP (Invitation) T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f773_Training+and+Exercise+Planning+Workshop+Invitation.doc">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f773_Training+and+Exercise+Planning+Workshop+Invitation.doc</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Recruiting participants for the Training and Exercise Plan Workshop</li> </ul> <p><b>Description:</b> This document contains an invitation for potential participants in the Exercise Plan Workshop. It briefly describes the goals of the workshop and its main components and asks participants to review important background documents before attending the workshop.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

TRAINING AND EXERCISE PLAN WORKSHOP (Recommended Participants) R T				
✓ FOUNDATION	DESIGN & DEVELOPMENT	CONDUCT	EVALUATION	IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f783_Training+and+Exercise+Planning+Workshop+Recommended+Partici.rtf">http://hseep.dhs.gov/HSEEP_Vols/upl/DocServe.aspx?dload=%27hseep_Vol4%2fVol+IV+Docs%2f783_Training+and+Exercise+Planning+Workshop+Recommended+Partici.rtf</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Lists important team members to include at the Training and Exercise Plan Workshop.</li> </ul> <p><b>Description:</b> This resource lists important participants to include in the Training and Exercise Planning Workshop. It is useful for the formation of an Exercise Planning Team.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

## U

UNIVERSAL TASK LIST: A Companion to the National Preparedness Guidelines R T				
✓ FOUNDATION	✓ DESIGN & DEVELOPMENT	✓ CONDUCT	✓ EVALUATION	✓IMPROVEMENT PLANNING
DISCUSSION-BASED EXERCISE		OPERATIONS-BASED EXERCISE		
<p><b>Author:</b> U.S. Department of Homeland Security, Homeland Security Exercise and Evaluation Program (HSEEP)</p> <p><b>Publication Date:</b> 2007</p> <p><b>Length:</b> 1 page</p> <p><b>Location:</b> <a href="https://www.ilis.gov/docdetails/details.do?contentID=18433">https://www.ilis.gov/docdetails/details.do?contentID=18433</a></p> <p><b>Hospital-Specific:</b> No</p> <p><b>Target Audience:</b> Emergency Management Staff Aiming To Be HSEEP Compliant</p> <p><b>Users:</b> Exercise Staff, Exercise Participants</p> <p><b>Uses:</b></p> <ul style="list-style-type: none"> <li>Lists tasks related to capabilities listed in the Target Capabilities List for emergency management</li> </ul> <p><b>Description:</b> This is a list of tasks to be completed for general emergency management. The tasks are related to the capabilities listed in the Target Capabilities List, and many of those tasks and capabilities are relevant to hospitals. The list may assist exercise planners in developing exercise objectives related to the tasks and develop an evaluation plan based on those tasks. Evaluators can then determine if those tasks were completed. The list may also help to structure the After Action Report according to tasks and capabilities.</p>				<p><b>QUICK REFERENCE</b></p> <p><b>ACCREDITATION ORG.</b> All</p> <p><b>FEDERAL</b> ✓HSEEP</p> <p><b>NHPP OVERARCHING REQ.</b> Exercises, Evaluation, Correct.</p> <p><b>NHPP SUB-CAPABILITIES</b> All</p> <p><b>EXERCISE SCENARIO</b> General</p> <p><b>FORMAT</b> Template</p>

**KEY:** R=Resources; T=Tool; \$=Available for purchase; 🔒=Login access needed; ✓=Can be used to directly achieve compliance



## WISCONSIN HOSPITAL EMERGENCY PREPAREDNESS PLAN R T

✓ FOUNDATION    ✓ DESIGN & DEVELOPMENT    ✓ CONDUCT    ✓ EVALUATION    ✓ IMPROVEMENT PLANNING

DISCUSSION-BASED EXERCISE

OPERATIONS-BASED EXERCISE

**Author:** Wisconsin Hospital Emergency Preparedness Program (WHEPP)

**Publication Date:** 2004

**Length:** 229 pages

**Location:** [http://dhs.wisconsin.gov/preparedness/pdf\\_files/WHEPPv3\\_08272004.pdf](http://dhs.wisconsin.gov/preparedness/pdf_files/WHEPPv3_08272004.pdf)

**Hospital-Specific:** Yes

**Target Audience:** Wisconsin Hospitals Aiming To Receive WHEPP Funds

**Users:** Exercise Evaluators

**Uses:**

- Checklists for components of an emergency operations plan
- Guidance for writing post-incident evaluation reports (After Action Reports)

**Description:** This is a general emergency preparedness plan created for participating hospitals in the state of Wisconsin. It includes plans for various types of emergency operations (infection control, increasing bed capacity, decontamination, etc.) as well as checklists for plans that should be developed or tasks that must be completed to develop a hospital emergency preparedness plan. It also includes guidance for writing post-incident evaluation reports (similar to an After Action Report). This can be useful to exercise planners in reviewing their own hospital emergency preparedness plans and examining aspects that need to be tested or evaluated.

### QUICK REFERENCE

#### ACCREDITATION ORG.

All

#### FEDERAL

HSEEP

#### NHPP OVERARCHING REQ.

Exercises, Evaluation, Correct.

#### NHPP SUB-CAPABILITIES

General

#### EXERCISE SCENARIO

General

#### FORMAT

Checklist

EOP

Form

Toolkit



## SECTION III: RESOURCES AND TOOLS INDEXES

In addition to the detailed alphabetical listings of titles in Section II, the hospital preparedness exercise resources and tools included in this **Atlas** are indexed below by author/funding source and by category.

**Index by Author or Resource/Tool Sponsor.** This index may be used to find tools by author. The resource/tool funder, which is defined as the agency or organization that funded the development of the resource and/or tool, is also included when relevant.

**Index by Category.** This index may be used to find tools in a certain category such as compliance or discussion-based exercises.

### Compliance

- Accreditation organizations
- Federal programs/agencies
- Other organizations:

### Planning, conducting, evaluating exercises

- Exercise role
- Exercise type
- Format
- Scenario
- Other

## Index by Author or Resource/Tool Sponsor

### A

#### **AGENCY FOR HEALTHCARE QUALITY RESEARCH (AHRQ)<sup>3</sup>**

- Altered Standards of Care in Mass Casualty Events
- Decontamination of Children: Preparedness and Response for Hospital Emergency Departments
- Emergency Preparedness Atlas: U.S. Nursing Home and Hospital Facilities
- Emergency Preparedness Resource Inventory (EPRI)
- Emergency Severity Index, Version 4: Implementation Handbook and DVDs
- Evaluation of Hospital Disaster Drills: A Module-Based Approach
- HAvBED System (National Hospital Available Beds for Emergencies and Disasters)
- Pediatric Terrorism and Disaster Preparedness: A Resource for Pediatricians
- Standardized Hospital Bed Definitions

#### **AMERICAN HOSPITAL ASSOCIATION (AHA)**

- Chemical and Bioterrorism Checklist

#### **AMERICAN OSTEOPATHIC ASSOCIATION (AOA)**

- Healthcare Facilities Accreditation Program (HFAP)

#### **AMERICAN SOCIETY FOR HEALTHCARE ENGINEERING (ASHE)**

- Hazard Vulnerability Analysis (HVA) – ASHE

#### **ASSOCIATION FOR PROFESSIONALS IN INFECTION CONTROL and EPIDEMIOLOGY (APIC)**

- Bioterrorism Readiness Plan: A Template for Healthcare Facilities
- Mass Casualty Disaster Plan Checklist: A Template for Healthcare Facilities

### C

#### **CALIFORNIA EMERGENCY MEDICAL SERVICES**

- 2006 Statewide Medical & Health Disaster Exercise Guidebook

#### **CENTERS FOR DISEASE CONTROL AND PREVENTION (CDC)**

- In a Moment's Notice: Surge Capacity in Terrorist Bombing

#### **CENTERS FOR MEDICARE AND MEDICAID SERVICES (CMS)**

- Draft Emergency Preparedness Guide for State Survey Agencies, Health Care Providers, and Partners
- Healthcare Facility Checklist for Effective Emergency Planning

#### **COLUMBIA UNIVERSITY**

- Public Health Emergency Exercise Toolkit

### G

#### **GREATER NEW YORK HOSPITAL ASSOCIATION (GNYHA)**

- Emergency Operation Performance Evaluation
- Recovery Checklist for Hospitals after a Disaster

### J

#### **THE JOHNS HOPKINS OFFICE OF CRITICAL EVENT PREPAREDNESS AND RESPONSE (CEPAR)**

- Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS)

#### **THE JOINT COMMISSION**

- Comprehensive Accreditation Manual for Hospitals: The Official Handbook
- Healthcare Organization: Survey Activity Guide
- Standing Together: An Emergency Planning Guide for America's Communities

### K

#### **KAISER PERMANENTE**

- Hazard Vulnerability Analysis (HVA) – Kaiser Permanente
- HICS (Hospital Incident Command System)

### L

#### **LOS ANGELES COUNTY**

- Mass Fatality Incident Management: Guidance for Hospitals & Other Healthcare Entities

### M

#### **MICHIGAN STATE POLICE**

- Disaster Exercise Manual: Guidelines for Exercising Emergency Operations Plans for Local Government

#### **MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES**

- Missouri Strategic National Stockpile (SNS) Exercise Handbook

### N

#### **NEW YORK CITY DEPARTMENT OF HEALTH and MENTAL HYGIENE (NYC DOHMH)**

- Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers
- CBRNE Training Academy: Course Materials
- Citywide Pandemic Flu Tabletop Exercise 2005
- Donning & Removing Personal Protective Equipment (PPE)
- Emergency Department Screening and Isolation Drills

<sup>3</sup> Funding Source

- Guidance Documents
- Hospital Point-of-Distribution Plans
- New York Presbyterian Hospital CBRNE Tabletop Exercise
- Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics During Disasters
- Psychosocial Consequences to Disasters 2005
- Risk and High Stress Communications Overview 2005
- Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise
- Surge Capacity Toolkit for Hospitals

## O

### OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION (OSHA)

- OSHA Best Practice for Hospital-Based First Receivers of Victims From Mass Casualty Incidents Involving the Release of Hazardous Substance

## S

### SANTA CLARA COUNTY PUBLIC HEALTH DEPARTMENT

- Hospital Surge Capacity Toolkit
- Mass Casualty Care during an Influenza Pandemic: Guide and Toolkit for Establishing Influenza Care Centers

## U

### U.S. DEPARTMENT OF HOMELAND SECURITY

- Acronym List (HSEEP)
- Activity Log
- Actor Brief
- Actor Information Sheet
- Actor Waiver Form
- After Action Conference: Agenda
- After Action Conference: DHS Format
- After Action Conference: Presentation
- After Action Report/Improvement Plan (AAR/IP) Template (Discussion-Based)
- After Action Report/Improvement Plan (AAR/IP) Template (Operations-Based)
- After Action Report Transmittal Letter – Draft (State)
- After Action Report Transmittal Letter – Final (State)
- After Action Report Transmittal Letter – Final (FEMA)
- Agent Hazard Summary Template
- Agriculture SitMan
- Assembly Area Deployment Timetable
- Biological Scenario Variable Matrix
- Chemical Scenario Based Matrix
- Chemical SitMan
- Communications Plan
- Contaminated Labels
- Controller & Evaluator Assignments

- Controller & Evaluator Brief
- Controller & Evaluator Debrief
- Controller & Evaluator Handbook
- Controller Staff Instructions
- Crosswalk of the 2007 & 2008/2009 NIMS Healthcare Activities/Objectives
- Deceased Labels
- Discussion-Based Exercise: Badges
- Discussion-Based Exercise: Final Planning Conference (Agenda)
- Discussion-Based Exercise: Final Planning Conference (Briefing)
- Discussion-Based Exercise: Final Planning Conference (Minutes)
- Discussion-Based Exercise: Initial Planning Conference (Agenda)
- Discussion-Based Exercise: Initial Planning Conference (Briefing)
- Discussion-Based Exercise: Initial Planning Conference (Minutes)
- Discussion-Based Exercise: Master Task List
- Discussion-Based Exercise: Participant Feedback Form
- Discussion-Based Exercise: Planning Team Members
- Discussion-Based Exercise: Sample Exercise Objectives (SEO)
- Discussion-Based Exercise: Sample Exercise Participant List (EPL)
- Discussion-Based Exercise: Signs
- Do Not Decontaminate Labels
- Evaluation Plan
- Evaluator Checklist
- Exercise Critique Form
- Exercise Debrief Minutes
- Exercise Evaluation Guides (EEGs)
- Exercise Invitation
- Exercise Overview Form
- Exercise Plan
- Exercise Planning Team Organizational Chart
- Exercise Weapons and Safety Policy
- Explosive SitMan
- Full-Scale Exercise Players Brief
- Generic Document Cover
- Glossary (HSEEP)
- Hazard Vulnerability Analysis and Risk Assessment
- Homeland Security Exercise and Evaluation Program (HSEEP): Manual
- Homeland Security Exercise and Evaluation Program (HSEEP): Mobile Course
- Homeland Security Exercise and Evaluation Program (HSEEP): Multimedia Library
- Homeland Security Exercise and Evaluation Program (HSEEP): Terminology, Methodology, and Compliance Guidelines
- Homeland Security Exercise and Evaluation Program (HSEEP): Toolkit (Access)

Hospital Brief  
 Hospital Debrief  
 Hospital/Victim Breakdown List  
 Hot Wash Minutes  
 ID Badges: Controller Badges  
 ID Badges: Evaluator Badges  
 ID Badges: Media Badges  
 ID Badges: Observer Badges  
 ID Badges: Player Badges  
 ID Badges: Support Staff Badges (Escorted)  
 ID Badges: Support Staff Badges (Full Access)  
 ID Badges: VIP Badges  
 Improvement Planning Conference Briefing  
 Jurisdiction Fact Sheet Template  
 Lessons Learned Information Sharing (LLIS) (Access)  
 Manual de la Situacion (SitMan), Spanish Translation, Chlorine Exercise  
 Maps Appendix Template  
 Master Scenario Events List (MSEL) Package  
 Master Sign-In Sheet  
 Moulage Kit  
 Multiyear Training & Exercise Plan  
 Name Tents  
 NEXS (National Exercise Schedule) (Access)  
 NEXS (National Exercise Schedule) User Guide  
 NIMS Implementation Activities for Hospitals and Healthcare Systems Implementation FAQs  
 Observer/VIP Brief  
 Operations-Based Exercise: Controller Communication Plan  
 Operations-Based Exercise: Final Planning Conference (Agenda)  
 Operations-Based Exercise: Final Planning Conference (Briefing)  
 Operations-Based Exercise: Final Planning Conference (Minutes)  
 Operations-Based Exercise: Hats and Badges Cards  
 Operations-Based Exercise: Master Task List  
 Operations-Based Exercise: Mid-Term Planning Conference (Agenda)  
 Operations-Based Exercise: Mid-Term Planning Conference (Briefing)  
 Operations-Based Exercise: Mid-Term Planning Conference (Minutes)  
 Operations-Based Exercise: Participant Feedback Form  
 Operations-Based Exercise: Planning Team Members  
 Operations-Based Exercise: Planning Timeline  
 Operations-Based Exercise: Player Information Handout  
 Operations-Based Exercise: Public Announcement  
 Operations-Based Exercise: Public Information Media Release  
 Operations-Based Exercise: Sample Participating Agency List  
 Operations-Based Exercise: Schedule  
 Operations-Based Exercise: Signs  
 Participating and Simulated Agencies Template

Recovery SitMan  
 Safety Policy (HSEEP)  
 Sample Improvement Plan Matrix  
 Sample Tabletop Exercise Room Layout  
 Sample Tabletop Exercise Room Layout (Biological)  
 Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)  
 Seminar Room Layout  
 Situation Manual (SitMan) Template  
 Symptomology Tags: Deceased Tags (Lewisite)  
 Symptomology Tags: Deceased Tags (Sarin)  
 Symptomology Tags: Do Not Decon (Chemical)  
 Symptomology Tags: Mild Moderate Symptoms (Lewisite)  
 Symptomology Tags: Mild Moderate Symptoms (VX)  
 Symptomology Tags: Moderate Symptoms (Lewisite)  
 Symptomology Tags: Moderate Symptoms (Sarin)  
 Symptomology Tags: Severe Symptoms (Lewisite)  
 Symptomology Tags: Severe Symptoms (Sarin)  
 Symptomology Tags: Severe Symptoms (VX)  
 Symptomology Tags: Severe Trauma Symptoms (Lewisite)  
 Symptomology Tags: Severe Trauma Symptoms (VX)  
 Symptomology Tags: Worried Well (Lewisite)  
 Symptomology Tags: Worried Well (Sarin)  
 Symptomology Tags: Worried Well (VX)  
 Table Tents  
 Target Capabilities List (TCL): A Companion to the National Preparedness Guidelines  
 TICP Controller and Evaluator Handbook  
 TICP Exercise Evaluation Guide 1.1  
 TICP Exercise Evaluation Guide 1.2  
 TICP Exercise Evaluation Guide 1.3  
 TICP Exercise Evaluation Guide 1.4  
 TICP Exercise Evaluation Guide 2  
 TICP Exercise Plan  
 Tool for Evaluating Core Elements of Hospital Disaster Drills Training and Exercise Plan Workshop (Agenda)  
 Training and Exercise Plan Workshop (Briefing)  
 Training and Exercise Plan Workshop (Invitation)  
 Training and Exercise Plan Workshop (Recommended Participants)  
 Universal Task List: A Companion to the National Preparedness Guidelines

## W

### WISCONSIN HOSPITAL EMERGENCY PREPAREDNESS PLAN (WHEPP)

Joint Commission/CMS Exercise Toolkit  
 Wisconsin Hospital Emergency Preparedness Plan

### WORLD HEALTH ORGANIZATION (WHO)

Guidance Materials: Hospital and Health Facility Emergency Exercises

# Index by Category

## A

### **ACCREDITATION ORGANIZATIONS**

See **AMERICAN OSTEOPATHIC ASSOCIATION (AOA)**

See **DET NORSKE VERITAS, INC (DNV)**

See **JOINT COMMISSION**

### **ACTOR (EXERCISE ROLE)**

Actor Brief

Actor Information Sheet

Actor Waiver Form

Contaminated Labels

Deceased Labels

Do Not Decontaminate Labels

Moulage Kit

Operations-Based Exercise: Player Information Handout

### **ACTUAL INCIDENT (OTHER)**

Emergency Operation Performance Evaluation

Recovery Checklist for Hospitals after a Disaster

### **AFTER ACTION CONFERENCE (AAC) (CONFERENCE)**

After Action Conference: Agenda

After Action Conference: DHS Format

After Action Conference: Presentation

### **AFTER ACTION REPORT (AAR) (FORMAT)**

After Action Report/Improvement Plan (AAR/IP) Template  
(Discussion-Based)

After Action Report/Improvement Plan (AAR/IP) Template  
(Operations-Based)

After Action Report Transmittal Letter – Draft (State)

After Action Report Transmittal Letter – Final (State)

After Action Report Transmittal Letter – Final (FEMA)

### **AGENDA (FORMAT)**

After Action Conference: Agenda

Discussion-Based Exercise: Final Planning Conference  
(Agenda)

Discussion-Based Exercise: Initial Planning Conference  
(Agenda)

Evaluation of Hospital Disaster Drills: A Module-Based  
Approach

New York Presbyterian Hospital CBRNE Tabletop Exercise

Operations-Based Exercise: Final Planning Conference  
(Agenda)

Operations-Based Exercise: Mid-Term Planning Conference  
(Agenda)

Training and Exercise Plan Workshop (Agenda)

### **AGRICULTURAL (SCENARIO)**

Agriculture SitMan

### **ALL – DISCUSSION- & OPERATIONS-BASED (EXERCISE TYPE)**

Acronym List (HSEEP)

Activity Log

After Action Conference: Agenda

After Action Conference: DHS Format

After Action Conference: Presentation

After Action Report Transmittal Letter – Draft (State)

After Action Report Transmittal Letter – Final (State)

After Action Report Transmittal Letter – Final (FEMA)

Agent Hazard Summary Template

Biological Scenario Variable Matrix

Bioterrorism Readiness Plan: A Template for Healthcare  
Facilities

CBRNE Training Academy: Course Materials

Chemical and Bioterrorism Checklist

Chemical Scenario Based Matrix

Crosswalk of the 2007 & 2008/2009 NIMS Healthcare  
Activities/Objectives

Decontamination of Children: Preparedness and Response for  
Hospital Emergency Departments

Donning & Removing Personal Protective Equipment (PPE)

Electronic Mass Casualty Assessment and Planning Scenarios  
(EMCAPS)

Emergency Department Screening and Isolation Drills  
Guidance Documents

Emergency Preparedness Resource Inventory (EPRI)

Emergency Severity Index, Version 4: Implementation  
Handbook and DVDs

Evaluation of Hospital Disaster Drills: A Module-Based  
Approach

Exercise Evaluation Guides (EEGs)

Exercise Invitation

Exercise Overview Form

Exercise Plan

Exercise Planning Team Organizational Chart

Generic Document Cover

Glossary

Guidance for Planning, Conducting and Evaluating  
Transportation

Emergency Preparedness Tabletops, Drills and Exercises

Guidance Materials: Hospital and Health Facility Emergency  
Exercises

HAvBED System (National Hospital Available Beds for  
Emergencies and Disasters)

Hazard Vulnerability Analysis (HVA) – ASHE

Hazard Vulnerability Analysis (HVA) – Kaiser Permanente

Hazard Vulnerability Analysis and Risk Assessment

Healthcare Facility Checklist for Effective Emergency Planning

Healthcare Organizations: Survey Activity Guide

Homeland Security Exercise and Evaluation Program (HSEEP):  
Manual

Homeland Security Exercise and Evaluation Program (HSEEP):  
Mobile Course

Homeland Security Exercise and Evaluation Program (HSEEP):  
Multimedia Library

Homeland Security Exercise and Evaluation Program (HSEEP):  
Terminology, Methodology, and Compliance Guidelines

Homeland Security Exercise and Evaluation Program (HSEEP):  
Toolkit (Access)

Hospital Point of Distribution Plans

Improvement Planning Conference Briefing

In a Moment's Notice: Surge Capacity in Terrorist Bombings

Joint Commission/CMS Exercise Toolkit

Jurisdiction Fact Sheet Template

Lessons Learned Information Sharing (LLIS) (Access)

Mass Casualty Disaster Plan Checklist: A Template for  
Healthcare Facilities

Mass Casualty Care during an Influenza Pandemic: Guide and  
Toolkit for Establishing Influenza Care Centers

Mass Fatality Incident Management: Guidance for Hospitals &  
Other Healthcare Entities

Master Sign-In Sheet

Missouri Strategic National Stockpile (SNS) Exercise  
Handbook

Multiyear Training & Exercise Plan

Name Tents

New York Presbyterian Hospital CBRNE Tabletop Exercise

NEXS (National Exercise Schedule) (Access)

NEXS (National Exercise Schedule) (User Guide)

NIMS Implementation Activities for Hospitals and Healthcare  
Systems: Implementation FAQs

OSHA Best Practice for Hospital-Based First Receivers of  
Victims  
From Mass Casualty Incidents Involving the Release of  
Hazardous Substance

Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics  
During Disasters

Pediatric Terrorism and Disaster Preparedness: A Resource for  
Pediatricians

Psychosocial Consequences to Disasters 2005

Public Health Emergency Exercise Toolkit

Recovery Checklist for Hospitals after a Disaster

Risk and High Stress Communications Overview 2005

Sample Improvement Plan Matrix

Standardized Hospital Bed Definitions

Surge Capacity Toolkit for Hospitals

Training and Exercise Plan Workshop (Agenda)

Training and Exercise Plan Workshop (Briefing)

Training and Exercise Plan Workshop (Invitation)

Training and Exercise Plan Workshop (Recommended  
Participants)

Universal Task List (UTL): A Companion to the National  
Preparedness Guidelines

Wisconsin Hospital Emergency Preparedness Plan

#### **AMERICAN BURN ASSOCIATION**

#### **AMERICAN COLLEGE OF SURGEONS (ACS)**

#### **AMERICAN OSTEOPATHIC ASSOCIATION (AOA) (ACCREDITATION)**

Healthcare Facilities Accreditation Program (HFAP)

#### **AOA (ACCREDITATION)**

See AMERICAN OSTEOPATHIC ASSOCIATION (AOA)

#### **ASSESSMENT (FORMAT)**

CBRNE Training Academy: Course Materials

Chemical and Bioterrorism Checklist

Comprehensive Accreditation Manual for Hospitals: The  
Official Handbook

Electronic Mass Casualty Assessment and Planning Scenarios  
(EMCAPS)

Emergency Preparedness Resource Inventory (EPRI)

Emergency Severity Index, Version 4: Implementation  
Handbook and DVDs

HAvBED System (National Hospital Available Beds for  
Emergencies and Disasters)

Hazard Vulnerability Analysis (HVA) – ASHE

Hazard Vulnerability Analysis (HVA) – Kaiser Permanente  
Healthcare Facilities Accreditation Program (HFAP)

Mass Casualty Disaster Plan Checklist: A Template for  
Healthcare Facilities

New York Presbyterian Hospital CBRNE Tabletop Exercise

## **B**

#### **BADGES (FORMAT)**

Discussion-Based Exercise: Badges

ID Badges: Controller Badges

ID Badges: Evaluator Badges

ID Badges: Media Badges

ID Badges: Observer Badges

ID Badges: Player Badges

ID Badges: Support Staff Badges (Escorted)

ID Badges: Support Staff Badges (Full Access)

ID Badges: VIP Badges

Name Tents

#### **BIOLOGICAL & BIOTERRORISM (SCENARIO)**

Bioevent Tabletop Exercise Toolkit for Hospitals and Primary  
Care Centers

Biological Scenario Variable Matrix

Bioterrorism Readiness Plan: A Template for Healthcare  
Facilities

CBRNE Training Academy: Course Materials

Chemical and Bioterrorism Checklist

Donning & Removing Personal Protective Equipment (PPE)

Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS)  
Emergency Preparedness Resource Inventory (EPRI)  
Glossary (HSEEP)  
Missouri Strategic National Stockpile (SNS) Exercise Handbook  
Moulage Kit  
New York Presbyterian Hospital CBRNE Tabletop Exercise  
Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)  
Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise

#### **BRIEFINGS (FORMAT)**

See also **DEBRIEFING (FORMAT)**

Actor Brief  
Controller & Evaluator Brief  
Discussion-Based Exercise: Final Planning Conference (Briefing)  
Discussion-Based Exercise: Initial Planning Conference (Briefing)  
Full-Scale Exercise Players Brief  
Hospital Brief  
Improvement Planning Conference Briefing  
Operations-Based Exercise: Final Planning Conference (Briefing)  
Operations-Based Exercise: Mid-Term Planning Conference (Briefing)  
Training and Exercise Plan Workshop (Briefing)

## **C**

#### **CAPABILITY**

Target Capabilities List (TCL): A Companion to the National Preparedness Guidelines  
Universal Task List (UTL): A Companion to the National Preparedness Guidelines

#### **CBRNE (SCENARIO)**

CBRNE Training Academy: Course Materials  
New York Presbyterian Hospital CBRNE Tabletop Exercise

#### **CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS) (FEDERAL)**

Draft Emergency Preparedness Guide for State Survey Agencies, Health Care Providers, and Partners  
Healthcare Facility Checklist for Effective Emergency Planning

#### **CHECKLIST (FORMAT)**

2006 Statewide Medical & Health Disaster Exercise Guidebook  
Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers  
Chemical and Bioterrorism Checklist  
Disaster Exercise Manual: Guidelines for Exercising Emergency

Operations Plans for Local Government  
Emergency Department Screening and Isolation Drills  
Guidance Documents  
Evaluation of Hospital Disaster Drills: A Module-Based Approach  
Evaluator Checklist  
Guidance Materials: Hospital and Health Facility Emergency Exercises  
Healthcare Facility Checklist for Effective Emergency Planning  
Healthcare Organizations: Survey Activity Guide  
Homeland Security Exercise and Evaluation Program (HSEEP): Terminology, Methodology, and Compliance Guidelines  
Hospital Point-of-Distribution Plans  
Mass Casualty Disaster Plan Checklist: A Template for Healthcare Facilities  
Mass Fatality Incident Management: Guidance for Hospitals & Other Healthcare Entities  
Operations-Based Exercise: Master Task List  
Public Health Emergency Toolkit  
Recovery Checklist for Hospitals After a Disaster  
Wisconsin Hospital Emergency Preparedness Plan

#### **CHEMICAL (SCENARIO)**

CBRNE Training Academy: Course Materials  
Chemical and Bioterrorism Checklist  
Chemical Scenario Based Matrix  
Chemical SitMan  
Donning & Removing Personal Protective Equipment (PPE)  
Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS)  
Missouri Strategic National Stockpile (SNS) Exercise Handbook  
Moulage Kit  
New York Presbyterian Hospital CBRNE Tabletop Exercise  
Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)  
Symptomology Tags: Deceased Tags (Lewisite)  
Symptomology Tags: Deceased Tags (Sarin)  
Symptomology Tags: Do Not Decon (Chemical)  
Symptomology Tags: Mild Moderate Symptoms (Lewisite)  
Symptomology Tags: Mild Moderate Symptoms (VX)  
Symptomology Tags: Moderate Symptoms (Lewisite)  
Symptomology Tags: Moderate Symptoms (Sarin)  
Symptomology Tags: Severe Symptoms (Lewisite)  
Symptomology Tags: Severe Symptoms (Sarin)  
Symptomology Tags: Severe Symptoms (VX)  
Symptomology Tags: Severe Trauma Symptoms (Lewisite)  
Symptomology Tags: Severe Trauma Symptoms (VX)  
Symptomology Tags: Worried Well (Lewisite)  
Symptomology Tags: Worried Well (Sarin)  
Symptomology Tags: Worried Well (VX)

## **CMS (FEDERAL)**

See **CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)**

## **COMMISSION FOR ACCREDITATION OF REHABILITATION FACILITIES (CARF)**

CARF Accreditation Sourcebook

## **COMMUNICABLE DISEASE (SCENARIO)**

Emergency Department Screening and Isolation Drills

Guidance Documents

Missouri Strategic National Stockpile (SNS) Exercise Handbook

Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise

## **COMMUNICATIONS (NHPP CAPABILITY)**

Communications Plan

Operations-Based Exercise: Controller Communication Plan

Operations-Based Exercise: Public Announcement

Operations-Based Exercise: Player Information Media Release

Risk and High Stress Communications Overview 2005

## **COMMUNITY (EXERCISE ROLE)**

Participating and Simulated Agencies Template

## **CONDUCT PHASE (HSEEP RESOURCES/TOOLS)**

See **HSEEP RESOURCES/TOOLS (CONDUCT)**

## **CONDUCT PHASE (NON-HSEEP RESOURCES/TOOLS)**

See **NON-HSEEP RESOURCES/TOOLS (CONDUCT)**

## **CONFERENCE**

See **AFTER ACTION CONFERENCE (CONFERENCE)**

See **FINAL PLANNING CONFERENCE (CONFERENCE)**

See **INITIAL PLANNING CONFERENCE (CONFERENCE)**

See **MID-TERM PLANNING CONFERENCE (CONFERENCE)**

## **CONTROLLER (EXERCISE ROLE)**

Controller & Evaluator Assignments

Controller & Evaluator Brief

Controller & Evaluator Debrief

Controller & Evaluator Handbook

Controller Staff Instructions

Exercise Critique Form

Exercise Debrief Minutes

Hospital/Victim Breakdown List

ID Badges: Controller

Master Scenario Events List (MSEL) Package

Operations-Based Exercise: Controller Communication Plan

TICP Controller and Evaluator Handbook

## **CRITICAL RESOURCES (SCENARIO)**

Emergency Preparedness Resource Inventory (EPRI)

# **D**

## **DEBRIEFING (FORMAT)**

Controller & Evaluator Debrief

Exercise Debrief Minutes

Hospital Debrief

## **DECONTAMINATION (NHPP CAPABILITY)**

CBRNE Training Academy: Course Materials

Contaminated Labels

Deceased Labels

Decontamination of Children: Preparedness and Response for Hospital Emergency Departments

Do Not Decontaminate Labels

Donning & Removing Personal Protective Equipment (PPE)

Evaluation of Hospital Disaster Drills: A Module-Based Approach

OSHA Best Practice for Hospital-Based First Receivers of Victims From Mass Casualty Incidents Involving the Release of Hazardous Substance

## **DESIGN & DEVELOPMENT PHASE (HSEEP RESOURCES/TOOLS)**

See **HSEEP RESOURCES/TOOLS (DESIGN & DEVELOPMENT)**

## **DESIGN & DEVELOPMENT PHASE (NON-HSEEP RESOURCES/TOOLS)**

See **NON-HSEEP RESOURCES/TOOLS (DESIGN & DEVELOPMENT)**

## **DET NORSKE VERITAS, INC. (ACCREDITATION ORGANIZATION)**

## **DIAGRAM (FORMAT)**

Sample Tabletop Exercise Room Layout

Sample Tabletop Exercise Room Layout (Biological)

Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)

Seminar Room Layout

## **DISCUSSION-BASED EXERCISE<sup>4</sup> (EXERCISE TYPE)**

After Action Report/Improvement Plan (AAR/IP) Template (Discussion-Based)

Agriculture SitMan

Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers

Chemical SitMan

Citywide Pandemic Flu Tabletop Exercise 2005

Discussion-Based Exercise: Badges

Discussion-Based Exercise: Final Planning Conference (Agenda)

Discussion-Based Exercise: Final Planning Conference (Briefing)

Discussion-Based Exercise: Final Planning Conference (Minutes)

Discussion-Based Exercise: Master Task List

Discussion-Based Exercise: Participant Feedback Form

Discussion-Based Exercise: Planning Team Members

Discussion-Based Exercise Participant List (EPL)

<sup>4</sup> For resources and tools not tailored specifically to Discussion-Based or Operations-Based Exercises, please see ALL EXERCISE TYPES (DISCUSSION & OPERATIONS).

Discussion-Based Exercise: Signs  
Explosive SitMan  
Manual de la Situacion (SitMan), Spanish Translation, Chlorine  
Exercise  
Maps Appendix Template  
Name Tents  
Participating and Simulated Agencies Template  
Recovery SitMan  
Sample Tabletop Exercise Room Layout  
Sample Tabletop Exercise Room Layout (Biological)  
Sample Tabletop Exercise Room Layout (Chemical/ Radiation/  
Explosive)  
Seminar Room Layout  
Situation Manual (SitMan) Template  
Table Tents

#### **DNV (ACCREDITATION ORGANIZATION)**

See **DET NORSKE VERITAS, INC.**

#### **DVD (FORMAT)**

See **MULTIMEDIA/DVDs (FORMAT)**

## **E**

#### **EMERGENCY OPERATIONS PLANS (EOP) (FORMAT)**

Bioterrorism Readiness Plan: A Template for Healthcare  
Facilities  
Disaster Exercise Manual: Guidelines for Exercising  
Emergency Operations Plans for Local Government  
Hospital Point-of-Distribution Plans  
Mass Casualty Disaster Plan Checklist: A Template for  
Healthcare Facilities  
Multiyear Training & Exercise Plan  
Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics  
During Disasters  
Slippery Slope 2005 Multi-Hospital Field Bioagent Field  
Exercise  
Wisconsin Hospital Emergency Preparedness Plan

#### **EOP (FORMAT)**

See **EMERGENCY OPERATIONS PLANS (FORMAT)**

#### **EVALUATION PHASE (HSEEP RESOURCES/TOOLS)**

See **HSEEP RESOURCE/TOOLS (EVALUATION)**

#### **EVALUATION PHASE (NON-HSEEP RESOURCES/TOOLS)**

See **NON-HSEEP RESOURCES/TOOLS (EVALUATION)**

#### **EVALUATOR (EXERCISE ROLE)**

Controller & Evaluator Assignments  
Controller & Evaluator Brief  
Controller & Evaluator Debrief  
Controller & Evaluator Handbook  
Evaluation of Hospital Disaster Drills: A Module-Based  
Approach  
Evaluation Plan  
Evaluator Checklist  
Exercise Critique Form

Exercise Evaluation Guides (EEGs)  
Hot Wash Minutes  
ID Badges: Evaluator  
TICP Controller and Evaluator Handbook  
TICP Exercise Evaluation Guide 1.1  
TICP Exercise Evaluation Guide 1.2  
TICP Exercise Evaluation Guide 1.3  
TICP Exercise Evaluation Guide 1.4  
TICP Exercise Evaluation Guide 2  
TICP Exercise Plan

#### **EXAMPLE (FORMAT)**

CBRNE Training Academy: Course Materials  
Citywide Pandemic Flu Tabletop Exercise 2005  
Discussion-Based Exercise: Sample Exercise Objectives (SEO)  
Discussion-Based Exercise: Sample Exercise Participant List  
Evaluation of Hospital Disaster Drills: A Module-Based  
Approach  
Hospital Point-of-Distribution Plans  
In a Moment's Notice: Surge Capacity in Terrorist Bombings  
Mass Fatality Incident Management: Guidance for Hospitals &  
Other Healthcare Entities  
Missouri Strategic National Stockpile (SNS) Exercise  
Handbook  
New York Presbyterian Hospital CBRNE Tabletop Exercise  
Slippery Slope 2005 Multi-Hospital Field Bioagent Field  
Exercise

#### **EXERCISE EVALUATION GUIDE (EEG) (FORMAT)**

Exercise Evaluation Guides (EEGs)  
TICP Exercise Evaluation Guide 1.1  
TICP Exercise Evaluation Guide 1.2  
TICP Exercise Evaluation Guide 1.3  
TICP Exercise Evaluation Guide 1.4  
TICP Exercise Evaluation Guide 2

#### **EXERCISE EXAMPLE (FORMAT)**

See **EXAMPLE (FORMAT)**

#### **EXERCISE ROLE**

See **ACTOR (EXERCISE ROLE)**  
See **COMMUNITY (EXERCISE ROLE)**  
See **CONTROLLER (EXERCISE ROLE)**  
See **EVALUATOR (EXERCISE ROLE)**  
See **GENERAL – DISCUSSION-BASED (EXERCISE ROLE)**  
See **GENERAL – OPERATIONS-BASED (EXERCISE ROLE)**  
See **HOSPITAL (EXERCISE ROLE)**  
See **MEDIA (EXERCISE ROLE)**  
See **OBSERVER (EXERCISE ROLE)**  
See **PLANNING TEAM (EXERCISE ROLE)**  
See **PLAYER (EXERCISE ROLE)**  
See **SUPPORT STAFF (EXERCISE ROLE)**  
See **VIP (EXERCISE ROLE)**

#### **EXERCISE PLAN (FORMAT)**

Exercise Plan  
TICP Exercise Plan

## EXERCISE TYPE

See ALL – **DISCUSSION- AND OPERATIONS-BASED EXERCISES (EXERCISE TYPE)**

See also **DISCUSSION-BASED EXERCISE (EXERCISE TYPE)**

See also **OPERATIONS-BASED EXERCISE (EXERCISE TYPE)**

See also **TABLETOP EXERCISE (TTX) (EXERCISE TYPE)**

## EXPLOSIVE (SCENARIO)

2006 Statewide Medical & Health Disaster Exercise Guidebook  
CBRNE Training Academy: Course Materials

Electronic Mass Casualty Assessment and Planning Scenarios  
(EMCAPS)

Explosive SitMan

Moulage Kit

New York Presbyterian Hospital CBRNE Tabletop Exercise

Sample Tabletop Exercise Room Layout (Chemical/ Radiation/  
Explosive)

# F

## FACT SHEET (FORMAT)

Crosswalk of the 2007 & 2008/2009 NIMS Healthcare  
Activities/Objectives

Donning & Removing Personal Protective Equipment (PPE)

Emergency Department Screening and Isolation Drills  
Guidance Documents

Homeland Security Exercise and Evaluation Program (HSEEP):  
Terminology, Methodology, and Compliance Guidelines

Hospital Point-of-Distribution Plans

Jurisdiction Fact Sheet Template

Mass Fatality Incident Management: Guidance for Hospitals &  
Other Healthcare Entities

NIMS Implementation Activities for Hospitals and Healthcare  
Systems: Implementation FAQs

Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics  
During Disasters

Standardized Hospital Bed Definitions

## FEDERAL

See **CENTERS FOR MEDICARE & MEDICAID SERVICES (CMS)  
(FEDERAL)**

See **HOMELAND SECURITY EXERCISE and EVALUATION  
PROGRAM (HSEEP) (FEDERAL)**

See **HOSPITAL PREPAREDNESS PROGRAM (NHPP)  
CAPABILITY (FEDERAL)**

See **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)  
(FEDERAL)**

See **OCCUPATIONAL SAFETY & HEALTH ADMINISTRATION  
(OSHA) (FEDERAL)**

## FINAL PLANNING CONFERENCE (FPC)

Discussion-Based Exercise: Final Planning Conference  
(Agenda)

Discussion-Based Exercise: Final Planning Conference  
(Briefing)

Discussion-Based Exercise: Final Planning Conference  
(Minutes)

Operations-Based Exercise: Final Planning Conference  
(Agenda)

Operations-Based Exercise: Final Planning Conference  
(Briefing)

Operations-Based Exercise: Final Planning Conference  
(Minutes)

## FORM (FORMAT)

Activity Log

Actor Waiver Form

Assembly Area Deployment Timetable

Bioevent Tabletop Exercise Toolkit for Hospitals and Primary  
Care Centers

Biological Scenario Variable Matrix

CBRNE Training Academy: Course Materials

Chemical Scenario Based Matrix

Controller & Evaluator Assignments

Discussion-Based Exercise: Master Task List

Discussion-Based Exercise: Participant Feedback Form

Emergency Department Screening and Isolation Drills  
Guidance Documents

Emergency Operation Performance Evaluation

Evaluation of Hospital Disaster Drills: A Module-Based  
Approach

Exercise Critique Form

Exercise Overview Form

Guidance for Planning, Conducting and Evaluating  
Transportation

Emergency Preparedness Tabletops, Drills and Exercises

Guidance Materials: Hospital and Health Facility Emergency  
Exercises

Hazard Vulnerability Analysis (HVA) – ASHE

Hazard Vulnerability Analysis (HVA) – Kaiser Permanente

Hospital/Victim Breakdown List

Joint Commission/CMS Exercise Toolkit

New York Presbyterian Hospital CBRNE Tabletop Exercise

Operations-Based Exercise: Controller Communication Plan

Operations-Based Exercise: Participant Feedback Form

Operations-Based Exercise: Schedule

Public Health Emergency Toolkit

Slippery Slope 2005 Multi-Hospital Field Bioagent Field  
Exercise

Symptomology Tags: Deceased Tags (LewBSITE)

Symptomology Tags: Deceased Tags (Sarin)

Symptomology Tags: Do Not Decon (Chemical)

Symptomology Tags: Mild Moderate Symptoms (LewBSITE)

Symptomology Tags: Mild Moderate Symptoms (VX)

Symptomology Tags: Moderate Symptoms (LewBSITE)

Symptomology Tags: Moderate Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (LewBSITE)

Symptomology Tags: Severe Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (VX)  
 Symptomology Tags: Severe Trauma Symptoms (Lewisite)  
 Symptomology Tags: Severe Trauma Symptoms (VX)  
 Symptomology Tags: Worried Well (Lewisite)  
 Symptomology Tags: Worried Well (Sarin)  
 Symptomology Tags: Worried Well (VX)  
 TICP Exercise Evaluation Guide 1.1  
 TICP Exercise Evaluation Guide 1.2  
 TICP Exercise Evaluation Guide 1.3  
 TICP Exercise Evaluation Guide 1.4  
 TICP Exercise Evaluation Guide 2  
 Wisconsin Hospital Emergency Preparedness Plan

**FORMAT**

See **AFTER ACTION REPORT (AAR) (FORMAT)**  
 See **AGENDA (FORMAT)**  
 See **ASSESSMENT (FORMAT)**  
 See **BADGES (FORMAT)**  
 See **BRIEFINGS (FORMAT)**  
 See **CHECKLIST (FORMAT)**  
 See **DEBRIEFINGS (FORMAT)**  
 See **DIAGRAM (FORMAT)**  
 See **EMERGENCY OPERATION PLAN (EOP) (FORMAT)**  
 See **EXAMPLE (FORMAT)**  
 See **EXERCISE EVALUATION GUIDE (EEG) (FORMAT)**  
 See **EXERCISE PLAN (FORMAT)**  
 See **FACT SHEET (FORMAT)**  
 See **FORM (FORMAT)**  
 See **GLOSSARY (FORMAT)**  
 See **GUIDEBOOK (FORMAT)**  
 See **HANDBOOK (FORMAT)**  
 See **IMPROVEMENT PLAN (FORMAT)**  
 See **LABELS (FORMAT)**  
 See **MINUTES (FORMAT)**  
 See **MODEL (FORMAT)**  
 See **MULTIMEDIA/DVDs (FORMAT)**  
 See **POLICY (FORMAT)**  
 See **PRESENTATION (FORMAT)**  
 See **SCHEDULE (FORMAT)**  
 See **SITUATION MANUAL (FORMAT)**  
 See **SURVEY (FORMAT)**  
 See **SYMPTOMOLOGY TAGS (FORMAT)**  
 See **TABLE (FORMAT)**  
 See **TEMPLATE (FORMAT)**  
 See **TIMELINE (FORMAT)**  
 See **TOOLKIT (FORMAT)**  
 See **TRAINING MATERIALS (FORMAT)**  
 See **WAIVER (FORMAT)**  
 See **WEB-BASED SOFTWARE (FORMAT)**

**FOUNDATION PHASE (HSEEP RESOURCES/TOOLS)**

See **HSEEP RESOURCES/TOOLS (FOUNDATION)**

**FOUNDATION PHASE (NON-HSEEP RESOURCES/TOOLS)**

See **NON-HSEEP RESOURCES/TOOLS (FOUNDATION)**

**FULL-SCALE EXERCISE (EXERCISE TYPE)**

See **OPERATIONS-BASED EXERCISE (EXERCISE TYPE)**

**G**

**GENERAL – DISCUSSION-BASED (EXERCISE ROLE)**

Agriculture SitMan  
 Chemical SitMan  
 Discussion-Based Exercise: Participant Feedback Form  
 Exercise Critique Form  
 Exercise Invitation  
 Explosive SitMan  
 Glossary  
 Manual de la Situacion (SitMan), Spanish Translation, Chlorine  
 Exercise  
 Name Tents  
 Participating and Simulated Agencies Template

**GENERAL – OPERATIONS-BASED (EXERCISE ROLE)**

Contaminated Labels  
 Deceased Labels  
 Do Not Decontaminate Labels  
 Exercise Critique Form  
 Exercise Invitation  
 Glossary  
 Operations-Based Exercise: Hats and Badges Cards  
 Operations-Based Exercise: Participant Feedback Form  
 Operations-Based Exercise: Player Information Handout  
 Operations-Based Exercise: Sample Participating Agency List

**GENERAL (SCENARIO)**

Acronym List (HSEEP)  
 Activity Log  
 Actor Brief  
 Actor Information Sheet  
 Actor Waiver Form  
 After Action Conference: Agenda  
 After Action Conference: DHS Format  
 After Action Conference: Presentation  
 After Action Report/Improvement Plan (AAR/IP) Template  
 (Discussion-Based)  
 After Action Report/Improvement Plan (AAR/IP) Template  
 (Operations-Based)  
 After Action Report Transmittal Letter – Draft (State)  
 After Action Report Transmittal Letter – Final (State)  
 After Action Report Transmittal Letter – Final (FEMA)  
 Communications Plan  
 Controller & Evaluator Assignments  
 Controller & Evaluator Brief  
 Controller & Evaluator Debrief  
 Controller & Evaluator Handbook  
 Controller Staff Instructions  
 Disaster Exercise Manual: Guidelines for Exercising

Emergency  
Operations Plans for Local Government

Discussion-Based Exercise: Badges

Discussion-Based Exercise: Final Planning Conference (Agenda)

Discussion-Based Exercise: Final Planning Conference (Briefing)

Discussion-Based Exercise: Final Planning Conference (Minutes)

Discussion-Based Exercise: Initial Planning Conference (Agenda)

Discussion-Based Exercise: Initial Planning Conference (Briefing)

Discussion-Based Exercise: Initial Planning Conference (Minutes)

Discussion-Based Exercise: Master Task List

Discussion-Based Exercise: Participant Feedback Form

Discussion-Based Exercise: Planning Team Members

Discussion-Based Exercise: Sample Exercise Objectives (SEO)

Discussion-Based Exercise: Sample Exercise Participant List (EPL)

Discussion-Based Exercise: Signs

Emergency Preparedness Atlas: U.S. Nursing Home and Hospital Facilities

Emergency Preparedness Resource Inventory (EPRI)

Evaluation of Hospital Disaster Drills: A Module-Based Approach

Evaluation Plan

Exercise Critique Form

Exercise Debrief Minutes

Exercise Evaluation Guides (EEGs)

Exercise Invitation

Exercise Plan

Exercise Planning Team Organizational Chart

Full-Scale Exercise Players Brief

Guidance for Planning, Conducting and Evaluating Transportation  
Emergency Preparedness Tabletops, Drills and Exercises

Guidance Materials: Hospital and Health Facility Emergency Exercises

HAvBED System (National Hospital Available Beds for Emergencies and Disasters)

Hazard Vulnerability Analysis (HVA) – ASHE

Hazard Vulnerability Analysis (HVA) – Kaiser Permanente

Hazard Vulnerability Analysis and Risk Assessment

Healthcare Facility Checklist for Effective Emergency Planning

Healthcare Organizations: Survey Activity Guide

Homeland Security Exercise and Evaluation Program (HSEEP):  
Manual

Homeland Security Exercise and Evaluation Program (HSEEP):  
Mobile Course

Homeland Security Exercise and Evaluation Program (HSEEP):  
Multimedia Library

Homeland Security Exercise and Evaluation Program (HSEEP):  
Terminology, Methodology, and Compliance Guidelines

Homeland Security Exercise and Evaluation Program (HSEEP):  
Toolkit (Access)

Hospital Brief

Hospital Debrief

Hot Wash Minutes

ID Badges: Controller Badges

ID Badges: Evaluator Badges

ID Badges: Media Badges

ID Badges: Observer Badges

ID Badges: Player Badges

ID Badges: Support Staff Badges (Escorted)

ID Badges: Support Staff Badges (Full Access)

ID Badges: VIP Badges

Improvement Planning Conference Briefing

Joint Commission/CMS Exercise Toolkit

Jurisdiction Fact Sheet Template

Lessons Learned Information Sharing (LLIS) (Access)

Maps Appendix Template

Master Scenario Events List (MSEL) Package

Master Sign-In Sheet

Multiyear Training & Exercise Plan

Name Tents

New York Presbyterian Hospital CBRNE Tabletop Exercise

NEXS (National Exercise Schedule) (Access)

NEXS (National Exercise Schedule) (User Guide)

Observer/VIP Brief

Operations-Based Exercise: Controller Communication Plan

Operations-Based Exercise: Final Planning Conference (Agenda)

Operations-Based Exercise: Final Planning Conference (Briefing)

Operations-Based Exercise: Final Planning Conference (Minutes)

Operations-Based Exercise: Hats and Badges Cards

Operations-Based Exercise: Master Task List

Operations-Based Exercise: Mid-Term Planning Conference (Agenda)

Operations-Based Exercise: Mid-Term Planning Conference (Briefing)

Operations-Based Exercise: Mid-Term Planning Conference (Minutes)

Operations-Based Exercise: Participant Feedback Form

Operations-Based Exercise: Planning Team Members

Operations-Based Exercise: Planning Timeline

Operations-Based Exercise: Player Information Handout

Operations-Based Exercise: Public Announcement

Operations-Based Exercise: Public Information Media Release

Operations-Based Exercise: Sample Participating Agency List

Operations-Based Exercise: Schedule

Operations-Based Exercise: Signs

OSHA Best Practice for Hospital-Based First Receivers of

Victims  
 From Mass Casualty Incidents Involving the Release of  
 Hazardous Substance  
 Participating and Simulated Agencies Template  
 Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics  
 During Disasters  
 Pediatric Terrorism and Disaster Preparedness: A Resource for  
 Pediatricians  
 Psychosocial Consequences to Disasters 2005  
 Public Health Emergency Exercise Toolkit  
 Recovery Checklist for Hospitals After a Disaster  
 Recovery SitMan  
 Risk and High Stress Communications Overview 2005  
 Safety Policy (HSEEP)  
 Sample Improvement Plan Matrix  
 Sample Tabletop Exercise Room Layout  
 Sample Tabletop Exercise Room Layout (Biological)  
 Sample Tabletop Exercise Room Layout (Chemical/ Radiation/  
 Explosive)  
 Seminar Room Layout  
 Situation Manual (SitMan) Template  
 Slippery Slope 2005 Multi-Hospital Field Bioagent Field  
 Exercise  
 Standardized Hospital Bed Definitions  
 Standing Together: An Emergency Planning Guide for  
 America's Communities  
 Surge Capacity Toolkit for Hospitals  
 Table Tents  
 Target Capabilities List (TCL): A Companion to the National  
 Preparedness Guidelines  
 TICP Controller and Evaluator Handbook  
 TICP Exercise Evaluation Guide 1.1  
 TICP Exercise Evaluation Guide 1.2  
 TICP Exercise Evaluation Guide 1.3  
 TICP Exercise Evaluation Guide 1.4  
 TICP Exercise Evaluation Guide 2  
 TICP Exercise Plan  
 Tool for Evaluating Core Elements of Hospital Disaster Drills  
 Training and Exercise Plan Workshop (Agenda)  
 Training and Exercise Plan Workshop (Briefing)  
 Training and Exercise Plan Workshop (Invitation)  
 Training and Exercise Plan Workshop (Recommended  
 Participants)  
 Universal Task List (UTL): A Companion to the National  
 Preparedness Guidelines  
 Wisconsin Hospital Emergency Preparedness Plan

#### **GLOSSARY (FORMAT)**

Glossary  
 HAvBED System (National Hospital Available Beds for  
 Emergencies and Disasters)  
 Standardized Hospital Bed  
 Definitions

#### **GUIDEBOOK (FORMAT)**

2006 Statewide Medical & Health Disaster Exercise Guidebook  
 Altered Standards of Care in Mass Casualty Events  
 CBRNE Training Academy: Course Materials  
 Comprehensive Accreditation Manual for Hospitals: The  
 Official Handbook  
 Disaster Exercise Manual: Guidelines for Exercising  
 Emergency Operations Plans for Local Government  
 Draft Emergency Preparedness Guide for State Survey  
 Agencies, Health Care Providers, and Partners  
 Emergency Department Screening and Isolation Drills  
 Guidance Documents  
 Emergency Severity Index, Version 4: Implementation  
 Handbook and DVDs  
 Evaluation of Hospital Disaster Drills: A Module-Based  
 Approach  
 Guidance for Planning, Conducting and Evaluating  
 Transportation  
 Emergency Preparedness Tabletops, Drills and Exercises  
 Guidance Materials: Hospital and Health Facility Emergency  
 Exercises  
 HAvBED System (National Hospital Available Beds for  
 Emergencies and Disasters)  
 Hazard Vulnerability Analysis and Risk Assessment  
 Healthcare Facilities Accreditation Program (HFAP)  
 Healthcare Organizations: Survey Activity Guide  
 Homeland Security Exercise and Evaluation Program (HSEEP):  
 Manual  
 Hospital Surge Capacity Toolkit  
 In a Moment's Notice: Surge Capacity in Terrorist Bombings  
 Missouri Strategic National Stockpile (SNS) Exercise  
 Handbook  
 New York Presbyterian Hospital CBRNE Tabletop Exercise  
 NEXS (National Exercise Schedule) (User Guide)  
 OSHA Best Practice for Hospital-Based First Receivers of  
 Victims From Mass Casualty Incidents Involving the  
 Release of Hazardous Substance  
 Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics  
 During Disasters  
 Pediatric Terrorism and Disaster Preparedness: A Resource for  
 Pediatricians  
 Public Health Emergency Toolkit  
 Standing Together: An Emergency Planning Guide for  
 America's Communities  
 Target Capabilities List (TCL): A Companion to the National  
 Preparedness Guidelines  
 TICP Controller and Evaluator Handbook  
 Universal Task List (UTL): A Companion to the National  
 Preparedness Guidelines

# H

## **HANDBOOK (FORMAT)**

Comprehensive Accreditation Manual for Hospitals: The Official Handbook  
Controller & Evaluator Handbook

## **HAVBED (NHPP CAPABILITY)**

HAvBED System (National Hospital Available Beds for Emergencies And Disasters)  
Standardized Hospital Bed Definitions

## **HOMELAND SECURITY EXERCISE and EVALUATION PROGRAM**

### **(FEDERAL)**

See **HSEEP (FEDERAL)**

## **HFAP (ACCREDITATION)**

See **AOA**

## **HOSPITAL (EXERCISE ROLE)**

Hospital Brief  
Hospital Debrief  
Hospital/Victim Breakdown List

## **HOSPITAL BEDS (NHPP CAPABILITY)**

HAvBED System (National Hospital Available Beds for Emergencies And Disasters)  
Standardized Hospital Bed Definitions

## **HOT WASH (CONFERENCE)**

Hot Wash Minutes

## **NHPP CAPABILITY (ALL)**

See also **COMMUNICATIONS (NHPP CAPABILITY)**

See also **HAVBED (NHPP CAPABILITY)**

## **HSEEP (COMPLIANCE) (FEDERAL)**

Homeland Security Exercise and Evaluation Program (HSEEP): Manual  
Homeland Security Exercise and Evaluation Program (HSEEP): Mobile Course  
Homeland Security Exercise and Evaluation Program (HSEEP): Terminology, Methodology, and Compliance Guidelines  
Homeland Security Exercise and Evaluation Program (HSEEP): Toolkit (Access)  
Multiyear Training & Exercise Plan

## **HSEEP (GENERAL) (FEDERAL)**

Homeland Security Exercise and Evaluation Program (HSEEP): Multimedia Library

## **HSEEP RESOURCES/TOOLS (ALL PHASES) (FEDERAL)**

Acronym List (HSEEP)  
Crosswalk of the 2007 & 2008/2009 NIMS Healthcare Activities/Objectives  
Discussion-Based Exercise: Master Task List  
Generic Document Cover  
Glossary  
Homeland Security Exercise and Evaluation Program (HSEEP): Manual  
Homeland Security Exercise and Evaluation Program (HSEEP): Mobile Course

Homeland Security Exercise and Evaluation Program (HSEEP): Terminology, Methodology, and Compliance Guidelines  
Homeland Security Exercise and Evaluation Program (HSEEP): Toolkit (Access)

Master Sign-In Sheet

Multiyear Training & Exercise Plan

NIMS Implementation Activities for Hospitals and Healthcare Systems: Implementation FAQs

Target Capabilities List (TCL): A Companion to the National Preparedness Guidelines

Universal Task List (UTL): A Companion to the National Preparedness Guidelines

## **HSEEP RESOURCES/TOOLS (FOUNDATION)<sup>5</sup> (FEDERAL)**

- ✓ Discussion-Based Exercise: Final Planning Conference (Agenda)
- ✓ Discussion-Based Exercise: Final Planning Conference (Briefing)
- ✓ Discussion-Based Exercise: Final Planning Conference (Minutes)
- ✓ Discussion-Based Exercise: Initial Planning Conference (Agenda)
- ✓ Discussion-Based Exercise: Initial Planning Conference (Briefing)
- ✓ Discussion-Based Exercise: Initial Planning Conference (Minutes)
- ✓ Discussion-Based Exercise: Planning Team Members
- ✓ Discussion-Based Exercise: Sample Exercise Objectives (SEO)
- ✓ Discussion-Based Exercise: Sample Exercise Participant List
- ✓ Exercise Overview Form
- ✓ Exercise Planning Team Organizational Chart
- ✓ Improvement Planning Conference Briefing
- Lessons Learned Information Sharing (LLIS) (Access)
- NEXS (National Exercise Schedule) (Access)
- NEXS (National Exercise Schedule) (User Guide)
- Participating and Simulated Agencies Template
- Training and Exercise Plan Workshop (Agenda)
- Training and Exercise Plan Workshop (Briefing)
- Training and Exercise Plan Workshop (Invitation)
- Training and Exercise Plan Workshop (Recommended Participants)

## **HSEEP RESOURCES/TOOLS (DESIGN & DEVELOPMENT) (FEDERAL)**

Agriculture SitMan  
Assembly Area Deployment Timetable  
Biological Scenario Variable Matrix  
Chemical Scenario Based Matrix  
Chemical SitMan  
Communications Plan

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<sup>5</sup>HSEEP resources and tools are not listed alphabetically. They are listed in chronological order of phases (Foundation, Design & Development, Conduct, Evaluation, Improvement Planning).

- Controller & Evaluator Assignments
- Controller & Evaluator Brief
- Controller & Evaluator Debrief
- Controller & Evaluator Handbook
- Controller Staff Instructions
- Discussion-Based Exercise: Badges
- Discussion-Based Exercise: Final Planning Conference (Minutes)
- ✓ Discussion-Based Exercise: Sample Exercise Objectives (SEO)
- ✓ Discussion-Based Exercise: Sample Exercise Participant List Evaluation Plan
- Exercise Critique Form
- Exercise Evaluation Guides (EEGs)
- Exercise Overview Form
- Exercise Plan
- Exercise Planning Team Organizational Chart
- Exercise Weapons and Safety Policy
- Explosive SitMan
- Full-Scale Exercise Players Brief
- Hospital Brief
- Hospital Debrief
- Hospital/Victim Breakdown List
- ✓ Jurisdiction Fact Sheet Template
- Manual de la Situacion (SitMan), Spanish Translation, Chlorine Exercise
- Maps Appendix Template
- Master Scenario Events List (MSEL) Package
- Moulage Kit
- Name Tents
- Observer/VIP Brief
- Participating and Simulated Agencies Template
- Recovery SitMan
- Safety Policy (HSEEP)
- Sample Tabletop Exercise Room Layout
- Sample Tabletop Exercise Room Layout (Biological)
- Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)
- Seminar Room Layout
- Situation Manual (SitMan) Template
- Symptomology Tags: Deceased Tags (Lewisite)
- Symptomology Tags: Deceased Tags (Sarin)
- Symptomology Tags: Do Not Decon (Chemical)
- Symptomology Tags: Mild Moderate Symptoms (Lewisite)
- Symptomology Tags: Mild Moderate Symptoms (VX)
- Symptomology Tags: Moderate Symptoms (Lewisite)
- Symptomology Tags: Moderate Symptoms (Sarin)
- Symptomology Tags: Severe Symptoms (Lewisite)
- Symptomology Tags: Severe Symptoms (Sarin)
- Symptomology Tags: Severe Symptoms (VX)
- Symptomology Tags: Severe Trauma Symptoms (Lewisite)
- Symptomology Tags: Severe Trauma Symptoms (VX)
- Symptomology Tags: Worried Well (Lewisite)

- Symptomology Tags: Worried Well (Sarin)
- Symptomology Tags: Worried Well (VX)
- TICP Controller and Evaluator Handbook
- TICP Exercise Evaluation Guide 1.1
- TICP Exercise Evaluation Guide 1.2
- TICP Exercise Evaluation Guide 1.3
- TICP Exercise Evaluation Guide 1.4
- TICP Exercise Evaluation Guide 2
- TICP Exercise Plan

#### **HSEEP RESOURCES/TOOLS (CONDUCT) (FEDERAL)**

- ✓ Activity Log
- ✓ Actor Brief
- ✓ Actor Information Sheet
- ✓ Actor Waiver Form
- ✓ Assembly Area Deployment Timetable
- ✓ Chemical SitMan
- ✓ Communications Plan
- ✓ Contaminated Labels
- ✓ Controller & Evaluator Assignments
- ✓ Controller & Evaluator Brief
- ✓ Controller & Evaluator Debrief
- ✓ Controller & Evaluator Handbook
- ✓ Controller Staff Instructions
- ✓ Deceased Labels
- ✓ Discussion-Based Exercise: Badges
- ✓ Discussion-Based Exercise: Participant Feedback Form
- ✓ Discussion-Based Exercise: Signs
- ✓ Do Not Decontaminate Labels
- ✓ Evaluation Plan
- ✓ Exercise Critique Form
- ✓ Exercise Debrief Minutes
- ✓ Exercise Evaluation Guides (EEGs)
- ✓ Exercise Overview Form
- ✓ Exercise Plan
- ✓ Exercise Weapons and Safety Policy
- ✓ Explosive SitMan
- ✓ Full-Scale Exercise Players Brief
- ✓ Homeland Security Exercise and Evaluation Program (HSEEP): Multimedia Library
- ✓ Hospital Brief
- ✓ Hospital Debrief
- ✓ Hospital/Victim Breakdown List
- ✓ Hot Wash Minutes
- ✓ ID Badges: Controller Badges
- ✓ ID Badges: Evaluator Badges
- ✓ ID Badges: Media Badges
- ✓ ID Badges: Observer Badges
- ✓ ID Badges: Player Badges
- ✓ ID Badges: Support Staff Badges (Escorted)
- ✓ ID Badges: Support Staff Badges (Full Access)
- ✓ ID Badges: VIP Badges
- ✓ Jurisdiction Fact Sheet Template

- ✓ Manual de la Situación (SitMan), Spanish Translation, Chlorine Exercise
- ✓ Maps Appendix Template
- ✓ Master Scenario Events List (MSEL) Package
- ✓ Moulage Kit
- ✓ Name Tents
- ✓ Observer/VIP Brief
  - Participating and Simulated Agencies Template
  - Recovery SitMan
  - Safety Policy (HSEEP)
  - Sample Tabletop Exercise Room Layout
  - Sample Tabletop Exercise Room Layout (Biological)
  - Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)
  - Seminar Room Layout
  - Situation Manual (SitMan) Template
  - Symptomology Tags: Deceased Tags (Lewisite)
  - Symptomology Tags: Deceased Tags (Sarin)
  - Symptomology Tags: Do Not Decon (Chemical)
  - Symptomology Tags: Mild Moderate Symptoms (Lewisite)
  - Symptomology Tags: Mild Moderate Symptoms (VX)
  - Symptomology Tags: Moderate Symptoms (Lewisite)
  - Symptomology Tags: Moderate Symptoms (Sarin)
  - Symptomology Tags: Severe Symptoms (Lewisite)
  - Symptomology Tags: Severe Symptoms (Sarin)
  - Symptomology Tags: Severe Symptoms (VX)
  - Symptomology Tags: Severe Trauma Symptoms (Lewisite)
  - Symptomology Tags: Severe Trauma Symptoms (VX)
  - Symptomology Tags: Worried Well (Lewisite)
  - Symptomology Tags: Worried Well (Sarin)
  - Symptomology Tags: Worried Well (VX)
  - TICP Controller and Evaluator Handbook
  - TICP Exercise Evaluation Guide 1.1
  - TICP Exercise Evaluation Guide 1.2
  - TICP Exercise Evaluation Guide 1.3
  - TICP Exercise Evaluation Guide 1.4
  - TICP Exercise Evaluation Guide 2
  - TICP Exercise Plan

#### **HSEEP RESOURCES/TOOLS (EVALUATION) (FEDERAL)**

- ✓ After Action Report/Improvement Plan (AAR/IP) Template (Discussion-Based)
- ✓ After Action Report/Improvement Plan (AAR/IP) Template (Operations-Based)
- ✓ After Action Report Transmittal Letter – Draft (State)
- ✓ After Action Report Transmittal Letter – Final (State)
- ✓ After Action Report Transmittal Letter – Final (FEMA)
  - Controller & Evaluator Assignments
  - Controller & Evaluator Brief
  - Controller & Evaluator Debrief
  - Controller & Evaluator Handbook
  - Discussion-Based Exercise: Participant Feedback Form
- ✓ Evaluation Plan

- Exercise Critique Form
- Exercise Debrief Minutes
- ✓ Exercise Evaluation Guides (EEGs)
- ✓ Exercise Plan
  - Hospital Debrief
  - Hospital/Victim Breakdown List
- ✓ Hot Wash Minutes
- Manual de la Situación (SitMan), Spanish Translation, Chlorine Exercise
  - Master Scenario Events List (MSEL) Package
  - Sample Improvement Plan Matrix
  - Symptomology Tags: Deceased Tags (Lewisite)
  - Symptomology Tags: Deceased Tags (Sarin)
  - Symptomology Tags: Do Not Decon (Chemical)
  - Symptomology Tags: Mild Moderate Symptoms (Lewisite)
  - Symptomology Tags: Mild Moderate Symptoms (VX)
  - Symptomology Tags: Moderate Symptoms (Lewisite)
  - Symptomology Tags: Moderate Symptoms (Sarin)
  - Symptomology Tags: Severe Symptoms (Lewisite)
  - Symptomology Tags: Severe Symptoms (Sarin)
  - Symptomology Tags: Severe Symptoms (VX)
  - Symptomology Tags: Severe Trauma Symptoms (Lewisite)
  - Symptomology Tags: Severe Trauma Symptoms (VX)
  - Symptomology Tags: Worried Well (Lewisite)
  - Symptomology Tags: Worried Well (Sarin)
  - Symptomology Tags: Worried Well (VX)
  - TICP Controller and Evaluator Handbook
  - TICP Exercise Evaluation Guide 1.1
  - TICP Exercise Evaluation Guide 1.2
  - TICP Exercise Evaluation Guide 1.3
  - TICP Exercise Evaluation Guide 1.4
  - TICP Exercise Evaluation Guide 2
  - TICP Exercise Plan

#### **HSEEP RESOURCES/TOOLS (IMPROVEMENT PLANNING)**

- ✓ After Action Report/Improvement Plan (AAR/IP) Template (Discussion-Based)
- ✓ After Action Report/Improvement Plan (AAR/IP) Template (Operations-Based)
  - Controller & Evaluator Debrief
  - Discussion-Based Exercise: Participant Feedback Form
  - Exercise Evaluation Guides (EEGs)
  - Hot Wash Minutes
- ✓ Improvement Planning Conference Briefing
- ✓ Lessons Learned Information Sharing (LLIS) (Access)
  - Sample Improvement Plan Matrix

#### **IMPROVEMENT PLAN (FORMAT)**

- After Action Report/Improvement Plan (AAR/IP) Template (Discussion-Based)
- After Action Report/Improvement Plan (AAR/IP) Template

(Operations-Based)

Sample Improvement Plan Matrix

#### **IMPROVEMENT PLANNING PHASE (HSEEP TOOLS) (FEDERAL)**

See **HSEEP RESOURCE/TOOLS (IMPROVEMENT PLANNING)**

#### **IMPROVEMENT PLANNING PHASE (NON-HSEEP)**

See **NON-HSEEP RESOURCES/TOOLS (IMPROVEMENT PLANNING) INFLUX (PATIENT)**

See **SURGE CAPACITY (SCENARIO)**

#### **INITIAL PLANNING CONFERENCE (IPC) (CONFERENCE)**

Discussion-Based Exercise: Initial Planning Conference  
(Agenda)

Discussion-Based Exercise: Initial Planning Conference  
(Briefing)

Discussion-Based Exercise: Initial Planning Conference  
(Minutes)

Discussion-Based Exercise: Planning Team Members

#### **INTEROPERABLE COMMUNICATIONS (NHPP CAPABILITY)**

TICP Controller and Evaluator Handbook

TICP Exercise Evaluation Guide 1.1

TICP Exercise Evaluation Guide 1.2

TICP Exercise Evaluation Guide 1.3

TICP Exercise Evaluation Guide 1.4

TICP Exercise Evaluation Guide 2

TICP Exercise Plan

#### **IPC**

See **INITIAL PLANNING CONFERENCE (IPC)**

#### **ISOLATION (SCENARIO)**

Emergency Department Screening and Isolation Drills  
Guidance Documents

## **J**

#### **JOINT COMMISSION (ACCREDITATION)**

Comprehensive Accreditation Manual for Hospitals: The  
Official Handbook

Healthcare Organizations: Survey Activity Guide

Standing Together: An Emergency Planning Guide for  
America's Communities

## **L**

#### **LABELS (FORMAT)**

Contaminated Labels

Deceased Labels

Do Not Decontaminate Labels

Name Tents

Operations-Based Exercise: Hats and Badges Cards

Operations-Based Exercise: Signs

Symptomology Tags: Deceased Tags (Lewisite)

Symptomology Tags: Deceased Tags (Sarin)

Symptomology Tags: Do Not Decon (Chemical)

Symptomology Tags: Mild Moderate Symptoms (Lewisite)

Symptomology Tags: Mild Moderate Symptoms (VX)

Symptomology Tags: Moderate Symptoms (Lewisite)

Symptomology Tags: Moderate Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (Lewisite)

Symptomology Tags: Severe Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (VX)

Symptomology Tags: Severe Trauma Symptoms (Lewisite)

Symptomology Tags: Severe Trauma Symptoms (VX)

Symptomology Tags: Worried Well (Lewisite)

Symptomology Tags: Worried Well (Sarin)

Symptomology Tags: Worried Well (VX)

## **M**

#### **MANUAL (FORMAT)**

See **GUIDEBOOK (FORMAT)**

#### **MASS CASUALTY (SCENARIO)**

Altered Standards of Care in Mass Casualty Events

Contaminated Labels

Deceased Labels

Do Not Decontaminate Labels

Electronic Mass Casualty Assessment and Planning Scenarios  
(EMCAPS)

In a Moment's Notice: Surge Capacity in Terrorist Bombings

Mass Casualty Disaster Plan Checklist: A Template for  
Healthcare Facilities

Mass Casualty Care During an Influenza Pandemic: Guide and  
Toolkit for Establishing Influenza Care Centers

Mass Fatality Incident Management: Guidance for Hospitals &  
Other Healthcare Entities

Moulage Kit

New York Presbyterian Hospital CBRNE Tabletop Exercise

OSHA Best Practice for Hospital-Based First Receivers of  
Victims From Mass Casualty Incidents Involving the  
Release of Hazardous Substance

#### **MASS PROPHELYAXIS (SCENARIO)**

Hospital Point of Distribution Plans

Missouri Strategic National Stockpile (SNS) Exercise  
Handbook

#### **MEDIA (EXERCISE ROLE)**

ID Badges: Media Badges

Operations-Based Exercise: Public Announcement

Operations-Based Exercise: Player Information Media Release

#### **MID-TERM PLANNING CONFERENCE (MPC) (CONFERENCE)**

Operations-Based Exercise: Mid-Term Planning Conference  
(Agenda)

Operations-Based Exercise: Mid-Term Planning Conference  
(Briefing)

Operations-Based Exercise: Mid-Term Planning Conference  
(Minutes)

## MINUTES (FORMAT)

- Discussion-Based Exercise: Final Planning Conference (Minutes)
- Exercise Debrief Minutes
- Hot Wash Minutes
- Operations-Based Exercise: Final Planning Conference (Minutes)
- Operations-Based Exercise: Mid-Term Planning Conference (Minutes)

## MODEL (FORMAT)

### MULTIMEDIA/DVDs (FORMAT)

- Decontamination of Children: Preparedness and Response for Hospital Emergency Departments
- Emergency Severity Index, Version 4: Implementation Handbook and DVDs

## N

### NATIONAL FIRE PROTECTION ASSOCIATION (NFPA) (OTHER ORGANIZATION)

- NFPA 99: Standard for Health Care Facilities
- NFPA 1600: Standard on Disaster/Emergency Management and Business Continuity Programs

### NATURAL DISASTER (SCENARIO)

- Missouri Strategic National Stockpile (SNS) Exercise Handbook NFPA

See **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)**

### NIMS

See **NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS)**

### NATIONAL INCIDENT MANAGEMENT SYSTEM (NIMS) (FEDERAL)

- Crosswalk of the 2007 & 2008/2009 NIMS Healthcare Activities/Objectives
- NIMS Implementation Activities for Hospitals and Healthcare Systems: Implementation FAQs
- NON-HSEEP RESOURCES/TOOLS (ALL PHASES)**
- 2006 Statewide Medical & Health Disaster Exercise Guidebook
- Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers
- Bioterrorism Readiness Plan: A Template for Healthcare Facilities
- CBRNE Training Academy: Course Materials
- Comprehensive Accreditation Manual for Hospitals: The Official Handbook
- Disaster Exercise Manual: Guidelines for Exercising Emergency Operations Plans for Local Government
- Emergency Department Screening and Isolation Drills Guidance Documents
- Guidance for Planning, Conducting and Evaluating Transportation Emergency Preparedness Tabletops, Drills and Exercises

- Guidance Materials: Hospital and Health Facility Emergency Exercises
- Hazard Vulnerability Analysis (HVA) – ASHE
- Hazard Vulnerability Analysis (HVA) – Kaiser Permanente
- Hazard Vulnerability Analysis and Risk Assessment
- Healthcare Facilities Accreditation Program (HFAP)
- In a Moment's Notice: Surge Capacity in Terrorist Bombings
- Joint Commission/CMS Exercise Toolkit
- Mass Fatality Incident Management: Guidance for Hospitals & Other Healthcare Entities
- Missouri Strategic National Stockpile (SNS) Exercise Handbook
- Public Health Emergency Exercise Toolkit
- Recovery Checklist for Hospitals after a Disaster
- Standardized Hospital Bed Definitions
- Surge Capacity Toolkit for Hospitals
- Wisconsin Hospital Emergency Preparedness Plan

### NON-HSEEP RESOURCES/TOOLS (FOUNDATION)<sup>6</sup>

- Chemical and Bioterrorism Checklist
- HAvBED System (National Hospital Available Beds for Emergencies and Disasters)
- Hospital Point-of-Distribution Plans
- Hospital Surge Capacity Toolkit
- Mass Casualty Disaster Plan Checklist: A Template for Healthcare Facilities
- Mass Casualty Care during an Influenza Pandemic: Guide and Toolkit for Establishing Influenza Care Centers
- Pediatric Terrorism and Disaster Preparedness: A Resource for Pediatricians
- Psychosocial Consequences to Disasters 2005
- Risk and High Stress Communications Overview 2005
- Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise

### NON-HSEEP RESOURCES/TOOLS (DESIGN & DEVELOPMENT)

- Altered Standards of Care in Mass Casualty Events
- Chemical and Bioterrorism Checklist
- Citywide Pandemic Flu Tabletop Exercise 2005
- Decontamination of Children: Preparedness and Response for Hospital Emergency Departments
- Donning & Removing Personal Protective Equipment (PPE)
- Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS)
- Emergency Preparedness Atlas: U.S. Nursing Home and Hospital Facilities
- Emergency Preparedness Resource Inventory (EPRI)

<sup>6</sup> Non--HSEEP resources and tools are not listed alphabetically. They are listed in chronological order of phases (Foundation, Design & Development, Conduct, Evaluation, Improvement Planning).

Emergency Severity Index, Version 4: Implementation Handbook and DVDs  
 Evaluation of Hospital Disaster Drills: A Module-Based Approach Evaluator Checklist  
 HAvBED System (National Hospital Available Beds for Emergencies and Disasters)  
 Hospital Point-of-Distribution Plans  
 Hospital Surge Capacity Toolkit  
 Mass Casualty Disaster Plan Checklist: A Template for Healthcare Facilities  
 Mass Casualty Care during an Influenza Pandemic: Guide and Toolkit for Establishing Influenza Care Centers  
 New York Presbyterian Hospital CBRNE Tabletop Exercise  
 Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics During Disasters  
 Pediatric Terrorism and Disaster Preparedness: A Resource for Pediatricians  
 Psychosocial Consequences to Disasters 2005  
 Risk and High Stress Communications Overview 2005  
 Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise

#### **NON-HSEEP RESOURCES/TOOLS (CONDUCT)**

Altered Standards of Care in Mass Casualty Events  
 Citywide Pandemic Flu Tabletop Exercise 2005  
 Decontamination of Children: Preparedness and Response for Hospital Emergency Departments  
 Donning & Removing Personal Protective Equipment (PPE)  
 Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS)  
 Emergency Operation Performance Evaluation  
 Emergency Preparedness Atlas: U.S. Nursing Home and Hospital Facilities  
 Emergency Severity Index, Version 4: Implementation Handbook and DVDs  
 Evaluation of Hospital Disaster Drills: A Module-Based Approach  
 Evaluator Checklist  
 HAvBED System (National Hospital Available Beds for Emergencies and Disasters)  
 Hospital Point-of-Distribution Plans  
 Hospital Surge Capacity Toolkit  
 Mass Casualty Disaster Plan Checklist: A Template for Healthcare Facilities  
 Mass Casualty Care during an Influenza Pandemic: Guide and Toolkit for Establishing Influenza Care Centers  
 New York Presbyterian Hospital CBRNE Tabletop Exercise  
 Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics During Disasters  
 Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise

#### **NON-HSEEP RESOURCES/TOOLS (EVALUATION)**

Donning & Removing Personal Protective Equipment (PPE)  
 Emergency Operation Performance Evaluation  
 Evaluation of Hospital Disaster Drills: A Module-Based Approach  
 Evaluator Checklist  
 Hospital Surge Capacity Toolkit  
 Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise

#### **NON-HSEEP RESOURCES/TOOLS (IMPROVEMENT PLANNING)**

#### **NUCLEAR (SCENARIO)**

CBRNE Training Academy: Course Materials  
 Missouri Strategic National Stockpile (SNS) Exercise Handbook  
 Moulage Kit  
 New York Presbyterian Hospital CBRNE Tabletop Exercise



#### **OBSERVER (EXERCISE ROLE)**

Observer/VIP Brief  
 ID Badges: Observer

#### **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (OSHA) (FEDERAL)**

OSHA Best Practice for Hospital-Based First Receivers of Victims From Mass Casualty Incidents Involving the Release of Hazardous Substance

#### **OPERATIONS-BASED EXERCISE (EXERCISE TYPE)**

2006 Statewide Medical & Health Disaster Exercise Guidebook  
 Actor Brief  
 Actor Information Sheet  
 Actor Waiver Form  
 After Action Report/Improvement Plan (AAR/IP) Template (Operations-Based)  
 Assembly Area Deployment Timetable  
 Communications Plan  
 Controller & Evaluator Assignments  
 Controller & Evaluator Brief  
 Controller & Evaluator Debrief  
 Controller Staff Instructions  
 Emergency Operation Performance Evaluation  
 Emergency Preparedness Atlas: U.S. Nursing Home and Hospital Facilities  
 Evaluation Plan  
 Evaluator Checklist  
 Exercise Critique Form  
 Exercise Debrief Minutes  
 Full-Scale Exercise Players Brief  
 Hospital Brief

Hospital Debrief  
 Hospital Surge Capacity Toolkit  
 Hospital/Victim Breakdown List  
 ID Badges: Controller Badges  
 ID Badges: Evaluator Badges  
 ID Badges: Media Badges  
 ID Badges: Observer Badges  
 ID Badges: Player Badges  
 ID Badges: Support Staff Badges (Escorted)  
 ID Badges: Support Staff Badges (Full Access)  
 ID Badges: VIP Badges  
 Improvement Planning Conference Briefing  
 Master Scenario Events List (MSEL) Package  
 Moulage Kit  
 Observer/VIP Brief  
 Operations-Based Exercise: Controller Communication Plan  
 Operations-Based Exercise: Final Planning Conference (Agenda)  
 Operations-Based Exercise: Final Planning Conference (Briefing)  
 Operations-Based Exercise: Final Planning Conference (Minutes)  
 Operations-Based Exercise: Hats and Badges Cards  
 Operations-Based Exercise: Master Task List  
 Operations-Based Exercise: Mid-Term Planning Conference (Agenda)  
 Operations-Based Exercise: Mid-Term Planning Conference (Briefing)  
 Operations-Based Exercise: Mid-Term Planning Conference (Minutes)  
 Operations-Based Exercise: Participant Feedback Form  
 Operations-Based Exercise: Planning Team Members  
 Operations-Based Exercise: Planning Timeline  
 Operations-Based Exercise: Player Information Handout  
 Operations-Based Exercise: Public Announcement  
 Operations-Based Exercise: Public Information Media Release  
 Operations-Based Exercise: Sample Participating Agency List  
 Operations-Based Exercise: Schedule  
 Operations-Based Exercise: Signs  
 Safety Policy (HSEEP)  
 Sample Improvement Plan Matrix  
 Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise  
 TICP Exercise Evaluation Guide 1.1  
 TICP Exercise Evaluation Guide 1.2  
 TICP Exercise Evaluation Guide 1.3  
 TICP Exercise Evaluation Guide 1.4  
 TICP Exercise Evaluation Guide 2  
 TICP Exercise Plan

## **ORGANIZATIONAL CHART**

Exercise Planning Team Organizational Chart

## **OSHA (FEDERAL)**

See **OCCUPATIONAL SAFETY AND HEALTH ADMINISTRATION (FEDERAL)**

## **OTHER ORGANIZATIONS**

See **AMERICAN BURN ASSOCIATION**

See **AMERICAN COLLEGE OF SURGEONS (ACS)**

See **COMMISSION FOR ACCREDITATION OF REHABILITATION**

## **FACILITIES (CARF)**

See **NATIONAL FIRE PROTECTION ASSOCIATION (NFPA)**

# **P**

## **PANDEMIC INFLUENZA (SCENARIO)**

Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers

Citywide Pandemic Flu Tabletop Exercise 2005

Hospital Point of Distribution Plans

Mass Casualty Care during an Influenza Pandemic: Guide and Toolkit for Establishing Influenza Care Centers

## **PEDIATRICS (SCENARIO)**

Decontamination of Children: Preparedness and Response for Hospital Emergency Departments

Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics During Disasters

Pediatric Terrorism and Disaster Preparedness: A Resource for Pediatricians

## **PERSONAL PROTECTIVE EQUIPMENT (PPE) (NHPP CAPABILITY)**

CBRNE Training Academy: Course Materials

Donning & Removing Personal Protective Equipment (PPE)

Evaluation of Hospital Disaster Drills: A Module-Based Approach

OSHA Best Practice for Hospital-Based First Receivers of Victims

From Mass Casualty Incidents Involving the Release of Hazardous Substance

## **PLANNING CONFERENCES**

See **INITIAL PLANNING CONFERENCE (CONFERENCE)**

See **MID-TERM PLANNING CONFERENCE (CONFERENCE)**

See **FINAL PLANNING CONFERENCE (CONFERENCE)**

## **PLANNING TEAM (EXERCISE ROLE)**

Discussion-Based Exercise: Planning Team Members

Operations-Based Exercise: Final Planning Conference (Agenda)

Operations-Based Exercise: Controller Communication Plan

Operations-Based Exercise: Final Planning Conference (Agenda)

Operations-Based Exercise: Final Planning Conference (Briefing)

Operations-Based Exercise: Final Planning Conference

(Minutes)  
Operations-Based Exercise: Master Task List  
Operations-Based Exercise: Mid-Term Planning Conference (Agenda)  
Operations-Based Exercise: Mid-Term Planning Conference (Briefing)  
Operations-Based Exercise: Mid-Term Planning Conference (Minutes)  
Operations-Based Exercise: Planning Team Members  
Operations-Based Exercise: Planning Timeline  
Operations-Based Exercise: Public Announcement  
Operations-Based Exercise: Public Information Media Release  
Operations-Based Exercise: Sample Participating Agency List  
Operations-Based Exercise: Schedule  
Training and Exercise Plan Workshop (Agenda)  
Training and Exercise Plan Workshop (Briefing)  
Training and Exercise Plan Workshop (Invitation)  
Training and Exercise Plan Workshop (Recommended Participants)

#### **PLAYER (EXERCISE ROLE)**

Exercise Plan  
Full-Scale Exercise Players Brief  
ID Badge: Player  
Operations-Based Exercise: Player Information Handout

#### **POLICY (FORMAT)**

Exercise Weapons and Safety Policy  
Safety Policy (HSEEP)

#### **PPE (NHPP CAPABILITY)**

See **PERSONAL PROTECTIVE EQUIPMENT (PPE)**

#### **PRESENTATION (FORMAT)**

After Action Conference: DHS Format  
After Action Conference: Presentation  
CBRNE Training Academy: Course Materials  
Citywide Pandemic Flu Tabletop Exercise 2005  
Controller & Evaluator Brief  
Controller & Evaluator Debrief  
Discussion-Based Exercise: Final Planning Conference (Briefing)  
Discussion-Based Exercise: Initial Planning Conference (Briefing)  
Donning & Removing Personal Protective Equipment (PPE)  
Full-Scale Exercise Players Brief  
Hospital Brief  
Hospital Debrief  
Improvement Planning Conference Briefing  
Observer/VIP Brief  
New York Presbyterian Hospital CBRNE Tabletop Exercise  
Operations-Based Exercise: Final Planning Conference (Briefing)  
Operations-Based Exercise: Mid-Term Planning Conference (Briefing)  
Psychosocial Consequences to Disasters 2005

Risk and High Stress Communications Overview 2005  
Surge Capacity Toolkit for Hospitals

#### **PSYCHOSOCIAL (SCENARIO)**

Psychosocial Consequences to Disasters 2005

## **R**

#### **RADIOLOGICAL (SCENARIO)**

CBRNE Training Academy: Course Materials  
Electronic Mass Casualty Assessment and Planning Scenarios (EMCAPS)  
Evaluation of Hospital Disaster Drills: A Module-Based Approach  
New York Presbyterian Hospital CBRNE Tabletop Exercise  
Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)

#### **RECOVERY (SCENARIO)**

Recovery Checklist for Hospitals After a Disaster  
Recover SitMan

## **S**

#### **SAFETY (SCENARIO)**

Exercise Weapons and Safety Policy  
OSHA Best Practice for Hospital-Based First Receivers of Victims  
From Mass Casualty Incidents Involving the Release of Hazardous Substance Safety Policy (HSEEP)

#### **SCENARIO**

See also **GENERAL (SCENARIO)**  
See also **AGRICULTURAL (SCENARIO)**  
See also **BIOLOGICAL & BIOTERRORISM (SCENARIO)**  
See also **CBRNE (SCENARIO)**  
See also **CHEMICAL (SCENARIO)**  
See also **COMMUNICABLE DISEASE (SCENARIO)**  
See also **EXPLOSIVE (SCENARIO)**  
See also **ISOLATION (SCENARIO)**  
See also **MASS CASUALTY (SCENARIO)**  
See also **MASS PROPHYLAXIS (SCENARIO)**  
See also **NATURAL DISASTER (SCENARIO)**  
See also **NUCLEAR (SCENARIO)**  
See also **PANDEMIC FLU (SCENARIO)**  
See also **PEDIATRICS (SCENARIO)**  
See also **PSYCHOSOCIAL (SCENARIO)**  
See also **RADIOLOGICAL (SCENARIO)**  
See also **RECOVERY (SCENARIO)**  
See also **STAFF FATIGUE (SCENARIO)**  
See also **STRATEGIC NATIONAL STOCKPILE (SNS) (SCENARIO)**  
See also **SURGE CAPACITY (SCENARIO)**  
See also **TERRORISM (SCENARIO)**

See also **TRANSPORTATION (SCENARIO)**

See also **TRIAGE (SCENARIO)**

See also **UNANNOUNCED EXERCISE (SCENARIO)**

#### **SCHEDULE (FORMAT)**

Multiyear Training & Exercise Plan

NEXS (National Exercise Schedule) (Access)

Operations-Based Exercise: Planning Timeline

Operations-Based Exercise: Schedule

#### **SITMANS (FORMAT)**

See **SITUATIONAL MANUAL**

#### **SITUATIONAL MANUAL (FORMAT)**

Agriculture SitMan

Chemical SitMan

Explosive SitMan

Manual de la Situacion (SitMan), Spanish Translation, Chlorine Exercise

Recovery SitMan

Situation Manual (SitMan) Template

#### **SPANISH-TRANSLATED MATERIALS (LANUGAGE)**

Manual de la Situacion (SitMan), Spanish Translation, Chlorine Exercise

#### **STAFF FATIGUE (SCENARIO)**

New York Presbyterian Hospital CBRNE Tabletop Exercise

#### **STRATEGIC NATIONAL STOCKPILE (SNS) (SCENARIO)**

Missouri Strategic National Stockpile (SNS) Exercise Handbook

#### **SUPPORT STAFF (EXERCISE ROLE)**

ID Badges: Support Staff Badges (Escorted)

ID Badges: Support Staff Badges (Full Access)

#### **SURGE CAPACITY (SCENARIO)**

2006 Statewide Medical & Health Disaster Exercise Guidebook

Emergency Department Screening and Isolation Drills

Guidance Documents

Emergency Preparedness Atlas: U.S. Nursing Home and Hospital Facilities

HAvBED System (National Hospital Available Beds for Emergencies And Disasters)

Hospital Surge Capacity Toolkit

In a Moment's Notice: Surge Capacity in Terrorist Bombings

Mass Casualty Disaster Plan Checklist: A Template for Healthcare Facilities

Mass Casualty Care during an Influenza Pandemic: Guide and Toolkit for Establishing Influenza Care Centers

Mass Fatality Incident Management: Guidance for Hospitals & Other Healthcare Entities

Mouflage Kit

Standardized Hospital Bed Definitions

Surge Capacity Toolkit for Hospitals

Symptomology Tags: Deceased Tags (Lewisite)

Symptomology Tags: Deceased Tags (Sarin)

Symptomology Tags: Do Not Decon (Chemical)

Symptomology Tags: Mild Moderate Symptoms (Lewisite)

Symptomology Tags: Mild Moderate Symptoms (VX)

Symptomology Tags: Moderate Symptoms (Lewisite)

Symptomology Tags: Moderate Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (Lewisite)

Symptomology Tags: Severe Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (VX)

Symptomology Tags: Severe Trauma Symptoms (Lewisite)

Symptomology Tags: Severe Trauma Symptoms (VX)

Symptomology Tags: Worried Well (Lewisite)

Symptomology Tags: Worried Well (Sarin)

Symptomology Tags: Worried Well (VX)

#### **SURVEY (FORMAT)**

2006 Statewide Medical & Health Disaster Exercise Guidebook  
Evaluation of Hospital Disaster Drills: A Module-Based Approach

#### **SYMPTOMOLOGY TAGS (FORMAT)**

Symptomology Tags: Deceased Tags (Lewisite)

Symptomology Tags: Deceased Tags (Sarin)

Symptomology Tags: Do Not Decon (Chemical)

Symptomology Tags: Mild Moderate Symptoms (Lewisite)

Symptomology Tags: Mild Moderate Symptoms (VX)

Symptomology Tags: Moderate Symptoms (Lewisite)

Symptomology Tags: Moderate Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (Lewisite)

Symptomology Tags: Severe Symptoms (Sarin)

Symptomology Tags: Severe Symptoms (VX)

Symptomology Tags: Severe Trauma Symptoms (Lewisite)

Symptomology Tags: Severe Trauma Symptoms (VX)

Symptomology Tags: Worried Well (Lewisite)

Symptomology Tags: Worried Well (Sarin)

Symptomology Tags: Worried Well (VX)

## **T**

#### **TABLE (FORMAT)**

Assembly Area Deployment Timetable

Biological Scenario Variable Matrix

Chemical Scenario Based Matrix

Controller & Evaluator Assignments

Discussion-Based Exercise: Master Task List

Hazard Vulnerability Analysis (HVA) – ASHE

Hazard Vulnerability Analysis (HVA) – Kaiser Permanente

#### **TABLETOP EXERCISE (TTX) (EXERCISE TYPE)**

Agricultural SitMan

Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers

CBRNE Training Academy: Course Materials

Chemical SitMan

Citywide Pandemic Flu Tabletop Exercise 2005

Explosive SitMan

Guidance for Planning, Conducting and Evaluating  
Transportation  
Emergency Preparedness Tabletops, Drills and Exercises  
Manual de la Situacion (SitMan), Spanish Translation, Chlorine  
Exercise  
Maps Appendix Template  
Missouri Strategic National Stockpile (SNS) Exercise  
Handbook  
New York Presbyterian Hospital CBRNE Tabletop Exercise  
Recovery SitMan  
Sample Tabletop Exercise Room Layout  
Sample Tabletop Exercise Room Layout (Biological)  
Sample Tabletop Exercise Room Layout (Chemical/ Radiation/  
Explosive)  
Seminar Room Layout  
Situation Manual (SitMan) Template

### TEMPLATE (FORMAT)

Acronym List (HSEEP)  
Actor Brief  
Actor Information Sheet  
Actor Waiver Form  
After Action Report/Improvement Plan (AAR/IP) Template  
(Discussion-Based)  
After Action Report/Improvement Plan (AAR/IP) Template  
(Operations-Based)  
After Action Report Transmittal Letter – Draft (State)  
After Action Report Transmittal Letter – Final (State)  
After Action Report Transmittal Letter – Final (FEMA)  
Agriculture SitMan  
Biterrorism Readiness Plan: A Template for Healthcare  
Facilities  
Communications Plan  
Contaminated Labels  
Controller & Evaluator Assignments  
Controller & Evaluator Brief  
Controller & Evaluator Debrief  
Controller & Evaluator Handbook  
Controller Staff Instructions  
Disaster Exercise Manual: Guidelines for Exercising  
Emergency Operations Plans for Local Government  
Discussion-Based Exercise: Final Planning Conference  
(Agenda)  
Discussion-Based Exercise: Final Planning Conference  
(Briefing)  
Discussion-Based Exercise: Final Planning Conference  
(Minutes)  
Discussion-Based Exercise: Initial Planning Conference  
(Agenda)  
Discussion-Based Exercise: Initial Planning Conference  
(Briefing)  
Discussion-Based Exercise: Initial Planning Conference

(Minutes)  
Discussion-Based Exercise: Master Task List  
Discussion-Based Exercise: Participant Feedback Form  
Discussion-Based Exercise: Planning Team Members  
Discussion-Based Exercise: Signs  
Emergency Operation Performance Evaluation  
Emergency Preparedness Atlas: U.S. Nursing Home and  
Hospital Facilities  
Evaluation of Hospital Disaster Drills: A Module-Based  
Approach  
Evaluation Plan  
Evaluator Checklist  
Exercise Critique Form  
Exercise Debrief Minutes  
Exercise Evaluation Guides (EEGs)  
Exercise Invitation  
Exercise Overview Form  
Full-Scale Exercise Players Brief  
Generic Document Cover  
Glossary  
Hospital Brief  
Hospital Debrief  
Hospital/Victim Breakdown List  
Improvement Planning Conference Briefing  
Manual de la Situacion (SitMan), Spanish Translation, Chlorine  
Exercise  
Maps Appendix Template  
Mass Fatality Incident Management: Guidance for Hospitals &  
Other Healthcare Entities  
Master Scenario Events List (MSEL) Package  
Master Sign-In Sheet  
Missouri Strategic National Stockpile (SNS) Exercise  
Handbook  
Multiyear Training & Exercise Plan  
Observer/VIP Brief  
Operations-Based Exercise: Controller Communication Plan  
Operations-Based Exercise: Final Planning Conference  
(Agenda)  
Operations-Based Exercise: Final Planning Conference  
(Briefing)  
Operations-Based Exercise: Final Planning Conference  
(Minutes)  
Operations-Based Exercise: Hats and Badges Cards  
Operations-Based Exercise: Master Task List  
Operations-Based Exercise: Mid-Term Planning Conference  
(Agenda)  
Operations-Based Exercise: Mid-Term Planning Conference  
(Briefing)  
Operations-Based Exercise: Mid-Term Planning Conference  
(Minutes)  
Operations-Based Exercise: Participant Feedback Form  
Operations-Based Exercise: Planning Team Members

Operations-Based Exercise: Planning Timeline  
 Operations-Based Exercise: Player Information Handout  
 Operations-Based Exercise: Public Announcement  
 Operations-Based Exercise: Public Information Media Release  
 Operations-Based Exercise: Sample Participating Agency List  
 Operations-Based Exercise: Schedule  
 Operations-Based Exercise: Signs  
 OSHA Best Practice for Hospital-Based First Receivers of Victims  
     From Mass Casualty Incidents Involving the Release of Hazardous Substance  
 Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics During Disasters  
 Recovery Checklist for Hospitals after a Disaster  
 Recovery SitMan  
 Sample Tabletop Exercise Room Layout  
 Sample Tabletop Exercise Room Layout (Biological)  
 Sample Tabletop Exercise Room Layout (Chemical/ Radiation/ Explosive)  
 Seminar Room Layout  
 Situation Manual (SitMan) Template  
 Slippery Slope 2005 Multi-Hospital Field Bioagent Field Exercise  
 Surge Capacity Toolkit for Hospitals  
 Symptomology Tags: Deceased Tags (Lewisite)  
 Symptomology Tags: Deceased Tags (Sarin)  
 Symptomology Tags: Do Not Decon (Chemical)  
 Symptomology Tags: Mild Moderate Symptoms (Lewisite)  
 Symptomology Tags: Mild Moderate Symptoms (VX)  
 Symptomology Tags: Moderate Symptoms (Lewisite)  
 Symptomology Tags: Moderate Symptoms (Sarin)  
 Symptomology Tags: Moderate Symptoms (Sarin)  
 Symptomology Tags: Severe Symptoms (Lewisite)  
 Symptomology Tags: Severe Symptoms (Sarin)  
 Symptomology Tags: Severe Symptoms (VX)  
 Symptomology Tags: Severe Trauma Symptoms (Lewisite)  
 Symptomology Tags: Severe Trauma Symptoms (VX)  
 Symptomology Tags: Worried Well (Lewisite)  
 Symptomology Tags: Worried Well (Sarin)  
 Symptomology Tags: Worried Well (VX)  
 TICP Controller and Evaluator Handbook  
 TICP Exercise Evaluation Guide 1.1  
 TICP Exercise Evaluation Guide 1.2  
 TICP Exercise Evaluation Guide 1.3  
 TICP Exercise Evaluation Guide 1.4  
 TICP Exercise Evaluation Guide 2  
 TICP Exercise Plan  
 Training and Exercise Plan Workshop (Agenda)  
 Training and Exercise Plan Workshop (Briefing)  
 Training and Exercise Plan Workshop (Invitation)  
 Training and Exercise Plan Workshop (Recommended Participants)

## **TERRORISM (SCENARIO)**

In a Moment's Notice: Surge Capacity in Terrorist Bombings  
 Pediatric Terrorism and Disaster Preparedness: A Resource for Pediatricians  
 Situation Manual (SitMan) Template

## **TIMELINE (FORMAT)**

Operations-Based Exercise: Master Task List  
 Operations-Based Exercise: Planning Timeline  
 Participating and Simulated Agencies Template

## **TOOLKIT (FORMAT)**

2006 Statewide Medical & Health Disaster Exercise Guidebook  
 Bioevent Tabletop Exercise Toolkit for Hospitals and Primary Care Centers  
 CBRNE Training Academy: Course Materials  
 Emergency Department Screening and Isolation Drills Guidance Documents  
 Evaluation of Hospital Disaster Drills: A Module-Based Approach  
 Homeland Security Exercise and Evaluation Program (HSEEP): Toolkit (Access)  
 Hospital Surge Capacity Toolkit  
 Missouri Strategic National Stockpile (SNS) Exercise Handbook  
 New York Presbyterian Hospital CBRNE Tabletop Exercise  
 Pediatric Disaster Toolkit: Hospital Guidelines for Pediatrics During Disasters  
 Public Health Emergency Toolkit  
 Surge Capacity Toolkit for Hospitals  
 TICP Controller and Evaluator Handbook  
 Wisconsin Hospital Emergency Preparedness Plan

## **TRAINING AND EXERCISE PLAN WORKSHOP (T&EPW) (CONFERENCE)**

Training and Exercise Plan Workshop (Agenda)  
 Training and Exercise Plan Workshop (Briefing)  
 Training and Exercise Plan Workshop (Invitation)  
 Training and Exercise Plan Workshop (Recommended Participants)

## **TRAINING MATERIALS (FORMAT)**

Decontamination of Children: Preparedness and Response for Hospital Emergency Departments  
 Donning & Removing Personal Protective Equipment (PPE)  
 Emergency Department Screening and Isolation Drills Guidance Documents  
 Emergency Severity Index, Version 4: Implementation Handbook and DVDs  
 Hazard Vulnerability Analysis and Risk Assessment  
 HICS (Hospital Incident Command System)  
 Homeland Security Exercise and Evaluation Program (HSEEP): Manual  
 Homeland Security Exercise and Evaluation Program (HSEEP): Mobile Course

NEXS (National Exercise Schedule) (User Guide)  
OSHA Best Practice for Hospital-Based First Receivers of  
Victims From Mass Casualty Incidents Involving the  
Release of Hazardous Substance  
Pediatric Terrorism & Disaster Preparedness: A Resource for  
Pediatricians  
Surge Capacity Toolkit for Hospitals

**TRANSPORTATION (SCENARIO)**

Guidance for Planning, Conducting and Evaluating  
Transportation Emergency Preparedness Tabletops,  
Drills and Exercises

**TRIAGE (SCENARIO)**

Emergency Department Screening and Isolation Drills  
Guidance Documents  
Emergency Severity Index, Version 4: Implementation  
Handbook and DVDs  
Evaluation of Hospital Disaster Drills: A Module-Based  
Approach

**U**

**UNANNOUNCED EXERCISES (SCENARIO)**

Emergency Department Screening and Isolation Drills  
Guidance Documents

**V**

**VIP (EXERCISE ROLE)**

ID Badges: VIP Badges  
Observer/VIP Brief

**W**

**WAIVER (FORMAT)**

Actor Waiver Form

**WEB-BASED SOFTWARE (FORMAT)**

Electronic Mass Casualty Assessment and Planning Scenarios  
(EMCAPS)  
Emergency Preparedness Resource Inventory (EPRI)  
HAvBED System (National Hospital Available Beds for  
Emergencies and Disasters) Homeland Security Exercise  
and Evaluation Program (HSEEP):  
Mobile Course  
Homeland Security Exercise and Evaluation Program (HSEEP):  
Multimedia Library  
Homeland Security Exercise and Evaluation Program (HSEEP):  
Toolkit (Access)  
Lessons Learned Information Sharing (LLIS) (Access)  
NEXS (National Exercise Schedule)

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