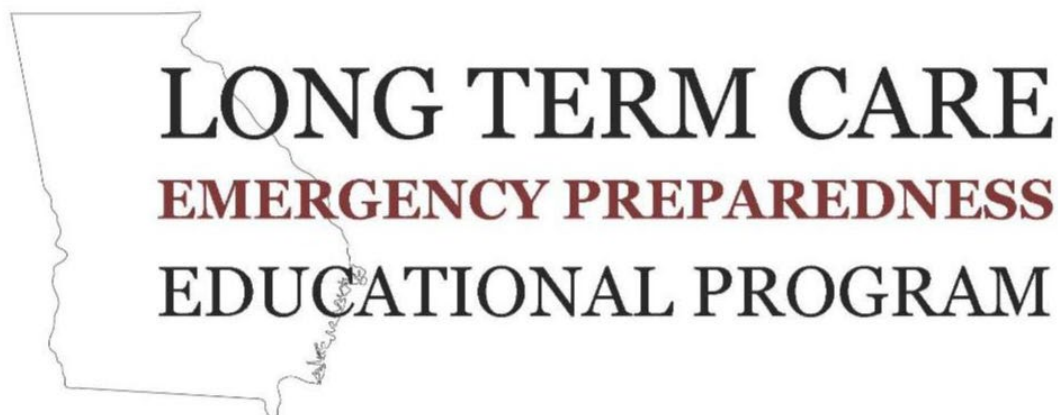


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# LTC Emergency Preparedness Digest

Quarterly Newsletter – Fall 2019

This quarterly e-newsletter is designed to provide Long Term Care Facilities with information on facility-level emergency preparedness programs, recent events, conference opportunities, and upcoming classes around Georgia.

Georgia's Long Term Care Emergency Preparedness Educational Program is funded through Centers for Medicare and Medicaid Services



We have a new **LTCEPEP web page!** Click the button below to view our course descriptions, schedule, previous newsletters, and more. Feel free to share this resource with your colleagues.

[Click Here for LTCEPEP Web Page](#)

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## Fall Focus Area: Emergency Preparedness Exercises

Exercises are an important part of a Long Term Care (LTC) facility's Emergency Preparedness Program and are **required under CMS Appendix Z**. Exercises are a great way to **practice and test your facility's plans before a real event.**

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## CMS Appendix Z Exercise Requirements

## **E-0036: Training and Testing**

The facility must develop and maintain an emergency preparedness training and testing program that is based on the emergency plan, risk assessment, policies and procedures, and the communication plan. The training and testing program must be reviewed and updated at least annually.

## **E-0037: Training Program**

The facility must do all of the following:

- Deliver initial training in emergency preparedness policies and procedures to all new and existing staff, individuals providing services under arrangement, and volunteers, consistent with their expected role
- Provide emergency preparedness training at least annually
- Maintain documentation of all emergency preparedness training
- Demonstrate staff knowledge of emergency procedures

## **E-0039: Testing (Exercises)**

The LTC facility must conduct exercises to test the emergency plan at least annually, including unannounced staff drills using the emergency procedures. The LTC facility must do all of the following:

- Participate in a full-scale exercise that is community-based or when a community-based exercise is not accessible, an individual, facility-based. If the facility experiences an actual natural or man-made emergency that requires activation of the emergency plan, the facility is exempt from engaging in a community-based or individual, facility-based full-scale exercise for 1 year following the onset of the actual event.
- Conduct an additional exercise that may include, but is not limited to the following: (A) A second full-scale exercise that is community-based or individual, facility-based. (B) A tabletop exercise that includes a group discussion led by a facilitator, using a narrated, clinically-relevant emergency scenario, and a set of problem statements, directed messages, or prepared questions designed to challenge an emergency plan.
- Analyze the facility's response to and maintain documentation of all drills, tabletop exercises, and emergency events, and revise the facility's emergency plan, as needed.

**Remember:** In order to use an actual natural or man-made emergency to exempt out of the exercise requirement(s), you **MUST** document how the emergency activated your plan and what occurred.

If you are having trouble finding a community-based exercise, contact your Healthcare Coalition. The Healthcare Coalitions often have great visibility for what exercises are occurring throughout the community and are connected to partners from all sectors. Visit [www.gha911.org/coalition-information/](http://www.gha911.org/coalition-information/) to find your Healthcare Coalition today.

# Exercise Design

## The HSEEP Model

The Homeland Security Exercise and Evaluation Program (HSEEP) provides a common approach to program management, exercise design and development, conduct, evaluation, and improvement planning as well as a common set of priorities or objectives, which increase in complexity over time.



Figure 1: The HSEEP Exercise Cycle

[Click the picture above to view the HSEEP Program documentation.](#)

The HSEEP Exercise Cycle has several phases, each with different objectives, to provide a common approach for planning and conducting exercises.

- **Program Management:** The process of overseeing and integrating a variety of exercises over time while engaging senior leaders and community stakeholders. Through effective program management, each exercise becomes a supporting component of a larger exercise program with overarching priorities.
- **Exercise Design and Development:** Planning team members use guidance of senior leaders, risk and hazard assessments, plans and procedures, and pre-existing After-Action Reports and Improvement Plans to guide planning considerations for a single exercise or series of exercises.
- **Exercise Conduct:** Activities include preparing for exercise play including logistics, managing exercise play, and conducting immediate exercise wrap-up activities.
- **Exercise Evaluation:** Exercise evaluation includes completing an After-Action

Report/Improvement Plan (AAR/IP) to identify strengths and areas for improvement of an agency's preparedness based on exercise activities.

- **Exercise Improvement Planning:** During improvement planning, the corrective actions identified in the evaluation phase are assigned, with due dates, to responsible parties; tracked to implementation; and then validated during subsequent exercises.
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## Exercise Types

*When choosing an exercise type to conduct, it is recommended to start small with a seminar or tabletop exercise before progressing to a larger operations-based exercise such as a drill or full-scale exercise.*

### **Discussion-Based**

Discussion-based exercises are made to **familiarize** participants with current plans, policies and procedures, and agreements as well as to develop new ones.

**Examples include:** Seminars, Workshops, and Tabletop Exercises

### **Operations-Based**

Operations-based exercises are made to **validate** current plans, policies and procedures, and agreements. They can also help clarify roles and identify resource gaps.

**Examples include:** Drills, Functional Exercises, and Full-Scale Exercises

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## Exercise Documentation

*Both discussion-based and operations-based exercises involve exercise documentation. This documentation is meant to serve as a guide to ensure all aspects are considered when developing, conducting, and evaluating your exercise.*

**Remember: If you don't document it, you didn't do it!**

## Discussion-Based

Situation Manual (SitMan)  
After Action Report (AAR)  
Improvement Plan (IP)

## Operations-Based

Exercise Plan (ExPlan)  
Controller/Evaluator Handbook  
Master Scenario Events List (MSEL)  
Exercise Evaluation Guides  
After Action Report (AAR)  
Improvement Plan (IP)

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## **Adding Realism to Exercises**

**Exercise Realism** is an attempt to test emergency plans and procedures within a **controlled, safe, and realistic environment**. Realistic exercises allow you to **identify gaps in your plans, equipment, and training** that would otherwise go undetected.

One way to add realism to your exercise, is to have volunteers, staff, and/or residents act as victims of the exercise scenario. For example, if your exercise scenario involves an evacuation, having a staff member in a wheelchair go from a resident room to the parking lot will be more realistic than using a 'paper patient.'

**Moulage**, the art of applying mock injuries for the purpose of training for emergency response, is another way to add realism to an exercise. Moulage kits contain makeup and tools to create bruises, lacerations, burns, cuts, and more. Don't have a kit? Many Healthcare Coalitions have moulage kits or have partnerships you can utilize. There are also many stick-on, silicone "injuries" available online which can easily be applied to mimic deep cuts, broken bones, bullet wounds, and more.

**Safety Note:** Beware of latex allergies when using moulage, always ask your volunteer if they have a latex allergy before application.

# Exercise Safety

Exercises can range from a discussion-based seminar to an operations-based full scale exercise. No matter what exercise you are doing, **exercise safety should be a priority in all stages of the planning process.**

Keeping all exercise participants, observers, and nearby people safe during an emergency preparedness exercise is the responsibility of all exercise staff, especially the planners of the exercise.

For operations-based exercises, there should always be an assigned Safety Officer for the duration of the exercise. Also, a safe word or phrase should be created and communicated to all exercise players to declare a real-world emergency. Often, the phrase "real-world emergency" is used. Whenever someone uses the safe word or phrase, all exercise play should stop immediately.

If using volunteers in an exercise, designate a member of your staff to be a Volunteer Coordinator. Volunteers, including staff and residents, can increase the realism of an exercise but should NEVER be lifted, carried down stairs, or put in other potentially dangerous situations for the sake of an exercise. Using manikins or other weighted objects is preferred. Utilize your local resources such as your County EMA and Healthcare Coalition, they often have training manikins you can borrow.

## ***A Note About "Active-Shooter" Exercises***

One of the more complicated, challenging, and potentially dangerous exercises is any preparedness exercise involving role-players and simulated violence, especially when weapons or simulated weapons are used. A Full-Scale "Active Shooter" exercise with an actor or role-player pretending to be an active shooter in a facility can quickly become dangerous for all involved.

**Long Term Care facilities should NEVER conduct a surprise or unannounced active shooter exercise.** Unannounced active shooter exercises have resulted in physical injuries, psychological trauma, negative news coverage, and lawsuits.

If your facility is planning an active shooter exercise, be sure to obtain experienced and qualified help as well as involve your law enforcement and security partners. There are many ways to safely train, exercise, and drill for an active shooter event but an unannounced exercise should NEVER be considered as a safe option.

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## Healthcare Preparedness in the News



As hurricanes become an increasing threat to the southern United States, it's crucial to include your staff and their families in your emergency preparedness plans. Whether you are evacuating or sheltering-in-place, clinical and administrative staff are needed to provide care for residents. The Emergency and Disaster Management Digest writes how some Louisiana nursing home administrators combated their staffing issues and their lessons learned following a hurricane. Click [here](#) to read the article.

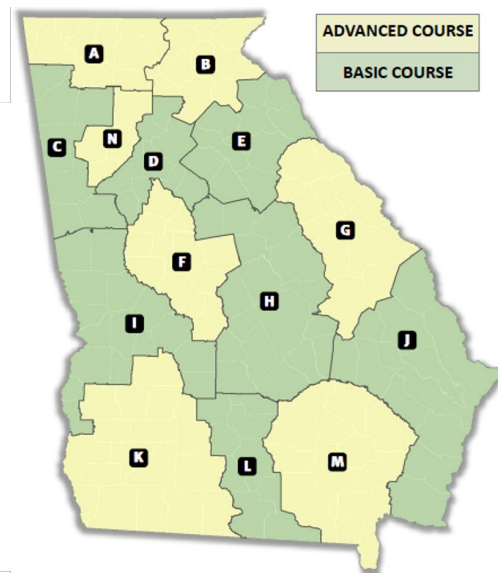
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## Upcoming Events

There are still several  
LTCEP - Basic and Advanced  
Courses being offered around



Georgia. Click the button below to download our course schedule flyer or keep scrolling for specific course information.



[Click HERE for Full Course Schedule](#)

### **CMS LTCEPEP Basic Course**

November 14, 2019

Region I: Columbus, GA

Cunningham Center at Columbus State University  
3100 Gentian Blvd, Columbus, GA 31907

**Register:** [www.tinyurl.com/LTCEPEP2019I](http://www.tinyurl.com/LTCEPEP2019I)

### **CMS LTCEPEP Advanced Course**

December 11, 2019

Region M: Waycross, GA

Coastal Pines Technical College  
1701 Carswell Avenue, Waycross, GA 31503

**Register:** [www.tinyurl.com/LTCEPEP2019M](http://www.tinyurl.com/LTCEPEP2019M)

### **CMS LTCEPEP Advanced Course**

January 7, 2020

Region F: Macon, GA

Hatcher Conference Center at Middle Georgia State  
100 University Parkway, Macon, GA 31206

\*Follow Campus Signs\*

**Register:** [www.tinyurl.com/LTCEPEP2019F](http://www.tinyurl.com/LTCEPEP2019F)

## **CMS LTCEPEP Basic Course**

January 22, 2020

Region C: Waco, GA

Murphy Conference Center at West Georgia Technical College

176 Murphy Campus Blvd, Waco, GA 30182

**Register:** [www.tinyurl.com/LTCEPEP2019C](http://www.tinyurl.com/LTCEPEP2019C)

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## **EMAG Conference Sponsorship Opportunity**



### **EMERGENCY MANAGEMENT ASSOCIATION of GEORGIA**

*a moving force in emergency management*

The Georgia LTCEPEP is sponsoring 60 Engineering/Maintenance Directors for Certified Long Term Care Facilities to attend the annual Emergency Management Association of Georgia Conference. The next EMAG Conference will be held in Savannah, GA on April 15-17, 2020.

Registration preference will be given to those who have attended a Basic Course and/or Advanced Course and who have not been previously sponsored by the GA LTCEPEP to attend.

Contact [GeorgiaLTC@uga.edu](mailto:GeorgiaLTC@uga.edu) to add your name to the EMAG interest list today!

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## **Resources**

**Family/Home Preparedness:** [www.ready.gov/georgia](http://www.ready.gov/georgia)

**Find your Local Emergency Management Agency (EMA):**

[www.gema.georgia.gov/locations](http://www.gema.georgia.gov/locations)

**Find your Healthcare Coalition (HCC):** [www.gha911.org](http://www.gha911.org)

**Georgia Health Care Association (GHCA):** [www.ghca.info/](http://www.ghca.info/)

**Homeland Security Exercise Evaluation Program**

**(HSEEP):** [https://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep\\_apr13\\_.pdf](https://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf)

**Regional Calendar for upcoming events and trainings:** [www.gha911.org/coalition-information/](http://www.gha911.org/coalition-information/)

**Free Online FEMA Courses on Emergency Preparedness Exercises:**

- **IS 120.c** - <https://training.fema.gov/is/courseoverview.aspx?code=IS-120.c>
- **IS 139.a** - <https://training.fema.gov/is/courseoverview.aspx?code=IS-139.a>

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## Contact Us



**Institute for Disaster Management**  
College of Public Health  
**UNIVERSITY OF GEORGIA**

If you have any questions about the e-newsletter, upcoming events, or course registration, please contact us at [georgialtc@uga.edu](mailto:georgialtc@uga.edu)



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