

Suggestions for Training with Your EP Kit

Important!

- If conducting training with the EP kits, remember that some items should NOT be opened in training (eg- Aqua Tabs Water Purification Tablets, Celox Hemostatic Gauze, Emergency Trauma Dressing). These items should only be opened at the time they are needed for an emergency.
- For safety, DO NOT attempt to carry actual people when training/practicing with movement devices such as stretchers/litters/etc. Use manikins or other inanimate objects for this type of training.
- Review the manufacturers' instructions from various items in the EP kit in order to familiarize your staff with the proper use of items in the kits.
 - Teach staff to ALWAYS KEEP THE PRODUCT INSTRUCTIONS for all the items in the EP kits. DO NOT THROW AWAY THE INSTRUCTIONS. Keep the instructions in the EP kits!
- Show your staff the manufacturers' informational videos about the various items in the EP kit in order to familiarize your staff with the proper use of items in the kits (ie- tourniquets, Aqua Tabs, etc.)
 - The product manufacturers' websites often contain additional useful information about the items in the EP kits. This information can be incorporated into your EP training classes.
- Be sure to always remove the batteries from the lights before long-term storage of the lights (to avoid batteries leaking inside the lights). Don't deplete all your batteries for training purposes unless you have additional batteries on hand to replace them. If you remove batteries from the battery boxes, be sure that you arrange the remaining batteries in the box in a way that does not allow them to touch contacts in a way that drains the power from them or might heat them up and cause a fire. You may need to use rubber bands, plastic bags, tape, or other materials to separate the batteries.

New Employees

- The location of your facility's EP kits can be included as part of the new-employee orientation training program that you utilize at your facility (in their facility tours and/or scavenger-hunts, etc.)
- During new employee orientation, the contents and purpose of the EP kits can be presented to the new employees. Ideally, they should be able to see the EP kits and put their hands on all of the items in the kits in order to gain familiarity with the items. The inventory checkoff sheets in the kits and the EP kit informational packets could be used to help teach this. This should ideally be done prior to ever trying to use the EP kits in an emergency. This can be done as an organized training class at your facility and can be documented and this documentation can then be used to meet part of your Appendix Z training program requirements.

Testing

- During Emergency Preparedness classes at your facility, when quizzing your staff on what they have learned, ask them “WHERE ARE THE FACILITY’S EP KITS STORED?”
- Teach staff members about what the various items in the EP kits may be used for in a disaster. Afterwards, quiz them about the uses for these items.
 - Ask staff how they would divide up the contents of the EP kits if half the residents were being evacuated and the other half were remaining at the facility to shelter-in-place. Use a white board if available.
- During Emergency Preparedness training classes and refresher classes, teach staff how to load the batteries into the headlamps, flashlights, and lanterns and how to operate these devices (on/off/high/low settings etc.). Allow them to actually perform these tasks (and thus also test out the lights).

(also the lights in the XP-10 jumpstarter and the Eton FRX2 Weather Radio). For a more challenging class, have staff load the batteries into the lights while in the dark (or in the dark but using their cell phone lights to see). If you have additional extra batteries, you could have staff practice using the lights during disaster drills and exercises. Be sure to always remove the batteries from the lights before long-term storage of the lights (to avoid batteries leaking inside the lights). Don’t deplete all your batteries for training purposes unless you have additional batteries on hand to replace them. If you remove batteries from the battery boxes, be sure that you arrange the remaining batteries in the box in a way that does not allow them to touch contacts in a way that drains the power from them or might heat them up and cause a fire. You may need to use rubber bands, plastic bags, tape, or other materials to separate the batteries.

Teaching

- When teaching or reviewing your facility’s Emergency Preparedness plan with your staff, always refer to the EP kit at appropriate times with regard to finding needed equipment to complete the procedures outlined in the plan.
- Teach your staff that the EP kit is there to help them solve some of the many problems that are faced during many disasters/emergencies (ultimately for the benefit and safety of the residents and staff).
- Teach staff members about what the various items in the EP kits may be used for in a disaster. Afterwards, quiz them about the uses for these items.
- Teach staff members about where the EP kits may be used (at the LTC facility, during an evacuation, while sheltering (anywhere), at an alternate care site, etc.
- Teach staff how to properly/safely recharge the XP-10 jumpstarter and the battery-powered lanterns. Allow them to practice these skills.
- Teach staff how to charge cell phones or other small electronic devices with the XP-10, the NOAA weather radio, and the battery-powered lanterns. Practice charging a laptop with the XP-10 (some are easier than others).
- Teach staff how to operate the NOAA weather radio in the EP kit. Have them find a suitable area in the LTC facility for signal reception and find the appropriate channel to monitor the NWS broadcast for a few minutes. Practice using the hand crank to charge the radio.

- Have an instructor teach a free STOP THE BLEED class to all your staff at your facility, in order to learn more about how to use the tourniquet, Celox hemostatic gauze, and the Emergency Trauma Dressing that are found in the EP kits. Contact your local EMA, Healthcare Coalition, Fire/EMS agency for assistance with this. Information about this course may also be found online.
- The Emergency Lighting in Disasters and Emergency Power videos produced by UGA IDM can also be used in your staffs' training and can be found at <https://youtu.be/NO9DqkaI54Q>.

Performing Exercises

- When conducting Emergency Preparedness training at your facility, have 2 employees actually go and physically retrieve the EP kits and bring them to the training area/classroom for the duration of the class. Have them return the EP kits to the proper storage location after the class.
- If your EP kits are locked up in storage, have your keyholders go retrieve the kits from storage and bring them to your facility's command center or Incident Command Post (to practice using their keys). Repeat the exercise for your facility's backup keyholders.
- During Emergency Preparedness training classes for staff, the contents and purpose of the EP kits can be presented to all staff. Ideally, they should be able to see the EP kits and put their hands on all of the items in the kits in order to gain familiarity with the items.
- During Emergency Preparedness refresher training classes for staff, the contents and purpose of the EP kits can be presented to all staff. Ideally, they should be able to see the EP kits and put their hands on all of the items in the kits in order to gain familiarity with the items.

QUESTIONS / COMMENTS

If you or your staff have questions or comments about training with the EP kits (or if you have training ideas or pictures to share) please contact: sltc@uga.edu