2019 Statewide Medical & Health Exercise (SWMHE) in Ventura County

Initial Planning Meeting
Audio for this webinar

1. Use your computer audio
   
   or

2. Dial in using your phone:

   Phone Number:  (224) 501-3412
   Access Code:    226-883-989
Housekeeping

ALL PARTICIPANTS ARE MUTED

TYPE QUESTIONS INTO THE CHAT BOX
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<tr>
<th>Date &amp; Name</th>
<th>Type &amp; Location</th>
<th>Participants</th>
<th>Purpose</th>
<th>Focus</th>
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| August 8th                     | In-Person @ EMSA      | EMS/EPO Planning Team                             | The formal beginning of the planning process. Identify the type, scope, objectives, and purpose of the exercise. | • Agreement regarding exercise type, scenario, capabilities, tasks, objectives, target exercise timeframe, location, and date.  
  • Identification of entities that may want to participate.  
  • Schedule of planning meetings.  
  • Send save-the-date email inviting identified entities/partners and ask for commitment to participate. |
| Concept and Objectives Meeting |                       |                                                   |                                                                        |                                                                      |
| August 21st                    | Webinar               | Exercise Leads from Participating Sites            | The start of the exercise development phase.                           | • Invitation to join Stakeholder Liaison group for MSEL vetting.  
  • Review of 2019 exercise scope and responsibilities, requirements of participation, timeline, and documents.  
  • Cover exercise scenario, goals, and objectives.  
  • Action items for the next planning meeting. |
| Initial Planning Meeting       |                       |                                                   |                                                                        |                                                                      |
| September 12th                 | Webinar               | Exercise Leads from Participating Sites            | Update on the development of the exercise.                            | • Review of Exercise Plan (ExPlan).  
  • Confirm sites have identified exercise lead, safety officer, players, controller, and evaluator.  
  • Review updated documents.  
  • Discuss remaining exercise design concepts. |
| Midterm Planning Meeting       |                       |                                                   |                                                                        |                                                                      |
| September 16th – 27th          | In-Person @ Site      | Participating Sites’ Internal Staff (all roles)    | Site personnel review and discuss the actions they would take during an emergency, testing the emergency plan in an informal, low-stress environment. | • Using the provided scenario in an informal setting, validate plans, policies, and procedures through identification of gaps.  
  • Make any adjustments to plans, policies & procedures prior to the Full-Scale Exercise (FSE).  
  • Allow personnel at your site to become familiarized with the scenario in a low-stress environment.  
  • Prepares site personnel for successful participation in the FSE.  
  • Clarify roles and responsibilities and identify additional mitigation and preparedness needs. |
| Tabletop Exercise (TTX)        |                       |                                                   |                                                                        |                                                                      |
| September 24th                 | In-Person @ EMSA      | Stakeholder Liaisons & EMS/EPO Planning Team      | Development of the MSEL, a chronological listing of key events.       | Key events and the time of their delivery are identified and responsibility for constructing the remaining events is assigned.  
  • Discuss components that make up the MSEL:  
    o Tasks, conditions, and standards required to meet objectives  
    o Key events and critical tasks  
    o Expected player actions  
    o Contingency injects to prompt player actions  
    o Special considerations for each discipline-type |
| Master Scenario Events List (MSEL) Meeting |                       |                                                   |                                                                        |                                                                      |
## Timeline – 2019 Statewide Medical & Health Exercise (in Ventura County)

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<tr>
<td><strong>October 9th Final Planning Meeting</strong></td>
<td>In-Person @ Freedom Center</td>
<td>Exercise Leads from Participating Sites</td>
<td>The close of the exercise development phase.</td>
<td>- Final review of documents.</td>
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<td>- Resolve any outstanding planning issues.</td>
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<td>- Ensure all elements of exercise are ready for conduct.</td>
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<td>- Provide final list of sites confirmed to participate in the exercise.</td>
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<td>- Final opportunity for participating sites to pose questions prior to the exercise.</td>
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<td><strong>October 10th Controller &amp; Evaluator Training</strong></td>
<td>In-Person @ Ventura County Public Health</td>
<td>Controllers &amp; Evaluators from each Participating Site</td>
<td>Address individual roles and responsibilities.</td>
<td>- Review exercise control and evaluation etiquette.</td>
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<td>- Describe duties that controllers and evaluators must conduct prior to, during, and after the exercise.</td>
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<td>- Review documents to be used during and after the exercise.</td>
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<td>- Address document submission deadlines for documents such as the Exercise Evaluation Guide (EEG).</td>
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<td>- Ensure controllers/evaluators have a clear understanding of the exercise objectives, capabilities, assumptions, artificialities, safety and security requirements, and control/evaluation strategies.</td>
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<td><strong>October 17th Statewide Medical and Health Exercise</strong></td>
<td>In-Person @ Site</td>
<td>ALL</td>
<td>The exercise tests plans, policies, procedures, agreements, and networks for the staff of participating organizations and agencies.</td>
<td>- An opportunity is provided to exercise objectives among multiple disciplines, agencies, and jurisdictions.</td>
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<td>- Immediately prior to the exercise, all participating sites conduct player briefing at their respective locations.</td>
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<td>- Controllers provide injects from MSEL and evaluator document observations for compilation of the site’s EEG.</td>
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<td>- Immediately following the exercise, all participating sites conduct a Hot wash where strengths and action items are identified to enhance readiness efforts.</td>
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<td><strong>November 19th After-Action Meeting</strong></td>
<td>In-Person @ TBD</td>
<td>Exercise Leads and/or Controllers/ Evaluator from Participating Sites</td>
<td>Review the draft After-Action Report.</td>
<td>- As part of the After-Action Meeting, attendees review the Improvement Plan (IP). This plan articulates specific corrective actions by addressing issues identified in the After-Action Report (AAR).</td>
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<td>- The refined AAR/IP is finalized and the file is shared with approved stakeholders.</td>
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Agenda for today’s webinar

• This Year’s Exercise
  • Changes from last year to this year
• Joining & Preparing for the Exercise
  • Steps to take for successful participation
Scenario

Earthquake

Assumptions and Artificialities
Immediately after shaking has subsided, players will assess safety of individuals and the integrity of the building in accordance with the site’s emergency plan and submit a Situation Status Report (SitRep) to the Ventura County Health Care Coalition.

During exercise play, players will follow the Policies and Procedures for loss of power in accordance with the site’s emergency plan.

Within the first 30 minutes of the exercise, players will assess their current supply levels and determine the length of time operations can be sustained.

Within 1 hour of StartEx, players will engage business continuity plans to assess financial impact and the ability to maintain critical operations.
Benefits
• Understand the purpose of exercise and how it ties into your emergency plan
• Test elements of your internal plans, policies, or procedures with parameters

Recommendation
• Don’t add too many
• Maximum 2 additional objectives
Scope of this year’s exercise

• Narrowing the scope to lessen the workload
• Less paperwork, requirements, roles & objectives
• Flexibility to expand the scope internally (OPTIONAL)
  • Facilities/infrastructure
  • Prolonged power outage
  • Surge/patients
Patients

- We will **not** be providing paper patients
- Blank paper patient templates available on website
First Steps

- Review the Requirements of Participation
- Review and assign roles to staff at each site
- Submit an Intent to Participate
Requirements of Participation for EACH site

- **Intent to Participate (ITP)**
  - Submitted via survey
  - Due Date: October 4th

- **VCHCC Member Agreement Packet**
  - NEW Member Agreement Form;
  - One Site Profile per each site listed in the Member Agreement Form; and
  - At least one VCHCC Email Distribution Registration Form

- **Attendance at the following meetings/training:**
  - Final Planning Meeting – October 9th
  - Controller & Evaluator Training – October 10th
  - After-Action Meeting – November 19th

- **Participation during FSE on October 17th**
  - Submit at least one, SitRep to VCHCC
  - Attach at least one photograph as proof of Emergency Plan Activation

- **Exercise Evaluation Guide (EEG)**
  - Will be distributed to Controller/Evaluator at October 10th training
  - Submitted via email: SWMHE@ventura.org
  - Due Date: 5:00 pm on October 17th
Exercise Roles for Each Site

**Required Roles**
- Exercise Lead
- Safety Officer
- Controller
- Evaluator
- Players

**Optional roles**
- Public Information Officer
- Media
- Observers
- Actors/Victim Volunteers
- Support Staff
Intent to Participate

• Due October 4th
• Information collected:
  • Site Name & Address
  • Name, Phone Number & Email for:
    • Exercise Lead
    • Controller
    • Evaluator

http://survey.constantcontact.com/survey/a07egip241ez1rsafb/start

2019 SWMHE in Ventura County - Intent to Participate (ITP)

The Statewide Medical and Health Exercise (SWMHE) is sponsored by California Department of Public Health (CDPH) and the Emergency Medical Services Authority (EMSA). This program is designed to help healthcare, public health agencies, and their partners exercise their response to unusual health events that may challenge their facilities, personnel, and impact the communities they serve.

Due to the fact that the Ventura County Health Care Coalition (VCHCC) partners chose Earthquake for the 2019 exercise scenario, the exercise will be designed to be in alignment with the Great ShakeOut. Therefore, the Ventura County medical/health community partners will participate in the SWMHE on the date of the Great ShakeOut (October 17th).

Additionally, we will conduct the exercise design and execution in alignment with Homeland Security and Evaluation Program (HSEP) definition to a Full-Scale Exercise (FSE) to assist our partners who are Centers for Medicare and Medicaid Services (CMS) providers/suppliers in meeting their requirement for an annual, community-based FSE.

One Intent to Participate (ITP) is required for each site. If you have more than one location that will be participating, complete a separate survey for each site.

If you have multiple sites, please be sure to include a characteristic that identifies each, respective site (example: XYZ Clinic - North Oxnard, XYZ Clinic - Westlake, XYZ Clinic - John Smith, XYZ Clinic - Jane Smith, etc.)

If you record the facility/organization name will be used throughout the duration of the exercise design, evaluation, and implementation.
Next Steps

- Build your Site Handbook binder
- Attend Planning Meetings
- Optional: Conduct a Tabletop Exercise
# Table of Contents

1. Requirements of Participation  
2. Correspondence  
3. HSEEP Meetings  
4. Documents  
5. Tabletop Exercise (TTX)  
6. Control, Evaluation & Safety  
7. Day of Exercise  
8. After-Action
Tabletop Exercise (TTX)

Why conduct an internal, site-based TTX?

• Helps prepare your facility/organization for successful participation in the FSE on October 17th
• Allows personnel at your site to become familiarized with the scenario in a low-stress environment
  • Discussion only; no “boots on the ground” or full-activation
• Provides an opportunity to make any adjustments to plans, policies & procedures prior to participating in the full-scale exercise

Reminder for CMS Providers: you are required to participate in one, annual community-based FSE and one, facility- or organization-based exercise/drill of your choosing.

Internal TTX is not Required to participate in the Ventura County FSE but is highly recommended.
Final Steps

- Participate in the Full-Scale Exercise on 10/17/19
- Submit Exercise Evaluations
- Attend After-Action Meeting
**Day of Exercise SCHEDULE**

**Same as last year**
- Player briefing prior to 10:00 am
- StartEx @ 10:00 am
- EndEx @ noon
- Hot wash immediately after exercise play

**Detailed schedule for the day**
- Included in appendices of the Exercise Plan

**Minute-by-minute timeline of exercise play**
- Included in the Master Scenario Events List (MSEL) that will be provided to Controller/Evaluator @ their October 10th training
Post-Exercise Play

Exercise Evaluation Guide (EEG)

• Evaluators will need to submit to SWMHE@ventura.org

After-Action

• November 19th
Stakeholder Liaisons

• Opportunity to provide SME and discipline-specific input into the MSEL
• Only 1 additional meeting this year
• Must be available September 24th
• Interested?
  • Email SWMHE@ventura.org to sign up
**Additional Planning Considerations**

- **Plans, P&Ps**
  - Identify the plans, policies, and procedures to be tested or examined during the exercise

- **Logistics**
  - Location
  - Food/water considerations for participants at your site
  - Media, patient volunteers, etc.

- **Staffing**
  - Calendar invites to internal staff
  - Additional staffing for the day
Questions may be directed to SWMHE@ventura.org

Thank you!