Introduction

Agenda

- Part I: Exercise Introduction
- Part II: Exercise Basics (HSEEP 101)
- Part III: Exercise Process
- Part IV: Requirements of Participation

Scenario

Emerging Infectious Disease – Leptospirosis
Assumptions and Artificialities

Visit our 2018 VC FSE webpage to download the full scenario
http://www.vchca.org/activities/fse
External Objectives

- Participants will fill out a CMR within CalREDIE Provider Portal and submit during exercise.
- Hospitals will complete an immediate bed availability survey within 30 minutes of receiving a ReddiNet request.
- Within two hours of incident onset, the VCHCC partners will identify staffing in accordance with internal succession plan, considering a 10% reduction in staffing due to illness.
- Participants will respond to the incident with at least 3 strategies for non-pharmaceutical interventions during exercise play.

Optional, Internal Objectives

- Why include additional, internal objectives?
  - Understand the purpose of exercise and how it ties into your emergency plan
  - Test elements of your internal plans, policies, or procedures with parameters
  - Objectives should align with concept of emerging infectious disease
  - Don’t add too many (maximum 2 additional objectives is recommended)

- If electing to add internal objectives
  - Include on page 7 of Ex Plan & Section 2 of the EEG
  - Sample objectives by discipline-type can be found here:
    - [https://www.cdph.ca.gov/Programs/EPC/Pages/swmhe_current.aspx](https://www.cdph.ca.gov/Programs/EPC/Pages/swmhe_current.aspx)

Part II: Exercise Basics
What is HSEEP?

The Ventura County 2018 FSE has been designed to be in alignment with the Homeland Security Exercise and Evaluation Program (HSEEP) definition of a 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.

- Provides tools and resources for local jurisdictions to establish self-sustaining exercise programs
- Establishes common language and concepts to be adopted and used by various agencies and organizations
- Synchronizes all exercise components
- Standardizes exercise design, development, conduct, and evaluation for all exercises
- Meets the National Incident Management System (NIMS) goals

Planning Conferences

- Define the exercise purpose and objectives
- Develop the scenario
- Coordinate logistics
- Track design and development progress
- Troubleshoot design or development problems

2018 changes: Initial, Midterm, and Final Planning Conferences will only be attended by Stakeholder Liaisons

Training Types

- Exercises are planned in a cycle and increase in complexity over time
- Discussion-based (yellow boxes) vs. Operations based (orange boxes)
Tabletop Exercise (TTX)

Why conduct an internal, site-based TTX?

- Helps prepare your facility/organization for successful participation in the FSE on November 15th
- 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.

Role Identifiers

- Include some type of identifier to distinguish roles:
  - Badges
  - Vests
  - Etc.

- Include identifiers on page 11 of the Exercise Plan

Provided by Design Team
Paper Patients
First Steps

Review the Requirements of Participation
Review and assign roles to staff at each site
Submit an Intent to Participate
Build your Site Handbook binder
Optional: Conduct a tabletop exercise

Visit our FSE website to access the intent to participate and trainings as well as to download necessary exercise documents:
http://www.vchca.org/activities/fse

<table>
<thead>
<tr>
<th>TIME</th>
<th>PERSONNEL</th>
<th>ACTIVITY</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pre-Exercise Activities</td>
<td></td>
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<tr>
<td>Prior to 10:00 am</td>
<td>All</td>
<td>• Sign-in &amp; receive instructions</td>
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<td></td>
<td></td>
<td>[Your Site]</td>
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<td></td>
<td>• Briefing</td>
<td></td>
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<td></td>
<td>[Your Site]</td>
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<tr>
<td></td>
<td>• All participants in starting positions</td>
<td></td>
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<tr>
<td></td>
<td>[Your Site]</td>
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<tr>
<td>Full-Scale Exercise Activities</td>
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<tr>
<td>10:00 am</td>
<td>All</td>
<td>• StartExercise written in email from <a href="mailto:SWMHE@ventura.org">SWMHE@ventura.org</a></td>
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<td></td>
<td>Controller</td>
<td>• Follow Schedule of Events and provide instructions to players</td>
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<td>[Your Site]</td>
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<tr>
<td></td>
<td>CAHAN Participant</td>
<td>• Monitor email for CAHAN alerts and disseminate alert to all FSE participants</td>
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<td></td>
<td>Email</td>
<td></td>
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<td></td>
<td>Evaluator</td>
<td>• Follow Schedule of Events &amp; Exercise Evaluation Guide (EEG) to record observations</td>
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<td></td>
<td>[Your Site]</td>
<td></td>
</tr>
<tr>
<td>12:00 pm</td>
<td>All</td>
<td>• EndExercise written in email from <a href="mailto:SWMHE@ventura.org">SWMHE@ventura.org</a></td>
</tr>
<tr>
<td></td>
<td>Immediately following the FSE (duration: 30 mins)</td>
<td>• Distribute Player Feedback Forms</td>
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<td></td>
<td>• Conduct Site Hot Wash</td>
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<td></td>
<td>• Collect Player Feedback Forms</td>
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<td></td>
<td>[Your Site]</td>
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<tr>
<td></td>
<td>Immediately following the Hot Wash</td>
<td>Exercise Lead, Controller &amp; Evaluator</td>
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<tr>
<td></td>
<td>• Debrief</td>
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<td>• Compile Site Feedback Form</td>
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<td></td>
<td>• Finalize EEG</td>
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<td></td>
<td>[Your Site]</td>
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<tr>
<td></td>
<td>By 5:00 pm</td>
<td>Evaluator</td>
</tr>
</tbody>
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Post-Exercise Activities

December 14th
9:30 am - 12 pm
Organization Representative(s) |
• After-Action Meeting |

Within 90 days of the exercise
Exercise Lead & Controller / Evaluator |
• Compile site-based AAR/IP |

Execution: day of the exercise

Briefing
Facilitate at each site
• Use Briefing PPT as guidelines
• Available for download under section 10. Day of the Exercise on the FSE webpage:
http://www.vchca.org/activities/fse

Play
Exercise play will begin promptly at 10:00 am and end at 12:00 pm
• CAHAN alerts for additional injects

CAHAN
Monitor CAHAN alerts for additional injects

SitReps
Submit SitReps via bit.ly/vcsitrep

CalREDIE
Submit Confidential Morbidity Reports (CMRs) via California Reportable Disease Information Exchange (CalREDIE) Provider Portal training site
Execution: wrap-up activities
Immediately following the "End Ex", each site should:

- **Evaluator should finalize comments**
- **Facilitate at each site the Hot Wash PPT on preparedness**
- **Submit by players to the site Evaluator immediately following the Hot Wash**
- **Compiled by Exercise Lead, Controller, and Evaluator**
- **Bring to after-action meeting to assist with participation in group discussions**
- **Email EEG (Sections 1 and 3) to luke@lfm.com with the subject line “2018 EEG [name of your site]” by 5:00 pm on November 15th**

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**Non-Pharmaceutical Interventions (NPIs)**

- **Mitigation strategies**
  - Prevention methods
  - Limit morbidity and mortality
  - 3 main categories of NPIs
    - Personal
    - Community
    - Environmental
  - See Section 2 of the exercise webpage for sample NPIs

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**Mitigation charts**

- **Early identification, surveillance, and investigation**
- **Response**
- **Prevention**
- **Mitigation**
- **Public health**
  - **School closures and limitations**
  - **Non-pharmaceutical interventions**
  - **Pharmaceutical interventions**

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**See Section 2 of the exercise webpage for sample NPIs**

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**See the CDC website**

https://www.cdc.gov/mmwr/volumes/66/rr/rr6601a1.htm
NPIs in Exercise Evaluation

To assist in your successful evaluation and timely submission of the Exercise Evaluation Guide (EEG), we highly advise that the Evaluator work with the Infection Control Personnel and/or the Exercise Lead to complete Section 3. NPIs as:

- NPI questions might not be verbalized by Players during exercise play
- NPI questions will evaluate the Emerging Infectious Disease mitigation strategies included in site plans, policies and procedures.

Bonus for watching this PPT!

The following questions will be included in Section 3. of the EEG

1. List the three main categories of NPIs?
2. Do any of the facility/organization plans, policies and/or procedures (i.e. Emergency Response, Infection Control/Prevention, etc.) include NPI strategies?
   - If yes, which plans, policies and/or procedures include NPI strategies?
   - If no, do you plan to modify plans, policies, or procedures to be inclusive of NPI strategies after having participated in this exercise?
3. During normal operations, what NPI strategies are practiced at your site to mitigate the spread of disease or illness?
4. During an emerging infectious disease outbreak or pandemic, what NPI strategies are practiced at your site to mitigate the spread of disease or illness?

After-Action

Meeting

- Within 60 days of the exercise an After-Action Meeting should be conducted with official representatives of the exercise.

Reports:

Internal (site-based) & External (community-based)

- The After-Action Report describes what occurred during the exercise without identification of specific individuals, it identifies exemplary practices, areas and recommendations for improvement.
- Should be completed within 90 days of conclusion of the exercise.
- An Improvement Plan is a task list and timeline of corrective actions to be included as part of the AAR. The Improvement Plan is a critical part of the Improvement Plan Process and identifies what areas of concern need to be addressed before the beginning of the next exercise cycle.
Part IV: Requirements of Participation

Required of each participating site

If you have multiple facilities/locations, you must have the following for each site:

- Intent to Participate
- Personnel assigned to each role
- Access to CARREDIE
- Access to CAHAN
- SitRep with photo attached
- EEG submitted by 5:00 pm on 11/15/18
- Attendance at After-Action Meeting
- Site Handbook

Requirements of Participation must be met, in full, by each site/location

Intent to Participate - Questions 1 & 2

- Figure out who submits CMRs from the site
  - Personnel who typically submits CMRs for the site should be the one to gain access to CARREDIE Provider Portal

- Questions 1 & 2 collect the following information that must be consistent with CARREDIE Account Request:
  - Site name
  - Site address
  - Phone number
Intent to Participate - Questions 6-12

- Assign roles prior to filling out the ITP on SurveyMonkey
- Questions 6-12 collect: (1) first & last name, (2) phone number, and (3) email address for the following roles:
  - Exercise Lead
  - Safety Officer
  - Controller
  - Evaluator
  - CAHAN Participant
  - Infection Control Personnel
  - Public Information Officer
- Throughout the exercise planning phase, emails will be sent with role-specific information, requirements, etc.
  - All emails will be sent from SWMHE@ventura.org
  - Exercise Leads will be cc'd to every email sent to other roles; with the exception of emails sent to the Controller that reveal the schedule of events
- Required Roles
  - Exercise Lead
  - Safety Officer
  - Controller
  - Evaluator
  - Player(s)
  - At least one must be signed up to receive CAHAN alerts
  - Infection Control/Prevention personnel or administrator who must have a CalREDIE Provider Portal Account
  - Public Information Officer or Public Affairs/Relations Personnel
- Optional Roles
  - Media
  - Observers
  - Actors/Victim Volunteers
  - Support Staff
- Individual role sheets – with detailed description of role responsibilities – can be found at http://www.vchca.org/activities/fse
- Must use CalREDIE account request form
  - Must register the personnel who typically submit CMRs for the site
  - Available for download in section 2 of the exercise webpage
  - Once a CalREDIE account request form is submitted:
    - The State will send login information for the CalREDIE training site prior to the exercise
    - The State will send access to the production site after the exercise
- Unique email account
  - No shared accounts
  - Site Information collected in Questions 1 & 2 of the Intent to Participate must have consistent with the CalREDIE provider portal account request form
The California Health Alert Network (CAHAN) is the State of California’s web-based information and communications system available on a 24/7/365 basis for distribution of health alerts, dissemination of prevention guidelines, coordination of disease investigation efforts, preparedness planning, and other initiatives that strengthen state and local preparedness. CAHAN participants have the ability to receive alerts and notifications via e-mail, fax, and phone (cellular and landline).

CAHAN links critical health and emergency response partners together to provide:
- Rapid and secure communication system among state and local health agencies, health care providers, emergency management officials, and other emergency preparedness partners
- Dissemination of announcements from local, state or federal public health authorities to inform health and emergency care providers about threats or hazards to the health of their community
- Secure collaborative environment to develop and share information for emergency preparedness planning and response

Player - CAHAN Participant

Prior to the exercise
- the CAHAN Participant Player will:
  - registered for an account with the contact information collected in question 10 of the ITP
  - receive the CAHAN test alert sent one week before the exercise (click “message received”)

On the day of the exercise
- the CAHAN Participant Player will:
  - follow all actions included in the Player role
  - be ready to receive CAHAN alerts
  - confirm receipt of CAHAN alerts (click “message received”)
  - disseminate CAHAN message to all exercise participants
Situation Status Report (SitRep)

Submit at least one, initial SitRep to VCHCC
Include at least one photograph as proof of [simulated] Emergency Plan Activation

SitRep Guidance is available for download here:
http://www.vchca.org/emergency-plan

Submit only Sections 1 & 3 of Exercise Evaluation Guide (EEG)
Emailed to SWMHE@ventura.org by 5:00 pm on 11/15/18

Attendance at After-Action Meeting
December 14th from 9:30 am – 12:00 pm at:
Ventura County Office of Education
Conference and Educational Services Center
3900 Austin Road
Camarillo, CA 93012