Exercise Design Checklist

Adapted from: *Tool for Evaluating Core Elements of Hospital Disaster Drills.*
AHRQ Publication No. 08-0019, June 2008

Working Exercise Title: _____

Exercise Planning Team Members

Name	Phone	Email	Organization

I. Scope of Exercise: who will participate, what, where, when?

A. Select the type of exercise is your hospital performing? (Check one.)

1.   ___ Tabletop Exercise (discussion-based exercise, appropriate for 96 hr discussion)

   ___ Functional Exercise (operations-based exercise with some simulated activities)

   ___ Full Scale Exercise (operations-based exercise in real time)

   ___Other (specify): _____

2.   ___ Single Facility   ___ Community-wide

   ___ Regional   ____ Other_____

B. Determine what the exercise scenario will include?
   (Check all that apply.)(This is based on the Hazard Vulnerability Assessment)
   (Hospital Incident Command System (HICS) reference documents can be found at
   www.emsa.ca.gov/HICS, select appendix H.)

___ Biological agent   ___ Chemical agent

___ Fire   ___ Incendiary device/explosive

___ Natural disaster (e.g., tornado)   ___ Radiological agent

___ Structural collapse   ___ Transportation accident

___Internal hospital system failure (specify): _____

___Other (specify): _____

C. Identify the main objectives (also known as target capabilities or critical areas) to be evaluated during the exercise? (Check all that apply.)

___ Decontamination	___ Treatment
___ Biological illness exposure	___ Incident command
___ Triage	___ Chemical exposure
___ Equipment and supplies	___ Patient documentation and tracking
___ Personal protective equipment (PPE) use	___ Rotation of staff
___ Staffing	___ Zone operations
___ Sheltering in place	___ Communication and information flow
___ Facility engineering	___ Patient flow
___ Radiation exposure	___ Security
___ Surge capacity	___ Evacuation
___ Other _____	___ Other _____

D. Determine the levels of activity will be included in the exercise? **(**Check all that apply.)

___ Incident Command activated	___ Actual Communications
___ Simulated Communication	___ Patient surge
___ Actual hospital lockdown	___ Simulated hospital lockdown
___ Materials and supplies received	___ Materials and supplies requested
___ Activation of Labor pool	___ Labor pool staff -- just in time training
___ Utility failures	___ Partial evacuation
___ Triage of victims	___ Simulated clinical procedures performed
___ Patient tracking	___ Tracking resource availability
___ Victim decontamination	___ Victim transport in the ER only
___ Victim transport throughout hospital	

___ Other (specify): _____

E. Determine who will participate.

1. Identify hospital personnel (not including victims or evaluators/observers) from the following staff groups will actively participate in the exercise? (Check all that apply.)

___ Administration	___ Engineering and physical plant	___ Laboratory
___ Occupational health	___ Radiation safety	___ Social work
___ Pediatrics department	___ Surgery department	___ Central supply
___ Infection control	___ Medical staff	___ Pharmacy
___ Safety	___ Emergency department	___ Psychiatry
___ Hospital-wide	___ EMS/patient transport service	___ Intensive care unit
___ Nursing	___ Public affairs/Communications	___ Security
___ Medicine department	___ Radiology department	

___ Other (specify): _____
___ Other (specify): _____

2. Identify who will control (manage) the actual exercise:_____

3. Identify who will evaluate the exercise:_____

4. Identify the expected number of victims: _____
    Identify who will arrange for victims?_____

F. Select which other organizations/agencies will be involved in the exercise? (Check all that apply.)

___ Ambulance service   Contact person_____

___ Fire   Contact person: _____

___ Media   Contact person: _____

___ Law Enforcement   Contact person: _____

___ Military (specify): _____   Contact person: _____

___ Hospital/health systems(s) (specify): _____ Contact person: _____

___ City/local agency(ies) (specify): _____ Contact person: _____

___ State agency(ies) (specify): _____ Contact person: _____

___ Federal agency(ies) (specify): _____Contact person: _____

___ Other (specify): _____   Contact Person: _____

G. When will the exercise occur?

       Proposed date:_____
       Proposed start time: _____
       Estimated length of the exercise: _____
       Proposed location(s) of the exercise: _____

II. Main Exercise Objectives (Based on Hazard Vulnerability Assessment and items corrected in previous exercises.)

Simple (straightforward, easy to read);
Measurable (specific and quantifiable);
Achievable (within the time of the exercise);
Realistic (is the scenario is likely to occur);
Task-oriented (some observable action taken: Incident Command should be set up within 10 minutes of notification.)

A. Communications (EM.02.02.01 and EM.03.01.03 EP7)

    a._____

    b._____

B. Resources (EM.02.02.03 and EM.03.01.03 EP8)

    a._____

    b._____

C. Safety and Security (EM.02.02.05 and EM.03.01.03 EP9)

    a._____

    b._____

D. Staff Roles and Responsibilities (EM.02.02.07 and EM.03.01.03 EP10)

    a._____

    b._____

E. Utilities (EM.02.02.09 and EM.03.01.03 EP11)

    a._____

    b._____

F. Patient Care (EM.02.02.11 and EM.03.01.03 EP12)

    a._____

    b._____

III. Identify expected player's action(s), based on objectives. (What do you hope staff will do when you give them the scenario and the timeline of events?)

These are specific tasks from the task list.
These tasks would be on the Exercise Evaluation Guides for each of the objectives.

IV. Develop a purpose statement. (Why is the exercise being conducted?)

"The purpose of the proposed _____ (*enter exercise type, i.e. functional*) exercise is to *test or improve* _____, _____ and _____ (*enter the objectives from the exercise scope*) by involving _____, _____, and _____ (*enter departments, functions and/or agencies who will participate*) in a simulated _____ (*enter hazard*) at _____ (*enter location*)."

V. Write the narrative which sets the scenario for the exercise.
Provide sufficient detail for the exercise scenario is to be provided so that the participants know what the situation is that they must manage during the exercise. The narrative tells participants how background and how we arrived at this stage of the incident.
(The scenario examples from the HICS website, www.emsa.ca.gov/HICS, appendix H, may be helpful.)

Note: Corrective messages may need to be written during the exercise to move scenario along as well as bring the players back on task.

VI. Identify the major and detailed events in chronological order. (The script that moves the action and provides information to drive objectives known as the master sequence of events list or MSEL).
Note: The Incident Command grids from the HICS website (www.emsa.ca.gov/HICS,Appendix H) may be helpful.

The MSEL template is available in the WI Trac Knowledgebase, Exercise Section, Lesson 6 documents. www.witrac.org

VII. Complete the After Action Report and Improvement Plan
The After Action Report identifies the strengths and opportunities for improvement from the exercise. The After Action Report modified for hospitals is available in the WI Trac Knowledgebase, Exercise Section, Lesson 7 documents. www.witrac.org