

eFINDS Quarterly Drill

Exercise Plan

[Date]

The Exercise Plan (ExPlan) gives elected and appointed officials, observers, media personnel, and players from participating organizations information they need to observe or participate in the exercise. Some exercise material is intended for the exclusive use of exercise planners, controllers, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the ExPlan.

# Exercise Overview

|  |  |
| --- | --- |
| **Exercise Name** | eFINDS Quarterly Drill |
| **Exercise Dates** | [Indicate the start and end dates of the exercise] |
| **Scope** | The eFINDS Quarterly Drill is a series of small exercises designed to provide an opportunity for hospitals in the Sub-Regions of the Western Region Health Emergency Preparedness Coalition (WRHEPC) to maintain their patient tracking capabilities using the NYS DOH Evacuation of Facilities In Disaster System (eFINDS). The drill is limited to the simulated movement and tracking of patients using eFINDS. No actual movement of patients will occur. |
| **Mission Area(s)** | Response, Recovery |
| **Core Capabilities** | Continuity of Health Care Service Delivery |
| **Objectives** | Assess the Hospital’s capability to plan for and coordinate health care evacuation and relocation using the NYS DOH Evacuation of Facilities In Disaster System (eFINDS). |
| **Threat or Hazard** | Hospital Evacuation , Medical Surge |
| **Scenario** | One of the Sub-Region partner hospitals has experienced an emergency requiring the evacuation of patients. The NYS DOH eFINDS will be used to track the movement of patients between facilities. The evacuation and receipt of patients will be completed within 24 hours. |
| **Sponsor** | Western Region Health Emergency Preparedness Coalition |
| **Participating Organizations** | [List Sub-Region Healthcare Facilities participating in the quarterly drills.] |
| **Point of Contact** | [Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)] |

# General Information

**Introduction**

The eFINDS Quarterly Drill is a series of small exercises designed to provide an opportunity for hospitals in the Sub-Regions of the Western Region Health Emergency Preparedness Coalition (WRHEPC) to maintain their patient tracking capabilities using the NYS DOH Evacuation of Facilities In Disaster System (eFINDS).

Annually, each Sub-Region will develop a schedule of quarterly eFINDS drills which will rotate the role of initiating or “Sending” facility between its member hospitals. The remaining facilities will fill the role of receiving hospitals for the quarter.

This Exercise Plan (ExPlan) was produced at the direction of the WRHEPC with the input, advice, and assistance of the eFINDS Quarterly Drill working group.

**Exercise Play**

## Exercise play will begin each quarter according to the published schedule. The initiating, “Sending” Facility will begin the drill by establishing an Operation in eFINDS and sending a STARTEX message to their partner facilities. The message must include the name of the operation. The “Sending” Facility will upload and assign (send) a representative number of simulated patients to the other participating facilities. “Receiving” Facilities will “receive” their assigned patients using eFINDS within 24 hours.

# Exercise Schedule

| **Quarter** | **Initiating Facility** |
| --- | --- |
| 1st Quarter GY | Hospital [A] |
| 2nd Quarter GY | Hospital [B] |
| 3rd Quarter GY | Hospital [C] |
| 4th Quarter GY | Hospital [D] |

## Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

| Exercise Objective | Core Capability |
| --- | --- |
| Assess the Hospital’s capability to plan for and coordinate health care evacuation and relocation using the NYS DOH Evacuation of Facilities In Disaster System (eFINDS). | Continuity of Health Care Service Delivery |

Table 1. Exercise Objectives and Associated Core Capabilities

## Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

* **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
* **Controllers.** Each facility is responsible to provide a Controller for their site to provide key data to players, and may prompt or initiate certain player actions to ensure exercise continuity. In addition, they issue exercise material to players as required, monitor the exercise timeline, and supervise the safety of all exercise participants.
* **Evaluators.** Facilities will provide a site Evaluators to observe and document performance against established capability targets and critical tasks, in accordance with the Exercise Evaluation Guides (EEGs). Due to the scope of the drill, combining the role of Controller and Evaluator is permitted.

## Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation.

### Assumptions

Assumptions constitute the implied factual foundation for the exercise and, as such, are assumed to be present before the exercise starts. The following assumptions apply to the exercise:

* The exercise is conducted in a no-fault learning environment wherein capabilities, plans, systems, and processes will be evaluated.
* Exercise simulation contains sufficient detail to allow players to react to information and situations as they are presented as if the simulated incident were real.
* Participating agencies may need to balance exercise play with real-world emergencies. Real-world emergencies take priority.

### Artificialities

During this exercise, the following artificialities apply:

* The scenario requiring the simulation evacuation of patients is a generic emergency incident.
* Hospitals may choose to limit activation to those serving as eFINDS Administrators and Data Recorders.

# Exercise Logistics

## Safety

Exercise participant safety takes priority over exercise events. The following general requirements apply to the exercise:

* The drill consists primarily of administrative tasks in a controlled environment.
* For an emergency that requires assistance, use the phrase **“real-world emergency.”**

# Post-exercise and Evaluation Activities

## Debriefings

Post-exercise debriefings aim to collect sufficient relevant data to support effective evaluation and improvement planning.

### Hot Wash

At the conclusion of exercise play, controllers facilitate a Hot Wash to allow players to discuss strengths and areas for improvement, and evaluators to seek clarification regarding player actions and decision-making processes. All participants may attend; however, observers are not encouraged to attend the meeting. The Hot Wash should not exceed 30 minutes.

### Quarterly Review

During the subsequent Quarterly Sub-Regional meeting the participating facilities will discuss lessons learned from the drill. The group will adjust the drill and/or the schedule to improve the exercise prior to the next iteration.

## Evaluation

### Exercise Evaluation Guides

EEGs have been prepared for the drills to assist evaluators in collecting relevant exercise observations. The EEGs include both “send” and “receiving” Capability Targets and Critical Tasks. Evaluators may limit their observations according to the role their facility is filling during the drill.

### After-Action Report

The AAR summarizes key information related to evaluation. The AAR primarily focuses on the analysis of core capabilities, including capability performance, strengths, and areas for improvement. Each Sub-Region committee will prepare an annual report that captures the lessons learned throughout the series of quarterly drills for the year.

### Improvement Plan

The Sub-Region will identify specific corrective actions, assign them to responsible parties, and establishes target dates for their completion.

# Participant Information and Guidance

## Exercise Rules

The following general rules govern exercise play:

* Real-world emergency actions take priority over exercise actions.
* Exercise players will comply with real-world emergency procedures, unless otherwise directed by the control staff.
* All communications (including written, radio, telephone, and e-mail) during the exercise will begin and end with the statement **“This is an exercise.”**

## Players Instructions

Players should follow certain guidelines before, during, and after the exercise to ensure a safe and effective exercise.

### Before the Exercise

* Review appropriate organizational plans, procedures, and exercise support documents.
* Sign in when you arrive.

### During the Exercise

* Respond to exercise events and information as if the emergency were real, unless otherwise directed by an exercise controller.
* If you do not understand the scope of the exercise, or if you are uncertain about an organization’s participation in an exercise, ask a controller.
* Speak when you take an action. This procedure will ensure that evaluators are aware of critical actions as they occur.

### After the Exercise

* Participate in the Hot Wash at your venue with controllers and evaluators.
* Complete the Participant Feedback Form. This form allows you to comment candidly on emergency response activities and exercise effectiveness. Provide the completed form to a controller or evaluator.

Provide any notes or materials generated from the exercise to your controller or evaluator for review and inclusion in the AAR.

# eFINDS Quarterly Drill Report

| **Drill Information** |
| --- |
| Initiating Facility |  |
| Facilitator Name |  |
| Facilitator Phone & Email |  |
| Operation Name |  |
| Drill Date |  |
| Drill Time |  |

| **Patient Tracking Information** |
| --- |
| Patient Name | Receiving Facility | Date & Time Sent | Date & Time Received |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |
|  |  |  |  |