# Exercise Evaluation Guide

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| *Exercise Name:* 2022 Cross Regional LTC-MAP Full Scale Exercise  *Exercise Date:* 05/12/2022 | *Organization/Jurisdiction:*  Near Southwest Preparedness Alliance  Southwest Virginia Hospital Preparedness Commission | *Venue:*  Participating SNFs  Near Southwest RHCC  Far Southwest RHCC |
| **Response** | | |
| *Exercise Objective:*   1. Evaluate the ability of a Disaster Struck Facility to complete and utilize Long-Term Care Mutual Aid Plan (LTC MAP) evacuation forms or an electronic record transfer for each resident during a facility evacuation. 2. Assess the ability of a Long-Term Care Facility to conduct a “slow out” evacuation utilizing transportation assets from LTC MAP partners for residents that do not require ALS or BLS transport, in coordination with the RHCCs. 3. Demonstrate the ability of the participating RHCCs to coordinate Long-Term Care Facility bed availability during a single-facility evacuation. 4. Evaluate the ability of the evacuating facility, accepting facilities, and RHCC to accurately track residents throughout the evacuation process. 5. Evaluate the ability of both evacuating and accepting facilities to provide timely updates to their respective RHCC when requested or necessary. | | |
| **Objective 1:** Evaluate the ability of a Disaster Struck Facility to complete and utilize Long-Term Care Mutual Aid Plan (LTC-MAP) evacuation forms or an electronic record transfer for each resident during a facility evacuation.  **HPP Capability:** HPP Capability 3, Objective 6, Activity 1  *Critical Task:* An LTC-MAP Resident Evacuation Form or alternative method of medical record transfer is completed on behalf of each evacuating resident | | |
| **Objective 2:** Assess the ability of a Long-Term Care Facility to conduct a “slow out” evacuation utilizing transportation assets from LTC-MAP partners for residents that do not require ALS or BLS transport, in coordination with the RHCCs.  **HPP Capability:** HPP Capability 3, Objective 6, Activity 2  *Critical Task:* The RHCCs are able to gather, compile, and share information regarding the type, capability, and availability of LTC-owned transportation assets in the region.  *Critical Task:* 100% of evacuating residents who do not require ALS or BLS transport are able to be moved utilizing LTC-owned transportation assets.  *Critical Task:* Residents who require BLS or ALS transport are identified and alternative arrangements are made. | | |
| **Objective 3:** Demonstrate the ability of the RHCCs to coordinate Long-Term Care Facility bed availability during a single-facility evacuation.  **HPP Capability**: HPP Capability 4, Objective 2, Activity 2; HPP Capability 3, Objective 6, Activity 1  *Critical Task*: The RHCCs collect information on the bed types required by evacuating facility and the availability of those bed types in the region within the target timeframe  *Critical Task*: The RHCC is able to send regional bed availability to the Disaster Struck Facility within the target timeframe.  *Critical Task*: The RHCC is able to provide the Disaster Struck Facility with accurate contact information for the Receiving Facilities' coordination centers or designated liaison. | | |
| **Objective 4:** Evaluate the ability of the evacuating facility, accepting facilities, and RHCCs to accurately track residents throughout the evacuation process.  **HPP Capability**: HPP Capability 1, Objective 4, Activity 2, Activity 3; HPP Capability 3, Objective 6, Activity 2  *Critical Task:* The Disaster Struck Facility and all Resident Accepting Facilities cross-check forms to verify all residents are accounted for.  *Critical Task:* All facilities provide their respective RHCCs with copies of tracking forms as outlined in the LTC MAP.  *Critical Task:* RHCCs coordinate to ensure each has a complete and accurate record of resident transfers. | | |
| **Objective 5:** Evaluate the ability of both evacuating and accepting facilities to provide timely updates to their respective RHCC when requested or necessary.  **HPP Capability**: HPP Capability 1, Objective 4, Activity 2, Activity 3; HPP Capability 3, Objective 6, Activity 2  *Critical Task:* 100% of participating LTC-MAP Facilities respond to request for bed availability information within the required timeframe.  *Critical Task:* 100% of participating LTC-MAP Facilities are able to provide information on their available transportation assets as requested by the RHCC.  *Critical Task:* 100% of participating LTC-MAP Facilities respond to attempts to collect additional information in a timely manner. | | |

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| **Objective** | **Associated Critical Tasks** | **Observation Notes and**  **Explanation of Rating** | **Target Rating** |
| Evaluate the ability of a Disaster Struck Facility to complete and utilize Long-Term Care Mutual Aid Plan (LTC-MAP) evacuation forms or an electronic record transfer for each resident during a facility evacuation. | * An LTC-MAP Resident Evacuation Form or alternative method of medical record transfer is completed on behalf of each evacuating resident. |  |  |
| Assess the ability of a Long-Term Care Facility to conduct a “slow out” evacuation utilizing transportation assets from LTC-MAP partners for residents that do not require ALS or BLS transport, in coordination with the RHCCs. | * The RHCCs are able to gather, compile, and share information regarding the type, capability, and availability of LTC-owned transportation assets in the region. * 100% of evacuating residents who do not require ALS or BLS transport are able to be moved utilizing LTC-owned transportation assets. * Residents who require BLS or ALS transport are identified and alternative arrangements are made. |  |  |
| Demonstrate the ability of the RHCCs to coordinate Long-Term Care Facility bed availability during a single-facility evacuation. | * The RHCCs collect information on the bed types required by evacuating facility and the availability of those bed types in the region within the target timeframe. * The RHCC is able to send regional bed availability to the Disaster Struck Facility within the target timeframe. * The RHCC is able to provide the Disaster Struck Facility with accurate contact information for the Receiving Facilities' coordination centers or designated liaison. |  |  |
| Evaluate the ability of the evacuating facility, accepting facilities, and RHCCs to accurately track residents throughout the evacuation process. | * The Disaster Struck Facility and all Resident Accepting Facilities cross-check forms to verify all residents are accounted for. * All facilities provide their respective RHCCs with copies of tracking forms as outlined in the LTC MAP. * RHCCs coordinate to ensure each has a complete and accurate record of resident transfers. |  |  |
| Evaluate the ability of both evacuating and accepting facilities to provide timely updates to their respective RHCC when requested or necessary. | * 100% of participating LTC-MAP Facilities respond to request for bed availability information within the required timeframe. * 100% of participating LTC-MAP Facilities are able to provide information on their available transportation assets as requested by the RHCC. * 100% of participating LTC-MAP Facilities respond to attempts to collect additional information in a timely manner. |  |  |
|  |  | **Final Capability Rating** |  |

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| **Ratings Key** |
| P – Performed without Challenges  S – Performed with Some Challenges  M – Performed with Major Challenges  U – Unable to be Performed |

Evaluator Name

Evaluator E-mail

Phone

## Ratings Definitions

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| **Performed without Challenges (P)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Performed with Some Challenges (S)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| **Performed with Major Challenges (M)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Unable to be Performed (U)** | The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s). |