



Virtual Tabletop Exercise: Facility Fire Scenario

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Louisiana's Health Initiative

Speakers

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Learning Objectives

- Understand the importance of a tabletop exercise
- Know your facility's strengths and weaknesses based on the scenario presented
- Know the next steps your facility can take to be better prepared for a fire or other emergency



Provider Education Network

- Emergency Preparedness training will be part of Well-Ahead's Provider Education Network beginning in 2022
- The Provider Education Network helps healthcare professionals address the challenges facing our communities
 - Education
 - Technical Assistance
 - Quality Improvement Strategies
 - Workforce Development
 - Patient Education Tools
 - Links to Community-Based Programs
- Join today at www.wellaheadla.com/move-well-ahead/provider-education-network

Virtual Tabletop Exercise Series

Facility Fire Scenario



Agenda

- What to Expect
- Objectives
- Outcomes
- Exercise
- Hotwash
- Next Steps

What To Expect

- **What is a Tabletop Exercise?**
 - Discussion-based sessions where team members meet in an informal, classroom setting to discuss their roles during an emergency and their responses to a particular emergency situation
 - A facilitator guides participants through a discussion of one or more scenarios

What To Expect

- Our exercise is being conducted virtually
- You will be provided a scenario and are expected to discuss your facility's activities during the allotted time
- I will randomly call upon facilities to share what was discussed

What To Expect

- Your microphone will be muted by the facilitator until called upon
 - Use the “Chat” feature if you want to type a question or make any comments
- A scenario will be presented followed by related questions
- Take notes on the handout provided
 - These notes can be used to develop your After Action Report/Improvement Plan documentation
- The more you are engaged during this exercise, the better your final product will be

Objectives

- **Core Capability: Prevention**

- Identify critical objectives during the planning process
- Provide a complete and integrated picture of the sequence and scope of the tasks to achieve the objectives
- Ensure the objectives are implementable within the timeframe contemplated within the plan using available resources for prevention-related plans

- **Core Capability: Protection**

- Implement risk-informed guidelines, regulations, and standards to ensure the security, reliability, integrity, and availability of critical information, records, and communications systems and services through collaborative cybersecurity initiatives and efforts

Outcomes

- Reveal planning weaknesses in the Emergency Operations Plan and standard operating procedures
 - Test or validate recently changed procedures
- Identify current capabilities
- Improve the coordination between and among various response personnel
- Identify deficiencies and/or validate training on the critical elements of emergency response
- Increase the general awareness and understanding of the potential hazard

START OF EXERCISE

Discussion

- It is Sunday, November 18 at 2 a.m.
 - A fire breaks out in the mechanical room of your building or facility and spreads to the structure itself
 - Sprinkler systems partially fail
 - No one is in the building at the time of the fire
 - Damage is contained mainly to the mechanical room area, but there is significant smoke damage throughout much of the building, as well as water damage in the areas near the fire
 - The Fire Department has extinguished the fire and determined that it is safe to enter the building

Discussion

- What steps would you take when you are informed about the fire?
- What plans, policies, or procedures would you implement in response to this scenario?
- Who is in charge?
 - If that person is unavailable, who is next in the line of succession?
- Who would conduct an initial damage assessment?

Post-Fire

- It is now Sunday, November 18 at 11 a.m.
 - Initial damage assessments have been done, finding extensive damage to the mechanical room itself
 - Electrical, plumbing, and HVAC service to the rest of the building are lost
 - The building has smoke and water damage, especially concentrated near the mechanical room
 - The building will be unusable for an undetermined amount of time
 - Further damage assessment is continuing

Discussion

- Does this new information affect decisions made up to this point?
 - Do any additional plans or procedures need to be implemented?
- Do you have an alternate site you can provide services?
- Does your notification process to staff and patients need to be continued and/or revised?
 - What is the message?
- How are repairs going to be coordinated?

Post-Fire

- It is Monday, November 19 at 10 a.m.
 - A full damage assessment has been completed
 - Repairs will take 6 weeks, during which time your building will be unusable for normal operations

Discussion

- How does this new information affect the decisions made up to this point?
 - Are there any new or supplemental plans or procedures needed now?
- How can you accommodate patients during reconstruction?
- How can you maintain staff during reconstruction?
- How will staff and patients be provided with information updates during reconstruction until your facility is operational again?

What if this happened during business hours?

Emergency Operations Plan

- Using your facility's Emergency Operations Plan as a guide, discuss and answer the following questions:
 - Who is responsible for leading the evacuation?
 - What are the assigned responsibilities for staff?
 - Which agencies will you notify? What are their numbers?
 - How would you communicate with your patients; staff; facility leadership/owner/CEO?
 - If our primary means of communication goes down, what is our alternate method?
 - What actions would need to occur to secure the facility, including medical records?

END OF EXERCISE

Hotwash

- What strengths in your workplace's emergency plans did this exercise identify?
- What weaknesses in your workplace's emergency plans did this exercise expose?
- What unanticipated issues arose during the exercise?
- What gaps were identified?
- What are some high-priority issues that should be addressed?
- What are some new ideas and recommendations for improvement?

Next Steps

- Now that you have completed your Tabletop Exercise (TTX), consider these additional action items:
 - Compile all notes taken during this exercise
 - Gather staff at your respective facility to discuss gaps in your plan
 - Draft an AAR/IP report on results from TTX
 - Provided in the Handouts section of the webinar with directions
 - Assign leads within the organization to address gaps
 - Communicate the steps you are taking to your entire organization

Next Steps

- If you don't have a plan:
 - Complete a Hazard Vulnerability Analysis
 - Provided in the Handouts section of the webinar
 - Utilize the emergency operations plan template
 - Provided in the Handouts section of the webinar

Thank You!

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QUESTIONS?



Contact Information

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Thank You for Joining Us!