



## Virtual Tabletop Exercise: Hurricane Scenario Worksheet

### Hurricane Scenario

Monday, 8:00 am: The National Hurricane Center reported that after a week in warm open waters, Hurricane Freddie is approximately 200 miles off the coast of Louisiana. The local office of the National Hurricane Center issued a hurricane watch for large portions of the Mississippi Gulf Coast, including all of South LA. Currently a Category 1 hurricane, Freddie continues to gain strength and is projected to make landfall within 72 hours. Forecasters are already warning of the potential for this storm to become an extremely powerful Category 4 hurricane.

1. Who in the organization is responsible for monitoring or would likely hear or receive a bulletin or alert from the National Hurricane Center or other alerting authority? How would they receive this information?
2. What information are you sharing with your employees and patients at this time?
3. What are the current processes and communications platforms used to notify staff of potential threats or hazards, including those who are out of the building?
4. When you hear that a Hurricane or Tropical Storm Watch has been issued, what are your immediate concerns?
5. What, if any, decisions should be made at this time? Who can make those decisions (name, position/role)?



### Hurricane Scenario Inject #1

Tuesday, 12:00 pm: The storm has strengthened and the National Hurricane Center issues a Hurricane Warning for most of coastal LA. Hurricane Freddie is a Category 3 storm, projected to make landfall in the area within the next 36 hours. A storm surge of 13 to 18 feet is forecast near and to the east of where the center will make landfall. The governor has declared a state of emergency and issues an evacuation order.

Coastal and South Louisiana: Many employees are asking to return home or are not coming to work at all. Many local schools and childcare facilities are closing early today.

Central/North Louisiana: Residents of South Louisiana are evacuating to Central and North Louisiana. Central and North Louisiana can expect heavy rains and flooding post-landfall.

1. Based on this updated information, how have your concerns changed?
2. How are you communicating with your Staff? Patients? Community partners?
3. Would you plan to alter hours or close your facility?
4. What are your back-up communications systems if your primary means of communication fail?
5. If your facility experienced significant damage, what decisions need to be made at this time, and who needs to make them?



### Hurricane Scenario Inject #2

Thursday, 9:00 a.m.: Hurricane Freddie has made landfall as a Category 3 storm with sustained winds of 137 mph. The initial storm surge was recorded at 10 feet, with an additional 5–8 inches of rain falling in the past 24 hours. As a result, local waterways are now 8 feet above flood stage.

Coastal and South Louisiana: Many employees are asking to return home or are not coming to work at all. Many local schools and childcare facilities are closing early today.

Central/North Louisiana: Residents of South Louisiana are evacuating to Central and North Louisiana. Central and North Louisiana can expect heavy rains and flooding post-landfall.

1. What process do you have for accounting for staff and patients?
2. What message would you communicate to your staff? Patients? Community partners? Select one of these groups and develop a statement of your current actions. Be Specific.
3. With sporadic cell service, how will you communicate with your employees? Patients? Community partners?
4. Central and North Louisiana: How would your facility handle an influx of non-local citizens needing care?
5. What does the next 24 hours look like for your facility?



### Hurricane Scenario Inject #3

Saturday, 7 p.m.: As the winds decrease and the rain tapers off, your community is able to assess the damage from Freddie. Water is slowly receding, allowing at least one lane of traffic on several major roads. Local law enforcement has restricted access to heavily damaged areas and has established a curfew in some portions of the community to prevent looting.

You are able to access your facility and inspect the damage. There is significant flood damage to the lowest levels and much of your IT infrastructure is not functioning. Several trees have fallen into the main entrance, tearing a large hole in the roof and shattering windows. Based on a preliminary damage assessment, it is expected that your facility will not be operational for at least 3 weeks.

Coastal and South Louisiana: Some residents have been permitted to return home, though thousands remain in temporary shelters. Several major schools remain closed, and large areas of the community still do not have power.

Central/North Louisiana: The storm is causing heavy rains and tornadoes in central and north Louisiana.

1. Now that you know the extent of the damage, do you have options that allow you to continue operations?
2. Can you access copies of your vital documents such as insurance papers, financial information, and key business documents?
3. How would you handle your medical records, whether paper or electronic? What is your backup plan?
4. How are your patients able to reach you if refills or other services are needed?
5. How are you communicating with employees regarding their work status? What are your expectations for employees who cannot work, either because your business is not operational or because they have suffered personal losses?
6. What can you do to support the community as it recovers?