

Virginia Long-Term Care Infrastructure Pilot Project (VLIPP)

Emergency Preparedness and Response Webinar Series

What is a Functional Exercise?

January 24, 2024

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Certified Emergency Manager



Welcome and Introductions

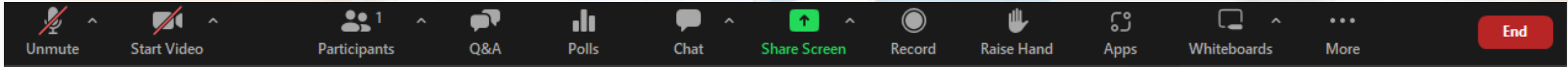
- Jennifer E. Koeniger, ALFA
 - Emergency Preparedness Project Coordinator
 - *Virginia Health Care Association | Virginia Center for Assisted Living*
- Zachary Goldfarb, BS, EMT-P, CHEP, CHSP, ISO, CHSO
 - Certified Emergency Manager
 - President,
Incident Management Solutions, Inc.



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Service Reminders



- All participants are muted
- We will not do a voice roll call
- Kindly enter your facility/organization name and the names of all participants in the Chat box
- All program handouts were emailed, and may also be accessed in the Outlook appointment sent from Jennifer Koeniger
- If you have a question or comment, please enter it in the Q&A box, which is monitored
- **Enjoy, absorb, participate!**

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Incident Management Solutions



- New York-based certified emergency management consulting firm
- Specializing in planning, training, and operational leadership for emergencies and major events
- We create customized solutions to emergency management challenges that are ...
 - Effective
 - Efficient
 - Highest quality
 - Meet or exceed applicable standards and regulatory requirements
 - Focused on excellence in development and execution





Participant Poll One

What is Your Healthcare Domain?

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Participant Poll Two

In What Region is your Facility/Organization?

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Webinar Objectives



Upon completion of this workshop, participants will:

- Describe the key elements of the Homeland Security Exercise and Evaluation Program (HSEEP) and its role in long-term care (LTC) facilities and other healthcare domains
- Identify the basic components of a comprehensive exercise program
- Understand the parameters of the VLIPP Statewide Functional Exercise Program

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The Homeland Security Exercise and Evaluation Program (HSEEP)

An Overview

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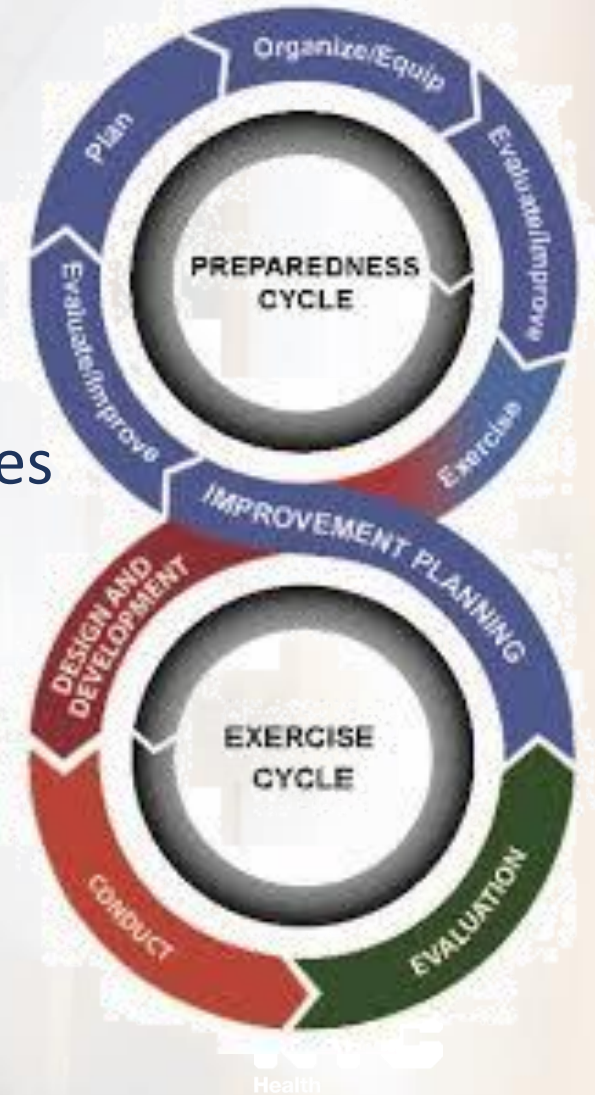
What are Exercises?

- Activities to train and practice for crises and emergencies
- Conducted in a no-fault, risk-managed, and controlled environment
- Exercises allow organizations to:
 - Develop, test, and validate policies, plans, procedures, training, equipment, and interagency agreements
 - Clarify and train personnel in roles and responsibilities
 - Improve individual and team performance
 - Improve interagency coordination and communications
 - Identify gaps and opportunities for improvement
 - Strengthen relationships
 - Unfreeze personnel and organizations
- Meet CMS *Emergency Preparedness Final Rule* requirements



What is HSEEP?

- **H**omeland **S**ecurity **E**xercise and **E**valuation **P**rogram
- Goal: standardization
- Sets guiding principles for emergency preparedness exercises
- Integrated into the Emergency Preparedness cycle
- Five phases of HSEEP
 - Foundation
 - Design and Development
 - Conduct
 - Evaluation
 - Improvement Planning
- Everything is scalable



Fundamental Principles

- Guided by senior officials, organizational leadership
- Capability-based, objective driven
- Progressive planning approach
- ***Whole community*** integration
- Informed by risk
- Common methodology for exercise design and conduct
- Maintaining a rolling summary of exercise outcomes
- Managing exercise program resources

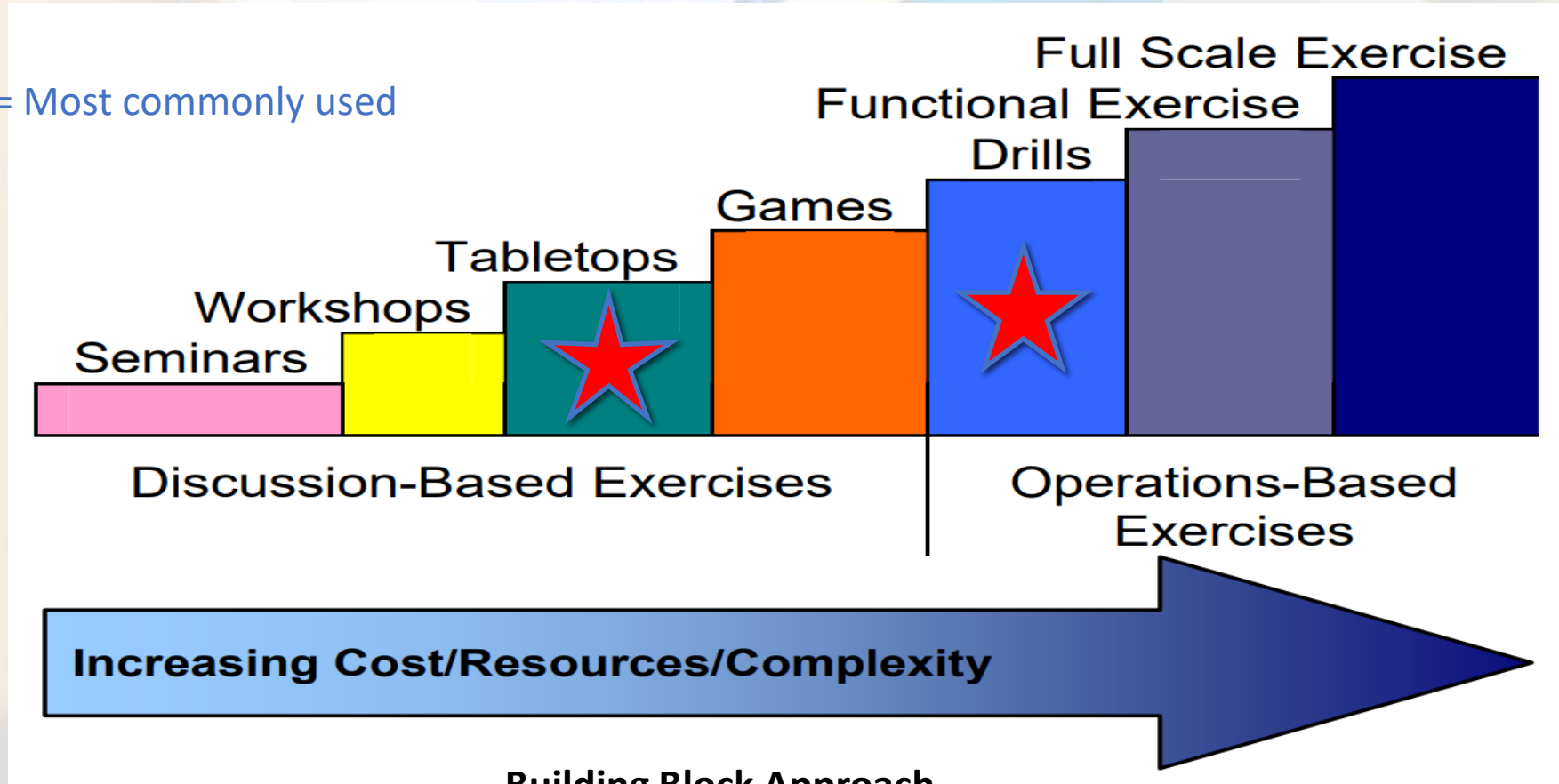


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Types of Exercises



= Most commonly used



Foundation: Exercise Planning Team and Management

- Exercise Planning Team
- Meeting framework for exercise design
- Exercise participants
- Exercise “guest list”
- Exercise site and logistics



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Exercise Objectives

- Objectives
 - Establish specific goals for the exercise
 - Are aligned with target capabilities
 - Developed from plans, policies, procedures, and published standards
 - Provide a framework for scenario development
 - Inform evaluation criteria



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2024 Global Exercise Objectives

Exercise Objectives (may change slightly as exercise is further developed)

1. Implement the domain-specific Incident Command System (ICS) in response to an all-hazards no-notice event within 15 minutes of recognition or notification
2. Activate and staff the Facility Command Center (FCC) within 15 minutes of emergency plan activation
3. Develop an initial incident action plan (IAP) to establish priorities, procedures, and actions to be accomplished to meet the incident objectives within one-half hour of FCC Activation

SMART Guidelines for Exercise Objectives

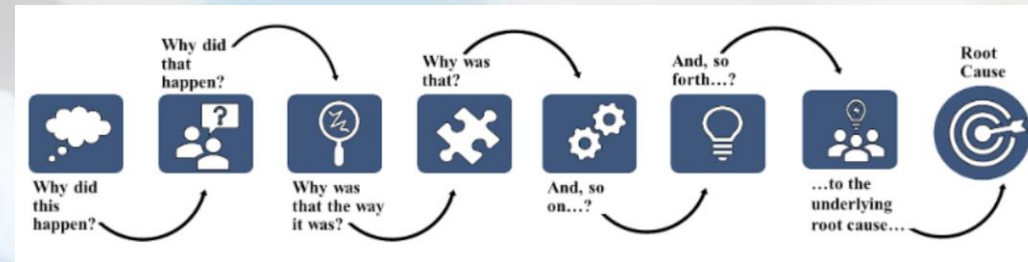
Specific	Objectives should address the five W's: who, what, when, where, and why. The objective specifies what needs to be done with a timeline for completion.
Measurable	Objectives should include numeric or descriptive measures that define quantity, quality, cost, and so forth. Their focus should be on observable actions and outcomes.
Achievable	Objectives should be within the control, influence, and resources of exercise play and participant actions.
Relevant	Objectives should be instrumental to the mission of the organization and link to its goals or strategic intent.
Time-based	A specified and reasonable timeframe should be incorporated into all objectives.

Developing the Scenario

- Know the expected audience
- Identify the exercise objectives
- Choose the best-suited situation for a scenario
- Pick the right scenario frame
- Design the scenario
 - Risk-informed (based on HVA)
 - Clinically relevant (CMS requirement)
 - Credible and conceivable
 - Possible for the audience to manage



Exercise Evaluation and Improvement Planning

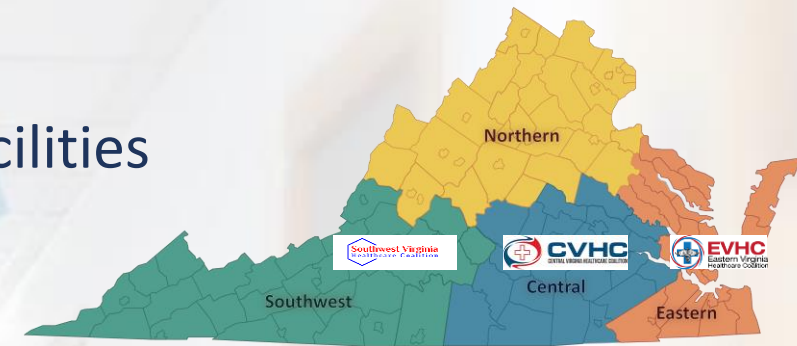


- The process of
 - **Actively observing and recording** exercise activities,
 - **Comparing the performance** of the participant organizations **against the objectives**, and
 - **Identifying strengths and areas for improvement**
- Exercise Evaluation Guide
- After-Action Review Process
- **Improvement Planning**

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VLIPP Exercise Program for 2024

- Two Statewide functional exercises for long-term care facilities
 - March 6-7, 2024
 - Late June-early July 2024
- Each exercise will be done in four regional segments, over two days
- Each segment will be three hours in length
- Facilities will participate in their own command centers
- Exercise will be managed from a central Simulation Cell
- A Statewide After-Action Report/Improvement Plan will be developed



<i>Date</i>	<i>9:00 AM – 12:00 PM</i>	<i>1:00 PM – 4:00 PM</i>
Wednesday, March 6, 2024	Eastern	Central
Thursday, March 7, 2024	Northern	Southwest

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Exercise Scope and Mission Area(s)

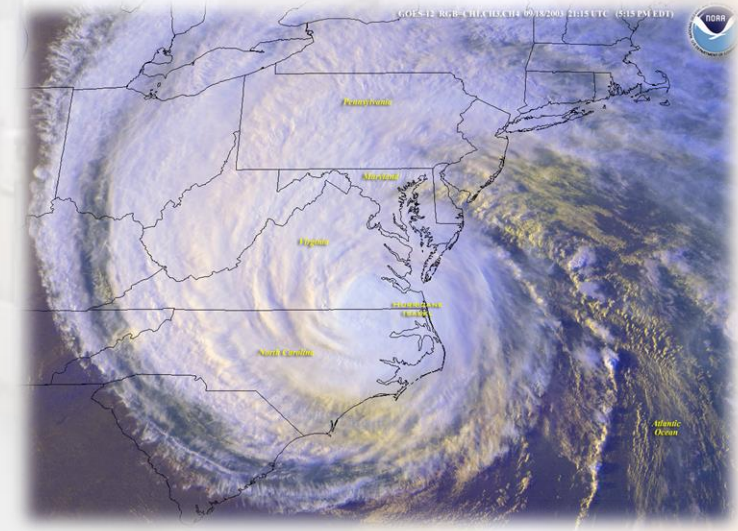
<i>Scope Element</i>	<i>Parameters</i>
Exercise type	Operations-based (functional)
Participation level	Facility incident management teams
Exercise duration	Three (3) hours
Exercise location	Individual facilities
Exercise parameters	Facility Command Centers
Extent of play	<ul style="list-style-type: none"> • Three modules • Escalating situations challenging existing plans/procedures • Information sharing, planning, and communications are expected activities
Mission Areas	Response, Recovery





Exercise Goals

- Implement the facility emergency management plan for a sustained all-hazards incident
- Utilize the Incident Command System (NHICS/ALICS) for incident management
- Demonstrate functional capability to share situational awareness with other facilities and stakeholders
- Demonstrate functional capability to coordinate emergency activities with local first responders, public health, emergency management, and other stakeholders
- Identify opportunities for improvement





Participant Poll Three

Would You be Interested in Participating in the Statewide Exercise Planning Team?

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Participant Poll Four

How Many Emergency Exercises Have You Participated In?

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Webinar Wrap-up



Next Steps At Your LTC Facility

- Save the date
- Bring Exercise Planning Team together
- Develop facility-specific objectives for the State-wide scenario
- Review plans
- Consider pre-exercise training needs for staff



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Calendar of March Exercise Activities

Activity	Date/Time	Conducted via
Lunch 'N Learn Webinar: <i>–What is a Functional Exercise?</i>	January 24, 2024 11:30 AM – 12:30 PM	Webinar
Initial Planning Meeting	January 25, 2024 ** Tomorrow ** 11:30 AM – 1:00 PM	Webinar
Lunch 'N Learn Webinar: <i>How to Prepare Your Team for a Functional Exercise</i>	February 21, 2024 11:30 AM – 12:30 PM	Webinar
Midterm Planning Meeting	TBA	Webinar
Final Planning Meeting	TBA	Webinar
Exercise: Controller/Evaluator Briefing	TBA	Webinar
Functional Exercises	March 6 and March 7, 2024 (details will be provided for each site)	At Each Facility
After-Action Conference	TBA	Webinar

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Resources and References

- Online FEMA exercise Independent Study Courses IS-120.c, IS-130.a <http://training.fema.gov/IS/crslist.aspx?all=true>
- HSEEP Toolkit <https://preptoolkit.fema.gov/web/hseep-resources>
- HSEEP Website <https://www.fema.gov/emergency-managers/national-preparedness/exercises/hseep>
- ASPR Core Capabilities <https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/2017-2022-healthcare-pr-capabilities.pdf>
- FEMA Core Capabilities <https://www.fema.gov/emergency-managers/national-preparedness/mission-core-capabilities>



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For Additional Information...

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