

Preparing a Great Community-Based Functional Exercise

For your actual design and Exercise Report:

1. Identify the hazard the facility has identified in your facility Hazard Vulnerability Analysis (HVA) to be tested during the exercise;
2. Pull together the specific elements in your plan that guide the facility planning, training and response around this hazard;
3. Make sure everyone involved in the response has been trained in the facility plan;
4. Identify which community partners you want to include in exercise “play”;
5. Schedule a meeting of the community players, especially if they are other LTC providers;
6. Inform your Emergency Manager and Health Care Coalition Coordinator of the date of the exercise and invite them to “play” if you wish;
7. Establish a date/time for the exercise with the planning team, select a facilitator from your outside partners or within the Safety Committee;
8. Create the scenario that will drive the exercise and what parts of the building you are testing. Include those staff in a functional response during the exercise;
9. Implement the exercise remembering to select a staff member to record all of the above and the actual functional responses undertaken during the exercise, incl. time and staff that completed the parts of the plan.
10. Don't forget to include testing of
 - The facility communication plan
 - the communication plan with families and legal representatives;
 - activate alternate communication;
 - staff check the emergency supplies inventory.
11. the After Action Review (AAR) also needs to capture the improvement plan not just the list of 3 strengths and 3 improvements:
 - What specific improvements need to be done
 - Who is responsible to undertake each task/s
 - When will the person/s start the individual plans of improvement
 - And, when are each due for completion
12. File the Exercise Report and AAR in your Final Rule file. Your Emergency Manager and Health Care Coalition Coordinator may also ask for a copy of your AAR.