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[INSERT YEAR] STATEWIDE MEDICAL AND HEALTH EXERCISE

LONG TERM CARE FACILITY OBJECTIVES

**How To Use This Document:** *The purpose of this document is to provide sample objectives and capabilities for exercise planners to select from in designing their Statewide Medical and Health Exercise (SWMHE). These capabilities and their supporting objectives were identified based on the Multi-Year Training and Exercise Plan developed by the California Department of Public Health (CDPH).* [*To access this document, please visit http://www.californiamedicalhealthexercise.com*](http://www.californiamedicalhealthexercise.com/).

*To use this document, insert your agency/organization’s name in the bracketed text in the header that reads “INSERT NAME OF AGENCY/ORGANIZATION HERE.” Review the suggested capabilities and objectives and* ***consider them as options to create an Exercise Plan that is customized to the unique characteristics of your organization and community****. According to the Federal Emergency Management Agency (FEMA),* ***ten or fewer objectives are recommended for a functional exercise.***

## APPLICABLE CAPABILITIES

* Health Care Preparedness and Response Capability 2: Health Care and Medical Response Coordination

Goal for Capability 2: Health care organizations, Health Care Coalitions, and their jurisdictions collaborate to share and analyze information, manage resources, and coordinate strategies to deliver acute medical care to all populations during emergencies and planned events. Simultaneous response and recovery operations result in a return to normal or improved operations.

* Health Care Preparedness and Response Capability 3: Continuity of Health Care Service Delivery

Goal for Capability 3: Health care organizations, with support from the Health Care Coalition and the Emergency Support Function-8 (ESF-8) lead agency, provide uninterrupted, optimal medical care to all populations in the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergencies. Simultaneous response and recovery result in a return to normal or, ideally, improved operations.

* Health Care Preparedness and Response Capability 4: Medical Surge

Goal for Capability 4: Health care organizations – including hospitals, emergency medical services (EMS), and out of hospital providers – deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The Health Care Coalition coordinates information and all available resources for its members to maintain conventional surge response. When an emergency overwhelms the Health Care Coalition’s collective resources, the Health Care Coalition facilitates the health care system’s transition to contingency and crisis surge response and its return to conventional standards of care.

# PROPOSED OBJECTIVES

## OBJECTIVE ONE

Activate the Emergency Operation Plan (EOP) and policies related to emergency admits within [insert timeframe] of notification of incident information that may affect normal operations. *Health Care Preparedness and Response Capability 1: Foundation for Health Care and Medical Readiness*

Sample Task(s):

* Activate the EOP within [insert timeframe] of incident notification
* Identify staffing needs and activate staff members as needed within [insert timeframe] of notification of an incident/event and begin call-down procedures
* Implement the facility’s process to request resources, if any, and coordinate with emergency management and other response partners
* Develop an Incident Action Plan (IAP), including operational periods, and conduct associated IAP meetings

## OBJECTIVE TWO

Gather, organize, and document incident situation and resource information to maintain situational awareness, and share information horizontally and vertically with stakeholders. *Health Care Preparedness and Response Capability 1: Foundation for Health Care and Medical Readiness*

Sample Task(s):

* Implement information sharing processes that support ongoing communication to inform [insert agency/organization] partners of operational status and resource needs, including the state Licensing and Certification District Office, when necessary
* The [Long Term Care Facility (LTCF) Incident Commander/Administrator] submits a facility status report to [insert relevant local emergency management authorities] within [XX] hours of the start of the emergency
* The facility, if appropriate, notifies local emergency authorities of available bed capacity within [insert timeframe] of request

## OBJECTIVE THREE

If the decision is made to shelter in place, provide patients with at least a minimum standard of care according to internal protocols and procedures. *Health Care Preparedness and Response Capability 4: Medical Surge*

Sample Task(s):

* Utilize the Incident Action Planning process to assess the projected impact of the incident on the facility, and use this assessment to set immediate and long-term priorities for resident care and resource allocation
* Test channels of situational awareness and a method to receive alerts
* Identify and calculate critical resource needs based on anticipated duration of the incident within [insert timeframe]

## OBJECTIVE FOUR

If the decision is made to evacuate, implement policies and procedures to assure the safety and care of residents at other appropriate facilities. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Identify available relocation sites in accordance with the facility’s EOP and Continuity of Operations Plans (COOP), and in coordination with local authorities
* Implement policies and procedures to acquire transportation resources needed for evacuated residents
* Collect and organize appropriate medical records to accompany relocated residents while maintaining Health Insurance Portability and Accountability Act (HIPAA) compliance
* Identify resources (e.g., medication, supplies, staff, etc.) that will be needed to accompany evacuated residents
* Conduct a coordinated evacuation effort with local emergency management officials and state survey agencies to ensure the safe evacuation and transfer of residents

## OBJECTIVE FIVE

Plan for the activation of mental and behavioral health services for all staff members as part of incident response and recovery planning. *Health Care Preparedness and Response Capability 1: Foundation for Health Care and Medical Readiness*

Sample Task(s):

* Coordinate with the Medical and Health Operational Area Coordinator (MHOAC) and local responding agencies to determine the need for additional behavioral and mental health services, partners, and volunteers to provide an appropriate level of care to staff, residents, and family members