

Pre-Exercise:

- 1) Please complete the **2015 Exercise Participation Survey** on Survey Monkey by **October 30th**
Use the following link to access the survey: <https://www.surveymonkey.com/r/Y29JT89>. Only complete one per facility.
- 2) Participate in exercise trainings and teleconferences leading up to the November 19th exercise date. Please see the Statewide Exercise webpage for more information about trainings and teleconferences: <http://cosb.countyofsb.org/phd/disasterprep.aspx?id=50893>
- 3) Check to be sure you are enrolled in the California Health Alert Network (CAHAN) alerting system. We will use a CAHAN alert during the week of the exercise November 16-20th and also on the day of the exercise November 19th. PHD staff will assist you to enroll. Email: Stacey.rosenberger@sbcphd.org for assistance.
- 4) **Exercise Participation**
 - a) Assign staff to participate in exercise training and in the exercise on November 19th.
 - b) **Before November 19th your facility will be asked to :**
 1. Respond to CAHAN on November 17th confirming your numbers for mass prophylaxis
 - c) **During the November 19th exercise your facility will be asked for:**
 1. Respond to CAHAN Notification Poll
 2. Submit a Status Report with your objectives.
 3. Complete and Submit an Exercise and Evaluation form. (See the exercise instruction form below.)

During Exercise You will Use the Following Forms:

- 1) **Exercise Checklist and Evaluation Form** (attached below)
Use Exercise and Evaluation Form to record your actions during the exercise. Turn this form in to PHD at end of exercise. Stacey.rosenberger@sbcphd.org or fax to 681-5142 (EMS Office).
- 2) **Status Report Form**
You will receive a request for a status report and disaster objectives from the Public Health Department Operations Center (PHD DOC) staff via CAHAN.
 1. Share the scenario with your staff
 2. Share the status report form with your staff and discuss your objectives, and fill out the form based on the scenario.
 3. Send the status report form to the PHD DOC Clinic Branch via email or fax at DOCopsCB@sbcphd.org or fax to **805-681-5192 or 805-681-5142 alternate fax**

Teleconference

At 10:00 am on November 19th there will be a Public Information teleconference for all healthcare partners participating in the exercise. See exercise checklist for call-in information.

CAHAN Alerts

1. November 17th- Respond to CAHAN Poll from PHD to confirm numbers for Mass Prophylaxis
2. November 19th- Confirm CAHAN and submit Status Report to PHD DOC

2015 Outpatient Exercise and Evaluation Form

Please submit this form to Stacey Rosenberger via email: Stacey.rosenberger@sbcphd.org or FAX to 681-5142

Facility:

Completed by:

Completed <input checked="" type="checkbox"/>	Action	Time Received	Action Taken	Time Submitted	Write Your Comments and Improvements Here
<input type="checkbox"/>	11/17- Respond to CAHAN Poll confirming Mass Prophy numbers for facility/organization				<u>Confirm all CAHAN alerts.</u>
<input type="checkbox"/>	9:00 a.m. on 11/19 receive CAHAN with signaling the start of the exercise.				<u>Questions? Call the Public Health DOC Operations Section 805-696-1106</u>
<input type="checkbox"/>	Review the <u>Status Report Form</u> . Share form with staff and determine your facility's status based on the scenario.				Example: Open status. Limited capacity to take new patients due to staff shortage, surge of patients
<input type="checkbox"/>	Determine Response Objectives for your facility: List these on <u>Status Report Form</u> .				Sample Objectives: Determine available staff.
<input type="checkbox"/>	9:30-10:30 a.m. Submit status report via email or fax.				Email : DOCopsCB@sbcphd.org Or FAX: <u>805-681-5192/681-5142</u>
<input type="checkbox"/>	10:00 a.m. participate in PIO teleconference call				Call 1-866-906-7447 Use Passcode: 3638573
<input type="checkbox"/>	12:00 pm Exercise Complete! Return this form to PHD to confirm your participation.				Email: Stacey.rosenberger@sbcphd.org or FAX to 681-5142

Thank you for participating and assisting all partners to exercise emergency response plans.