

**Pre-Exercise:**

- 1) Please complete the **2015 Exercise Participation Survey** on Survey Monkey by **November 1<sup>st</sup>** Use the following link to access the survey: <https://www.surveymonkey.com/r/Y29JT89>. Only complete one survey per facility.
- 2) Participate in exercise trainings and teleconferences leading up to the November 19<sup>th</sup> 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 16-20<sup>th</sup> and also on the day of the exercise November 19<sup>th</sup>. PHD staff will assist you to enroll. Email: [Stacey.rosenberger@sbcphd.org](mailto:Stacey.rosenberger@sbcphd.org) for assistance.
- 4) **Exercise Participation**
  - a) Assign staff to participate in exercise training and in the exercise on November 19<sup>th</sup>.
  - b) **Before November 19<sup>th</sup> your facility will be asked to :**
    - i) Respond to CAHAN on November 17<sup>th</sup> confirming your numbers for mass prophylaxis
  - c) **During the November 19<sup>th</sup> 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](mailto: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 Medical Branch via email or fax at [DOCOpsCB@sbcphd.org](mailto:DOCOpsCB@sbcphd.org) or fax to **805-681-5192 or 805-681-5142 alternate fax**

**Teleconference**

At 10:00 am on November 19<sup>th</sup> 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 17<sup>th</sup>- Respond to CAHAN Poll to confirm numbers for mass prophylaxis
2. November 19<sup>th</sup>- Confirm CAHAN and submit Status Report to PHD DOC

## 2015 LTC/SNF Exercise Checklist and Evaluation Form

At the end of the exercise send this completed Exercise Form to Stacey Rosenberger via email at [stacey.rosenberger@sbcphd.org](mailto:stacey.rosenberger@sbcphd.org) or fax to 805-681-5142

Facility:

Completed by:

Completed <input checked="" type="checkbox"/>	Action	Time Received	Action Taken	Time Submitted	Write Your Comments and Improvements Here
<input type="checkbox"/>	<b>11/17- Respond to CAHAN Poll</b> confirming Mass Prophy numbers and contact information for facility/organization				<u>Confirm all CAHAN alerts.</u> <u>Questions? Call the Public Health DOC Operations Section 805-696-1106</u>
<input type="checkbox"/>	<b>9:00 a.m. on 11/19</b> receive CAHAN with a request to submit a Status Report.				
<input type="checkbox"/>	Review the <b>Status Report Form</b> . Share form with staff and determine your facility's status				
<input type="checkbox"/>	<b>Determine Response Objectives:</b> List these on the <b>Status Report Form</b> .				Example: Activate disaster plan, assign staff to roles in command structure
<input type="checkbox"/>	<b>Resources:</b> What resources might you need? List these on the Status Report Form.				
<input type="checkbox"/>	<b>9:30-10:30 a.m. Submit status report</b> via email or fax.				Email : <a href="mailto:DOCOpsCB@sbcphd.org">DOCOpsCB@sbcphd.org</a> FAX: <u>805-681-5192/681-5142</u>
<input type="checkbox"/>	<b>10:00 a.m. participate in PIO Teleconference</b>				Call 1-866-906-7447 Use Passcode: 3638573
<input type="checkbox"/>	<b>12:00 a.m. Exercise Complete!</b> Return this form to PHD to confirm your participation.				Email: <a href="mailto:stacey.rosenberger@sbcphd.org">stacey.rosenberger@sbcphd.org</a> or FAX to 681-5142

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