



Special Needs/Adult Care Facility Tabletop Exercise

Checklists

Participant Checklist

- ✓ Personnel from participant facilities have attended a Special Needs Facility Training class.
- ✓ Personnel from participant facilities have created a facility emergency operations plan.
- ✓ Participant facilities agree to update hazard analysis to identify natural and man-made hazards or other credible threats that could present a risk to facility residents.
- ✓ Participant facilities agree to upgrade/revise facility emergency operations plan.
- ✓ Participant facilities agree to update emergency contact list and to coordinate with local emergency management and public safety personnel.
- ✓ Participant agencies agree to conduct facility drill or full-scale exercise to improve capabilities for evacuating and/or sheltering in place.

Player Briefing Checklist

- ✓ Review exercise purpose, concept and scope
- ✓ Summarize importance of emergency preparedness planning and highlight illustrative examples based on actual facility emergency situations.
- ✓ Review exercise objectives.
- ✓ Review exercise scenario.
- ✓ Review exercise design and explain exercise ground rules.
- ✓ Review player rules of conduct.
- ✓ Emphasize importance of utilizing actual plans and resources available to players (as opposed to assets that are not operational or not currently available to player agencies).
- ✓ Review exercise safety procedures and security measures.
- ✓ Review administrative requirements (sign-in sheets, evaluation forms).
- ✓ Review logistics issues (parking, restrooms, refreshments, lunch).
- ✓ Review participant feedback form and emphasize the importance of player input for improving future exercises.
- ✓ Review format and purpose of player hot wash.

Controller/Evaluator Briefing Checklist

- ✓ Review exercise purpose, scope and objectives.
- ✓ Review Master Sequence of Events List (MSEL).
- ✓ Review exercise ground rules and player rules of conduct.
- ✓ Review setup and layout of exercise facility/training room.
- ✓ Review the role and responsibilities of the Exercise Director (overall responsibility for exercise planning, control of exercise, and direction of controller/evaluator team).
- ✓ Review controller responsibilities (monitor play; implement MSEL; inject exercise events; explain/clarify exercise assumptions and artificialities; simulate actions of agencies not in attendance).
- ✓ Review evaluator responsibilities (cooperation with controllers; record events and assist with documentation for after-action report and improvement plan; avoid interaction with players).
- ✓ Distribute forms for controller notes and evaluator feedback.
- ✓ Assign evaluators to monitor specific functional areas based on expertise of the evaluator.
- ✓ Identify communication procedures for controller/evaluator team.
- ✓ Review safety and security procedures, including measures for terminating the exercise prematurely due to an actual emergency or other unanticipated event.
- ✓ Review evaluation plan and related forms.
- ✓ Review the format and purpose of the player hot wash.

De-Briefing Checklist

- ✓ Discuss exercise objectives and evaluate effectiveness of exercise in achieving objectives.
- ✓ Evaluate exercise design and identify improvements for future exercise delivery.
- ✓ Review and summarize comments from hot wash.
- ✓ Review/discuss exercise activities by functional area (e.g., notification, facility-response agency communications, media relations).
- ✓ Obtain input from controllers and evaluators for preparation of After-Action Report and Improvement Plan.
- ✓ Identify player/responder strengths and weaknesses, with respect to exercise events and the scenario, and identify future training needs.