

## ASPR TRACIE Technical Assistance

**Request Receipt Date (by ASPR TRACIE):** 8 February 2021

**Response Date:** 11 February 2021; updated 19 November 2024

**Type of TA Request:** Standard

### Request:

The requestor asked for exercise resources specific to nursing homes/ long-term care facilities, and evacuation.

### Response:

The ASPR TRACIE Team conducted a search of existing ASPR TRACIE resources and online for exercise templates, tools, and other resources specific to nursing homes/ long-term care facilities with a focus on an evacuation scenario. In particular, we reviewed the following [ASPR TRACIE Topic Collections](#):

- [Exercise Program](#)
  - Specifically the [Discussion-Based Exercise Templates: Evacuation](#) and [Operations-Based Exercise Templates: Evacuation](#) sections
- [Healthcare Facility Evacuation / Sheltering](#)
  - Specifically the [Special Populations: Long-Term Care and Assisted Living-Related Resources](#) section
- [Long-term Care Facilities](#)
  - Specifically the [Plans, Tools, and Templates: Evacuation and Shelter-in-Place](#) section

## I. Nursing Home/Long-Term Care Facility Exercise Resources

Alabama Nursing Home Association. (2019). [Long Term Care Preparedness Toolkit Base Plan](#).

This toolkit was developed to assist with emergency preparedness planning for long-term care facilities and can be used by facility owners, administrators, and staff. It includes sample templates, forms, and other resources. **NOTE:** Appendix L contains an “Exercise, Evaluation, and Improvement Planning Checklist and AAR/IP.”

Arkansas Health Care Association. (2017). [Evacuation Drill for Long-Term Care Facilities](#).

This document provides guidance to long-term care facilities that are evaluating their preparedness levels for an evacuation. It contains the materials needed to conduct a simulated evacuation using a tabletop exercise.

California Association of Health Facilities. (n.d.). [Disaster Preparedness Program Exercises and Drills](#). (Accessed 11/19/2024.)

This webpage provides a number of resources for healthcare facilities (including long-term care facilities) regarding drills, tabletop exercises, after action reports and improvement plan templates, and training resources. It was developed to assist healthcare facilities to comply with the new Centers for Medicare & Medicaid (CMS) Emergency Preparedness (EP) Rule. Other resources on this website include guidance for preparedness and response plans, hazard vulnerability assessments, and recovery.

California Association of Health Facilities. (2017). [Safe Evacuation Table Top Exercise for Long Term Care Facilities](#).

This guidebook is designed to help long-term care facilities evaluate their preparedness for an evacuation. It contains the materials necessary to conduct a simulated evacuation using a tabletop exercise. The evacuation drill is detailed in four steps and includes multiple templates and forms.

District 1 [Michigan] Regional Medical Response Coalition. (2010). [Situation Manual: Shelter-In-Place/Evacuation Tabletop Exercise: Long Term Care Facility](#).

This Situation Manual includes exercise materials from Michigan, where exercise participants were given the tools to implement and evaluate a long-term care facility tabletop exercise. The purpose of this exercise was to provide a forum for long-term care facilities and other organization to participate in a facilitated discussion regarding their roles and responsibilities during shelter-in-place and evacuation emergencies.

Health Care Association of New Jersey. (2012). [Mid Summer's NightMARES: Situation Manual](#).

This Situation Manual provided exercise participants in New Jersey with the tools to implement and evaluate the tabletop exercise related to long-term care facilities. The purpose of this exercise was to provide participants with an opportunity to evaluate their long-term care facility's current medical surge capabilities in response to a severe weather event. It focused on the implementation and coordination of internal emergency management plans, policies and procedures, critical decision making, communications capabilities and the ability to manage a disaster situation requiring medical surge or evacuation of residents into the facility's operations.

Michigan Region 6. (2010). [Evacuation Drill for Long Term Care Facilities](#).

This guidebook is designed to help long-term care facilities evaluate their preparedness for an evacuation. It contains the materials necessary to conduct a simulated evacuation using a tabletop exercise.

New York City Department of Health and Mental Hygiene, and The Brookdale Center for Healthy Aging and Longevity of Hunter College/ CUNY. (2011). [Adult Care Emergency Preparedness Exercise Toolkit](#).

This toolkit provides adult care providers with templates and resources to develop and conduct emergency preparedness exercises. It includes the following: exercise development checklist, job aids/ needs assessment, options for selecting the right exercise for your organization, a narrative sample, and an after action report template.

Primary Care Emergency Preparedness Network. (n.d.). [Community Health Center Coastal Storm Exercise Plan](#). (Accessed 11/19/2024.) New York City Department of Health and Mental Hygiene.

This HSEEP-compliant full-scale/functional exercise planning tool can help planners develop a hurricane-specific, operations-based exercise for community health centers. It may be referenced by other healthcare facilities for developing similar exercises.

Santa Barbara County Public Health Department. (2018). [Exercise Forms and Templates](#).

This webpage includes links to Santa Barbara County's exercise materials, including objectives and exercise forms, for the annual statewide full-scale exercise held in California. The scenario for the 2018 exercise was an extended power outage with evacuations.

Shakeout. (n.d.). [ShakeOut Exercise Manual for Healthcare Organizations](#). (Accessed 11/19/2024.)

This document provides guidance for healthcare facilities that wish to participate in a ShakeOut (earthquake) exercise in their community. It includes checklists to guide planning for a drill, a tabletop exercise, and a functional exercise.

Wisconsin Department of Health Services. (2018). [CMS Emergency Preparedness Rule Toolkits](#).

This webpage includes links to toolkits and other resources designed to help select healthcare facilities better understand the CMS EP Rule. There is both a PDF (toolkit) and Word version (workbook) for each facility type, and the relevant CMS rules for each facility type are included. Each toolkit includes sample templates and planning worksheets that can help facilities develop compliant plans, policies, and procedures. **NOTE:** Click on the "Long-Term Care/ Skilled Nursing Facilities" tab towards the bottom of the web page. A workbook is provided in an editable Word format. In particular, page 22 includes training and testing checklists, evaluation guide, and after action report template.

## II. Other Relevant Resources

California Association of Health Facilities (n.d.). [Long-Term Care Facility Evacuation: Planning Considerations](#). (Accessed 11/19/2024.)

This resource provides suggested emergency operations plan components for the evacuation of long-term care facilities. Provided in tabular form, it lists evacuation categories in one column and suggested responses and best practices in another. It includes general and evacuation provisions, and physical plant, re-entry, and other considerations for widespread evacuation.

California Association of Health Facilities (2012). [Long-Term Care Facility Evacuation Resident Assessment Form for Transport and Destination](#).

This document is an assessment form for residents of long-term care facilities who need to be evacuated and transported in an emergency. It provides information about three levels of care, facility type, transport type, and number of residents.

Federal Emergency Management Agency. (n.d.). [HSEEP Policy and Guidance](#). (Accessed 11/19/2024.)

This website contains links to templates emergency planners can tailor for exercise program management, design and development, conduct, evaluation, and improvement planning. A link to exercise evaluation guides is also provided.

Florida Health Care Association. (2008). [National Criteria for Evacuation Decision-Making in Nursing Homes](#). Florida Health Care Education and Development Foundation.

This resource provides criteria for evacuation decision-making in nursing homes and is intended to assist administrators and healthcare professionals determine whether to evacuate or shelter-in-place during disasters. It also includes guidance on the evacuation process.

Greater New York Hospital Association. (2017). [Patient Evacuation Toolkit](#).

This toolkit contains resources developed by the "Patient Movement Workgroup" and addresses four priority areas: defining bed types to make bed matching easier; sharing critical information during transport; improving access to medical records after patient transfer; and best practices for credentialing healthcare personnel. It also includes information on Transportation Assistance Levels (stretcher, wheelchair, and ambulatory) and a downloadable job aid worksheet (p. 10).

New York State Department of Health. (2011). [Nursing Home Evacuation Plan](#).

This workbook provides considerations for nursing home facilities that are developing or updating their evacuation plans. It is intended to be used in any emergency requiring either a full or partial evacuation of the nursing home.