



2023 Virtual Exercise for CMS Partners

May 3, 2023, 0900-1130

You are invited to participate in the 2023 Northwest Wisconsin Healthcare Emergency Readiness Coalition's (NWWIHERC) **virtual exercise** for CMS Partners! This will allow you to have the benefit of a community wide exercise while staying "home" in your own organization.

The objectives for this exercise will assist you in meeting the testing requirements as outlined in the CMS Emergency Preparedness Ruling.

Helpful information as you prepare for this exercise:

1. Register for the exercise!!!

Please register your organization as a participant in the exercise. It is very important that you enter the email of two points of contact within your organization. These people will receive the materials prior to the exercise including a reminder of the Zoom link.

Register here: <https://www.surveymonkey.com/r/TBNLX63>

Please register **no later than April 21, 2023.**

2. Reserve a room capable of video conferencing. Make sure it is large enough for your leadership team!

The exercise will be driven by the Controller (Aimee) through this on-line format.

If your computer has a speaker, you may receive microphone rights to speak during the exercise (the Controller will control microphone rights on their end). The "Chat" feature will be available to anyone logged into the Zoom room.

3. Send an invitation to the leadership members of your organization to participate in the Exercise on May 3, 2023, 0900-1130.

If you have Incident Command Team vests or other supplies, make them available for the exercise. Also, plan to have your Emergency Operations Plan available for the exercise.

4. Identify a member of your staff to be an observer and evaluator.

This person is not given a role within the Incident Command Leadership of your organization, but simply takes notes of what they hear, what they observe, what went well and where there were challenges. Exercise Evaluation Guides of what to be looking for during the exercise will be provided. This person is invaluable during the Hot Wash portion of the exercise.

5. Review previous After-Action Reports

If you participated in previous Virtual Exercises or held internal exercises during the past two years, look up your organization's Improvement Plan in the After-Action Report. How has your organization done in

terms of making the improvements that were previously identified? Are there still actions that need to take place prior to May 3?

6. Community Engagement

Consider inviting key partners from the community such as members of Fire/EMS or Public Safety to this exercise. Their external perspective may be very helpful to you in your own planning. No patient or residents will be moved during this exercise, although you may be asked how you would move them internally or externally if the scenario or plan calls for this. If you are asked to make phone calls to community members to gather information, **always begin and end** these phone calls with: **“THIS IS A DRILL...”** .

7. Test Your Communications Plan

You will be invited to exercise your communication plan as part of this larger exercise. YOU may decide as an organization how you want to test your own communication plan.

- You may want to send out an electronic message to your onsite staff or staff who are not currently working or are off site.
- You may want to test how to communicate with home-based residents.
- You may want to test how to communicate with the next of kin of residents or clients.
- You may want to test your internal or external communication or both.

It is up to you as to how BIG or small this portion of the exercise will be. But, test part of your communication plan.

Remember: Always start and end ALL COMMUNICATION with **“This is a DRILL”** .

8. Finally: Prepare to conduct a “Hot Wash”.

At the end of the exercise on May 3, you will be asked to identify at least 3 things that went well during the exercise and 3 things that could be improved upon. We will provide a form known as the “Executive Summary and Improvement Plan” for you to complete with “things that could go better” along with strategies to make improvements. Aimee will collect these forms via email and will create an After Action Report for the exercise which will be available to all players in the exercise. This will serve as documentation of your participation in the Exercise.

As always, if you have any questions, please email Aimee at coordinator@nwwiherc.org or call 715-379-6664.