

[INSERT YEAR] STATEWIDE MEDICAL AND HEALTH EXERCISE

# FLOOD SCENARIO

# HOSPITAL OBJECTIVES

**How To Use This Document:** *The purpose of this document is to provide sample objectives   
and capabilities for exercise planners to select from in designing their Statewide Medical and Health Exercise (SWMHE). These capabilities and their supporting objectives were identified based on the Multi-Year Training and Exercise Plan developed by the California Department of Public Health (CDPH). To access this document, please visit* <https://www.cdph.ca.gov/Programs/EPO/Pages/swmhe.aspx>

*To use this document, insert your agency/organization’s name in the bracketed text in the header that reads “INSERT NAME OF FACILITY/ORGANIZATION HERE.” Review the suggested capabilities and objectives and* ***consider them as options to create an Exercise Plan that is customized to the unique characteristics of your organization******and community****. Select and modify as needed. According to the Federal Emergency Management Agency (FEMA),* ***ten or fewer objectives are recommended for a functional exercise****.*

## APPLICABLE CAPABILITIES

| **Type** | **Capability** | **Capability Goal** |
| --- | --- | --- |
| HPP | Health Care and Medical Response Coordination | Health care organizations, the Health Care Coalition (HCC), and their jurisdictions collaborate to share and analyze information, manage resources, and coordinate strategies to deliver acute medical care to all populations during emergencies and planned events. Simultaneous response and recovery operations result in a return to normal or improved operations. |
| HPP | Continuity of Health Care Service Delivery | Health care organizations, with support from the HCC and the Emergency Support Function-8 (ESF-8) lead agency, provide uninterrupted, optimal medical care to all populations in the face of damaged or disabled health care infrastructure. Health care workers are well-trained, well-educated, and well-equipped to care for patients during emergencies. Simultaneous response and recovery result in a return to normal or, ideally, improved operations. |
| HPP | Medical Surge | Health care organizations – including hospitals, emergency medical services (EMS), and out of hospital providers – deliver timely and efficient care to their patients even when the demand for health care services exceeds available supply. The HCC coordinates information and all available resources for its members to maintain conventional surge response. When an emergency overwhelms the HCCs collective resources, the HCC facilitates the health care system’s transition to contingency and crisis surge response and its return to conventional standards of care. |

# PROPOSED OBJECTIVES

## OBJECTIVE ONE

Alert and notify hospital staff of activation of the Emergency Operations Plan (EOP) and [insert other appropriate plans such as Flood or Utility Failure] within [insert timeframe]. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Utilize and test redundant communication systems [insert specific system to test, such as radio, email, mass notification software, etc.] to notify staff of the incident within [insert timeframe]
* Make appropriate notifications to staff (email, overhead page, etc.) and [insert facility/organization] within [insert timeframe]

## OBJECTIVE TWO

Activate and staff the Hospital Command Center within [insert timeframe]. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* The Incident Commander will open the Hospital Command Center and activate the Hospital Incident Management Team (HIMT) down to the Chief level, and Section Chiefs will activate section personnel as needed within 30 minutes of initial incident notification
* Alert all staff of Hospital Command Center activation and relevant points of contact within the Hospital Command Center staff via [insert appropriate notification vehicle, such as email, text, or other internal notification system] within [insert timeframe]
* All personnel activated to HIMT positions locate associated Job Action Sheet, Hospital Incident Command System (HICS) Incident Response Guide, HICS 214 Activity Log, and HICS forms identified on the Job Action Sheet for their position

## OBJECTIVE THREE

Develop an Incident Action Plan (IAP) within the first Operational Period for flood response. Minimum or HICS 201, 202, 204s and 215A or HICS IAP QuickStart form. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Planning Section: gather situational information for Command and General Staff so that they may examine organizational ability to provide medical and behavioral health care based on the incident, and, as appropriate, provide information to staff and patients
* Operations Section: gather information on facility/facilities due to flooding for HICS 204
* Logistics Section: gather information on roadway and transportation impact from flooding for staff and patient transport for HICS 204

Finance Section: devise strategies to track all costs and expenditures of response, and estimate lost revenues due to canceled procedures, surgeries, and other services, and document this on HICS 204

* Report and document the incident by completing forms and submitting them to the Planning Chief within [insert timeframe] in each operational period:
  + Incident Commander: HICS 201 Incident Briefing – Establish Operational Period and work with Planning Chief on developing overarching objectives listed on the HICS 201 and 202, with Incident Commander giving final approval
  + Planning Chief: HICS 202 Incident Objectives
  + Section Chiefs and Branch Directors: HICS 204 Assignment List (for each Section/Branch activated)
  + Safety Officer: HICS 215A IAP Safety Analysis
  + Or utilize HICS IAP Quick Start
* Disseminate the approved IAP, to include the sharing of IAP information in incident briefings, to [insert other partners within your jurisdiction/agency/organization]
* Chiefs include Operational Period Objectives (from the 204 Assignment List form) for demobilization/recovery planning in each operational period

## OBJECTIVE FOUR

Implement internal notification [insert strategies such as page, email, or intercom announcement] within [insert timeframe] for information and incident sharing within the hospital, between [XYZ Location, e.g., Labor Pool, HCC] and [XYZ Location, e.g., Triage Area, Pharmacy]. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Utilize communications as an opportunity to update contact lists and directories in current facility EOPs and procedures (ensure contact data such as cell phone numbers is included, as most personnel are not at their office phone during emergency response). Compile and submit a list of updated contact information to the [e.g., Incident Commander] by the end of the exercise
* Complete and use [insert specific form/medium, e.g., HICS 213 General Message Form] to document all messages between the Infrastructure Branch and Operations Chief to share with the Hospital Command Center on facility status and impact of flooding
* Establish a secure radio channel and review proper radio etiquette within [insert timeframe] of Hospital Command Center activation with all those assigned a radio
* Public Information Officer (PIO): develop a message to patients about the situation with the flood and update Internet, Intranet, and social media to disseminate information about hospital status and alteration in services to patients, staff, families, and stakeholders

## OBJECTIVE FIVE

Initiate communication strategies [such as page, email. etc.] within [insert timeframe] between Hospital Command Centers and the [the Medical Health Operational Area Coordinator (MHOAC), local operational area/Department Operations Center (DOC)/Emergency Operations Center (EOC)]. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Issue, receive, and confirm incident information and message sent at least once to the MHOAC and message received at least once from the MHOAC
* Include at least one redundant system (e.g., satellite phones, radios, ReddiNet, WebEOC)
* Participate in the Joint Information Center (JIC), if established, through regular status updates, email, or an in-person designated representative. If flooding affects ability to travel to the JIC, use of virtual JIC can be exercised

## OBJECTIVE SIX

[Insert XYZ position, e.g., Medical Care Branch Director] will document the dispositions of victims through the continuum of care for the entire exercise timeframe, utilizing HICS 254 Disaster Victim Patient Tracking. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Include on HICS 254 Disaster Victim Patient Tracking form the locations of victims/patients evacuated to alternative care sites or other areas if flooding affects existing treatment and patient bed areas
* Ensure that all Health Insurance Portability and Accountability Act (HIPAA) regulatory/confidentiality requirements are being met with all documentation used by assigning [insert an individual role] to review forms for compliance
* Track patients from entry into the healthcare system through discharge throughout the exercise

## OBJECTIVE SEVEN

Assess and report hospital situation status, including flood damage to the facility, shelter-in-place or evacuation plans, on the HICS 251 Facility System Status Report and capability to provide care to Medical and Health Operational Area Coordinator (MHOAC) within [insert timeframe]. *Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Provide information on the facility and bed status/bed capacity consistently on HICS 251 Facility System Status Report or applicable bed status sharing system, every [insert timeframe], to the [local operational area/DOC/EOC/MHOAC]

## OBJECTIVE EIGHT

Activate and implement [e.g., Flood Plan or facility-specific plan including, evacuation, loss of utilities, HICS Incident Response Guides] within [insert timeframe] and deliver timely and efficient care.  *Health Care Preparedness and Response Capability 4: Medical Surge*

Sample Task(s): Utility Failure, Shelter in Place

* Activate plans addressing Utility Failure, Flooding, Shelter-in-Place, and Evacuation that affect your current situation
* Examine current capability and develop additional strategies to increase and expand surge capacity as needed
* Identify resource constraints limiting surge capacity and describe strategies to increase resources within incident action plans and objectives
* Identify patients with access and/or functional needs and describe strategies to address those needs within IAPs and objectives
* Assess resource requirements during each operational period based on the evolving situation and coordinate with [insert relevant response partners] to obtain necessary resources during surge operations
* Address mitigation of potential losses (e.g., moving equipment and supplies)

## OBJECTIVE NINE

[Insert specific position, e.g., Liaison Officer at the request of the Logistics Section Chief] to send at least one resource request through the Medical and Health Operational Area Coordinator (MHOAC) within [insert timeframe], and will communicate resource needs with Health Care Coalition partners to identify available assistance*. Health Care Preparedness and Response Capability 2: Health Care and Medical Response and Recovery Coordination*

Sample Task(s):

* Confirm communication and data interoperability for HCC partners
* Utilize appropriate resource request forms such as 213rr Resource Request (ensuring specific request, e.g., if requesting fuel for generators, specify fuel type and amount. For personnel, be specific on type, e.g., Pediatric Nurse, Registration, etc.)
* Activate plans and mutual aid agreements to obtain, share and/or return HCC resources as appropriate, going through the proper resource request and resource demobilization procedures [e.g., through the local Medical Alert Center (MAC) and/or MHOAC]
* Identify transportation issues for staff that require government intervention such as California Highway Patrol and coordinate with MHOAC
* Identify potential delivery issues for supplies due to road impacts and coordinate with MHOAC
* Identify transportation issues for patient transport and coordinate with MHOAC to ensure private and local EMS issues are addressed
* Review generator fuel need and potential needs, including transportation issues

## OBJECTIVE TEN

Plan for the activation of mental and behavioral health services for all staff members and patients as part of incident response and recovery planning within [insert timeframe]. *Health Care Preparedness and Response Capability 3: Continuity of Health Care Service Delivery*

Sample Task(s):

* Coordinate with the MHOAC and local responding agencies to determine the need for additional behavioral and mental health services, partners, and volunteers to provide an appropriate level of care to staff, patients, and family members
* Coordinate with administration and leadership to facilitate access to and promote availability of mental and behavioral health services for staff, patients, and family members, including briefings for staff on educating patients and families on available resources

## OBJECTIVE ELEVEN

Initiate collaborative efforts with the Infrastructure Branch and Medical Care Branch to identify mitigations for flood related staff and patient safety risks within [insert timeframe]*. Health Care Preparedness and Response Capability 4: Medical Surge*

Sample Task(s):

* Coordinate with Environmental Health to address the impact of contaminated flood waters
* Coordinate with local water districts to identify if local ground water is affected by the potential contaminated flood water through the Liaison Officer
* Coordinate with the Safety Officer, local public health, and environmental health to identify PPE needed for dealing with contaminated water
* Address any need for channeling water around facilities (e.g. sandbags, Muscle Wall, and plastic sheeting)