Healthcare Coalition

of Northern Maine

Multi-year Training and Exercise Plan 2019-2024 March 31, 2019

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HSEEP-PM01

# PREFACE

The Healthcare Coalition of Northern Maine (HCCNM) Multiyear Training and Exercise Plan (TEP) is the roadmap for coalition members to move towards meeting the priorities and capabilities presented in the Hospital Preparedness Program (HPP) administered the Office of the Assistant Secretary of Preparedness and Response (ASPR). The HCCNM has implemented a coordinated all-hazard strategy that combines enhanced planning, training, and realistic exercises to strengthen the coalition’s ability to prepare for, respond to and rapidly recover from health security incidents and emergencies. Training and exercises play a crucial role in this strategy, providing the coalition members with a means of attaining, practicing, validating, and improving new capabilities.

**POINTS OF CONTACT (POCS)**

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Important links for further information:

<placemark for the Coalition website>

https://training.fema.gov/is/crslist.aspx

<http://www.maine.gov/mema/ema/mema_ema_county.shtml>

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# PURPOSE

The purpose of the Multi-year TEP is to document an organization’s overall training and exercise program priorities for a specific multi-year time period. It is considered to be a living document that can be updated and refined annually. These priorities are linked to corresponding core capabilities, and, if applicable, a rationale based on existing strategic guidance, threat assessments, corrective actions from previous exercises, or other factors. This Multi-year TEP identifies the training and exercises that will help the organization build and sustain the HPP capabilities needed to address its training and exercise program priorities.

The Multi-year TEP lays out a combination of progressively building exercises – along with the associated training requirements – which address the priorities identified in the Training and Exercise Planning Workshop (TEPW). A progressive, multi-year exercise program enables organizations to participate in a series of increasingly complex exercises, with each successive exercise building upon the previous one until mastery is achieved. Further, by including training requirements in the planning process, organizations can address known shortfalls prior to exercising capabilities.

Included in this Multi-year TEP is a training and exercise schedule, which provides a graphic illustration of the proposed activities, scheduled for the years 2019 through 2024.

# PLANNED ACTIVITIES BY CAPABILITY

Based in part on the HPP work plans the Maine Center for Disease Control and Prevention developed to begin meeting the priorities and requirements of each of the associated capabilities, below are the planned activities for the years 2019-2024. In addition, where applicable, some activities in this plan are based upon a Hazard Vulnerability Analysis (HVA) and corrective actions identified in previous After Action Reports (AAR). The HCCNM conducts a TEPW and HVA annually in order to update and refine the MYTEP based on ever-changing hazards and priorities.

**CAPABILITY - HEALTHCARE SYSTEMS PREPAREDNESS**

Definition: Healthcare system preparedness is the ability of a community’s healthcare system to prepare, respond, and recover from incidents that have a public health and medical impact in the short and long term. The healthcare system role in community preparedness involves coordination with emergency management, public health, mental/behavioral health providers, community and faith-based partners, state, local, and territorial governments to do the following:

* Provide and sustain a tiered, scalable, and flexible approach to attain needed disaster response and recovery capabilities while not jeopardizing services to individuals in the community
* Provide timely monitoring and management of resources
* Coordinate the allocation of emergency medical care resources
* Provide timely and relevant information on the status of the incident and healthcare system to key stakeholders

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| **Training Courses and Exercises that support this capability:** | | |
| □ | Training: | Incident Command System IS-100.HCb., IS-200.HCa., IS-700, 300 |
|  | Training: | Hospital Emergency Response Team Training |
| □ | Training: | Communications training, Health Alert Network (HAN), EMResource bed availability, and WebEOC |
| □ | Training: | Pediatric Disaster Response and Emergency Preparedness |
| □ | Training: | Continuity of Operations Planning (COOP) Workshop |
| □ | Training: | Pandemic Influenza Preparedness |
| □ | Training: | Anthrax Preparedness and Response |
| □ | Training: | Points of Dispensing Preparation |
| □ | Exercise: | Coalition communication drills |
| □ | Exercise: | Medical Surge Seminar/TTX |
| □ | Exercise: | EMResource Drill |
| □ | Exercise: | Healthcare Coalition Surge Test (CST) Functional Exercise (FE) |

**CAPABILITY – EMERGENCY OPERATIONS COORDINATION**

Definition: Emergency operations coordination regarding healthcare is the ability for healthcare organizations to engage with incident management at the Emergency Operations Center or with on-scene incident management during an incident to coordinate information and resource allocation for affected healthcare organizations. This is coordinated through the Healthcare Coalition Assistance Team or by integrating this coordination into plans and protocols that guide incident management to make the appropriate decisions. Coordination ensures that the healthcare organizations, incident management, and the public have relevant and timely information about the status and needs of the healthcare delivery system in the community. This enables healthcare organizations to coordinate their response with that of the community response and according to the framework of the National Incident Management System (NIMS).

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| **Training Courses and Exercises that support this capability:** | | |
| □ | Training: | Incident Command System IS-100.HCb., IS-200.HCa., IS-700, 300 |
| □ | Training: | Communications training, Health Alert Network (HAN), EMResource bed availability, GETS, and WebEOC |
| □ | Training: | Continuity of Operations Planning (COOP) Workshop |
| □ | Exercise: | Coalition communication drills |
| □ | Exercise: | Medical Surge Seminar, TTX |
| □ | Exercise: | Points of Distribution |
| □ | Exercise: | EMResource drill |
| □ | Exercise: | Healthcare Coalition Surge Test (CST) Functional Exercise (FE) |
| □ | Exercise: | Supply Chain Integrity and Security Workshop |
| □ | Exercise: | Pandemic Influenza TTX, Functional and Full Scale |

**CAPABILITY – INFORMATION SHARING**

Definition: Information sharing is the ability to conduct multi-jurisdictional, multidisciplinary exchange of public health and medical related information and situational awareness between the healthcare system and local, state, Federal, tribal, and territorial levels of government and the private sector. This includes the sharing of healthcare information through routine coordination with the Joint Information System for dissemination to the local, state, and Federal levels of government and the community in preparation for and response to events or incidents of public health and medical significance.

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| **Training Courses and Exercises that support this capability:** | | |
| □ | Training: | Incident Command System IS-100.HCb., IS-200.HCa., IS-700, and 300 |
| □ | Training: | Communications training, Health Alert Network (HAN), EMResource, GETS, and WebEOC |
| □ | Exercise: | Coalition communication drills |
| □ | Exercise: | Medical Surge Seminar, TTX |
| □ | Exercise: | Healthcare Coalition Surge Test (CST) Functional Exercise (FE) |

**CAPABILITY – MEDICAL SURGE**

Definition*:* The Medical surge capability is the ability to provide adequate medical evaluation and care during incidents that exceed the limits of the normal medical infrastructure within the community. This encompasses the ability of healthcare organizations to survive an all-hazards incident and maintain or rapidly recover operations that were compromised.

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| **Training Courses and Exercises that support this capability:** | | |
| □ | Training: | Hospital Emergency Response Plan Training |
| □ | Training: | Communications training, Health Alert Network (HAN), EMResource bed availability |
| □ | Training: | Pediatric Disaster Response and Emergency Preparedness |
| □ | Exercise: | Medical Surge Seminar/TTX |
| □ | Exercise: | EMResource drill |
| □ | Exercise: | Healthcare Coalition Surge Test (CST) Functional Exercise (FE) |
| □ | Exercise: | Pandemic Influenza TTX, Functional and Full Scale |

# METHODOLOGY AND TRACKING

The Healthcare Coalition of Central Maine has adopted the Homeland Security Exercise and Evaluation Program (HSEEP) for its training and exercise program. With this in mind, our priorities for training and exercising follow the HSEEP progressive exercise approach by ensuring appropriate training and solid plans are in place before conducting more complex discussion or operation-based exercises.

As plans are updated, workshops will be convened to formulate the plan utilizing input from all the stakeholders. Once the plans are complete, any training that may be necessary will be conducted and seminars will be held to disseminate the plan. The seminars will be followed by a more complex discussion-based exercise, such as a tabletop, then move to functional and full-scale exercises as appropriate.

At the conclusion of each exercise, an After Action Report/Improvement Plan (AAR/IP) will be completed and we will track the implementation of corrective actions. The purpose of the AAR is to summarize the events of an exercise (or real-world incident) and contains an analysis of performance. An exercise AAR contains analysis of an entity’s ability to accomplish tasks, achieve exercise objectives and demonstrate capabilities. A real-world incident AAR presents analysis of how an entity performed in response to an incident and provides candid discussion of lessons learned and improving future performance. The Improvement Plan (IP) section of an AAR includes corrective actions for improvement, timelines for implementation and specific points of contact.

Even though this is the Multi-year TEP for the Northern Maine Healthcare Preparedness Coalition, all real-world events and pre-planned events will be followed by a debrief of the event and the creation of an AAR/IP. The AARs/IPs from real-world and pre-planned events will also be tracked in order for the coalition to continue to build its capability.

**HSEEP Compliance**

Exercises conducted by the HCCNM will follow the HSEEP guidelines by attempting to satisfy four distinct performance areas:

* + *Training and Exercise Plan Workshop*: The Healthcare Coalition of Northern Maine will conduct a TEPW each calendar year in which they develop a TEP that includes training and exercise priorities. The plan will include a multiyear training and exercise schedule.
  + *Exercise Planning and Conduct*: Exercises will be conducted as outlined in HSEEP 2013 guidance and the type of exercises will be consistent with the TEP.
  + *After-Action Reporting*: Following each exercise, an AAR/IP will be developed using the appropriate HSEEP format.
  + *Improvement Planning*: Corrective Actions identified in the AAR/IP will be tracked and implemented (e.g. designated start date and completion date, point of contact, and organization assigned to the action).

**Types of Exercises**

There are seven types of exercises defined within HSEEP, each of which is either discussion-based or operations-based.

* + Discussion-based exercises familiarize participants with current plans, policies, agreements, and procedures. Types of discussion-based exercises include:
    - Seminar: A seminar is an informal discussion, designed to orient participants to new or updated plans, policies, or procedure (e.g. a seminar to review a new Evacuation Standard Operating Procedure).
    - Workshop: A workshop resembles a seminar, but is employed to build specific products, such as a draft plan or policy (e.g. a TEPW is used to develop a MYTEP).
    - Tabletop Exercise: A TTX involves key personnel discussing simulated scenarios in an informal setting. TTXs can be used to assess plans, policies, and procedures.
    - Game: A game is a simulation of operations that often involves two or more teams, usually in a competitive environment, using rules, data, and procedure designed to depict and actual or assumed real-life situation
  + Operations-based exercises validate plans, policies, agreements and procedures, clarify roles and responsibilities, and identify resource gaps in an operational environment. Types of operations-based exercises include:
    - Drill: A drill is a coordinated, supervised activity usually employed to test a single, specific operation or function within a single entity (e.g. a fire department conducts a decontamination drill).
    - Functional Exercise (FE): A functional exercise examines and/or validates the coordination, command, and control between various multi-agency coordination centers (e.g. emergency operation center, joint field office, etc.). A FE does not involve any “boots on the ground” (e.g. first responders or emergency officials responding to an incident real-time).
    - Full-Scale Exercise (FSE): A full-scale exercise is a multi-agency, multi- jurisdictional, multi-discipline exercise involving functional (e.g. joint field office, emergency operation centers) and “boots on the ground” response (e.g. firefighters decontaminating mock victims prior to transportation to the hospital).

# MULTI-YEAR TRAINING AND EXERCISE SCHEDULE

The attached Training and Exercise Schedules depict the exercises and trainings that will take place or be offered from July 2019 to June 2024 for the HCCNM and its public health and healthcare partners. The C-charts include a forecast of 2024-2025 as well. All dates are tentative. As noted previously and evidenced on the schedule, the HCCNM is committed to following the HSEEP progressive exercise approach for all training and exercises which will increasingly build in complexity. As we continue to build our capabilities and formulate our healthcare coalition, this plan will be updated annually to reflect such increases in HPP capabilities.

## Northern Maine Healthcare Preparedness Coalition Multi-Year Training & Exercise Schedule

## 2019-2020

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|  | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** |
| **Coalition Training** |  | HSEEP | HERT  Pediatric Surge | POD | ICS Forms/  AAR  Workshop |  | HICS | Spotlight  Topic |  | HERT |  | IS-300 |
| **Coalition Exercises** | Comms  Drill | EMResource  Drill |  | Comms  Drill | EMResource  Drill | Pediatric  Surge  TTX | Comms Drill  POD | HVA/TEPW  EMResource  Drill | Pediatric Surge FE | Comms  Drill | CST | EMResource  Drill |

## Northern Maine Healthcare Preparedness Coalition Multi-Year Training & Exercise Schedule

## 2020-2021

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| **Organization** | **JUL** | **AUG** | **SEPT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** |
| **Coalition Training** |  |  | HERT | Pandemic | NIMS  Topic | COOP  Planning Workshop | Spotlight  Topic |  | HERT |  |  |
| **Coalition Exercises** | Comms  Drill | EMResource Drill |  | Comms  Drill | EMResource  Drill | Pandemic  TTL | HVA TEPW  EMResource  Drill | Pandemic  FSE | Comms  Drill | CST  Drill | EMResource Drill |

## Northern Maine Healthcare Preparedness Coalition Multi-Year Training & Exercise Schedule

## 2021-2022

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|  | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** |
| **Coalition Training** |  |  | HERT | Anthrax | HSEEP |  | HICS | Spotlight  Topic |  | HERT |  | IS-300 |
| **Coalition Exercises** | Comms  Drill | EMResource  Drill |  | Comms  Drill | EMResource  Drill | Anthrax  TTL | Comms  Drill | HVA/TEPW  EMResource  Drill | Anthrax  FSE | Comms  Drill | CST | EMResource  Drill |

## Northern Maine Healthcare Preparedness Coalition Multi-Year Training & Exercise Schedule

## 2023-2024

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|  | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** |
| **Coalition Training** |  | NIMS  Topic | HERT | Spotlight  Topic |  |  | COOP  Planning Workshop | Spotlight Topic |  | HERT |  |  |
| **Coalition Exercises** | Comms  Drill | EMResource  Drill |  | Comms  Drill | EMResource  Drill | Annual  TTL | Comms  Drill | HVA/TEPW  EMResource  Drill | Annual FSE | Coms  Drill | CST | EMResource  Drill |

## Northern Maine Healthcare Preparedness Coalition Multi-Year Training & Exercise Schedule

## 2024-2025

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|  | **JULY** | **AUG** | **SEPT** | **OCT** | **NOV** | **DEC** | **JAN** | **FEB** | **MAR** | **APR** | **MAY** | **JUN** |
| **Coalition Training** |  |  | HERT | Spotlight  Topic | HSEEP |  | HICS | Spotlight  Topic |  | HERT |  | IS-300 |
| **Coalition Exercises** | Comms  Drill | EMResource  Drill |  | Comms  Drill | EMResource  Drill | Annual  TTL | Comms  Drill | HVA/TEPW  EMResource  Drill |  | Comms  Drill | CST | EMResource  Drill |