**supplement 1: exercise evaluation guide based on homeland security exercise and evaluation program used by border rac and hospital safety officers to evaluate nicu staff completion of evacuation objectives during evacuation simulation**

Evaluator Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Situational Assessment** | | |
| **Exercise Objectives:** | | |
| 1.1: Implement hospital inter agency notification protocols associated with Fire SOPs, within 5 minutes of incident. | | |
| **Task/Activities** | **Task Discussed or Completed** | **Task Not Discussed or Completed** |
| Exercise the hospital’s established procedures and process to activate Fire alarm and contact 911. |  |  |
| Exercise hospital’s established procedure to contact staff members and provide information about the event and proper response activities. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| What key decisions would need to be made? Who would make them? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
| Areas for Improvement | | |
| Additional Observations | | |

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| **Operational Coordination** | | |
| **Exercise Objectives:** | | |
| 2.1: Activate Hospital Command Center within 10 minutes of initial fire. | | |
| **Task/Activities** | **Task Discussed or Completed** | **Task Not Discussed or Completed** |
| NICU staff calls established internal number to report fire. |  |  |
| Hospital Operator /PBX, sends out established verbal page using hospital intercom. |  |  |
| Hospital Operator/PBX sends out message to AOD/AOC, Safety Officer and other Command Staff to report to the Hospital Command Center for activation. |  |  |
| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
| Areas for Improvement | | |
| Additional Observations | | |

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| **Operational Communication** | | |
| **Exercise Objectives:** | | |
| 3.1: Evaluate incident / unified command concepts and techniques between the participating organizations. | | |
| **Task/Activities** | **Task Discussed or Completed** | **Task Not Discussed or Completed** |
| Hospital Cmd staff, Fire Department and Pre-Hospital providers quickly develop agreeable plan to extinguish fire and evacuate affected areas. |  |  |
| Pass keys and or cards are issued to Fire personnel for necessary access in affected areas. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
| Areas for Improvement | | |
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| **Public Health, Healthcare, and Emergency Medical Services** | | |
| **Exercise Objectives:** | | |
| 4.1: Coordinate triage and evacuation from NICU facility with pre-hospital providers within 10-15 minutes of incident. a.) Evacuate 1 high acuity infant fully loaded, i.e. intubated, within isolette etc. b.) Evacuate 2 medium acuity infants, i.e. in radiant warmer, IVs, feeding tube, etc. c.) Evacuate 3 low acuity infants, (feed and grow). Note: Each patient will be moved first to another area of the hospital; then to a pre-determined area outside on hospital ground to await ambulance arrival. Once patients are loaded into ambulance, exercise ends. | | |
| Task/Activity | Task Discussed or Completed | Task Not Discussed or Completed |
| NICU staff determines which patients will be evacuated first and advises Fire Department/EMS personnel. |  |  |
| NICU staff advises Fire Department of evacuation equipment readily available to use in hospital. |  |  |
| NICU staff helps guide the Fire Department in the proper use of evacuation equipment and or other medical equipment during the evacuation. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
| Area of Improvement | | |
| Additional Observations | | |
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| **Public Health, Healthcare, and Emergency Medical Services** | | |
| **Exercise Objectives:** | | |
| 5.1: As soon as safe to do so, continue providing patient care for Neonatal patients. | | |
| Task/Activity | Task Discussed or Completed | Task Not Discussed or Completed |
| NICU staff has identified all infants by ID bracelets or patient stickers on tegaderm dressings applied to their backs, and have hard copy records, jump drives, CDs or other means of documentation on evacuated patients. |  |  |
| NICU staff gathers and utilizes alternative medical equipment to use during the evacuation process such as self-inflating bag valve masks, gas powered ventilators, battery powered monitors such as pulse oximeters, bulb syringes or other non-electric suction devices, flashlights, additional blankets/hats, chemical warming mattress, battery operated fans, and baby evacuation vests. |  |  |
| NICU staff labels and stores patient’s medication properly when transporting from one area to another. |  |  |
| NICU staff establishes minimum supply of formulas for infant feeding. |  |  |
| NICU staff has adequate supply of waterless hand cleaners, gloves, diapers, feeders/nipples, IV tubing and solutions. |  |  |
| NICU staff consolidates all patients and employees at a specific location after evacuation, for accountability. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
| Area of Improvement | | |

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| **Operational Coordination** | | |
| **Exercise Objectives:** | | |
| 6.1: Mobilize and maintain critical resources and establish ICS, command, control and coordination structures to meet basic human needs, stabilize the incident, and transition to recovery. | | |
| Task/Activity | Task Discussed or Completed | Task Not Discussed or Completed |
| Working with Unified Command, Hospital Command staff will make appropriate notifications to other medical facilities where the patients can be transferred. |  |  |
| Working with Unified Command, Hospital Command staff will make appropriate notifications to organizations that can provide additional medical equipment needed for the evacuation. |  |  |
| Ensure others who may have been injured during the incident, receive the appropriate treatment. |  |  |
| Fire fighters will ensure the fire is completely extinguished and will communicate with Unified Command personnel to move into Recovery phase. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
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| Additional Observations | | |

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| **Operational Communication** | | |
| **Exercise Objectives:** | | |
| 7.1: Establish effective communication and coordinate public safety with Unified Command. | | |
| Task/Activity | Task Discussed or Completed | Task Not Discussed or Completed |
| Hospital Command Staff will be communicating and coordinating all response activities with other agencies in the Hospital Command Center that have arrived to assist. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
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| **Public Information and Warning** | | |
| **Exercise Objectives:** | | |
| 8.1: Issue public information, alert, warnings and notifications to the public in a timely and accurate manner. | | |
| Task/Activity | Task Discussed or Completed | Task Not Discussed or Completed |
| Unified Command personnel will develop a message for the public regarding the incident. |  |  |
| Unified Command personnel will select the appropriate person to deliver message to the media and alert the public to the incident, as soon as possible. |  |  |
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| **Task Analysis** | | |
| Are personnel identified to perform these tasks? | | |
| Are personnel trained to perform these tasks? | | |
| **Activity Analysis** | **Yes** | **No** |
| Were participants knowledgeable of plan elements? |  |  |
| Did participants adequately address how to accomplish this activity? |  |  |
| **Observations** | | |
| Strengths | | |
| Area of Improvement | | |
| Additional Observations | | |

**Assigned Ratings for EEG**

(P)- Performed without challenges

(S)- Performed with some challenges

(M)- Performed with major challenges

(U)- Unable to be performed

**Ratings Definitions**

| **Performed without Challenges (P)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
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| **Performed with Some Challenges (S)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| **Performed with Major Challenges (M)** | The targets and critical tasks associated with the core capability were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Unable to be Performed (U)** | The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s). |