

Exercise Planning & After Action Report

Quality Assurance Committee Form / After Action Report & Improvement Plan

Center Name: _____

Drill / Exercise Date: _____ **Time:** _____

| | | |
|--|---|--|
| <p style="color: red; font-weight: bold;">Remember to notify the fire department and alarm company in advance to avoid a false alarm!</p> <p>Select Internal or External: Check if it is an Internal scenario (example: a dryer fire) or an External scenario (example: a hurricane).</p> <p>Select Exercise Type:</p> <ul style="list-style-type: none"> ➤ A full scale / functional exercise: CMS defines a full-scale exercise as any operations-based exercise (drill, functional, or full-scale exercise) that assesses a facility's functional capabilities by simulating a response to an emergency that would impact the facility's operations and their given community. ➤ A tabletop exercise (TTX) is a group discussion led by a facilitator using narrated, clinically-relevant emergency scenario and a set of problem statements, directed messages, or prepared questions designed to challenge an emergency plan. TTXs can be used to assess plans, policies, and procedures. ➤ A workshop / discussion is an educational session about your Center's Emerg. Plan or procedures. ➤ An Actual Event: you may use an actual event as an exercise if it required the activation of your Emerg. Plan (document accordingly). <p>#1- #6: Describe the Activity</p> <p># 1. Scope # 2. Mission Areas # 3. Core Capabilities # 4. Exercise Objectives # 5. Threat/Hazard # 6. Scenario.</p> | <p>Choose One: <input type="checkbox"/> Internal <input type="checkbox"/> External</p> | <p>Exercise Type: (choose one) <input type="checkbox"/> Full Scale / Functional Exercise <input type="checkbox"/> Tabletop Exercise <input type="checkbox"/> Workshop/ Discussion <input type="checkbox"/> Actual Event</p> |
| <p># 1. Scope (type, length, location, partners):</p> | | |
| <p># 2. Mission Area(s) – check all that apply:</p> <p><input type="checkbox"/> Prevention <input type="checkbox"/> Protection <input type="checkbox"/> Mitigation <input type="checkbox"/> Response <input type="checkbox"/> Recovery</p> | | |
| <p># 3. Core Capabilities Being Tested:</p> <p><input type="checkbox"/> The center's healthcare & medical <u>readiness</u></p> <p><input type="checkbox"/> The center's healthcare & medical <u>response coordination</u></p> <p><input type="checkbox"/> The center's <u>continuity of healthcare service delivery</u></p> <p><input type="checkbox"/> <u>Medical surge</u> (when demand for health care services exceeds available supply)</p> | | |
| <p># 4. Exercise Objective(s) – State what part of the center's plan or procedures are being tested, for example, evacuation of residents.</p> | | |
| <p># 5. Threat or Hazard (for example - hurricane, fire, flooding, elopement):</p> | | |
| <p># 6. Exercise Scenario (attach additional page if needed):</p> | | |

QUALITY ASSURANCE COMMITTEE EVALUATION – DISASTER DRILL / EXERCISE
After-Action Report (AAR) and Improvement Plan (IP)

As a standard practice, Emergency Management agencies document the evaluation of exercises in an After Action Report (AAR), and the resulting recommendations for improvement is called the Improvement Plan (IP). Long Term Care Centers have a similar process referred to as QAPI (Quality Assurance Performance Improvement) with resulting PIPs (Performance Improvement Plans). Regardless of the label, an exercise is not complete without a roundtable discussion including leadership, department heads and critical staff to review what was supposed to happen in the exercise, what occurred, what went well, and what can be improved upon. Use the format below to review the exercise results with your team and document how you will update your emergency program based on the exercise results. **All evaluation and improvement plan discussions and work products should always be conducted under the direction of the center's QA or QAPI Committee.**

DIRECTIONS: Convene the QA Committee to discuss and evaluate the results of the exercise and identify specific areas for improvement, action steps needed, responsible parties, and follow-up dates. Provide the QA Committee with a copy of this completed form and attendance sign-in sheet(s) and include a copy in the exercise file. Be sure you track the improvement plan to changes in your emergency plan.

- (1) Evaluate the exercise:** Using the format below, list each objective from page 1 (Description) and the major strengths and weaknesses for each that were identified during the drill / exercise. Use additional pages as needed.
- (2) Develop an Improvement Plan:** On page 4, record action steps needed to address the weaknesses identified below. You may use the format below or any format consistent with your QA Committee's existing processes, as long as it clearly documents your analysis and response and how you updated your emergency program based on the analysis. Place the completed AAR/IP, the sign-in sheet and all other exercise materials in a folder for easy access.

(1) Evaluation of the Drill / Exercise

Objective (from page 1, #1):

Results: What happened in the exercise as opposed to what was supposed to happen?

Major Strengths: Describe the functions/processes that your center successfully executed and were major strengths

Areas for Improvement: Describe the areas in your emergency program where improvement is needed. Detail your action steps on the next page (actionable after action steps).

