

Ten Examples of All-staff Exercises

Here is how to set up the exercise:

After exercise planners have identified exactly what part of your plan you want to test, write at least one objective.

Example: You determined that you want to employees understanding of lock-down policies.

Objective: At the end of this exercise, all employees will have demonstrated their knowledge of the hospital's lock-down policy by responding in writing about their personal responsibilities.

For this type of drill it is not necessary to write a scenario. You will only ask one simple question. That same question goes to every employee.

These questions could be distributed as employees arrive for their shift, or at random times throughout the day. They could also be distributed via email or text message. Make sure the method of response is clear.

Below are some questions that can be posed to every employee. * Use only one question for each drill.

Examples:

- 1) In the event of an overhead announcement of an abducted infant, what is the first thing you should do? _____
- 2) If your facility is included in a Tornado Warning, where do you go? What should you do first?

- 3) If you hear an overhead announcement of a full facility lock-down, what should you do?

- 4) If you are passing by the front lobby and notice someone who smells of strong chemicals looking for medical assistance, what do you say to them?
_____ Then, whom do you notify? _____

5) If you notice a package that looks out of place on the floor near the dining area, what should you do?

6) If the electricity in your facility goes out, what should you do? _____

7) What are your first concerns? _____

8) Assume that you answer the telephone and hear a voice making threats to you or another employee. Those threats include coming to your facility with the intent to get even. List 3 things you should do or say: _____

9) Assume you arrive at work and see a man in the parking lot pull a gun from under his seat and tuck it in the back of his pants. He stands by the car talking on the phone as you enter the building. What should you do? _____

10) Assume it is a very cold January day. The forecast is for several days of continuing snow, with the possibility of significant accumulations. You will be needed at the hospital if at all possible. Would you be able to stay at the hospital for 24-36 hours if necessary? _____
What things would you need to do at home, to prepare for an extended time away?

11) Assume this is the third day of heavy rains. What problems could this cause your facility?

What plans should you be making to continue to accomplish your work?

Other questions?

After the exercise, examine the responses. Be sure to follow up with the participants. If you received incorrect answers, address those with education or training. People will be curious about how well they did. Show appreciation for their participation and remind them of how important it is for your facility to be vigilant about potential disasters.

Finally: Use the information you gathered to make any necessary changes to your policies or plans. The exercise isn't finished until you have USED what you learned to improve your response plans. If further training is need, or equipment needs to be purchased, then create an improvement plan. That plan should state exactly what needs to be done, by whom and when.

Follow-through is essential to a successful exercise.

If the exercise revealed some significant issues, then after you have completed your corrective actions, do it again! Then you'll know if your improvement plan worked!

Remember: Plan, Train, Exercise, Evaluate! Then do it all again!

*Adapt scenario and questions to meet your needs.