

# Shiver Me Timbers! Earthquake Exercise Exercise Development Options Checklist

Use this worksheet help plan your exercise.

### Exercise segments to participate in:

- Segment 1: Staff Job Responsibilities and Readiness Discussion
- Segment 2: Staff Response to Earthquake Shaking
- Segment 3: Facility Leadership Response to Earthquake Shaking  
(Requires information generated in Segment 2 to support Segment 3)
- Segment 4\*: After the Shaking Stops – Evacuation Preparation  
\*See below for planning Segment 4

### Date and time for the exercise:

- Thursday Oct 17<sup>th</sup> starting at 10:17am (NWHRN initiates communication by sending out Alert)
  - Alternate date \_\_\_\_\_, time \_\_\_\_\_
  - Alternate date \_\_\_\_\_, time \_\_\_\_\_
  - Alternate date \_\_\_\_\_, time \_\_\_\_\_
- (For all exercises run on alternate dates, facility initiates communication with NWHRN)

### Location:

- Conference or Meeting Room for holding Segment 3  
\_\_\_\_\_
- Conference or Meeting Room for holding Segment 4  
\_\_\_\_\_

### Participants:

- All staff (including traveling staff)
- Specific depts/units/locations (details below)  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Patients/residents/clients and families invited to participate

Community partners:

NWHRN     EMS

Others (describe) \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### **\*Planning for Segment 4 Tabletop**

This Tabletop exercise explores what activities or considerations are needed in case of evacuation. The discussion may focus on a small group of activities or may be more inclusive. Choose the parts that you would like to include in your Segment 4 exercise:

Emergency Operations Plan and Incident Management Team

Speed of evacuation

Priority of patients for evacuation

Transportation

Preparation of patient documentation, medications and personal items

Patient packaging

Destination of evacuees

Tracking for patients and on-duty staff

Consideration for medical, environmental, nutritional and sanitary needs

Community resources to help support evacuation

### **Materials Needed for Exercise:**

Identify which documents are needed for exercise and how many are needed:

#### Segment Exercise Plans

Segment 1 Exercise Plan

\_\_\_\_\_ (number) copies for all department leaders leading exercise

Segment 2 Exercise Plan

\_\_\_\_\_ (number) copies for all department leaders leading exercise

Segment 3 Exercise Plan

\_\_\_\_\_ (number) copies for exercise facilitator and evaluators

Segment 4 Exercise Plan

\_\_\_\_\_ (number) copies for exercise facilitator and evaluators

Evaluator Guides

- \_\_\_ Segment 1 Evaluator Guide
  - \_\_\_\_\_ (number) copies for exercise evaluators
- \_\_\_ Segment 2 Evaluator Guide
  - \_\_\_\_\_ (number) copies for exercise evaluators
- \_\_\_ Segment 3 Evaluator Guide
  - \_\_\_\_\_ (number) copies for exercise evaluators
- \_\_\_ Segment 4 Evaluator Guide
  - \_\_\_\_\_ (number) copies for exercise evaluators

Player and Patient/Resident Information

- \_\_\_ Player Information and Guidance
  - \_\_\_\_\_ (number) copies for each participant
- \_\_\_ Patient/Resident Player Information and Guidance
  - \_\_\_\_\_ (number) copies for patient, resident, client that may wish to participate

Support documents for every exercise

- \_\_\_ Sign In Sheet
  - \_\_\_\_\_ (number) copies for each location
- \_\_\_ Participant Feedback Form
  - \_\_\_\_\_ (number) copies for every participant