

Shiver Me Timbers! Earthquake Exercise

Exercise Development Steps

The Shiver Me Timbers! earthquake exercise is a series of smaller exercises with increasing complexity and involvement as one moves through the exercise segments. These have been designed specifically for long term care, home health and hospice agencies to help meet the CMS Emergency Preparedness standards and the concerns of surveyors. Regulatory language and definitions have been included in the documentation to help with developing better understanding and compliance.

This exercise has been developed by the Northwest Healthcare Response Network specifically for individual facilities and organizations to plan and run the exercise themselves. The intention is that any segment of this exercise will be run on October 17th at 10:17am in conjunction with The Great Shakeout exercise, though the exercise may be held at any time of the year.

Designing and conducting disaster exercises can be overwhelming. The concept for this exercise has been designed to minimize the complexity, so each exercise segment is a small, bite-sized exercise.

Documents created to support this exercise:

Exercise Development Steps: Explains the step-by-step process for implementing any segments of the exercise within a facility.

Exercise Development Options Checklist: Lists all the potential options for selecting specifics of an exercise, including selecting a date and time, a location, choosing a segment of the exercise, identifying what departments, units, locations or shifts will participate in the exercise, what community partners might be included, what specific parts to include in Segment 4 and what documentation and quantity is needed.

Segment Comparison: Crosswalk of the segments to the type of exercise, duration, participants, scenario activities and documents to use.

Sign In Sheet: Document all participants to demonstrate breadth of participation in the After Action Report.

Player Information and Guidance: Developed to inform players (staff, community partners, others) information they need to understand the exercise, what is being tested, how to participate and what to do at the end of the exercise.

Patient / Resident Player Information and Guidance: Developed to inform patients, residents, clients and/or their families who may wish to participate (voluntary, not mandatory) to inform them of what to expect during the exercise and how they can make the most of participating to improve their own preparedness for disaster.

Exercise ExPlan 2024: Full planning document for all segments of the exercise, including planning structure and objectives for the overall exercise. Only the Exercise Planning Coordinator, the exercise planning team and select leaders need this document.

Segment Exercise Plans: Individual exercise segment documents, created for simplicity in planning and implementing any of the exercise segments.

Segment 1 Exercise Plan

Segment 2 Exercise Plan

Segment 3 Exercise Plan

Segment 4 Exercise Plan

Segment Evaluation Guides: Individual evaluation criteria, by objective and capability for each segment, created for simplicity in planning and implementation.

Segment 1 Evaluation Guide

Segment 2 Evaluation Guide

Segment 3 Evaluation Guide

Segment 4 Evaluation Guide

Segment 4 TTX PowerPoint: Slide deck including individual slides for all the possible options to discuss as a part of Segment 4. Delete any slides for topics not being discussed. Create additional slides if there are areas beyond what has already been outlined so far for discussion during the Segment 4 tabletop exercise.

Participant Feedback Form: Generic feedback form for every segment, every participant to document their observations of and insights from exercise participation.

Planning Steps

- Receive go-ahead from leadership to develop and schedule exercise
- Choose exercise elements (Development Steps and Options Checklist)
- Schedule exercise and book conference or meeting room as needed (Options Checklist)
 - Note: Get approval from leadership and give enough advance notice to get it on calendars to minimize conflicting meetings and events
- Identify and train Facilitators (department leaders) to run the exercise in their department or unit (Segment Exercise Plans, Player Information and Guidance, Patient, Resident, Client Information and Guidance, Sign In Sheet, Participant Feedback Forms)
 - Educate facilitators on the specifics of the exercise, their role and the schedule
 - Use the Exercise Coordinator Training PPT to help support training facilitators
 - Specific to Segment 4: Customize TTX PowerPoint to the specific parts chosen to be discussed

- Identify and train evaluators (Segment Evaluation Guides)
 - Educate facilitators on the specifics of the exercise, their role, the schedule and what they should be observing and documenting for the After Action Report
- Communicate to patients, residents, clients that exercise will take place and that they are welcome to participate (Patient Resident Player Information and Guidance and Great Shakeout “Drop, Cover, Hold” and personal preparedness materials)
- Run the exercise!
- Set deadline for return of Participant Feedback forms
- Combine feedback and evaluator observations and assign information to objectives for Segment being tested
- Write After Action Report
- Meet with facility leadership to review findings from After Action Report
 - Share information with NWHRN about the exercise experience to help make improvements in plans and exercise templates
- Plan implementation improvements and timeline for plan updates

This exercise is a great opportunity for facilities to gradually test their readiness for earthquake response!