

Appendix L: Exercise, Evaluation, and Improvement Planning Checklist. AAR-IP

Exercise, Evaluation, and Improvement Planning Checklist

Plans, policies and procedures are tested at least annually in one or more exercises that are evaluated and result in corrective actions for plan improvement.

Emergency Response Plan

Date	Initials	Tasks
		Review and update your facilities Hazard and Vulnerabilities Assessment (HVA) annually.
		Review your Emergency Operations Plan (EOP) for updating to meet your current needs and identify gaps annually.
		Review and update all Memorandums of Understanding (MOU) with response services such as sheltering facilities, transportation, and emergency medical services (EMS), annually.
		Distribute the EOP to your staff and identify where it is located in your facility. Include distribution and coordination with appropriate emergency response partners.

Providing Trained Staff

Date	Initials	Tasks
		Identify staff for emergency roles and responsibilities. Update their personal contact information as needed.
		Have your staff update their personal family emergency plans annually.
		Conduct training seminars and workshops annually to familiarize staff with the EOP especially the Evacuation Plan part of the EOP.
		Plan an announced staff notification drill then conduct unannounced drills once each quarter. After each drill, evaluate the numbers contacted and how quickly they responded and try to improve on the next drill.
		Identify the equipment and methods used for communication with your staff, patients, and emergency responders during an incident.
		Update emergency response contact information: phone numbers, and contracted sheltering facilities annually.

Test all equipment

Date	Initials	Tasks
		Phones, computer systems, alarms, general addressing systems, 2-way radios, 800 MHz radios, ham radios (all that apply)
		Facility power generators, emergency lighting systems, flashlights

Conduct exercises to demonstrate plans and procedures in an exercise or real response

Date	Initials	Tasks
		Identify equipment, plans, or procedures that need to be tested or demonstrated
		Identify staff who would gain experience in their response role.
		Plan one or more drills for testing equipment, notification procedures, and other standard operating procedures annually.
		Plan a seminar to share the EOP and any policy, plan, or procedural changes with your staff.
		Plan a workshop to bring together key staff to develop or improve a procedure or plan.
		Plan a tabletop discussion exercise to demonstrate how your all-hazard plans, policies, or procedures would apply to a specific type of incident and for your staff to gain experience. Evaluate and improve your plan.
		Plan a functional exercise to demonstrate a part of your plan, test a procedure, and give additional experience to your staff. Evaluate and improve your plan
		Hold a full-scale exercise with your response staff and/or with other response partners to test your planned response to a specific type of incident. Evaluate and improve your plan.
		Develop a one-year or multiple-year training and exercise plan to provide a timeline for accomplishing your training goals
		Track the completion of corrective actions from your exercise after action reports in a facility-wide improvement plan.