**2024 Virginia Long Term Care Infrastructure Pilot Program   
Tabletop Exercise**

**Questions**

**Operational Period 1**

* Who would be the initial facility Incident Commander?
* What internal actions would you expect them to make?
* What internal and external notifications would be made? What information should be exchanged?
* What plans, policies and procedures should be activated?
* With the loss of water, develop a list of how this will affect your operations and what can be done to mitigate the effects on a short-term and long-term basis.

**Operational Period 2**

* Given the known information, what actions would you take?
* Do you have concerns about the situation?
* Are there any plans, policies, or procedures that can assist?
* Do you have any pre-scripted messages we can use for this scenario?
* Are there any regulatory requirements that we should be considering?
* What next steps do you need to do?
  + State / Region?
* List 3 - 4 actions that the Administrator / Executive Director would need to address.
* List 3 - 4 actions that the Assistant Maintenance Director would need to address.
* List 3 - 4 actions that the Dietary Department would need to address.
* List 3 - 4 actions that Nursing would need to address.

**Operational Period 3**

* What additional Nursing Home Incident Command System (NHICS) positions you would anticipate needing to assign at this point to manage the evacuation?
* Where would you establish your internal holding area(s)?
* What staff and supplies do you need for your holding area(s)?
* What resources would you request from the Fire Dept?
* How would you determine which residents / units to evacuate first?
* How would you prioritize the evacuation?
* How do you prepare the residents for the evacuation?
* What needs to go with them?
* Where do you get the information to give to EMS and the Regional Healthcare Coordinating Center (RHCC) as to what transportation vehicles are needed?
* Where would vehicle staging be located? Who would manage vehicle staging? Is this part of your Full Building Evacuation Plan?
* Where are your **Stop-Over Points**?
* How and who would notify resident’s families and doctors?
* How would you share medical records and resident information with residents accepting facilities?
* How would you address the transfer of the resident’s medications?

**Operational Period 4**

* Who will write and deliver messages to the media? Press release? Press briefing / conference?
* Who will follow up with families and the evacuated residents in the receiving facilities?
* How are the financials handled between the Disaster Struck Facility (DSF) and the Resident Accepting Facilities (RAFs)?
* How will you support the mental health impact of the event on your staff and residents?