



2025 Virtual Exercise for CMS Partners

You are invited to participate in the 2025 Northwest WI Healthcare Emergency Readiness Coalition's (NWWIHERC) **virtual exercise** for CMS Partners on **May 6, 0900-1130**. This will allow you to have the benefit of a community wide exercise while staying "home" in your own organization.

The objectives for this exercise will assist you in meeting the testing requirements as outlined in the CMS Emergency Preparedness Ruling.

Helpful information as you prepare for this exercise:

1. Register for the exercise!!!

Please register your organization as a participant in the exercise. It is very important that you enter the email of two points of contact within your organization. These are the people who should consider attending the Trusted Agent meeting.

Register here: <https://www.surveymonkey.com/r/3BGDD6H>

Please register **no later than April 25, 2025**.

2. Attend the Trusted Agent Prep Meeting

This brief meeting will be held on **Tuesday, April 29, 2025, from 0900-0930**. Only one person from your organization needs to attend the meeting. During this time, the exercise logistics, Capabilities and Objectives, and Exercise Evaluation Guides will be presented. All materials needed for the exercise will also be emailed to all Trusted Agents to help prepare for the day of the exercise. A registration confirmation email will be sent to participating agencies and the zoom link for the trusted agent meeting will be included.

3. Send an invitation to the leadership members of your organization to participate in the Exercise on May 6, 2025.

Reserve a room capable of holding this team which will make up your organization's Incident Command Team. It would be best if this room has the ability to project your computer screen so everyone can see the Situation Reports which will drive the exercise.

Plan to have Job Action sheets available for each leadership position. If you have Incident Command Team vests or other supplies, make them available for the exercise. If you need assistance identifying what job action sheets are needed, please let Aimee know as soon as possible.

Have copies of your policies available for the exercise.

4. Identify a member of your staff to be an observer and evaluator.

This person is not given a role within the Incident Command Leadership of your organization, but simply takes notes of what they hear, what they observe, what went well and where there were challenges. A guideline/check list of what to be looking for during the exercise will be provided. This person is invaluable during the Hot Wash portion of the exercise.

5. Review previous After-Action Reports

If you participated in previous Virtual Exercises or held internal exercises during the past two years, look up your organization's Improvement Plan in the After-Action Report. How has your organization done in terms of making the improvements that were previously identified? Are there still actions that need to take place prior to May 6?

6. Community Engagement

Evacuation will be the theme of this exercise. Consider inviting key partners from the community such as members of Emergency Management, Fire/EMS or Public Safety to this exercise. Their external perspective may be very helpful to you in your own planning. No residents will be moved during this exercise, although you may be asked how you would move them internally or externally if the scenario or plan calls for this. If you are asked to make phone calls to community members to gather information, **always begin and end** these phone calls with: **"THIS IS A DRILL..."** .

7. Test Your Communications Plan

You will be invited to exercise your communication plan as part of this larger exercise. YOU may decide as an organization how you want to test your own communication plan.

- You may want to send out an electronic message to your onsite staff or staff who are not currently working or are off site.
- You may want to test how to communicate with home-based residents.
- You may want to test how to communicate with the next of kin of residents or clients.
- You may want to test your internal or external communication or both.

It is up to you as to how BIG or small this portion of the exercise will be. But, test part of your communication plan.

Remember: Always start and end ALL COMMUNICATION with **"This is a DRILL"** .

8. Finally: Prepare to conduct a "Hot Wash".

At the end of the exercise on May 6, you will be asked to identify at least 3 things that went well during the exercise and 3 things that could be improved upon. We will provide a form known as an "Executive Summary and Improvement Plan" for you to complete with "things that could go better" along with strategies to make improvements. You will be asked to send these via email to the controller who will write the After-Action Report. This Report will be available to all players in the exercise and will serve as documentation of your participation in the exercise.

As always, if you have any questions, please email Aimee Wollman (Exercise Controller) at coordinator@nwwiherc.org

Thank you!