**How to Use this Template**

**This template should be used for drills and full-scale exercises**

* The Exercise Evaluation Guide (EEG) on the following pages is an example of a document used   
  for a PDC NICU Evacuation Full-Scale Exercise. This can be used in two ways:
  1. To give you an idea of what it will look like filled out for your exercise
  2. ****To use as a template and change

**NICU Evacuation Exercise Evaluation Guide**

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| *Exercise Name:*  *Exercise Date:* | *Organization/Jurisdiction:* | *Venue:* |
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| ***Exercise Objective:*****Emergency Notification** | | |
| **Assess the ability of NICU leadership to identify there is a problem that could cause an evacuation, the scope of the problem and notification to the next level of authority within 10 minutes of an incident.** | | |
| **Exercise Objective 1: Emergency Notification**  *Critical Task:* Any staff member from the NICU recognizes the smell of smoke and immediately pulls the fire alarm  *Critical Task:* Any staff member from the NICU dials 33 and notifies the operator of the condition in the NICU  *Critical Task:* The Operator will put out a HICS 1  *Critical Task:* Fire Brigade initiates a HICS 2  **Source(s):** NICU Evacuation Plan | | |
| ***Exercise Objective:*****Patient Movement** | | |
| **Assess ability of staff to move patients from the NICU to the staging area** | | |
| **Objective 2: Patient Movement**  *Critical Task:* Staff follow the appropriate route out of the NICU to the staging area which is (needs to be explained and can be done by a tracer)  *Critical Task:* All patients are evacuated in a crib, isolette or evacuation basket  *Critical Task:* Information Specialist within the NICU checks off each patient on their summary sheet as they leave the NICU and communicates that patient movement to the designated staff in the staging area  *Critical Task:* Clerical staff in the staging area marks off that the patient has arrived in the staging area  *Critical Task:* Upon completion of the evacuation the clerical staff within the NICU and the one in the staging area reconcile their lists  *Critical Task:* Parents that are in the NICU at the time of the evacuation are allowed to be evacuated with their child  *Critical Task:* When all patients are evacuated from the NICU to the alternate staging area the evacuation leader communicates the completion to the Command Center  **Source(s):** NICU Evacuation Plan | | |
| ***Exercise Objective:*****Resource Management** | | |
| **Assess availability and management of resources as it pertains to staffing, supplies and equipment in a no-notice evacuation event** | | |
| **Objective 3: Resource Management**  *Critical Task:* Upon notification of a smoke condition the charge nurse will organize the staff within the NICU and tell them of their roles and responsibilities  *Critical Task:* Upon completion of the evacuation the attending and the designated nurse in the NICU will take an assessment of available equipment and supplies available to use for the evacuation and make note of what extra supplies are needed  *Critical Task:* The Command Center in coordination with the staging area will coordinate what supplies and staff are needed  *Critical Task:* Upon notification of a HICS 2 respiratory therapy will respond directly to the staging area  *Critical Task:* Upon notification of a HICS 2 Social Work will set up Chapel to be used as a place for parents to be briefed and taken care of  *Critical Task:* Upon notification of a HICS 2 Engineering will bring and set up extension cords and power strips to the staging area  *Critical Task:* Upon notification of a HICS 2, Security will cordon off staging area and reroute traffic  **Source(s):** NICU Evacuation Plan | | |
| ***Exercise Objective:*** **Communications** | | |
| **Evaluate the internal and external communications of the hospital** | | |
| **Objective 4: Communications**  *Critical Task:* Upon completion of the evacuation, NICU staff in the staging area will notify the command center of the number and acuity of the patients that have been evacuated to the staging area  *Critical Task:* Upon staff being notified that the Incident Command Center has been stood up, staff from the NICU will call the Command Center with any equipment, supplies and staffing needs  *Critical Task:* Upon notification of the HICS 2 the Incident Commander will notify Security that the Lobby of the Main Building needs to be cordoned off to be used as a staging area and that all traffic needs to be rerouted as to not disrupt the evacuation  *Critical Task:* Command Center will communicate situational awareness during the evacuation and after the evacuation  *Critical Task:* NICU staff in the staging area will communicate situational awareness during the evacuation and after the evacuation  **Source(s):** NICU Evacuation Plan | | |
| ***Exercise Objective:*****Patient Triage** | | |
| **Assess the ability of staff to identify patients who require evacuation within the institution and those that require transport to another level 3 facility.** | | |
| **Exercise Objective 5: Patient Triage**  *Critical Task:* Upon patients reaching the alternate staging area staff huddle and discuss each individual patient disposition and where they should be  moved to  *Critical Task:* Individual triage decisions are communicated to the Command Center  *Critical Task:* The Command Center notifies triage destination of what patient(s) they will be receiving  *Critical Task:* Individual triage decisions are communicated to the nurse and attending that are caring for that patient  *Critical Task:* Individual triage decisions are communicated to the clerical staff for patient tracking purposes  **Source(s):** NICU Evacuation Plan | | |
| ***Exercise Objective:*****Parent/Guardian Notification** | | |
| **Assess the ability of staff to notify parents/guardians of the NICU’s evacuation, their child’s disposition and where they will be evacuated to.** | | |
| **Objective 6: Parent/Guardian Notification**  *Critical Task:* The clerical staff will give the Senior Social Worker a list of patients within the NICU at the time of the evacuation  *Critical Task:* Admitting will give Security a list of patients and authorized visitors for that patient  *Critical Task:* Social workers will call all parents/guardians and give them basic information  *Critical Task:* Socials workers offer services to any parent that comes in or calls in regarding their child  *Critical Task:* Security tracks all authorized visitors entering and leaving the staging area by checking ID’s against their list and having them sign in and out  **Source(s):** NICU Evacuation Plan | | |

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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
| **Emergency Notification** | * Any staff member from the NICU recognizes the smell of smoke and immediately pulls the fire alarm |  |  |
| **Emergency Notification** | * Any staff member from the NICU dials 33 and notifies the operator of the condition in the NICU |  |  |
| **Emergency Notification** | * The Operator will put out a HICS 1 |  |  |
| **Emergency Notification** | * Fire Brigade initiates a HICS 2 |  |  |
| **Patient Movement** | * Staff follow the appropriate route out of the NICU to the staging area which is (needs to be explained and can be done by a tracer) |  |  |
| **Patient Movement** | * All patients are evacuated in a crib, isolette or evacuation basket |  |  |
| **Patient Movement** | * Information Specialist within the NICU checks off each patient on their summary sheet as they leave the NICU and communicates that patient movement to the designated staff in the staging area |  |  |
| **Patient Movement** | * Clerical staff in the staging area marks off that the patient has arrived in the staging area |  |  |
| **Patient Movement** | * Upon completion of the evacuation the clerical staff within the NICU and the one in the staging area reconcile their lists |  |  |
| **Patient Movement** | * Parents that are in the NICU at the time of the evacuation are allowed to be evacuated with their child |  |  |
| **Patient Movement** | * When all patients are evacuated from the NICU to the alternate staging area the evacuation leader communicates the completion to the Command Center |  |  |
| **Resource Management** | * Upon notification a smoke condition the charge nurse will organize the staff within the NICU and tell them of their roles and responsibilities |  |  |
| **Resource Management** | * Upon completion of the evacuation the attending and the designated nurse in the NICU will take an assessment of available equipment and supplies available to use for the evacuation and make note of what extra supplies are needed |  |  |
| **Resource Management** | * The Command Center in coordination with the staging area will coordinate what supplies and staff are needed |  |  |
| **Resource Management** | * Upon notification of a HICS 2 respiratory therapy will respond directly to the staging area |  |  |
| **Resource Management** | * Upon notification of a HICS 2 Social Work will set up the Chapel to be used as a place for parents to be briefed and taken care of |  |  |
| **Resource Management** | * Upon notification of a HICS 2 Engineering will bring and set up extension cords and power strips to the staging area |  |  |
| **Resource Management** | * Upon notification of a HICS 2, Security will cordon off staging area and reroute traffic |  |  |
| **Communications** | * Upon completion of the evacuation, NICU staff in the staging area will notify the command center of the number and acuity of the patients that have been evacuated to the staging area |  |  |
| **Communications** | * Upon staff being notified that the Incident Command Center has been stood up, staff from the NICU will call the Command Center with any equipment, supplies and staffing needs |  |  |
| **Communications** | * Upon notification of the HICS 2 the Incident Commander will notify Security that the Lobby of the Main Building needs to be cordoned off to be used as a staging area and that all traffic needs to be rerouted as to not disrupt the evacuation |  |  |
| **Communications** | * Command Center will communicate situational awareness during the evacuation and after the evacuation |  |  |
| **Communications** | * NICU staff in the staging area will communicate situational awareness during the evacuation and after the evacuation |  |  |
| **Patient Triage** | * Upon patients reaching the alternate staging area staff huddle and discuss each individual patient disposition and where they should be moved to |  |  |
| **Patient Triage** | * Individual triage decisions are communicated to the Command Center |  |  |
| **Patient Triage** | * The Command Center notifies triage destination of what patient(s) they will be receiving |  |  |
| **Patient Triage** | * Individual triage decisions are communicated to the nurse and attending that are caring for that patient |  |  |
| **Patient Triage** | * Individual triage decisions are communicated to the clerical staff for patient tracking purposes |  |  |
| **Parent/Guardian Notification** | * The clerical staff will give the Senior Social Worker a list of patients within the NICU at the time of the evacuation |  |  |
| **Parent/Guardian Notification** | * Admitting will give Security a list of patients and authorized visitors for that patient |  |  |
| **Parent/Guardian Notification** | * Social workers will call all parents/guardians and give them basic information (do you want to put anything in here for that) |  |  |
| **Parent/Guardian Notification** | * Socials workers offer services to any parent that comes in or calls in regarding their child |  |  |
| **Parent/Guardian Notification** | * Security tracks all authorized visitors entering and leaving the staging area by checking ID’s against their list and having them sign in and out |  |  |
|  |  | **Final Rating** |  |

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| **Ratings Key** |
| 4 – Performed without Challenges  3 – Performed with Some Challenges  2 – Performed with Major Challenges  1 – Unable to be Performed  N/A – Evaluator Did Not Observe |

Evaluator Name

Evaluator E-mail

Phone

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| **Performed without Challenges (4)** | The objectives and critical tasks were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Performed with Some Challenges (3)** | The objectives and critical tasks were completed in a manner that achieved the objective(s) and did not negatively impact the performance of other activities. Performance of this activity did not contribute to additional health and/or safety risks for the public or for emergency workers, and it was conducted in accordance with applicable plans, policies, procedures, regulations, and laws. However, opportunities to enhance effectiveness and/or efficiency were identified. |
| **Performed with Major Challenges (2)** | The objectives and critical tasks were completed in a manner that achieved the objective(s), but some or all of the following were observed: demonstrated performance had a negative impact on the performance of other activities; contributed to additional health and/or safety risks for the public or for emergency workers; and/or was not conducted in accordance with applicable plans, policies, procedures, regulations, and laws. |
| **Unable to be Performed (1)** | The objectives and critical tasks were not performed in a manner that achieved the objective(s). |

**Ratings Definition**