**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 PIC Surge Capacity 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

**PICU Surge Capacity Exercise Evaluation Guide**

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| *Exercise Name:*  *Exercise Date:* | *Organization/Jurisdiction:* | *Venue:* |
|  | | |
| ***Exercise Objective:*****Emergency Notification** | | |
| **Assess the ability of PICU leadership to notify the emergency preparedness coordinator of an impending surge event and the following communications to alert all hospital staff.** | | |
| **Exercise Objective 1: Emergency Notification**  *Critical Task:* Upon getting the phone call in the PICU that another hospital will be transferring their patients, a staff member from the PICU will notify the PCCU Medical Director and/or the Chief of Pediatric Critical Care Medicine.  *Critical Task:* PCCU Medical Director and/or the Chief of Pediatric Critical Care Medicine activate the PCCU Surge Plan.  *Critical Task:* Pediatric leadership and Incident Command have a conference call to discuss the current situation, patient discharge and identification of surge spaces.  *Critical Task:* STATREP is filled out by department managers and sent to the hospital Command Center  **Source(s):** PCCU Surge Plan | | |
| ***Exercise Objective:*****Activation of Hospital Command Center** | | |
| **Assess the ability of the Hospital Command Center to activate upon notification of a surge event.** | | |
| **Objective 2: Activation of Hospital Command Center**  *Critical Task:* The Command Center stands up upon notification that there is a potential PICU patient surge  *Critical Task:* The Command Center receives STATREP and coordinates needs stated  **Source(s):** PCCU Surge Plan | | |
| ***Exercise Objective:*****Patient Movement and Tracking** | | |
| **Assess ability of staff to move patients from the point of entrance to their respective bed and track their movements** | | |
| **Objective 3: Patient Movement and Tracking**  *Critical Task:* Triage staff will notify the Command Center whenever a patient arrives  *Critical Task:* Patients upon entering the hospital are immediately taken to the triage area  *Critical Task:* Triage will call the Command Center to admit patients  *Critical Task:* Patients are taken to the correct alternate care site as stated by the triage leader (use a tracer)  *Critical Task:* Alternate care site is notified of what patient they are receiving once triage is completed  *Critical Task:* Alternate care site is notified of what patient they are receiving triage is completed  **Source(s):** PCCU Surge Plan | | |
| ***Exercise Objective:*** **Family Management** | | |
| **Assess the ability of staff to provide information to parents who have a family member in the PICU or a family member coming to the hospital.** | | |
| **Objective 4: Family Management**  *Critical Task:* Parents who come to the hospital looking for their child are directed to the Family Learning Center  *Critical Task:* Social Workers within the Family Learning Center are able to give family information on their child/family member  *Critical Task:* Parents are chaperoned to their child if they would like to be with them  **Source(s):** PCCU Surge Plan | | |
| **Objective 5: Alternate Staging Areas Set-Up** | | |
| ***Exercise Objective:*****Alternate Staging Areas Set-Up** | | |
| **Assess ability of hospital staff to set up all alternate care sights including the PICU, PICU surge space and triage area.** | | |
| **Objective 6: Alternate Staging Areas Set-Up**  *Critical Task:* A PICU Attending and Nurse will be sent to lead the triage area  *Critical Task:* The initial conference call team will decide which alternate care site to open  *Critical Task:* The Command Center will notify the alternate care site to make space for incoming PICU patients  **Source(s):** PCCU Surge Plan | | |

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| **Organizational Capability Target** | **Associated Critical Tasks** | **Observation Notes and Explanation of Rating** | **Target Rating** |
| **Emergency Notification** | * Upon getting the phone call in the PICU that another hospital will be transferring their patients, a staff member from the PICU will notify the PCCU Medical Director and/or the Chief of Pediatric Critical Care Medicine. |  |  |
| **Emergency Notification** | * PCCU Medical Director and/or the Chief of Pediatric Critical Care Medicine activate the PCCU Surge Plan. |  |  |
| **Emergency Notification** | * Pediatric leadership and Incident Command have a conference call to discuss the current situation, patient discharge and identification of surge spaces. |  |  |
| **Emergency Notification** | * STATREP is filled out by department managers and sent to the hospital Command Center |  |  |
| **Activation of the Command Center** | * The Command Center stands up upon notification that there is a potential PICU patient surge |  |  |
| **Activation of the Command Center** | * The Command Center receives STATREP and coordinates needs stated |  |  |
| **Patient Movement and Tracking** | * Triage staff will notify the Command Center whenever a patient arrives |  |  |
| **Patient Movement and Tracking** | * Patients upon entering the hospital are immediately taken to the triage area |  |  |
| **Patient Movement and Tracking** | * Triage will call the Command Center to admit patients |  |  |
| **Patient Movement and Tracking** | * Patients are taken to the correct alternate care site as stated by the triage leader (use a tracer) |  |  |
| **Patient Movement and Tracking** | * Alternate care site is notified of what patient they are receiving once triage is completed |  |  |
| **Family Management** | * Parents who come to the hospital looking for their child are directed to the Family Learning Center |  |  |
| **Family Management** | * Social Workers within the Family Learning Center are able to give family information on their child/family member |  |  |
| **Family Management** | * Parents are chaperoned to their child if they would like to be with them |  |  |
| **Alternate Staging Areas Set-Up** | * A PICU Attending and Nurse will be sent to lead the triage area |  |  |
| **Alternate Staging Areas Set-Up** | * The initial conference call team will decide which alternate care site to open |  |  |
| **Alternate Staging Areas Set-Up** | * The Command Center will notify the alternate care site to make space for incoming PICU patients |  |  |
|  |  | **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**