**How to Use this Template**

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

* The Master Scenario Events List (MSEL) on the following pages is an example of a document used to 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

**Please note this MSEL example refers to patients simulated for this particular exercise that is testing clinical decision making. This may not always be necessary depending on the desired goals and outcomes. Please adapt as necessary.**

****Exercise Patients may include actors (parental permission required for children), dolls, patient simulators, etc. The patient scenarios may require the need for triage, patient surge/evacuation movement, treatment and/or disposition, depending on the exercise objectives and goals. Simulated patients may present with placards describing their history, physical exam and results of interventions depending on the complexity of the exercise and desired outcomes. Patient simulators can be used for complex exercises requiring the need to address evolving patient scenarios.

**NICU Master Scenario Events List (MSEL) (Drill and FSE)**

## **Full-Scale Exercise MSEL**

| **Event #** | **Time** | **From** | **To** | **Message** | **Expected Outcomes/Action** | **MSEL Design Comments** |
| --- | --- | --- | --- | --- | --- | --- |
| 1. **1.**
 | START EX | Controller in Simulated NICU | Charge Nurse in Simulated NICU | You begin to smell smoke in room B of the NICU | * Fire alarm will be pulled
* All staff within the NICU will be notified of the potential threat
* Dial 33 to alert of a smoke condition
* Someone calls a neonatal attending
 |  |
| 1. **2.**
 | +5 minutes | Controller in Simulated NICU | Charge Nurse in Simulated NICU | There is a report of visible smoke in room B | * Prompting the rapid evacuation of patients
* EOC stood up
* Establishment of temporary staging location
 |  |
| 1. **3.**
 | +10 minutes | Controller in Simulated NICU | NICU Evacuation Leader | Fire brigade reports visible fire in room B and it is spreading to other rooms | * Continued complete expedited triage evacuation to the staging area
* Activation of HICS 2
 |  |
| 1. **4.**
 | +5 after complete evacuation | Controller in Staging Area | NICU Evacuation Leader | FDNY says that you cannot stage in this area for more than 90 minutes due to safety concerns with the building | * EOC is notified
* EOC and NICU Evacuation Leader speak regarding available beds
* Triage decisions are made for where patients should go
 |  |
| 1. **5.**
 | Discretion of Controller | Controller/Actor in staging area | Security in staging area | “Where’s my baby!?!?!?” | * Security will take the parent to the Chapel to speak with social work
 |  |
| 1. **7.**
 | +20 minutes after Start EX | Controller in the EOC | Incident Commander | FDNY EMS Captain reports to the EOC and states that he has assigned resources outside of the hospital | * Captain is provided with a status update
 |  |
| 1. **8.**
 | +45 minutes after Start EX | Controller in EOC | EOC | Media vans are outside and would like a meeting with the PIO | * The PIO issues a media message
 |  |
| 1. **9.**
 | + 45 minutes after Start EX | Controller for L&D | NICU Staff | L&D notifies you that they have a patient in labor that is going to be a NICU patient | * NICU staff stabilizes baby in L&D
* NICU staff makes decisions as to where the patient needs to be transported to
 |  |
| 1. **10.**
 | Follow-up to inject 9 | Controller for L&D | EOC | “This is Wanda from L&D. We are in the process of a delivery and need instruction on where to transport the neonate” | * Command Center will make arrangements to transfer the patient out
* EMS staff will transport the patient
 |  |
| 1. **11.**
 | Any time after the complete evacuation  | Controller in Staging Area | EOC | NICU calls the Command Center and says that they are running low on oxygen | * Command Center will coordinate the request with RT
 | Tanks last for 2 hours1 rack will be in the NICU, 1 rack will be in the staging area |
| 1. **12.**
 | Any time after the complete evacuation | Controller in Staging Area | EOC | “We need additional staff to assist in the staging area” | * Command Center will call in additional staff
 |  |
| 1. **13.**
 | Any time after the complete evacuation | Controller in Staging Area | EOC | “We are having a problem with the equipment charging” | * Command Center will notify facilities of the issue and try and reconcile the issue
 | This should create the idea that there is a power issue in the staging area |
| 1. **14.**
 | + 5 minutes after complete evacuation | Controller in Staging Area | Player | “You’re having respiratory distress due to the smoke condition” | * Player should present to EMS
 |  |
| 1. **16.**
 | Any time after the complete evacuation | Parent Actor who has evacuated with baby | NICU Staff | Act as if you are having anxiety regarding your baby being evacuated to the lobby and you want to take your child out of the hospital because you don’t think they are safe | * Parent should be referred to social work
* Social work will work with the parent to alleviate their anxiety
* Security should stand by
 |  |
| 1. **17.**
 | Discretion of controller | Controller in Staging Area | NICU Staff | Baby in open crib who was originally healthy shows sudden signs of respiratory distress (hand out card) | * NICU staff treats patient to extent possible
* NICU staff coordinates with EOC to immediately transport patient
 |  |
| 1. **18.**
 | + 45 minutes to one hour after Start Ex | Controller in Staging Area | Security | There is an unauthorized person in the staging area taking pictures of the babies | * Security will remove the person taking pictures from the hospital
 |  |