

# Intrastate Interfacility Transport of a Patient with [insert airborne transmissible special pathogen name] Discussion-Based Exercise

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Situation Manual

[Insert Date of Exercise]

This Situation Manual (SitMan) provides exercise participants with all the necessary tools for their roles in the exercise. Some exercise material is intended for the exclusive use of exercise planners, facilitators, and evaluators, but players may view other materials that are necessary to their performance. All exercise participants may view the SitMan.

## EXERCISE OVERVIEW

<b>Exercise Name</b>	Intrastate Interfacility Transport of a Patient with <i>[insert airborne transmissible special pathogen name]</i> Discussion-Based Exercise (or replace with exercise name selected by your jurisdiction)
<b>Exercise Dates</b>	<i>[Indicate the start and end dates of the exercise]</i>
<b>Scope</b>	This exercise is a discussion-based exercise, planned for <i>[insert exercise duration]</i> at <i>[insert exercise location]</i> . Exercise play is limited to <i>[insert exercise parameters]</i> .
<b>Mission Area(s)</b>	Response and Recovery
<b>Core Capabilities</b>	<i>[Insert the list of the selected core capabilities being exercised]</i>
<b>Objectives</b>	<i>[Insert the selected exercise objectives]</i>
<b>Threat or Hazard</b>	Natural Hazard: Disease Outbreak
<b>Scenario</b>	Two patients, a 45 year old male and a 7 year old female, present to a state-designated <i>frontline/assessment (select one)</i> hospital for Ebola and Special Pathogen Patients with complaints of high fever, headache, shortness of breath, and excessive vomiting. Both report a travel history to an area with an active outbreak of ____ ( <i>insert the name of the airborne special pathogen</i> ). Laboratory tests confirm that both patients have been infected with this pathogen. The decision is made to move both patients to a state-designated Ebola and Special Pathogen Treatment Hospital.
<b>Sponsor</b>	<i>[Insert the name of the sponsor organization, as well as any grant programs being utilized to fund the exercise, if applicable]</i>
<b>Participating Organizations</b>	<i>[Insert a brief summary of the total number of participants and participation level (i.e., Federal, State, local, Tribal, non-governmental organizations (NGOs), and/or international agencies). Consider including the full list of participating agencies in Appendix B. Delete Appendix B if not required.]</i>
<b>Point of Contact</b>	<i>[Insert the name, title, agency, address, phone number, and email address of the primary exercise POC (e.g., exercise director or exercise sponsor)]</i>

## GENERAL INFORMATION

### Exercise Objectives and Core Capabilities

The following exercise objectives in Table 1 describe the expected outcomes for the exercise. The objectives are linked to core capabilities, which are distinct critical elements necessary to achieve the specific mission area(s). The objectives and aligned core capabilities are guided by elected and appointed officials and selected by the Exercise Planning Team.

**Table 1. Exercise Objectives and Associated Core Capabilities**

Exercise Objective	Core Capability
<b>REQUIRED OBJECTIVES:</b>	
Identify opportunities to strengthen the capability for the interfacility transport of special pathogen patients.	Public Health, Healthcare, and Emergency Medical Services
Describe how patient and provider safety is maintained throughout the transport operation.	Environmental Response/Health and Safety
Define the Incident Command/Unified Command structure used for managing special pathogen patient transport operations.	Operational Coordination
Assess capabilities for effective communications with all interfacility special pathogen patient transport stakeholders during the entire transport.	Operational Coordination
Evaluate the capability of EMS to provide required patient care based on state and local policies and protocols.	Public Health, Healthcare, and Emergency Medical Services
Identify the process for selecting personal protection Equipment (PPE) for each transport mission with emphasis on ensuring that selection is based on the modes of disease transmission.	Environmental Response/Health and Safety
Evaluate capabilities for medical monitoring of transport crew members post-transport.	Health and Social Services
Assess policies that are in place for the safe management of infectious waste.	Environmental Response/Health and Safety
Evaluate whether appropriate equipment is available to safely transport children of all ages and sizes.	Public Health, Healthcare, and Emergency Medical Services
Evaluate the ability to meet the psychosocial needs of children, family members, and transport providers.	Public Health, Healthcare, and Emergency Medical Services
Define staffing levels needed to transport children.	Public Health, Healthcare, and Emergency Medical Services

Exercise Objective	Core Capability
<b>OPTIONAL OBJECTIVES: SELECT THOSE THAT YOUR JURISDICTION WISHES TO INCLUDE IN THE EXERCISE</b>	
Evaluate the capability to manage a patient who decompensates en-route from the sending facility to the receiving facility in light of current laws and protocols.	Public Health, Healthcare, and Emergency Medical Services
Assess the capability to transport patients with suspect or confirmed special pathogen infection who fall into a special population category, such as pediatric patients, pregnant women, and/or individuals who utilize service animals.	Public Health, Healthcare, and Emergency Medical Services
Develop solutions for both anticipated and unanticipated challenges that may be encountered during transport operations (e.g. vehicle accident, patient decompensates, personnel providing patient care becomes ill).	Planning
Identify the stakeholders, including the State EMS Office, that are involved in the decision-making process for all aspects of special pathogen patient interfacility transport planning.	Planning
Identify capabilities for just-in-time education and training for operational personnel as a critical component of the transport execution plan.	Planning
Define the public information strategy that will be utilized to manage the media for the duration of special pathogen patient transport operation planning and execution.	Public Information and Warning
Identify the process for the conduct of the transport law enforcement threat assessment to determine the need for a law enforcement escort and the level of support required.	On-scene Security, Protection, and Law Enforcement
Evaluate the ability to maintain patient privacy and compliance with Health Insurance Portability and Accountability Act (HIPAA) regulations throughout the transport.	Public Health, Healthcare, and Emergency Medical Services
Identify any differences between notification and coordination procedures for intrastate and interstate transports.	Planning
Identify policies for family members to accompany a pediatric patient during transport.	Planning
<i>Other: insert any other jurisdiction-specific objectives that will be included in the exercise</i>	

## Participant Roles and Responsibilities

The term *participant* encompasses many groups of people, not just those playing in the exercise. Groups of participants involved in the exercise, and their respective roles and responsibilities, are as follows:

- **Players.** Players are personnel who have an active role in discussing or performing their regular roles and responsibilities during the exercise. Players discuss or initiate actions in response to the simulated emergency.
- **Observers.** Observers do not directly participate in the exercise. However, they may support the development of player responses to the situation during the discussion by asking relevant questions or providing subject matter expertise.
- **Facilitators.** Facilitators provide situation updates and moderate discussions. They also provide additional information or resolve questions as required. Key Exercise Planning Team members also may assist with facilitation as subject matter experts (SMEs) during the exercise.
- **Evaluators.** Evaluators are assigned to observe and document certain objectives during the exercise. Their primary role is to document player discussions, including how and if those discussions conform to plans, policies, and procedures.

## Exercise Structure

This exercise will be a facilitated exercise. Players will participate in the following modules:

- Module 1: Mobilization
- Module 2: Transport
- Module 3: Demobilization

The exercise begins with a briefing on the Special Pathogen Interfacility Transport Plan being exercised to ensure that all participants are familiar with the current Plan. Participants will be given the opportunity to ask questions about the Plan prior to the beginning of the exercise discussions. The briefing should be conducted by the State EMS Director along with a senior official from the agency responsible for Plan development and maintenance. After the briefing, participants review the situation and engage in group discussion of appropriate response and recovery issues.

*Exercise planners are encouraged to invite all stakeholders with a defined role in the Special Pathogen Interfacility Transport Plan to participate in the exercise.*

*Exercise planners must decide whether participants will participate in the discussion as one group or via smaller functional groups. If functional groups are used, planners must determine the composition of each group and document this below. If functional groups are used, be sure to allot time in the exercise schedule for participants to reconvene and engage in a moderated plenary discussion in which a spokesperson from each group will brief the larger group on their individual discussions.*

*Another option for breaking the participants into smaller groups for discussion is to put a representative from each discipline/participating agency in each of the smaller groups. If using*

*this format, consider grouping participants of similar responsibility level together (e.g. the EMS Director should be in the same group as the State Public Health Director). All groups can be given the same questions to discuss in response to the scenario or each group can be given different questions as appropriate to their level of responsibility during the transport operation. Be sure to allot time in the exercise schedule for participants to reconvene and engage in a moderated plenary discussion in which a spokesperson from each group will brief the larger group on their individual group discussions.*

*If exercise planners opt to have all participants be part of one large group discussion, planners must have an effective strategy in place for keeping the group on track (e.g. focused on the discussion topic and limit discussion on tangential thoughts) and limiting participants from pontificating or speaking about areas that are not specific to their responsibilities (e.g. law enforcement debating PPE for the mode of disease transmission with the health department). A strategy to do this that planners may wish to consider is to only allow participants into the discussion once they have received a notification as appropriate to the scenario (e.g. health department contacts the State EMS Director to make notification of the need to transport a patient, the EMS Director can now participate in the discussion) and/or a request to perform some service (e.g. law enforcement to conduct a transport route threat assessment). If this strategy is employed, planners may want to consider the appropriateness of restarting this process at the beginning of each module.*

*If participants are broken down into any group types for discussion purposes, consider establishing a process for groups to communicate with each other during the discussion period. Groups may need information from another discipline and/or level or responsibility in order to inform their discussion/decision-making.*

List the composition of any groups below :

- [Functional group, e.g. Law Enforcement]
- [Functional group]
- [Functional group]
- [Functional group]

## Exercise Guidelines

- This exercise will be held in an open, low-stress, no-fault environment. Varying viewpoints, even disagreements, are expected and encouraged.
- Respond to the scenario using your knowledge of current plans and capabilities (i.e., you may use only existing assets) and insights derived from your training.
- Decisions are not precedent setting and may not reflect your organization's final position on a given issue. This exercise is an opportunity to discuss and present multiple options and possible solutions.
- Issue identification is not as valuable as suggestions and recommended actions that could improve response and recovery efforts. Problem-solving efforts should be the focus of the exercise.

## Exercise Assumptions and Artificialities

In any exercise, assumptions and artificialities may be necessary to complete play in the time allotted and/or account for logistical limitations. Exercise participants should accept that assumptions and artificialities are inherent in any exercise, and should not allow these considerations to negatively impact their participation. During this exercise, the following apply:

- The exercise scenario is plausible and events occur as they are presented.
- The exercise starts at the point the decision is made to transfer a patient from one facility to another. All hospital-based patient treatment activities and epidemiological/public health activities are beyond the scope of the exercise discussion.
- Assets that are identified as being needed for transport operations will be available.
- Any assumptions made by exercise participants when "making decisions" or formulating courses of action must be clearly identified for the group.
- All players receive information at the same time.
- Timelines may be expedited to fit the discussion timeline. For example, the ambulance crew will be at the hospital ready to pick the patient up immediately, when in reality it will take a number of hours to assemble this resource.
- Exercise communication and coordination is limited to participants physically present at the exercise venue. Participants may reach out to non-present colleagues via e-mail, text message, or phone calls during breaks, but the progression of the exercise will not be delayed pending the response individuals who are not present in the room.
- One of the purposes of the exercise is to increase communication among players and represented organizations. However, players should adhere to the participant communication strategy outlined for this exercise, even if it differs from how things would occur in a real-world situation.

## Exercise Evaluation

Evaluation of the exercise is based on the exercise objectives and aligned capabilities, capability targets, and critical tasks, which are documented in Exercise Evaluation Guides (EEGs). Evaluators have EEGs for each of their assigned areas. Additionally, players will be asked to complete participant feedback forms. These documents, coupled with facilitator observations and notes, will be used to evaluate the exercise and compile the After-Action Report (AAR).

## MODULE 1: MOBILIZATION

[Insert Month, Day, Year]: [Time]

Hospital X (*insert the name of the hospital*), which is a state-designated *frontline/assessment (select one)* hospital for Ebola Virus Disease/Special Pathogens receives two walk in patients to the Emergency Department who present with a high fever, headache, shortness of breath, and excessive vomiting. The male patient is 45 years old and the female patient 7 years old. The mother of the 7-year old reports that some of the vomit looked like it may have contained blood. Both patients have been experiencing symptoms for approximately 24 hours. The patients report a travel history to an area with an active outbreak of \_\_\_\_\_ (*insert the name of the special pathogen selected for the exercise*). Given their travel history, the patients were being monitored by the local health department for signs and symptoms of X (*insert the name of the special pathogen selected for the exercise*) since their return to the United States five days ago. Although they were instructed to call the health department if any family members developed symptoms on the list, they decided to instead seek medical care since the symptoms seemed to be rapidly getting worse.

The patients were placed in isolation and the treating physician ordered diagnostic tests. The physician contacted the local health department to notify them of the two patients' symptoms. Both patients were placed on oxygen and given medication to treat the fevers and nausea. The male patient's heart rate and blood pressure are elevated. The 7-year old's heart rate is elevated, but blood pressure is within normal limits.

Fifteen hours later, the treating physician and State Health Department are notified by the lab that the patients have tested positive for \_\_\_\_\_ (*insert the name of the special pathogen selected for the exercise*). After consultation with the hospital's Chief of Infectious Diseases, the doctors determine that their facility is not equipped nor staff fully trained to safely treat these patients. In consultation with the State Health Officer (*change the name of this title to reflect the title used in your jurisdiction*), the decision is made to transfer the patients to a state-designated Ebola/Special Pathogen Treatment Hospital(s). The patients will be taken to the *same/different* hospital(s). (*Planners should select either "same or different" to reflect how they want the scenario to unfold. Questions to consider include the patient capacity number of each potential receiving hospital and which hospitals are prepared to treat a child*).

### Key Issues

- Two patients with a laboratory confirmed diagnosis of \_\_\_\_\_ (*insert the name of the special pathogen selected for the exercise*)
- Hospital determines that they do not have the capabilities to safely manage the treatment of these patients.
- The decision is made to transfer these patients to state-designated Ebola/Special Pathogen Treatment Hospitals.

## Questions

Based on the information provided, participate in the discussion concerning the issues raised in Module 1. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

### Discussion Questions for Required Objectives

1. All stakeholders need certain information in order to most effectively make decisions and execute their responsibilities. Although stakeholder agencies may work alongside one another on a routine basis, it is not uncommon for these agencies to lack a true understanding of what other agencies do and how they do it. In round-robin format, request that all agencies participating in the exercise describe their information needs during the mobilization phase. Consider asking the agencies to also identify the communication mechanism(s) (e.g. conference call, e-mail) that would best suit their needs.
2. Once it is determined that the patient must be transferred, what notifications are made and by whom? Identify the acceptable time frame for this notification.
3. What agency coordinates the planning for patient transport operations and supporting logistics?
  - a. What agencies are involved in the process?
  - b. What is the role of the State EMS Office?
4. At what point is Incident Command/Unified Command established? What agency serves as the Incident Commander or agencies are represented in the Unified Command?
  - a. Does the Incident Commander have the authority to make unilateral decisions in regards to transport operations?
  - b. If not, discuss the authorities for different decision points (e.g. approval of the transport route; approval of the PPE for transport crew) and what other entities must weigh in on the decision-making processes.
  - c. Are there preformatted Incident Action Plans for such an operation? Who will be responsible for completing and maintaining the IAPs?
5. What is the transport plan (e.g. ground transport the entire way with crew changes every X hours; combination ground and air transport)?
  - a. What transport agencies will be used and how were they selected?
    - i. Does the agency that will transport the 7-year old have specific pediatric capabilities and/or must additional pediatric-specific equipment be obtained to facilitate transport operations?

- b. Will the patients be transported at the same time, a staggered start, or only one at a time?
  - c. What resources are needed to support this plan? Is there a difference between the staffing levels for the 45 year old patient and 7 year old patient?
  - d. What agencies are involved in making these decisions?
  - e. Will the patient's mother be allowed to ride in the ambulance? If so, where in the ambulance?
6. Will changing crews during the transport be necessary? If yes, what is the plan for crew changes? Specific items that should be discussed include:
  - a. Securing locations/activating pre-determined locations;
  - b. Procedures for change of personnel, including resources required for PPE donning/doffing;
  - c. Waste management; and
  - d. Decontamination.
7. There are multiple stakeholders (e.g. hospitals, Centers for Disease Control and Prevention, other states within the Region, local health departments), who often times have different priorities and information needs, involved in transport coordination. Given the short timeframe during which all aspects of the transport must be coordinated, it is likely that there will be demand for key personnel to participate in numerous overlapping meetings and/or conference calls. How are communications among all stakeholders managed during the mobilization phase? Identify the stakeholders and discuss the strategy and information sharing systems for effective and timely information exchange, not physical resources that will be used (e.g. cell phones).
8. Is there a web-based emergency management tool that will be utilized to maintain situational awareness during the interfacility transport of a special pathogen patient?
  - a. Who has access and how will the tool be used?
  - b. Are all of today's exercise participants registered and trained to use this tool? *If not, then suggest rectifying this issue as part of the exercise improvement planning process.*
9. Taking into consideration the need to limit sensitive communications (e.g. patient specific information) via non-secure radio frequencies, how will members of the transport convoy communicate with one another? Medical control? Incident Command?
10. All equipment, including communication equipment, that is used in the back of the ambulance must be considered to be potentially contaminated and therefore, will require decontamination or disposal as infectious waste. With this in mind, what communication tools will be available to EMS personnel in the back of the ambulance? Are any special precautions needed to protect this equipment/minimize the risk of contamination?

11. Media management can be a valuable strategy for providing accurate information to the public and empowering the public to act in a desirable manner. Having all stakeholders speak with one voice is a basic principle for effective control of the public message. What strategies will be employed to promote this concept? What agency is in charge of leading this effort?

## Injects and Discussion Questions for Optional Objectives

*Planners may elect to provide additional scenario information about the patient via injects once discussion of the Required Discussion Questions have been completed. Injects selected should relate to any Optional Objectives selected for inclusion in the exercise. Injects and Optional Discussion Questions to consider include:*

12. The 7-year old's mother requests that she be allowed to accompany her daughter in the ambulance. Will she be allowed to do so? If yes, are there any special precautions that must be taken? Where will she be traveling within the ambulance (e.g. up front or in the back)?
13. All available ground transport agencies admit that it has been many months since their personnel trained on the procedures for transporting a patient with a special pathogen. To mitigate this risk, the local EMS Director determines that all personnel involved in the transport must participate in just-in-time training prior to the initiation of the transport. What is the just-in-time training plan and who is responsible for implementation? What resources are required to conduct just-in-time training?
14. Although the media has not yet been made aware that X hospital is treating patients with a confirmed diagnosis of \_\_\_\_\_ (*insert the name of the special pathogen selected*), it is likely a matter of time before they become aware of this information. In preparation for addressing the media and ensuring the release of accurate information and message consistency, the Incident Commander/Unified Command wants to activate the state's crisis communication plan. What is the crisis communication plan? Who is in charge of managing this plan? What stakeholders must be involved in crafting the media messages?
15. During discussions to plan the transport, a question was raised about whether or not a security escort is needed for the convoy. What entity is responsible for conducting the transport threat assessment? What components are included in the threat assessment?
16. The Health Insurance Portability and Accountability Act (HIPAA) mandates that the patient's privacy be protected. Given the communicability of this disease, it is likely that some information about the patient and the transport will need to be shared with parties external to the transport operation. What entity is responsible for ensuring compliance with HIPAA requirements? How is the decision to release information that may be sensitive vetted?
17. The transport plan includes the use of a fixed-wing air ambulance, which necessitates that a ground ambulance bring the patient to the airport and another meets the flight when it lands to pick the patient and continue the transport. What agencies must be involved in

the discussions to coordinate patient's arrival and departure from the airports? What decisions must be made and information relayed to the transport crews?

## MODULE 2: TRANSPORT

[Month, Day, Year]: [Time]

Four hours after the decision to transport the patients is made, the first ambulance arrives at the sending facility. The Emergency Department staff escorts the transport crew to the isolation area. While the first ambulance crew is donning their PPE, the second ambulance arrives at the sending facility. Incident Command/Unified Command confirms that the mother is permitted to ride in the ambulance to the receiving hospital.

[Month, Day, Year]: [Time]

### **Use this scenario if patients are going to the same hospital**

Both patients are packaged for transport and ready to be loaded into the ambulances at the same time. Since the patients are going to the same hospital, Unified Command and the receiving facility have agreed that they should be transported in a convoy. The receiving hospital has confirmed that they are prepared to accept both patients simultaneously.

### **Use this scenario if patients are being transported to different hospitals**

Both patients are packaged for transport and ready to be loaded into the ambulances. Although the patients are going to different hospitals, the first 60 miles of the trip are along the same route so the ambulance will travel as a single convoy for this portion of the trip and then break off into two separate convoys.

[Month, Day, Year]: [Time]

### **Use this scenario if patients are going to the same hospital**

Two and a half hours after departing the sending facility, the ambulance convoy arrives at the first crew change location.

### **Use this scenario if patients are being transported to different hospitals**

An hour after the convoy splits, the first ambulance arrives at their designated crew change location. Thirty minutes later, the second ambulance arrives at their designated crew change location.

[Month, Day, Year]: [Time]

### **Use this scenario if patients are going to the same hospital**

The transport convoy arrives at the receiving facility and prepares to transfer the patients' care to the receiving physician.

### **Use this scenario if patients are being transported to different hospitals**

Both ambulances arrive at their destination hospitals within 15 minutes of each other and prepare to transfer the care of their patients to the receiving physicians.

## Key Issues

- Both patients are packaged and ready for transport at the same time.
- The mother of the 7-year old patient is allowed to ride in the ambulance to the receiving hospital.
- At least one crew change will be needed en-route to the destination hospital.

## Discussion Questions for Required Objectives

Based on the information provided, participate in the discussion concerning the issues raised in Module 2. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

1. What PPE will the EMS personnel don prior to entering the patient's room? How was this decision made? Who provides the PPE? Who will serve as the official observer/safety officer during PPE donning?
2. Will hospital personnel assist the EMS with packaging the patient for transport? What entities are involved in making this decision?
3. What provisions will be in place to remove the patient from the hospital while decreasing the risk of potential exposure to other healthcare workers, patients, and hospital visitors? Who provides this equipment and supplies? What entities are involved in making these decisions? Specific issues that should be considered include:
  - a. PPE for the patient.
  - b. Use of portable isolation devices (e.g. IsoPOD/ambulance draping).
  - c. Route from the isolation area to the ambulance. Is the ambulance parked in the traditional ED Ambulance Bay or a different part of the hospital's exterior?
  - d. Will the patients be moved at the same time or separately?
4. Will the mother who is accompanying the 7-year old patient in the ambulance need to receive any type of decontamination prior to exiting the patient's isolation room? If so, what type of decontamination is required and what entities are involved in the decision making process?
5. Where in the ambulance will the mother ride? Will she be required to wear any type of PPE?
  - a. If yes, who will educate/train the mother on the proper way to don, doff, and wear the PPE?

- b. If the transport is prolonged, how will the PPE be managed for the mother (e.g. breaks from wearing the PPE for the mother to prevent dehydration/fatigue; doffing and donning at crew change locations for the mother to use the restroom)?
6. In round-robin format, request that all agencies participating in the exercise describe their information needs during the transport phase. Consider asking the agencies to also identify the communication mechanism(s) (e.g. conference call, e-mail) that would best suit their needs.

### **READ THE SECOND PART OF THE SCENARIO**

7. Where do the EMS members who will be driving the ambulances doff their PPE? Who will serve as the official observer/safety officer for the doffing? How will the contaminated PPE be disposed? What entity is responsible for ensuring the proper disposal of contaminated PPE?
8. Will the patients continue to wear PPE and/or mobile isolation units used once the patient is in the back of the ambulance? What entity is responsible for making this decision?
9. What does the Incident Command/Unified Command structure look like as the EMS crews begins driving?
10. How will patient care be documented, taking into consideration the need to prevent contamination of the documentation record?
11. Under whose authority will the EMS crews operate?
12. Who will the EMS crews communicate with during the transport? How will this be done?
13. What agencies will routinely receive information during the transport? What types of information will be shared? How will information exchange occur? Who is responsible for ensuring communications?
14. Are there any changes to current standing medical orders and/or new orders that are put in place specific to this transport (e.g. hands only CPR, no invasive treatments)?

### **READ THE THIRD PART OF THE SCENARIO**

15. What resources must be in place prior to the paramedics/EMTs who are caring for the patients exiting the back of the ambulances?
16. Where does the oncoming paramedic/EMT don and the off-going paramedic/EMT doff their PPE? Who serves as the official observer/safety officer? How is the used PPE disposed? What entity is responsible for ensuring the proper disposal of contaminated PPE?
17. For the convoy in which both patients are traveling together, will the on-coming paramedics/EMTs who will provide patient care don their PPE at the same time or will this be done one at a time? What about for the off-going paramedics/EMTs when they doff their PPE?

## READ THE FOURTH PART OF THE SCENARIO

18. For the convoy in which both patients are traveling together, which patient will be moved from the ambulance to the isolation unit first? What entities are involved in making this decision?
19. Do the ambulance drivers don PPE and assist with unloading the patient? If so, where does this occur and who serves as the official observer/safety officer?
20. What PPE do the patients wear and/or mobile isolation equipment is used during the transfer of the patient from the ambulance to the designated isolation area? Is it the same for both the adult patient and the child? What entities are involved in making this decision?
21. Do the paramedics/EMTs caring for the patient assist with moving the patients into the hospital or is this done by the receiving hospital staff?
22. Who is responsible for disposal of waste generated during the transport and contaminated PPE doffed by the EMS crews?
23. What entity(s) provide direction to the ambulance driver on where he/she should direct the mother who accompanied the 7-year old patient to go?

## Injects and Discussion Questions for Optional Objectives

*Planners **may** elect to provide additional scenario information about the patient via injects once discussion of the Required Discussion Questions have been completed. Injects selected should relate to any Optional Objectives selected for inclusion in the exercise. **Injects and Optional Discussion Questions** to consider including:*

### **For Use With the Scenario in Which Both Patients Are Going to the Same Receiving Hospital**

1. Shortly after the transport has begun, the Point of Contact for the first location that is scheduled to be used for a crew change informs the Incident Commander/Unified Command that there is a physical emergency at the location and it is no longer available for use as a crew change location.
  - a. What agencies must be involved in the discussion about securing an alternate location?
  - b. What processes will be used to identify potential alternate locations?
2. Approximately half way to the crew change location, the paramedic/EMT caring for the adult patient reports a possible PPE breach.

- a. What agencies are involved in the decision-making process for how to react to this information?
  - b. What factors are taken into consideration when formulating the plan for responding to this information?
3. An hour after departing the hospital, one of the ambulance drivers reports that the vehicle's temperature gauge is reading high, which means that the engine is overheating. The driver reports this information to their base, who notifies Incident Command/Unified Command.
- a. What agencies are involved in the decision-making process for how to react to this information?
  - b. What factors are taken into consideration when formulating the plan to address this situation?
  - c. Does the second ambulance continue onward to the receiving facility or do they wait with the first ambulance until the vehicle is repaired/replaced and ready to continue driving?
4. Three hours into the transport, the adult patient complains of chest pain. The paramedic's/EMT's assessment reveals that the patient's blood pressure has dropped, that he is sweaty, and has substernal chest pain that is radiating to the jaw. The paramedic/EMT provides Medical Control with an update on the patient's change in status and asks for direction on whether they should continue taking the patient to the planned destination or divert to a closer facility for immediate treatment of the heart attack. Before providing the paramedic/EMT with an answer, Medical Control contacts the Incident Commander/Unified Command to determine the best course of action.
- a. What agencies should be involved in the discussion about how to handle this situation?
  - b. Is the ambulance stocked with intravenous supplies and cardiac medications or were these removed when the ambulance was draped and taped for transport of this infectious patient? If equipment is available, will invasive procedures be done?
  - c. If the ambulance is diverted to a nearby hospital to stabilize the patient's cardiac event, does the second ambulance go to the hospital too or continue on to the designated receiving facility?
  - d. How is the patient's wife, who is riding in the second ambulance with their daughter, informed of the change in her husband's condition?
  - e. Is the media apprised of the change in patient status and transport plan?

5. Approximately 45-minutes from the receiving hospital, the paramedic/EMT attending to the adult patient informs the driver that he has begun experiencing lightheadedness, nausea, and a spinning sensation and feels like he may pass out. The driver informs their base of the situation, who in turn notifies Incident Command/Unified Command. The driver pulls over to the side of the road to see if the lack of motion improves his colleague's situation, but it does not. What direction will Incident Command/Unified Command provide to the EMS agency on how to address this issue?
6. The 7-year old patient's mother is riding in the front of the ambulance with the driver. Three hours in to the trip, the child has an emotional breakdown, crying and becoming uncooperative with the treatment that the paramedic/EMT is attempting to provide. The paramedic/EMT can no longer safely provide the required care. Will the mother be allowed in the back of the ambulance to assist with calming the child/providing care? If yes, what precautions will be taken to ensure her health status and will she remain in the back for the remainder of the trip?

**For Use with the Scenario in Which the Patients Are Going to Different Receiving Hospitals**

1. The first ambulance arrives at the crew change location, all required resources are in place, and the paramedics/EMTs begin the crew change process. However, 20 minutes before the second ambulance is scheduled to arrive at the assigned crew change location, the individual at this location who was to serve as the official observer/safety officer for PPE donning and doffing suffers what appears to be an anaphylactic reaction to a bee sting and is being taken to the nearest hospital for treatment. There are no other individuals at this location who have the appropriate credentials required to serve as an official observer/safety officer.
  - a. What agencies are involved in the decision-making process for how to react to this information?
  - b. What factors are taken into consideration when formulating the plan for responding to this information?
2. Approximately half way to the crew change location, the paramedic/EMT caring for the 7-year old patient reports a possible PPE breach.
  - a. What agencies are involved in the decision-making process for how to react to this information?
  - b. What factors are taken into consideration when formulating the plan for responding to this information?
3. An hour after departing the hospital, one of the ambulance drivers reports that the vehicle's temperature gauge is reading high, which means that the engine is overheating. The driver reports this information to their base, who notifies Incident Command/Unified Command.
  - a. What agencies are involved in the decision-making process for how to react to this information?
  - b. What factors are taken into consideration when formulating the plan to address this situation?
4. Three hours into the transport, the pediatric patient beings having trouble breathing. The paramedic/EMT administers oxygen, but this does not improve the child's condition. The paramedic/EMT requests permission from Medical Control to take the child to the nearest hospital with an emergency department for further treatment. Before providing the paramedic/EMT with an answer, Medical Control contacts the Incident Commander/Unified Command.
  - a. What agencies should be involved in the discussion about how to handle this situation?
  - b. Are there any state or local regulations that dictate how this situation must be handled?

- c. The adult male patient, who is the child's father, is being transported to a different facility. Is he informed of his daughter's change in status? If so, when and how is this done?
5. Shortly after the first crew change, the adult patient's condition rapidly deteriorates. Despite the paramedic's/EMT's best efforts, the patient dies.
  - a. What agencies must be involved in the discussion about how to handle this situation?
  - b. Are there any regulations and/or laws that dictate how this situation must be handled?
  - c. Given the patient's diagnosis, should the paramedics/EMTs be given any special direction on how to proceed?

## MODULE 3: DEMOBILIZATION

[Month, Day, Year]: [Time]

The receiving physician(s) has/have accepted each patient into the isolation unit and has assumed responsibility for the patient's care. The EMS agency notifies the Incident Commander/Unified Command that the transport is complete and receives approval to begin demobilization activities.

### Key Issues

- Both patients have been admitted into the isolation unit and the receiving physician is now responsible for their care.
- The EMS agency has received approval to begin demobilization activities.

### Discussion Questions for Required Objectives

Based on the information provided, participate in the discussion concerning the issues raised in Module 3. Identify any critical issues, decisions, requirements, or questions that should be addressed at this time.

The following questions are provided as suggested subjects that you may wish to address as the discussion progresses. These questions are not meant to constitute a definitive list of concerns to be addressed, nor is there a requirement to address every question.

1. What is the plan for ambulance decontamination and return to service? Be sure to discuss the following:
  - a. Responsibility for conducting the physical decontamination.
  - b. Decontamination procedures to be followed.
  - c. Any specialized equipment used as part of the decon protocol and how to access the equipment.
  - d. Any post-decon testing/sampling that may be done.
  - e. Procedures for restocking the ambulance and returning it to service (including who will drive it back to its home location).
2. What is the policy for post-transport medical monitoring of transport crew members?
  - a. Who is responsible for policy implementation?
  - b. Does the policy include provisions for psychological care of crew members and/or family members?
3. What is the plan for returning transport crew members to their starting location? Are provisions in place for crew member lodging, meals, and incidentals?
4. How will transport crew members debrief the operation?
  - a. Will both crews be debriefed together or separately?

- b. Who is responsible for conducting and documenting the debriefing?
5. Who is responsible for making arrangements to conduct an after action review, write the associated report and improvement plan, and monitor completion of tasks identified in the improvement plan?
6. In round-robin format, request that all agencies participating in the exercise describe their information needs during the demobilization phase. Consider asking the agencies to also identify the communication mechanism(s) (e.g. conference call, e-mail) that would best suit their needs.

## Injects and Discussion Questions for Optional Objectives

*Planners may elect to provide additional scenario information about the patient via injects once discussion of the Required Discussion Questions have been completed. Injects selected should relate to any Optional Objectives selected for inclusion in the exercise. Injects and Optional Discussion Questions to consider include:*

1. Media have been camped out at the receiving hospital(s), hoping to get an update on the patients. The hospital(s) have issued a brief statement confirming that the patients have arrived and are being cared for in their isolation unit. Will the state release any information to the media about the transports? If so, what agencies are involved in crafting the messages and who is responsible for coordinating the process? How will the state ensure that compliance with HIPAA is maintained during the information release?
2. Public anxiety about an outbreak of X disease occurring in their community is high. Although the transporting personnel observed all safety precautions and have no need to believe that they were exposed and the ambulance has been fully decontaminated, there is an increased probability that the public will not trust these facts. Are any special security precautions/escorts needed for the transport personnel/ambulances as they make their way home? Are there trigger points for when security measures will be implemented?
3. These transports were conducted entirely within the state. Had the transports required that the patients be transported across state lines, would there have been any changes to the transport plan?

## APPENDIX A: EXERCISE SCHEDULE

**Note:** Because this information is updated throughout the exercise planning process, appendices may be developed as stand-alone documents rather than part of the SitMan.

Time	Activity
[Month Day, Year]	
0000	Registration - <i>suggest 30 minutes before the event starts</i>
0000	Welcome and Opening Remarks - <i>10 minutes</i>
0000	Briefing on the Plan being exercised - <i>20-30 minutes</i>
	Module 1: Briefing, Discussion, and Brief-Back - <i>suggest a minimum of 120 minutes</i>
0000	Break
0000	Module 2: Briefing, Discussion, and Brief-Back - <i>suggest a minimum of 60 minutes</i>
0000	Lunch
0000	Module 3: Briefing, Discussion, and Brief-Back - <i>suggest a minimum of 60 minutes</i>
0000	Hot Wash - <i>suggest a minimum of 30 minutes</i>
0000	Closing Comments- <i>10 minutes</i>

## APPENDIX B: EXERCISE PARTICIPANTS

Participating Organizations	
<b>Local</b>	
<b>State</b>	
<b>Federal</b>	
<b>Private Sector</b>	

## APPENDIX C: RELEVANT PLANS

[Insert excerpts from relevant plans, policies, or procedures to be tested during the exercise.]



## **APPENDIX E: LIST OF HOSPITALS THAT ACCEPT BOTH PEDIATRIC AND ADULT PATIENTS**