

West Virginia Frontline Healthcare Preparedness



No-Notice Ebola Readiness Drill:

After-Action Report & Improvement Plan

[Insert Hospital Name]

[Date]

INSTRUCTIONS:

1. Use your drill data to complete all items highlighted in yellow.
2. Save as a new file.
3. Submit a copy to WVHA.

DRILL OVERVIEW

Drill Name	<i>No-Notice Ebola Readiness Drill: insert hospital name</i>
Drill Date & Time	[insert the date and time of the drill]
Scope	This drill is a no-notice drill to evaluate response capabilities for personnel at a frontline hospital who are designated with responsibilities in identifying a Person Under Investigation (PUI) for Ebola Viral Disease (EVD).
Mission Area(s)	Protection, Mitigation
Core Capabilities	Healthcare System Preparedness, Emergency Operations Coordination, Information Sharing, Medical Surge, Responder Safety and Health
Response Activities (Drill Objectives)	<p>Hospital demonstrates the ability to activate relevant plans and procedures to respond to a PUI for EVD and also to continue essential functions.</p> <p>Reception/registration staff demonstrates the ability to recognize a suspect infectious disease patient by following the registration protocol.</p> <p>Hospital personnel demonstrates the ability to ensure appropriate assessment and clinical management of the suspect infectious patient, to include reporting and notifications.</p> <p>Hospital personnel demonstrates the ability to access, don, and doff appropriate personal protective equipment, consistent with current CDC guidelines for a stable PUI for EVD.</p> <p>Hospital personnel demonstrates the ability to safely collect and handle specimens to assess a PUI for EVD and to rule-out other illness and/or infectious disease.</p> <p>Hospital personnel demonstrates the ability to safely collect and handle biological waste from managing a PUI for EVD.</p> <p>Hospital personnel demonstrates the ability to prepare a PUI for EVD to be transported to an assessment or treatment facility.</p>

WV Frontline No-Notice Ebola Readiness Drill: [insert hospital name]
After-Action Report/Improvement Plan

Threat or Hazard	Ebola Viral Disease (EVD)
Scenario	An individual (patient actor) presents at the hospital with fever and a recent travel history to West Africa.
Sponsor	WV Hospital Association and the WV DHHR BPH Center for Threat Preparedness, with U.S. DHS ASPR and CDC funding
Point of Contact	[insert the name, title, phone number, and email address of the Drill Manager]
Appendices	Appendix A: Drill Participants (sign-in information) Appendix B: Summary of Participant Evaluation Forms Appendix C: Improvement Plan

ANALYSIS OF RESPONSE ACTIVITIES

Aligning drill response activities (objectives) and core capabilities provides a consistent taxonomy for evaluation that transcends individual exercises to support preparedness reporting and trend analysis. The following table presents the response activities (drill objectives), aligned core capabilities, and performance ratings as observed and documented by the evaluators.

Response Activities (drill objectives)	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
ACTIVITY 1: Hospital demonstrated the ability to activate relevant plans and procedures to respond to a PUI for EVD and also to continue essential functions.	<i>Medical Surge, Healthcare System Preparedness, Healthcare System Recovery</i>				
ACTIVITY 2: Reception/registration staff demonstrated the ability to recognize a suspect infectious disease patient by following the registration protocol.	<i>Medical Surge</i>				
ACTIVITY 3: Hospital personnel demonstrated the ability to ensure appropriate assessment and clinical management of the suspect infectious patient, to include reporting and notifications.	<i>Medical Surge & Information Sharing</i>				
ACTIVITY 4: Hospital personnel demonstrated the ability to access, don, and doff appropriate personal protective equipment, consistent with current CDC guidelines for a stable PUI for EVD.	<i>Medical Surge & Responder Safety and Health</i>				

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Response Activities (drill objectives)	Core Capability	Performed without Challenges (P)	Performed with Some Challenges (S)	Performed with Major Challenges (M)	Unable to be Performed (U)
ACTIVITY 5: Hospital personnel demonstrated the ability to safely collect and handle specimens to assess a PUI for EVD and to rule-out other illness and/or infectious disease.	<i>Medical Surge & Responder Safety and Health</i>				
ACTIVITY 6: Hospital personnel demonstrated the ability to safely collect and handle biological waste from managing a PUI for EVD.	<i>Medical Surge & Responder Safety and Health</i>				
ACTIVITY 7: Hospital personnel demonstrated the ability to prepare a PUI for EVD to be transported to an assessment or treatment facility.	<i>Medical Surge</i>				

Ratings Definitions:

- Performed without Challenges (P): The targets and critical tasks associated with the core capability 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 (S): The targets and critical tasks associated with the core capability 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 (M): The targets and critical tasks associated with the core capability 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 (U): The targets and critical tasks associated with the core capability were not performed in a manner that achieved the objective(s).

SUMMARY OF PERFORMANCE

The following sections provide an overview of the performance related to each response activity (drill objective) by outlining specific strengths and areas for improvement.

ACTIVITY 1: Hospital demonstrated the ability to activate relevant plans and procedures to respond to a PUI for EVD and also to continue essential functions.

(Performance Capabilities: Medical Surge, Healthcare System Preparedness, Healthcare System Recovery)

- Critical Task #1: Activated the hospital's infectious disease screening and isolation response activities.
- Critical Task #2: Activated the hospital's disaster response operations using the Incident Command System (ICS), as appropriate.
- Critical Task #3: Activated the hospital's 96-hour sustainability response, as appropriate.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

ACTIVITY 2: Reception/registration staff demonstrated the ability to recognize a suspect infectious disease patient by following the registration protocol.

(Performance Capability: Medical Surge)

- Critical Task #1: Registration and triage activities identified symptoms, recent international travel, and possible exposure history for EVD.
- Critical Task #2: Hospital infection control personnel was notified of the suspect patient.
- Critical Task #3: If both recent international travel AND epidemiological risk of contact with EVD, the health department was consulted and the patient was identified as a PUI for EVD.
- Critical Task #4: Patient was identified and isolated as a PUI for EVD.
- Critical Task #5: Hospital provided a recommended isolation room for a PUI for EVD.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

ACTIVITY 3: Hospital personnel demonstrated the ability to ensure appropriate assessment and clinical management of the suspect infectious patient, to include reporting and notifications. *(Performance Capability: Medical Surge & Information Sharing)*

- Critical Task #1: Hospital personnel conducted initial evaluation of the condition and symptoms of the suspect patient.
- Critical Task #2: Hospital personnel stabilized patient, as appropriate.
- Critical Task #3: Hospital personnel determined need for initial testing and rule-out of other infections/conditions of the PUI for EVD.
- Critical Task #4: Hospital personnel determined appropriate disposition of the PUI for EVD.
- Critical Task #5: Hospital personnel notified local health department of the PUI for EVD's disposition.

- Critical Task #6: Hospital personnel used LiveProcess to notify other facilities in the region of the PUI for EVD.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

ACTIVITY 4: Hospital personnel demonstrated the ability to access, don, and doff appropriate personal protective equipment, consistent with current CDC guidelines for a stable PUI for EVD. (*Performance Capabilities: Medical Surge & Responder Safety and Health*)

- Critical Task 1: Staff was able to don (put on) appropriate PPE for a stable PUI for EVD.
- Critical Task 2: Staff was able to appropriately doff (take off) PPE for a stable PUI for EVD.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

ACTIVITY 5: Hospital personnel demonstrated the ability to safely collect and handle specimens to assess a PUI for EVD and to rule-out other illness and/or infectious disease. *(Performance Capabilities: Medical Surge & Responder Safety and Health)*

Critical Task: Staff was able to collect and manage blood and nasal swab specimens for a stable PUI for EVD, in accordance with current facility and CDC guidance.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

ACTIVITY 6: Hospital personnel demonstrated the ability to safely collect and handle biological waste from managing a PUI for EVD. (*Performance Capabilities: Medical Surge & Responder Safety and Health*)

Critical Task: Staff was able to collect and handle biological waste generated during management of a PUI for EVD in accordance with current facility, CDC, and DOT guidance.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

ACTIVITY 7: Hospital personnel demonstrated the ability to prepare a PUI for EVD to be transported to an assessment or treatment facility. *(Performance Capabilities: Medical Surge)*

Critical Task: Staff was able to prepare the PUI for EVD and associated documentation for transport to an assessment or treatment facility, in accordance with current facility, CDC, and WV guidance.

Strengths

The capability level for this activity and associated critical tasks can be attributed to the following strengths:

Strength 1: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Strength 2: This description should detail the strength as related to this activity/tasks and observed from drill response actions.

Add additional strengths, if identified

Areas for Improvement

The following areas require improvement to achieve the full capability level for this activity and associated critical tasks:

Area for Improvement 1:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Area for Improvement 2:

Observation statement: This should clearly state the problem or gap as observed from drill response actions.

Reference: List any relevant plans, policies, procedures, regulations, or laws.

Analysis: Provide a root cause analysis or summary of why the full capability level was not achieved.

Recommendations: List recommended improvements or corrective actions to enhance preparedness and readiness status.

Add additional Areas for Improvement, if identified

APPENDIX A: DRILL PARTICIPANTS

[transcribe from sign-in sheet]

[illegible]

APPENDIX B: SUMMARY OF PARTICIPANT EVALUATION FORMS

In order to assess how participants felt about the drill and whether it met their expectations, a participant evaluation form was distributed for completion at the end of the exercise. The form consisted of three statements which participants rated and one qualitative question to which they provided written answers.

Evaluation Statements

Participants provided their opinion with '1' equated to 'Strongly Disagree', '3' equated to 'Neutral', and '5' equated to 'Strongly Agree'. The results were tabulated and the average rating follows:

Statement	Average Rating (highest rating = 5.0)
This drill gave me a better understanding of <u>my own responsibilities</u> for activating our hospital's Ebola response protocols.	
This drill helped my hospital to identify changes needed in our hospital's response <u>plans and available resources</u> for Ebola response.	
This drill identified gaps in coordinating infectious disease response efforts <u>between our hospital and the county health department.</u>	

Evaluation Question

Based on drill actions today, list some focus areas or ideas that you feel need to be further considered and refined for your hospital's readiness to receive a suspect Ebola Viral Disease (EVD) patient.

The answers given by the drill participants were:

-

APPENDIX C: IMPROVEMENT PLAN

This IP has been developed specifically for [insert hospital name] as a result of the **No Notice Ebola Readiness Drill** conducted on [insert date of exercise].

Response Activity	Issue/Area for Improvement	Recommendations/ Corrective Action	Primary Responsible Person	Start Date	Targeted Completion Date	Status (insert date here)
ACTIVITY 1: Hospital demonstrated the ability to activate relevant plans and procedures to respond to a PUI for EVD and also to continue essential functions.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				
	Area for Improvement 2: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
ACTIVITY 2: Reception/registration staff demonstrated the ability to recognize a suspect infectious disease patient by following the registration protocol.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				

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	Area for Improvement 2: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
ACTIVITY 3: Hospital personnel demonstrated the ability to ensure appropriate assessment and clinical management of the suspect infectious patient, to include reporting and notifications.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				
	Area for Improvement 2: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
ACTIVITY 4: Hospital personnel demonstrated the ability to access, don, and doff appropriate personal protective equipment, consistent with current CDC guidelines for a stable PUI for EVD.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				
	Area for Improvement 2: [insert description]	[Recommendation 1]				

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		[Recommendation 2]				
ACTIVITY 5: Hospital personnel demonstrated the ability to safely collect and handle specimens to assess a PUI for EVD and to rule-out other illness and/or infectious disease.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				
	Area for Improvement 2: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
ACTIVITY 6: Hospital personnel demonstrated the ability to safely collect and handle biological waste from managing a PUI for EVD.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				
	Area for Improvement 2: [insert description]	[Recommendation 1]				
		[Recommendation 2]				

ACTIVITY 7: Hospital personnel demonstrated the ability to prepare a PUI for EVD to be transported to an assessment or treatment facility.	Area for Improvement 1: [insert description]	[Recommendation 1]				
		[Recommendation 2]				
		[Recommendation 3]				
	Area for Improvement 2: [insert description]	[Recommendation 1]				
		[Recommendation 2]				