**Quarterly Communication Drill Objective Checklist – For Hospitals and FSEDs**

* This checklist is for hospitals/FSEDs to use during the drill to ensure they complete the objectives.
* The COTS Healthcare Quarterly Communication Drills are conducted in the am or pm hours. The drill date/time announcement will be unannounced or announced.
* All objectives must be completed to pass the drill. The objectives must be completed within one hour after the drill begins except for the conference call which happens after the other drill objectives are complete.

**Drill Date/Time \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COTS Healthcare Incident Liaison (HIL) Alert**

|  |  |  |
| --- | --- | --- |
| Yes | No | Was the phone/text Telephone Emergency Notification System (TENS) alert from COTS received? |
| If checked “No”, state reason this objective was missed. Examples: TENS alert was missed, TENS alert was not received, the person/position that normally receives the alert was not available, etc. | | |

**Objective 1: EMResource**

|  |  |  |
| --- | --- | --- |
| Yes | No | Was the EMResource Communication Drill update completed? |
| If checked “No”, state the reason this objective was missed. Examples: Unable to access the site, forgot login, person/position that normally completes this objective was not available, training issue, etc. | | |

**Objective 2: Real Time Activity Status**

|  |  |  |
| --- | --- | --- |
| Yes | No | Was the RTAS update completed? |
| If checked “No”, state the reason this objective was missed. Examples: Unable to access the site, forgot login, person/position that normally completes this objective was not available, training issue, etc. | | |

**Objective 3: Multi Agency Radio Communications System (MARCS) Radio**

Once COHDIMS, EMResource, and the RTAS update have been completed, call the HIL on the MARCS radio over the XHOS-CEN talkgroup for the Central Region or the XHOS-SE talkgroup for the SE/SEC Region to announce all drill objectives have been completed. Do not call over the MARCS until the other objectives have been completed. **Important:** Do not talk over another hospital or the HIL when reporting. Ensure no transmissions are going on when you call. When pushing the “push to talk button” wait for the chirp noise to be done before talking.

**Example:**

1. You: The COTS HIL this is (your hospital name)
2. HIL: This is the HIL go ahead (hospital)
3. You: (Your hospital name) is completing the MARCS check for the dill
4. HIL: Thank you (Hospital) your time of drill completion is (time)

|  |  |  |
| --- | --- | --- |
| Yes | No | Was the MARCS radio call completed? |
| If checked “No”, state the reason this objective was missed. Examples: MARCS out of service, unable to locate the correct talkgroup, MARCS was off or turned down, person/position that normally completes this objective was not available, training issue, etc. | | |

**Objective 4: Conference Call**

|  |  |  |
| --- | --- | --- |
| Yes | No | Was the COTS Surge Team notified via a TENS alert? |
| Yes | No | Did the team get the Conference Call Agenda document from the EMResource site in the Communication Drill Event (attachment)? This contains all the information for the scenario and conference call in information. |
| Yes | No | Did a team gather internally to discuss the scenario? |
| Yes | No | Did the hospital attend the COTS Surge Team Conference Call? |
| Yes | No | Was the RHEP or SEOHC Coalition Conference Call Agenda used to give the hospital update and take notes? |
| If checked “No”, state reason this objective was missed. Examples: TENS alert was missed, TENS alert was not received, GoTo Meeting invite was not received, the person(s)/position(s) that normally completes this objective was not available, training issue, etc. | | |

**For issues during the Drill: Page the HIL. There are two ways to page the HIL:**

1. Dial 1-855-266-7243 and enter ID: 26874451 (COTSHIL1). Be sure to enter/verify your contact phone number.
2. Send an email to [26874451@onpage.com](mailto:26874451@onpage.com)

**As part of after-action tracking, please complete the short survey if objectives were missed:** [**https://forms.office.com/r/i0NS7TLGeu**](https://forms.office.com/r/i0NS7TLGeu)

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