

Regional Healthcare Emergency Preparedness Coalition (RHEP) and Southeast/Southeast Central Ohio Healthcare Coalition (SEOHC) Communication/Exercise Requirements FY 2023 (July 1, 2023 – June 30, 2024) and Training Course Descriptions

***Quick Reference Guides available on COTS University: <https://www.cotshealth.org/cots-university> ***

Daily Updates - Hospitals/FSEDs

- Hospitals/Free Standing Emergency Departments (FSEDs) currently update EMResource and RTAS systems daily during established a.m. and p.m. shifts.

Response Ready Report (R3)/Bottom Line Up Front (BLUF) – As Needed - Hospitals/FSEDs

- The purpose of this real-world report is to keep the Central and SE/SEC region response ready for large weekend events. The BLUF report is sent to incident command at the event and hospital emergency preparedness contacts.
- When a large event is scheduled such as an OSU football game or the Arnold Classic, a Telephone Emergency Notification System (TENS) alert is sent to the hospitals/FSEDs to update their status on EMResource and RTAS by a certain time. This can be for the Central and/or SE/SEC region(s).
- Hospitals/FSEDs do not need to call the COTS Healthcare Incident Liaison (HIL) on the Multi Agency Radio Communication System (MARCS).

Monthly Blood Bank Reporting: Drill Zone 2 (Central/SE/SEC)- Hospitals

- The purpose of the drill is to evaluate the ability for hospitals to update their blood status and validate the appropriate people are listed in the TENS mass notification system within 60 minutes of receiving the TENS alert.
- A TENS alert will be sent the first Wednesday of the month to the blood bank group at 9:00 a.m. requesting updates in EMResource by 10:00 a.m.
- Results will be shared following the drill.

Monthly Communication Drill – Non-hospital Members

- The purpose of the drill is to evaluate the ability for non-hospital members to update their situation report in the Coalition Healthcare Disaster Information Management System (COHDIMS) within 60 minutes of receiving the TENS alert.
- A drill reminder will be sent before the drill.
- A TENS alert will be sent the second Wednesday of each month to the CEN and SE/SEC coalition(s) group at 9:00 a.m. requesting situation report updates in COHDIMS by 10:00 a.m.
- An After-Action Report will be shared following the drill.

Quarterly No Notice Drill – Hospitals/FSEDs

- The purpose of this drill is to evaluate the ability for the hospitals/FSEDs to update the Communication Drill EMResource Event, RTAS, call on the MARCS, within 60 minutes of receiving the TENS alert and then participate in the regional surge conference call. Conference call information will be located on EMResource in the attached Conference Call Agenda.
- The drill announcement will be emailed at the beginning of the drill month. (Aug, October, March, May)
- Results are uploaded to the Communications Dashboard on COHDIMS for the Central Region and the SE/SEC site for the SE/SEC Region. (left side toolbar link)

Federal National Disaster Management System (NDMS) Drills – Hospitals

- The purpose of this drill is to evaluate the ability for NDMS hospitals to update the EMResource NDMS event within 60 minutes. (Applies to certain hospitals in Franklin County only.)
- Usually occurs the second Thursday of the drill month.
- Hospitals do not need to call the HIL over the MARCS.
- COTS sends a reminder TENS alert the morning of the drill.

Quarterly Ohio Department of Health (ODH) MARCS Drill – Hospitals/FSEDs

- The purpose of this drill is to evaluate the ability for ODH to contact the hospitals on their hospital talkgroup.
- First Thursday of established months from 9 am – 10:30 am. (Central) and 10:30 am – 12:pm (SE/SEC).
- ODH does not contact the FSEDs and a few other identified surgery centers. Due to this, COTS contacts them between 10 am – 11 am.
- Only the MARCS is tested. Results are sent via email from ODH.
- Hospitals have the rest of the month to complete the make up test if missed on the original drill day.

EMTrac Training/Drills (Administrator, User, and Viewer access) – Hospitals/FSEDs and partners

- The purpose of this drill is to evaluate the ability to manage EMTrack access (administrators), to access, enter, edit, and locate patients in EMTrac (users), and for viewers to locate patients. The drills will occur following training.
- Results will be monitored for any issues and after-action follow will occur as needed.

Ohio Point of Dispensing Drill (OPOD)

- The purpose of this drill is to test the notification of a biological or other event where hospital main contacts acknowledge receipt of a TENS alert.
- TENS alert will be sent the morning of the drill to hospital Point of Contacts.
- Hospital POCs must press 1 in the alert to confirm receipt of the alert message.

Annual Medical Countermeasures (MCM) and Strategic National Stockpile Training (SNS)/Drill - Hospitals

- The purpose of this drill is to evaluate the ability to request SNS resources within 60 minutes of receiving the TENS alert.
- Self-paced training will occur before the drill.
- This drill will be combined with the Statewide Medical Countermeasures Full Scale Exercise (FSE) on October 18, 2023.
- An After-Action Report will be shared following the drill.

Annual Federal Medical Response Surge Exercise (MRSE) – Hospitals/FSED, Non-hospital members, Core Members

- The purpose of this operations-based exercise is to provide health care coalitions (HCCs) and their members with an opportunity to test their surge response and preparedness and capabilities.
- The exercise will focus on response actions such as information sharing and resource mobilization for a large, community-wide surge incident involving an unidentified disease surge.
- An After-Action Report will be shared following the drill.

Local Coalition Tabletop Exercises (TTX) – All local coalition members

- The purpose of the TTX is to evaluate each local coalition’s ability to respond within the local coalition to a given scenario.
- Each local coalition point of contact will receive the TTX in a box and manage the exercise planning process to include the following: update the exercise documents with coalition information, coordinate the registration and event location, facilitate the discussion, and complete the After-Action Report/Improvement Plan.
- The AAR/IP will be submitted to COTS.

Voluntary Mini Drills – Hospitals/FSED, Non-hospital agencies, and EMS partners

- The purpose of the voluntary mini drills is to assist in keeping staff prepared to respond to a mass casualty incident, other disaster response, and larger exercises.
- These drills will be available for hospitals, non-hospital healthcare agencies, and EMS.
- These drills will be available on the COTS University site along with a drill calendar to assist in mini drill planning.

Other Exercises (To Be Determined)

- The Central/SE/SEC healthcare coalitions participate in additional exercises, and other local community exercises as scheduled.
- These are listed on the COTS University site and in the Monthly COTS University Newsletters.

Training	Description	Modality
COTS Hospital Boot Camp	<p>This course is intended for the hospital and Free-Standing Emergency Department (FSED) point of contacts that are new RHEP or SEOHC members and those who would like a refresher. The course will cover the following:</p> <ul style="list-style-type: none"> • Overview of COTS and the Coalition • Hospital Preparedness Coordinator Grant Responsibilities • Communication systems • Resources requests 	<p>Classroom at COTS location, Virtual</p> <p>There is also a user video available on COTS University</p>
COTS Coalition Non-Hospital Boot Camp	Being updated, coming soon!	TBD
COTS Liaison	<p>This course is intended for Hospital and Free Standing Emergency Departments points of contact new to their role, and staff who coordinate with the COTS HIL in their Hospital Command Center. What to bring with you to the training: A laptop and your facilities login information.</p>	<p>Classroom at COTS location, Virtual</p> <p>There is also a user video available on COTS University</p>
EMTrack Training	<p>EMTrack is a State of Ohio web-based tool for patient tracking used during a mass casualty incident (MCI) or disaster situation for family reunification. This course is intended for hospital and Free Standing Emergency Departments (FSEDs) EMTrack Users and EMTrack Administrators. This course is open to the Central and Southeast/Southeast Central regions.</p> <p>The course will cover the following:</p> <p>Part 1:</p> <ul style="list-style-type: none"> • EMTrack system and regional response overview • How to add and edit patients in the EMTrack system • Review the EMTrack User drill objectives. The drill will follow the training <p>Part 2:</p> <ul style="list-style-type: none"> • Review the process for EMTrack Administrators to add, edit, and delete members from the EMTrack system • Review the EMTrack Administrator drill objectives 	<p>Virtual</p> <p>There is also a user video available on COTS University</p>
EMTrack Viewer Training	Coming Soon!	Virtual
Medical Countermeasures and (MCM) and the Strategic National Stockpile (SNS) Resource Training	<ul style="list-style-type: none"> • Provide an overview of the available medical resources • Understand how to request medical resources • Discuss internal planning for handling resources 	Virtual Located on COTS University, Recorded.
Integrated Preparedness Plan Workshop (IPPW)	<ul style="list-style-type: none"> • Workshop to discuss the Regional Training and Exercise Plan 	Classroom at COTS location, Virtual
The Hospital Incident Command System (HICS)	HICS is an emergency management program that hospitals can employ to enhance their preparedness. It is based on the Incident Command System (ICS),	Classroom at COTS location

Training	Description	Modality
Basic – Not currently available, see COTS University, Training Section, HICS folder for resources	<p>a standardized, all-hazard incident management tool that enables hospitals and other agencies to organize and manage resources, staff and facilities to remain operational during an emergency and promote the restoration of day-to-day operations.</p> <p>All hospital staff that may function in key management roles during emergencies should attend this training. At the end of this 3 1/2 hour training, participants will have a working knowledge of the Hospital Incident Command System, be able to assemble a functional incident management team, and better manage the incident, personnel and resources during a crisis or disaster.</p>	
HICS Incident Action Plan (IAP) - Not currently available, see COTS University, Training Section, HICS folder for resources	<p>In this course, staff will learn how to implement Incident Action Planning through the HICS structure to manage incidents of any size and complexity. The IAP is the central tool for incident planning during a response to a disaster or emergency. It helps the Command and General staff determine the objectives, the resources required, tasks of each resource, the structure that is best to organize the effort, and the communication procedures and mechanisms for the structure.</p> <p>This course will provide training to your Incident Management Team (IMT) members on implementing the incident action planning process. This training will provide command and general staff (and some branch or unit positions) members with information on how the “Planning P” process works, the deliverables to be created (using Hospital ICS Forms), and the development of planning products for a multiple operational period incident.</p>	Classroom at COTS location
Coalition Summit - Not currently available	<p>Multiple topics: Old Summit presentations located on COTS university in the Training Section in the Summit Documents folder.</p>	Event location
Disaster Management Emergency Preparedness (DMEP) – Scheduling TBD	<p>DMEP is a one-day course that is both didactic and interactive. It addresses core competencies as outlined by the American College of Surgeons Committee on Trauma (ACS COT) Disaster and Mass Casualty Management Committee. Major topics include planning, triage, incident command, injury patterns and pathophysiology, and consideration for special populations. Small group discussions are based on illustrative scenarios. The course requires a pre- and posttest, which are reviewed on-site. A comprehensive syllabus with resource material is provided.</p> <p>The intended audience includes acute care providers (i.e., surgeons; anesthesiologists; emergency medicine physicians; emergency room, operating room, intensive care unit, and trauma nurses; and prehospital professionals) who will most likely be the first receivers of casualties following major disasters. Other health care providers, administrators, public health personnel, and emergency managers are also encouraged to attend.</p>	Classroom at COTS location
Emergency Nurse Pediatric Course (ENPC) Not currently available	<p>The ENPC course is a one and a half day course developed by the Emergency Nurses Association to enable nurses to provide high-quality care for this unique patient population. Participants must be an RN and possess a current unrestricted nursing license to receive verification.</p>	Classroom

Training	Description	Modality
	Verification as an ENPC provider is valid for four years. With a focus on pediatrics for this grant year, we are excited to provide this course for nurses in central Ohio. This course is being offered to RNs who work in NON-Pediatric hospitals in hopes to expand the capabilities of pediatric care in the region. This course is being offered for FREE! And is being paid for with ASPR dollars.	
Advanced Burn Life Support (ABLS) - Not currently available	COTS will be hosting a FREE one-day ABLS course for ASPR participating hospitals only. The audience for this course includes physicians, nurses, physician assistants, nurse practitioners, therapists, and paramedics. This live, hands on course is designed to provide the “how to” of emergency care of the burn patient through the first 24 hour critical time period. This training will be held at Nationwide Children’s Hospital.	Classroom
Civilian Response to Active Shooter Events (CRASE) - Not currently available	COTS will be hosting three CRASE courses facilitated by the Columbus Police Department. Topics include the nature and prevalence of active shooter and active aggressor events; civilian response options of Avoid – Deny - Defend; the stages of human disaster response, and how to improve your response in order to influence survivability; and the role of first responders at a critical incident like an active shooter or active aggressor. This is open to all regions.	Classroom

Visit COTS University for additional presentations involving many topics! The COTS University newsletters contain links to additional courses!

Acronyms

AAR	After Action Report
COHDIMS	Central Ohio Healthcare Disaster Information Management System
COTS	Central Ohio Trauma System (now just known as COTS)
EMResource	Statewide bed availability and event reporting system for hospitals/FSEDs
FSE	Full Scale Exercise
FSED	Free Standing Emergency Department
HIL	Healthcare Incident Liaison
IP	Improvement Plan
JIT	Just in Time training
MARCS	Multi-Agency Radio Communications System
MCM	Medical Countermeasures
NDMS	National Disaster Management System
ODH	Ohio Department of Health

OHA	Ohio Hospital Association
RHEP	Regional Healthcare Emergency Preparedness (Central Coalition)
RTAS	Real Time Activity Status
SEOHC	Southeast/Southeast Central Ohio Healthcare Coalition
SNS	Strategic National Stockpile
TENS	Telephone Emergency Notification System
TTX	Tabletop Exercise