

2019 SWMHE *in Ventura County*

Initial Planning Meeting Q&A

1. Will you provide a list of all participants who have submitted an Intent to Participate (ITP)?

Yes, we will be sending a list via email every Friday.

2. How will we print out the documents?

All documents will be available for download on the [2019 FSE webpage](#); click on each hyperlink to download the corresponding document. Most documents are in PDF format, but a few (such as the SitMan and sign-in sheet) are in a modifiable format so that you can adjust as needed for your site.

3. Will you be providing the documents in person or are we supposed to print them?

We will **not** be providing documents or binders in person. Exercise participants are responsible for printing and building Site Handbook binders for this year's exercise. All documents for the binder are made available for download on the [2019 FSE webpage](#).

4. What time Stakeholder Liaison meeting on the 09/24/19?

2:00 pm – 3:30 pm

5. What is a Stakeholder Liaison?

Stakeholder Liaisons possess subject matter expertise on issues concerning their respective, discipline-types (e.g. hospitals, dialysis, hospice, surgical centers, etc.). Serving an advisory role to the exercise design team, the Stakeholder Liaisons provide insight on policies, procedures, and regulations specific to their discipline. First implemented in the 2018 exercise planning process, the Stakeholder Liaisons proved to be extremely beneficial. The input they provided allowed the design team to make the exercise more realistic and applicable to all disciplines that were represented by a Stakeholder Liaison. Do you want to ensure that the exercise is applicable to your discipline? Email SWMHE@ventura.org to express your interest.

6. Health systems with multiple sites: Can we send one representative to the Controller and Evaluator training then have that individual share the information internally with each site's Controller and Evaluator?

Yes; however, it is recommended that each site's Controller and Evaluator attend the training as there will be a lot of information covered.

7. If we have scheduling conflicts on 10/17/19 (e.g. surgery), can we conduct our site's exercise play on a different day?

Yes. Sites may participate in exercise play any day during the week exercise week – Monday, October 14th through Friday, October 18th. All Exercise Evaluations will be due to SWMHE@ventura.org by close of business on Friday, October 18th. **IMPORTANT NOTE: Design Team support (e.g. DOC phone numbers for questions during exercise play) will only be made available on October 17th.**

8. Will we need to use CalREDIE during the exercise?

No. CalREDIE Provider Portal is used for Confidential Morbidity Reports (CMR). The system was practiced in last year's exercise due to the emerging infectious disease scenario. As this year's exercise scenario is Earthquake, we will not be practicing the use of CalREDIE in the 2019 exercise.

9. Is it recommended that we have a representative who manages OSHA requirements to serve the role of Controller?

The role of Controller can be assumed by any personnel. For more information regarding Controller responsibilities, please see the Controller Role Sheet found in Section 2. of the [2019 FSE webpage](#).

10. How will we know who has submitted an Intent to Participate (ITP)?

Each Friday, an email will be sent from SWMHE@ventura.org containing a list of sites that have successfully completed an ITP.

11. Is it a CMS rule that you we must participate in the Coalition exercise?

Participation in a community-based, full-scale exercise is one portion of the Training & Testing core element included in the CMS Emergency Preparedness Rule. Please see the [Survey & Certification Letter 17-21](#) for more information.

12. What time is the Controller/Evaluator Training on 10/10/19?

1:30 pm – 3:00 pm

13. Will forms be emailed to us?

No, they will not be emailed. All documents will be made available for download on [the 2019 FSE webpage](#).

14. Can the safety officer also be the controller/evaluator?

Yes. If you work in a smaller office/facility and want to have as many of your staff "practice" their procedures by assuming the role of Players, you can have one individual assume all four facilitator roles – Exercise Lead, Safety Officer, Controller, and Evaluator. Please note however, this is a lot of work for only one person.