



## RENAL NETWORK 11

### MOCK DRILL INSTRUCTIONS

Renal Network 11 has developed this emergency preparedness drill so that the dialysis facility and their community can test the readiness of staff and patients, as well as exercise the emergency plan that is in place. This functional exercise is designed to evaluate and validate organization and staff capabilities by presenting complex and realistic problems that require rapid and effective responses by trained personnel in a highly stressful, time-constrained environment. This exercise will focus on mobilizing the plans, policies, procedures and staff. Movement of personnel, patients, and equipment is simulated.

#### BEFORE YOU PLAN YOUR FACILITY DRILL

As your facility plans to conduct a mock emergency drill, it is important to review and evaluate your facility plan by conducting the following steps:

1. Ensure your facility has an emergency plan in place. If your facility does not have a plan or has not reviewed the plan in the last year, a template is available at [http://www.esrdnet11.org/assets/pdf/dialysis\\_facility\\_disaster\\_plan\\_template.pdf](http://www.esrdnet11.org/assets/pdf/dialysis_facility_disaster_plan_template.pdf).
2. Educate staff at least annually of the facility plan and their specific role to take in the event of an emergency.
3. Establish a frequency for how often a drill be completed, quarterly is recommended. Document on **Facility Drill Worksheet**.
4. Each drill is set up to have between two and four segments with the full drill taking place in one business day. Each facility should determine the timeline for completing each segment—the times stated in the exercise do not necessarily need to be followed.
5. Inform the patients in advance that the facility will be conducting an emergency drill. Remind them of the training they have received in preparing for emergencies.
6. Inform external community partners of plan to conduct drill so that they are aware of their role in the drill.
7. Discuss with the facility team the types of emergencies that the facility is at highest risk for:
8. Set a goal for date and time that the drill will be completed. Document on **Facility Drill Worksheet**.

#### IDENTIFY THE TYPE OF DRILL TO BE CONDUCTED

A scenario for each of the following types of drills have been developed. All facilities are encouraged to conduct drills on a regular basis. Facilities are also encouraged to choose a variety of types of drills to ensure the facility is adequately prepared for any type of emergency. Scenarios given encompass several days due to the nature of the emergency. Drills can be conducted within one day, with each section conducted at pre-set times.

[Scenario 1](#): Fire

[Scenario 2](#): Violence in the dialysis facility

[Scenario 3](#): Extended power outage

[Scenario 4](#): Sudden water loss

[Scenario 5](#): Contaminated water supply

[Scenario 6](#): Tornado

[Scenario 7](#): Snowstorm

[Scenario 8](#): Flooding

[Scenario 9](#): Earthquake

[Scenario 10](#): Gas Leak

#### CONDUCT CHOSEN SCENARIO AND COMPLETE WORKSHEET/EVALUATION

# FACILITY DRILL WORKSHEET

## SCENARIO 1: FIRE

(Print pages 2 – 4)

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with THREE sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 1 PM:** As a result of a severe thunderstorm that passed over the community, lightning struck the east side of the dialysis facility instantly producing flames. The fire began at a time when the facility was dialyzing a full shift of patients. The facility has not had interruption of water or power. Within 5 minutes, emergency medical services arrives to address the situation.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to patients.			
2. Call emergency services (simulated)			
3. Evacuate patients and staff as necessary (simulated)			
4. Once evacuation complete, meet in designated area outside of building.			
5. Take emergency supply box to meeting place			
6. Take emergency patient information.			
7. Notify facility management of situation.			
8. Communicate facility status with patients and their families.			
9. Inform physicians of facility status as well as patient conditions. Follow their instruction on patient follow up.			
10.			
11.			

Comments:

At the second pre-set time, read the following to staff:

**DAY 1, 3 PM:** Two hours after emergency medical services arrives, the fire has been put out, and damage to the facility is being assessed. You are informed that the facility has been too severely damaged to continue medical treatment. Time until anticipated reopening is one week.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform patients of facility status and to await further instruction. (simulated)			
3. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
4. Prepare written instructions for each patient.			
5. Assess building for damage and document all damage to building and its contents.			
7. Consider consulting renovation company to assist with assessing/repairing damage.			
8. Assess if building needs to be secured to prevent further loss.			
9. Assess damage to equipment and notify technical services to assist in determining next steps.			
10. Inform the state survey agency of the facility status.			
11. Inform the local disaster agency of the facility status and the needs that are active.			
12. Inform the ESRD Network of facility status.			
13.			
14.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 5, 3 PM:** You receive notification from the city, as well as the management of the facility that the fire damage has been repaired and the facility can proceed with procedures to reopen.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
2. Conduct water treatment disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results when available.			
4. Inform back up facility and patients of reopen date.			
5. Inform staff of reopen date.			
6. Inform Network 11 of reopen date.			
7.			
8.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

**FACILITY DRILL WORKSHEET**  
**SCENARIO 2: VIOLENCE IN THE DIALYSIS FACILITY**  
 (Print pages 5 – 6)

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with TWO sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 10 AM:** Harold Johnson just finished his dialysis treatment. He left the facility angry because he felt staff did not respond quickly enough to his concerns. About five minutes after leaving the facility, he came back through the front door of the facility carrying a gun and proceeded to enter the treatment area of the dialysis facility.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Call emergency services (simulated)			
2. Person previously identified to be the primary contact for potentially violent situations to take charge of situation. (Should have back-ups identified as well.)			
3. Assess if situation can be diffused. (Do not confront.)			
4. Allow EMS to take control of situation once they arrive.			
5. Assess immediate threat to patients.			
6. Evacuate patients and staff as necessary (simulated)			
7. Once evacuation complete, meet in designated area outside of building.			
8. Take emergency supply box to meeting place.			
9. Take emergency patient information.			
10. Notify facility management of situation.			
11. Implement the facility calling tree to inform needed parties of facility status.			
12. Communicate facility status with patients and their families.			
13. Inform physicians of facility status as well as patient conditions. Follow their instruction on patient follow up.			
14.			
15.			

Comments:

At the second pre-set time, read the following to staff:

**DAY 1, 12 PM:** Two hours after emergency medical services arrives, EMS personnel has diffused the situation and has removed Mr. Johnson from the facility.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess with EMS if facility is safe to resume treatment.			
2. Resume services in facility once deemed safe by facility management and EMS.			
3. Convene call with facility management to assess what immediate changes may be warranted for facility: <ul style="list-style-type: none"> <li>• Security of facility</li> <li>• Systems and processes in place at facility for dealing with violence</li> <li>• Conclude action to be taken with Mr. Johnson</li> </ul>			
4. Notify all staff of event, including those not immediately in facility.			
5. Convene staff meeting to discuss event; brainstorm what changes are needed in facility to address the prevention of violence and/or response to violence.			
6. Assess if building needs to be secured to prevent further loss.			
7. Inform the state survey agency of the facility status.			
8. Inform the ESRD Network of facility event and status.			
9.			
10.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

**FACILITY DRILL WORKSHEET**  
**SCENARIO 3: EXTENDED POWER OUTAGE**

(Print pages 7 – 9)

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

DAY 1, 2 PM: While running a full shift of patients, the power at the dialysis facility failed. Assume that the facility either does not have a generator in place or the generator failed to cover the power outage.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to patients.			
2. Institute procedures for power outage. (per unit policy either hand cranking or disconnect from machine)			
3. Call emergency services if needed for decline in patient condition. (simulated)			
4. Notify facility management of situation.			
5. Pre-appointed staff to call power company to assess length of power outage. (simulated)			

At the second pre-set time, read the following to staff:

DAY 1, 2:15 PM: After hand cranking patient machines for 15 minutes, the power has not been restored. The facility receptionist just spoke with the power company, and a transformer has been disabled. Power is not expected to resume for several hours.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Communicate facility status with patients and their families.			
2. Terminate patient treatment returning blood to each patient if able (simulated)			
3. Call physicians to request instructions and/or orders for each patient on dialysis during event and also for future shifts that day.			

Steps to Plan	Action Taken	Who Completed?	Comments
4. Give each patient instruction on actions to take.			
5. Inform facility management of facility status.			
6. Call future patient shifts to alert them of status and plans for dialysis treatment that day.			
7. Inform the ESRD Network of facility status.			
8.			
9.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 1, 4 PM:** Two hours after initial power outage, the facility receptionist learns that power will not be restored for at least 24 hours due to mechanical problems with transformer.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
3. Retrieve patient emergency packets to be faxed from alternate location.			
4. Prepare written instructions for each patient.			
5. Inform patients of facility status and give instruction for back up dialysis treatment. Give patients choice of writing down instructions over phone or picking up written instructions. (simulated)			
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8. Inform the ESRD Network of facility status.			
9.			
10.			



Comments:

At the fourth pre-set time, read the following to staff:

DAY 2, 4 PM: You receive notification from the power company that power has now been resumed.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
2. Conduct water treatment disinfection per facility policy if recommended. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results if completed.			
4. Inform back up facility and patients of facility status and reopen date.			
5. Inform staff of reopen date.			
6. Inform Network 11 of reopen date.			
7.			
8.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

**FACILITY DRILL WORKSHEET**  
**SCENARIO 4: SUDDEN WATER LOSS**

**(Print pages 10 – 12)**

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with THREE sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 9 AM:** In the middle of the first patient shift of the day, there was an unexpected alarm of low volume in the water storage tank. The biomedical technician assessed the situation and found the facility to have no incoming water. All dialysis machines began to alarm due to no water.

Facility should implement first phase of emergency plan and complete the following:

<b>Steps to Plan</b>	<b>Action Taken</b>	<b>Who Completed?</b>	<b>Comments</b>
1. Assess immediate threat to patients.			
2. Ensure all machines are in bypass.			
3. Call emergency services for any decline in patient condition. (simulated)			
4. Communicate facility status with patients and their families.			
5. Terminate patient treatment returning blood to each patient if able (simulated)			
6. Call water company to assess reason for water shutdown as well as timetable for water return.			
7. Call physicians to request instructions and/or orders for each patient on dialysis during event and also for future shifts that day.			
8. Give each patient instruction on actions to take.			
9. Call future patient shifts to alert them of status and plans for dialysis treatment that day.			
10.			
11.			
Comments:			

At the second pre-set time, read the following to staff:

**DAY 1, 10 AM:** The facility is informed by the city water company that there was a water line break causing water loss for the entire city. Repairs are now underway, but it is not expected that water will return until sometime tomorrow.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Call physicians to request instructions and/or orders for each patient scheduled remainder of today and tomorrow.			
3. Inform patients scheduled today and tomorrow about facility status and to await further instruction. (simulated)			
4. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
5. Prepare written instructions for each patient.			
7. Retrieve patient emergency packets and fax to backup location.			
8. Prepare written instructions for each patient.			
9. Inform patients of facility status and give instruction for back up dialysis treatment. Give patients choice of writing down instructions over phone or picking up written instructions. (simulated)			
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8. Inform the ESRD Network of facility status.			
9.			
10.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 2, 11 AM:** You receive notification from the city that water has been restored and the facility can proceed with procedures to reopen.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
2. Conduct water treatment disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results when available.			
4. Inform back up facility and patients of reopen date.			
5. Inform staff of reopen date.			
6. Inform State Survey Agency of reopen date			
7. Inform Network 11 of reopen date.			
8.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

**FACILITY DRILL WORKSHEET**  
**SCENARIO 5: CONTAMINATED WATER SUPPLY**  
**(Print pages 13 – 15)**

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with THREE sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 3 PM:** During routine water testing prior to the facility’s third shift, the system’s chloramines tested above 0.1 ppm.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to patients.			
2. Call emergency services (simulated)			
3. Follow facility procedure for patient care when chloramines reaches > 0.1 ppm.			
4. Use facility communication tree for notifying biomedical services, management, and medical director.			
5. Communicate facility status with patients and their families.			
6. Inform physicians of facility status as well as patient conditions. Follow their instruction on patient follow up.			
7.			
8.			
Comments:			

At the second pre-set time, read the following to staff:

**DAY 1, 5 PM:** The facility’s biomedical technicians have evaluated the high chloramines level, and additional experts have been brought in to identify the cause for elevated readings. You are given the update that the facility will not be operational today and tomorrow.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Call physicians to request instructions and/or orders for each patient scheduled remainder of today and tomorrow.			
3. Inform patients scheduled for treatment for remainder of today and tomorrow of facility status and to await further instruction. (simulated)			
4. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
5. Prepare written instructions for each patient and forward to back-up facility.			
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8. Inform the ESRD Network of facility status.			
9.			
10.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 2, 10 AM:** You receive notification that the high chloramines testing was a result of high ph of feed water. The facility is working with repairing the water system to allow for greater chloramine removal. Repairs are expected to be completed by the end of the day.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Once given the feedback that chloramines are testing at acceptable levels, conduct water treatment disinfection per facility policy. Estimate when results will be available.			
2. Update Medical Director of status and potential facility reopen date.			
3. Update back-up facility and patients on potential reopen date.			
4. Inform staff of reopen date.			
5. Inform state survey agency of estimated reopen date and water results when available.			
6. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
7. Inform Network 11 of reopen date.			
8.			
9.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:
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## FACILITY DRILL WORKSHEET

### SCENARIO 6: TORNADO

**(Print pages 16 – 19)**

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 1 PM:** During the second shift of the day, the weather radio at the facility alerts the staff that a tornado has been spotted near the location of the dialysis facility. The warning came at a time when the facility was dialyzing a full shift of patients. The facility has not had interruption of water or power.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to patients.			
2. Per facility protocol and procedure, terminate dialysis treatments and use facility procedure for moving patients, caregivers, and staff to pre-identified protected area (simulated)			
3. Take emergency supply box to meeting place, including weather radio.			
4. Take emergency patient information.			
5. Remain in protected area until the tornado warning is removed from facility’s area.			
6. Call emergency services and notify them of any emergent needs of patients (simulated)			
7. If able, notify facility management of situation.			
8. If able, inform physicians of facility status as well as patient conditions. Follow their instruction on patient follow up.			
9. Communicate status with patients and their families that are in protected area.			
10.			
11.			
Comments:			



At the second pre-set time, read the following to staff:

**DAY 1, 2 PM:** While waiting in the protected area, you hear the storm arrive and leave with audible sounds of glass breaking. The weather radio reports that the tornado warning has passed.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess any immediate threats or injuries to patients, then staff.			
2. Call emergency services to address patient illness or injuries, and building damage. (simulated)			
3. Continue to wait in protected area until emergency services arrives to inspect safety of building.			
4. Implement the facility calling tree to inform needed parties of facility status.			
5. Inform patients of facility status and to await further instruction. (simulated)			
6. Once given the OK to come out of protected area, assess building for damage and document all damage to building and its contents.			
7. Consider consulting renovation company to assist with assessing/repairing damage.			
8. Assess if building needs to be secured to prevent further loss.			
9. Assess damage to equipment and notify technical services to assist in determining next steps.			
10. Inform next shift of patients that treatment cannot be conducted and to await further instructions.			
11. Inform the state survey agency of the facility status.			
12. Inform the local disaster agency of the facility status and the needs that are active.			
13. Inform the ESRD Network of facility status.			
14.			
15.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 1, 5 PM:** You receive notification that repairs are needed to the equipment and structure of the facility before treatment can resume.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
3. Prepare written instructions for each patient and forward to back-up facility.			
4. Inform patients of facility status and give instruction for back-up treatments. (simulated)			
5. Inform the state survey agency of the facility status.			
6. Inform the local disaster agency of the facility status and the needs that are active.			
7. Inform the ESRD Network of facility status.			
8.			
9.			
Comments:			

At the fourth pre-set time, read the following to staff:

**DAY 3, 1 PM:** You receive notification from the city, as well as the management of the facility that the fire damage has been repaired and the facility can proceed with procedures to reopen.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
2. Conduct water treatment disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results when available.			

Steps to Plan	Action Taken	Who Completed?	Comments
4. Inform back up facility and patients of reopen date.			
5. Inform staff of reopen date.			
6. Inform Network 11 of reopen date.			
7.			
8.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

# FACILITY DRILL WORKSHEET

## SCENARIO 7: SNOWSTORM

(Print pages 20 – 23)

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 4 PM:** During the last shift of the day, the weather radio at the facility alerts the staff that a snowstorm has begun in the county of facility’s residence. Heavy snowfall has begun, and blizzard-type conditions can be expected. The warning came at a time when the facility was dialyzing a full shift of patients. The facility has not had interruption of water or power.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Use facility calling tree to inform needed parties of storm and as a team make decision whether to have facility remain open.			
2. Per facility decision, terminate dialysis treatments and use facility procedure for transporting staff and patients home. (simulated)			
3. Have pre-identified staff retrieve patient emergency information in case storms prevents facility from reopening next day.			
4.			
5.			
Comments:			

At the second pre-set time, read the following to staff:

**DAY 2, 5 AM:** Facility administrator attempts to leave for work, just one block from dialysis facility. The roads have not yet been cleared, and there is no possible path for staff or patients to arrive to dialysis facility. It appears that power and water remain intact to the surrounding area.

<b>Steps to Plan</b>	<b>Action Taken</b>	<b>Who Completed?</b>	<b>Comments</b>
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform staff of facility status and give instructions for any tasks.			
3. Using emergency information, inform patients of facility status and give instruction about medication and diet to resume during missed dialysis treatment. (simulated)			
4. Inform the state survey agency of the facility status.			
5. Inform the local disaster agency of the facility status and the needs that are active.			
6. Inform the ESRD Network of facility status.			
7.			
8.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 3, 5 AM:** The facility administrator arrives at facility, as roads have now been cleared. However, it is quickly discovered that no power remains at the dialysis facility.

<b>Steps to Plan</b>	<b>Action Taken</b>	<b>Who Completed?</b>	<b>Comments</b>
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
3. Retrieve patient emergency packets to be faxed from an alternate location.			
4. Prepare written instructions for each patient.			
5. Inform patients of facility status and give instruction for back up dialysis treatment. Give patients choice of writing down instructions over phone or picking up written instructions. (simulated)			

Steps to Plan	Action Taken	Who Completed?	Comments
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8. Inform the ESRD Network of facility status.			
9.			
10.			
Comments:			

At the fourth pre-set time, read the following to staff:

**DAY 3, 9 AM:** While notifying technical services of the power outage, power is resumed to the facility.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
2. Conduct water treatment assessment and disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results if completed.			
4. Inform back up facility and patients of facility status and reopen date.			
5. Inform staff of reopen date.			
6. Inform Network 11 of reopen date.			
7.			
8.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

**FACILITY DRILL WORKSHEET**  
**SCENARIO 8: IMPENDING FLOODING**

**(Print pages 24 – 27)**

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 9 AM:** Your facility receives an alert that the rising river waters in spring may cause flooding to your facility’s region. Your facility is distant from the river, and you were informed earlier that the risk to your facility was not at all likely. While the city is taking measures, it may not be in time to protect the dialysis facility. Flooding is expected within two weeks.

Facility should implement first phase of emergency plan and complete the following:

<b>Steps to Plan</b>	<b>Action Taken</b>	<b>Who Completed?</b>	<b>Comments</b>
1. Convene facility to begin discussion on measures needed to prepare for flooding.			
2. Begin facility preparatory work to begin preparing patients and staff for flood waters:			
a. Prepare emergency information for each patient.			
b. Identify back-up facilities outside of flood zone area.			
c. Prepare emergency information for each patient.			
d. Communicate with back-up dialysis facilities as to how many patients can be accommodated with or without accompanying staff.			
e. Inform patients of facility plans and identify if each patient plans to stay in flood area.			
f. Match back up facilities with patients requiring dialysis if facility becomes flooded.			
g. Convene discussion with facility team on maintaining equipment and supplies if facility is able to remain open during flood.			



Steps to Plan	Action Taken	Who Completed?	Comments
h. Convene discussion with facility team if back-up support is required for other modalities: apheresis, CRRT, acute dialysis, peritoneal and home hemodialysis.			
3. Inform state survey agency and submit listing of patients and back-up facilities via fax.			
5. Inform the local disaster agency of the facility status and the needs that are active.			
4. Inform Network 11 and submit listing of patients and back-up facilities via fax.			
5.			
6.			
Comments:			

At the second pre-set time, read the following to staff:

**DAY 8, 9 AM:** Facility is updated that flooding is likely for facility. Flood waters to arrive in about 5 days.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform staff of facility status and provide education for next steps.			
3. Update back-up facilities.			
4. Update patients and caregivers as to timeline of using back-up facility as well as emergency contacts for dialysis treatment, local resources, and accessing emergent care.			
5. Distribute emergency information/ medical records to patients to bring to back-up dialysis facility.			

Steps to Plan	Action Taken	Who Completed?	Comments
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8.			
9.			
10.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 13, 9 AM:** The facility is informed that their building is being evacuated at 12 Noon today due to arriving flood waters this evening.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform back-up dialysis facility of status and arrival of patients. Fax over updated physician orders, medication lists, and other necessary updates to medical records.			
3. At end of patient shift, instruct them to use back-up dialysis facility for future treatments.			
4. Instruct all non-scheduled patients to begin using the back-up dialysis facility.			
5. Instruct staff on alternate work location, if applicable.			
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8. Retrieve patient emergency information before leaving facility.			
9. Inform the ESRD Network of facility status.			
10.			
11.			

Comments:

At the fourth pre-set time, read the following to staff:

**DAY 20, 9 AM:** A call is received alerting you that the facility is no longer in the evacuation zone. While the flood waters came near to the roadways by the facility, the waters receded.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Conduct water treatment assessment and disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results if completed.			
4. Inform back up facility and patients of facility status and reopen date.			
5. Inform staff of reopen date.			
6. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
7. Inform Network 11 of reopen date.			
8.			
9.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

## FACILITY DRILL WORKSHEET

### SCENARIO 9: EARTHQUAKE

**(Print pages 28 – 31)**

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 9 AM:** During the first shift of dialysis treatments of the day, staff and patients begin to feel vibration in the floor. Though not common to this region, staff quickly assess that an earthquake has commenced.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to patients.			
2. Per facility protocol and procedure, terminate dialysis treatments and use facility procedure for moving patients, caregivers, and staff to pre-identified protected area (simulated).			
3. Take emergency supply box to meeting place.			
4. Take emergency patient information.			
5. Call emergency services and notify them of any emergent needs of patients and to inspect building. (simulated)			
6. Remain in protected area until emergency services arrives.			
7. If able, notify facility management of situation.			
8. If able, inform physicians of facility status as well as patient conditions. Follow their instruction on patient follow up.			
9. Communicate status with patients and their families that are in protected area.			
10.			
11.			
Comments:			

At the second pre-set time, read the following to staff:

**DAY 1, 11 AM:** Emergency services arrives at the facility and determines the building is safe for exiting the safety area. Power and water have not been compromised.

Steps to Plan	Action Taken	Who completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform patients and staff of facility status and allow them to exit safe area. Inform them they may leave building if safe, and to await more instruction at home (simulated).			
3. Assess building for damage and document all damage to building and its contents.			
4. Consider consulting renovation company to assist with assessing/repairing damage.			
5. Assess if building needs to be secured to prevent further loss.			
6.			
7.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 1, 1 PM:** You receive notification from the city, as well as the management of the facility that the earthquake damage caused some issues with the water treatment equipment. Repairs are expected to commence tomorrow, and the facility will not be functional for the next three days.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
3. Inform patients and staff of facility status and to await more instruction (simulated).			
4. Prepare written instructions for each patient and send to back-up facilities.			

Steps to Plan	Action Taken	Who Completed?	Comments
5. Inform the state survey agency of the facility status.			
6. Inform the local disaster agency of the facility status and the needs that are active.			
7. Inform the ESRD Network of facility status.			
8.			
9.			
Comments:			

At the fourth pre-set time, read the following to staff:

**DAY 4, 9 AM:**      A call is received alerting you that all equipment has been repaired and procedures to prepare the facility for reopening can take place.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Conduct water treatment assessment and disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results if completed.			
4. Inform back up facility and patients of facility status and reopen date.			
5. Inform staff of reopen date.			
6. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
7. Inform the ESRD Network of reopen date.			
8.			
9.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:

**FACILITY DRILL WORKSHEET**  
**SCENARIO 10: GAS LEAK/NUCLEAR POWER PLANT EVENT**  
 (Print pages 32 – 35)

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with FOUR sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with “This is a drill” and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 2 PM:** In the middle of the patient second shift, staff begin smelling an odor within the facility. Over the next minute, the odor becomes stronger. Staff is highly suspicious that the odor may be a gas leak. You call the gas company, and you are told to immediately evacuate the building.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Assess immediate threat to patients.			
2. Call emergency services (simulated)			
3. Using emergency disconnect procedure, evacuate patients, family members, and staff (simulated)			
4. Once evacuation complete, meet in designated area outside of building.			
5. Take emergency supply box to meeting place			
6. Take emergency patient information.			
7. Inform physicians of facility status as well as patient conditions. Follow their instruction on patient follow up.			
8. Notify facility management of situation.			
9. Communicate facility status with patients and their families.			
10.			
11.			
Comments:			



At the second pre-set time, read the following to staff:

**DAY 1, 3 PM:** After emergency medical services arrives, it has been determined that there was a gas leak from the building's HVAC system. You are informed that the facility needs to be further evaluated before continuing medical services.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform patients of facility status and to await further instruction. (simulated)			
3. Inform Medical Director and nephrologists of facility status; retrieve instructions for patient treatments for today.			
4. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients if needed.			
5. Prepare written instructions for each patient.			
6. Inform the state survey agency of the facility status.			
7. Inform patients who have treatment scheduled today and instruct them on plan for treatment.			
8. Inform the local disaster agency of the facility status and the needs that are active.			
9. Inform the ESRD Network of facility status.			
10.			
11.			
Comments:			

At the third pre-set time, read the following to staff:

**DAY 1, 5 PM:** You receive notification from the city, as well as the management of the facility that the gas leak has been evaluated. Repairs will be required before the facility can reopen. The facility is expected to be unusable for three days.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
3. Inform patients and staff of facility status and give instruction for receiving ongoing treatment (simulated).			
4. Prepare written instructions for each patient and send to back-up facilities.			
5. Inform the state survey agency of the facility status.			
6. Inform the local disaster agency of the facility status and the needs that are active.			
7. Inform the ESRD Network of facility status.			
8.			
9.			
Comments:			

At the fourth pre-set time, read the following to staff:

**DAY 4, 10 AM:** A call is received alerting you that all equipment has been repaired and procedures to prepare the facility for reopening can take place.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility calling tree to inform needed parties of facility status.			
2. Conduct water treatment assessment and disinfection per facility policy. Estimate when results will be available.			

Steps to Plan	Action Taken	Who Completed?	Comments
3. Inform state survey agency of estimated reopen date and water results if completed.			
4. Inform back up facility and patients of facility status and reopen date.			
5. Inform staff of reopen date.			
6. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
7. Inform the ESRD Network of reopen date.			
8.			
9.			
Comments:			

At end of drill, solicit patient input regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion: