



NYC DOHMH Office of Emergency Preparedness and Response

LONG TERM CARE EXERCISE PROGRAM

Overview

The **New York City Department of Health and Mental Hygiene, Office of Emergency Preparedness and Response** (NYC DOHMH OEPR) invites you to participate in a unique emergency management initiative known as the **Long Term Care Exercise Program (LTCEXP)**. The **LTCEXP** is designed to improve the disaster readiness of the City's healthcare facilities -- long term care (nursing home and adult care) facilities and home care organizations -- by having facility emergency management teams learn to design, develop, conduct and evaluate meaningful exercises that identify the organization's strengths and opportunities for improvement in emergency response under simulated conditions.

OEPR has contracted **Incident Management Solutions, Inc. (IMS)**, an emergency management consultancy, to design, develop, and conduct this program initiative. In collaboration with the City's nursing home associations and other external partners, we will engage up to 100 facilities to take part in the **LTCEXP**. Participants will receive training and resources that will assist their facilities in **meeting CMS requirements** for planning, conducting, and evaluating emergency exercises. **There is no cost for participation**, requiring only the commitment of staff time. The seven-month program runs from October 2021 through May 2022 and includes Homeland Security Exercise and Evaluation Program (HSEEP) training and coordinated work group meetings that focus on conducting, evaluating, and documenting a city-wide functional exercise involving your facility.

Program Structure

The **LTCEXP** will be comprised of four Workshop Sessions, a briefing webinar, the functional exercise, and an after-action review conference. Participation in each activity is required as part of the program. **At present, all activities will be conducted virtually.**

Each participating facility will establish a three-person exercise planning team (EPT) consisting of two leadership staff, as well as an alternate, with knowledge and authority to participate in the entire program, ensuring representation at every session. Facilities will provide DOHMH with a signed commitment letter verifying their participation.

Preparing for the Program

Participants are strongly encouraged to take at least two of the following three FEMA interactive web-based Independent Study courses prior to the start of the program.

- IS-120.C: [An Introduction to Exercises](#)
- IS-130.A: [How to be an Exercise Evaluator](#), and
- IS-139.A: [Exercise Design and Development](#)

Registering for the Program

Space is limited! Register online **today** by selecting the following link and completing the brief registration process. [Click here to register](#)

Program Dates

October 13, 2021

Workshop Session 1
Exercise Design and Development

December 8, 2021

Workshop Session 2
Exercise Conduct

February 2, 2022

Workshop Session 3
Exercise Evaluation

March 21, 2022

Controller / Evaluator Briefing

March 22-23, 2022

Functional Exercise
(Attend one half-day session)

March 24, 2022

After-Action Review Conference

April 6, 2022

Workshop Session 4
After Action Review and Improvement Planning



For More Information

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