



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 long-term care facilities by having facility exercise planning 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 fifty skilled nursing and adult care facilities in the **LTCEXP Citywide Functional Exercise**. In a unique expansion of this year's programming, an additional five **home care (HC) agencies** and five **hospice and palliative care (HPC) facilities** are invited to participate in a separate, domain specific **LTCEXP tabletop exercise**. Participants in both exercises 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 2022 through April 2023 and includes Homeland Security Exercise and Evaluation Program (HSEEP) training and coordinated planning meetings that focus on conducting, evaluating, and documenting a citywide exercise involving your facility.

Program Structure

The **LTCEXP** will be divided into two sections: a functional exercise and a tabletop exercise. The functional exercise offering includes an introductory webinar, followed by three planning meetings, a briefing webinar, the functional exercise, and an after-action review conference. Participation in each activity is required as part of the program. *HC and HPC facilities will not be required to attend the webinars, and will only participate in the virtual tabletop exercise component on April 4, 2023.*

All activities will be conducted virtually.

Each facility participating in the functional exercise will establish an exercise planning team (EPT) ideally 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. Each facility will provide DOHMH with a digitally signed commitment letter verifying their participation.

Preparing for the Program

Participants are strongly encouraged to take the following two 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](#)

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

All sessions, including the exercises, are virtual

Introduction to Exercises

October 19, 2022

Initial Planning Meeting

November 16, 2022

Midterm Planning Meeting

January 11, 2023

Final Planning Meeting

February 15, 2023

Controller/Evaluator Briefing

March 13, 2023

Functional Exercise

(SNF/ACF only; attend one half-day session)

March 14-15, 2023

After-Action Conference

March 16, 2023

After-Action Review and Improvement Planning Workshop

March 29, 2023

Tabletop Exercise (HC/HPC Only)

April 4, 2023



For More Information

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