

Adult Care Providers Virtual Tabletop Exercise Factsheet

Exercise Date: Thursday June 13, 2013

Exercise Length: 1.5 Hours. Start time is 12:00 P.M. EST and end time is 1:30 P.M. EST.

Exercise Description: The Adult Care Providers Virtual Tabletop Exercise involves key personnel within Adult Care Facilities discussing simulated scenarios in an informal setting, and can be used to assess plans, policies, training and procedures. The Virtual Tabletop Exercise differs from other tabletop exercises in that it will be conducted using distance learning technology and is intended to provide an opportunity for administration and their staff across New York City to simultaneously participate in a hazard-specific facilitated discussion. Lead facilitation for the exercise will be coordinated by the Brookdale Center for Healthy Aging of Hunter College.

Target Audience: The exercise is designed for administration and staff with knowledge of the facility's disaster plan. We are currently recruiting ten (10) facilities.

Exercise Design: This Virtual Tabletop Exercise is designed to engage the participants in a no fault, hazard-specific exercise discussion. The Virtual Tabletop Exercise will be supported by a Situation Manual and a PowerPoint presentation, which will include the scenarios, discussion questions and debrief instructions.

The Virtual Tabletop Exercise will consist of:

- A hazard awareness briefing on the scenario hazard.
- Three discussion modules presented by the Brookdale/Hunter College facilitator.
- Local discussion with guided questions.
- Brief-outs from each participating facility after each module.
- Debrief conducted at each facility after the Virtual Tabletop Exercise has ended and forwarding the feedback via the Evaluation Form.

Participation Requirements: We are currently recruiting a minimum of ten (10) Adult Care Facilities. Electronic copies of the related exercise materials (PowerPoint presentation, Situation Manual with discussion questions, Evaluation Form, etc.) will be provided in advance by Brookdale/Hunter College.

- 1) All participants will be asked to log into **both** the Adobe Connect portal:
<https://huntercollege.adobeconnect.com/epcentral>

and

- 2) Dial into our teleconference system:
409-777-9000
PIN: 672358

NOTE: All telephone lines by default will remain open. You will be asked to mute your individual lines during the discussions

For More Information: To RSVP and/or for more information, please contact Matthew Khaled via email at epcentral@hunter.cuny.edu or via phone at 212-396-7837.