



Directions for Envelope Exercises

This exercise is targeted toward specific departments, not necessarily specific individuals.

Step one: Exercise planners will identify exactly what part of your plan you want to test.

Write at least one objective.

Step two: Write questions for specific departments.

For example: if you want to test your polices for preparedness and response to severe influenza or pandemic influenza, write questions for Administration, Pharmacy, and Housekeeping. (or any others)

Sample questions for Administration;

Have you had your flu shot? What does your policy say about wearing masks if employees refused the flu shots? Could your job be done remotely / working from home? Do you have families or pets that could prevent you from coming to work?

Step three: Consider what kinds of questions you could ask employees in other departments.

Step four: Put the questions in envelopes. Clearly mark the outside with the department's name, the time the envelope is to be opened, and to whom the envelope should be returned.

Example:

This is a drill.

The enclosed questions are to be answered by someone from the Facility Pharmacy.

Open this envelope at approximately 4:00 PM on Wednesday July 12.

Answer the questions in the spaces provided on the back of the page.

Return the envelope to Ellie the Exerciser in room 100 by 5:00 PM on July 13.

This exercise is only for purposes of improving our facility's response plans. There are no negative consequences if you do not know the correct answers. Ellie will provide feedback after the drill and any necessary education. Thank you for participating!

or

This is a drill.

The enclosed questions are to be answered by the Director of Nursing.

Open this envelope at approximately 2:00 AM on Wednesday July 12.

Answer the questions in the spaces provided on the back of the page.

Drop the envelope in the designated box in the breakroom by the end of business on July 13.

This exercise is only for purposes of improving our facility's response plans. There are no negative consequences if you do not know the correct answers. Ellie will provide feedback after the drill and any necessary education. Thank you for participating!

Step six: Distribute the envelopes to the appropriate departments.

Step seven: Review and evaluate the responses to the exercise questions.

After the exercise, examine the responses. Be sure to follow up with the participants. If you received incorrect answers, address those with education or training. People will be curious about how well they did. Show appreciation for their participation and remind them of how important it is for your facility to be vigilant about potential disasters.

Finally: Use the information you gathered to make any necessary changes to your policies or plans. The exercise isn't finished until you have USED what you learned to improve your response plans. If further training is need, or equipment needs to be purchased, then create an improvement plan. That plan should state exactly what needs to be done, by whom and when.

Follow-through is essential to a successful exercise.

If the exercise revealed some significant issues, then after you have completed your corrective actions, do it again! Then you'll know if your improvement plan worked!

Note: This drill can be used in any department on any shift. It is a great way to include everyone in preparedness training. It takes very little time and very little money. However, it DOES take some time on the part of the exercise planner.

Remember: Plan, Train, Exercise, Evaluate! Then do it all again!