



FLORIDA KIDNEY DISASTER COALITION **DISASTER DRILL INSTRUCTIONAL GUIDE:**

The purpose of this instructional guide is to assist dialysis providers in determining facility, patient and employee readiness to deal with a disaster, such as a hurricane. The drills can be completed by internal staff, or by 2 -3 people who do not work at the facility. One suggestion is to collaborate with a sister facility to assist each other in performing mock drills. The Disaster Drill Instructional Guide contains the following:

- ✓ **Employee – Patient Drill Training**
This tool provides useful guidelines on conducting a mock drill at your facility and contains suggestions for types of drills along with tips on post-drill critique and recommendations.
- ✓ **Hurricane Linda Drill**
Providers can use this drill sheet as a sample script for conducting their own mock drill. It contains scenarios likely to take place in a disaster and can be used to assess disaster plan readiness.
- ✓ **Employee Response Sheet**
This is an excellent tool for assessing the emergency preparedness of employees. This form helps identify and track responses so that providers can evaluate the personal preparedness and disaster plans of staff members.
- ✓ **Facility Questionnaire**
This tool was developed to assess the facility's preparedness for a disaster. It contains questions related to emergency preparedness at the staff, patient, and facility level. All the staff in the facility should be knowledgeable in disaster preparedness and questions on the form should be directed at all positions (Head Nurse, Floor Nurse, Unit Secretary, etc...).
- ✓ **Patient Questionnaire**
This tool can assist patients in assessing their own personal preparedness and knowledge on what to do if a disaster strikes. This form will help the auditor determine how well the patients are prepared and identify additional educational opportunities.
- ✓ **Phone Scenarios**
This form contains scenarios of real problems that could occur during any disaster. This tool will assist the auditor in assessing how the staff will deal with such situations under stress.
 - Change locations and disaster type to those that best fit your situation.
 - Someone outside the facility should make the calls throughout the mock drill, if possible.
- ✓ **Disaster Drill Evaluation and Action Form**
This tool can assist providers in developing an Action Plan to address areas identified as in need of improvement during the drill.