OTCN INSTRUCTION 1540.1A

From: Commanding Officer, Officer Training Command Newport

Subj: OTCN EMERGENCY ACTION TRAINING TEAM

Ref: (a) NETCINST 1500.13

Encl: (1) EAP Drill Guide Sample
(2) Annual Training/Drill Schedule
(3) 10 Basic Lifesaving Training/Drill Topics

1. Purpose. To establish the OTCN Emergency Action Training Team and promulgate guidelines.

2. Cancellation. OTCNINST 1540.1.

3. Applicability. This instruction is applicable to all command training programs.

4. Background

   a. The goal of the Emergency Action Training Team is to ensure the safety and well-being of students and staff is maintained at the highest level. The command will conduct periodic training and drills to ensure the staff is proficient in responding to emergent events and taking the appropriate actions. Quarterly walkthroughs and annual practical drillings of our Emergency Action Plans (EAP) are required per reference (a). The command will conduct at least one EAP training session and/or drill per month using enclosure (1).

   b. Training Process:

      (1) To ensure scheduled training and drills are conducted using the appropriate personnel and the training team will maximize resources to provide realistic training and increase the staff's proficiency in responding to EAPs.
(2) Training team will first provide training to appropriate staff members on 1 or more of the 10 Basic Lifesaving Training Topics.

(3) Once Training is complete, the Training Team will conduct scheduled Walk-Through training in accordance with (IAW) enclosure (2) in designated training venues in preparation for a drill on one of the 10 Basic Lifesaving topics.

(4) Upon successful completion of the walk-through training, the Training Team will schedule a drill on one of the topics in enclosure (3) in the designated training venue.

(5) Upon completion of the assigned drill, Lessons Learned will be collected by the training team and routed to the Commanding Officer (CO) through the Training Team Coordinator, Command Master Chief, and the Executive Officer. The Lessons Learned will include a determination if remediation training, walk-throughs, or additional drills need to be conducted. Following CO review and approval, the Lessons Learned and follow on course of action will be promulgated to all staff members.

c. Qualification Process:

(1) All training team members will be qualified in their respective training venues (i.e. Class Officer job qualification requirements (JQR), Recruit Division Commander JQR, Class Drill Instructor with Combat Lifesaver School (CLS), Fire Fighting Personnel Qualification Standards (PQS), and Buttercup PQS)

(2) All training team members will be High Risk Training Screened.

(3) All training team members will be basic first aid/CPR qualified

(4) All training Team Medical Liaisons will be Nurse Corps Officers.

(5) All training team members will read and become fully educated on enclosure (3).

4. Action. The following responsibilities are promulgated:

a. CO:

(1) Review and authorize planned EAP drills.
(2) Review and approve all training topics prior to training the entire command

(3) Review and approve the EAP drill schedule.

b. Training Team Coordinator:

(1) Prepare and review training topics for command training using enclosure (3).

(2) Prepare and submit an annual EAP training/drill schedule via the Executive Officer to the CO for approval.

(3) Conduct a minimum of one EAP drill at every training facility at least once per year.

(4) Ensure scheduled training and drills are conducted using the appropriate personnel. Maximize resources to provide realistic training and increase the staff’s proficiency in responding.

(5) Prepare, review and submit EAP drills to the CO for approval using enclosure (1) as a guide for drill training preparation.

(5) Ensure an operational risk management (ORM) assessment has been completed before each drill and ensure drills are conducted in accordance with reference (a).

(6) Brief staff on their responsibilities for each drill, addressing safety measures, conducting drills according to plan and de-briefing results to participating staff.

(7) Ensure lessons learned from each drill are disseminated throughout the command.

(8) Ensure at least one Medical Liaison is present for each EAP Training or drill to verify medical training/procedure accuracy.

(9) Ensure training is conducted IAW approved enclosure (2).

(10) Ensure there are training/drill binders for each of the topics listed in enclosure (3).
c. Training Safety Officers:

(1) Create drill packages as assigned by Training Team Coordinator and submit for review and approval using enclosure (1).

(2) Thoroughly read and understand all EAPs and be familiar with assigned responsibilities.

(3) Act as Drill Monitor for assigned evolutions.

d. Safety Occupational Health Specialist:

(1) Review all drill packages for ORM compliance.

(2) Review all drill packages to ensure student safety and well-being of participants is maintained throughout the evolution.

(3) Ensure the Enterprise Safety Application Management Services System is properly updated as required to document EAP drills in accordance with reference (a).

e. Training Team Members:

(1) Create drill packages as assigned by Drill Coordinator and submit for review and approval using enclosure (1).

(2) Thoroughly read and understand all EAPs and be familiar with assigned responsibilities.

(3) Act as Drill Monitor for assigned evolutions.

(4) Develop and deliver training as assigned by the coordinator IAW enclosure (3) and submit all lessons to Training Team Medical Liaisons for review prior to training.

f. Training Team Medical Liaisons:

(1) Review all training topics IAW enclosure (2) for accuracy and any required updates or changes.

(2) Ensure at least one Medical Liaison is present for each EAP Training or drill to verify medical training/ procedure accuracy.
(3) Review training plans IAW enclosure (2) prior to Training Team member providing training to staff members.

5. Requirements. All OTCN personnel are required to be familiar with the contents of this instruction and should be prepared to take actions required for EAP activation and drills at any time.

V. P. KEMPER

Distribution (OTCNINST 5218.1D):
List II
OFFICER TRAINING COMMAND NEWPORT

EMERGENCY ACTION PLAN (EAP)

DRILL GUIDE

SAFETY NOTE:
THIS IS A PEACE-TIME EXERCISE. AT NO TIME WILL SAFETY BE COMPROMISED TO ACHIEVE "OPERATIONAL REALISM".
OTCN EMERGENCY ACTION PLAN DRILL GUIDE
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The key to ensure safety while conducting high-risk training evolutions is a trained and qualified staff. "Staff", in this case, means far more than just those individuals that have direct contact with the students. All support and additional command personnel who are relied upon in an actual emergency must be included when planning, training, and exercising for possible emergency situations.

This exercise may be used as just such a training opportunity. Utilized to its fullest, this exercise will involve each and every responder and activity as if the emergency actually occurs. Activities that may be involved include:

- NAVSTA Newport Fire and Emergency Medical Service (F&ES).
- NAVSTA Newport Police.
- NHCNE (King Hall Medical) Corpsmen.
- Civilian fire and rescue units.
- Civilian medical facilities.

Benefits will be derived from this exercise only if the training, planning, and walk-through have been conducted. Simulations should be kept to the absolute minimum. For example, if the emergency action plan states that the Fire and Emergency Medical Services will perform EMT duties then the Fire and Emergency Medical Services should be involved with the planning process, briefed, and prepared to participate in the exercise.

At all times during this exercise safety IS paramount. The OTCN Emergency Action Training Team will act strictly in an observer capacity, and will intervene only if an unsafe condition is not corrected immediately by a staff member participating in the exercise. Concepts used in this instruction take into consideration the following terms:

a. "Shall" means procedure is mandatory.
b. "Should" means procedure is recommended.
c. "May" and "need not" mean procedure is optional.
d. "Will" indicates futurity and never indicates any degree of requirement for application of a procedure.

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<table>
<thead>
<tr>
<th>Event / Drill Type</th>
<th>Exercise</th>
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</thead>
<tbody>
<tr>
<td>Date(s) (Time)</td>
<td>Sub Events</td>
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</tbody>
</table>

PURPOSE OF EXERCISE PROGRAM:
To provide an opportunity for OTCN High Risk Instructors to rapidly assess, activate, and mitigate a crisis situation utilizing the EAP.

SCOPE OF EVENT:
This is a quick reaction, scenario-driven exercise to evaluate OTCN High Risk Instructor’s response to a Medical Emergency. Event will be evaluated by the drill team.

FREQUENCY OF EVENTS:
Quarterly Walk-through by the drill team shall be performed to validate procedures and verify operability, availability, and applicability of emergency procedures and equipment. An Annual exercise shall be performed to include participation by appropriate local emergency personnel, and base emergency services/disaster preparedness offices).

REFERENCES

<p>| | |</p>
<table>
<thead>
<tr>
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</table>
a) | OTCNINST 6110.5B Physical Training Emergency Action Plan        |
b) | OTCNINST 6110.4B Student Physical Training Guidelines            |
c) | OPNAVINST 3500.39 Operational Risk Management                    |
d) | OPNAVINST 11320.23F Fire & Emergency Services Program            |
e) | NETCINST 1500.13 NETC HRTS Program                               |

TRAINING OBJECTIVES: | OBJECTIVES MET / NOT MET:

1. Assess High Risk Instructors ability to respond to a Medical Emergency while conducting Physical Training.
   | MET
2. Assess response times of the personnel tending to the medical emergency.
   | NOT MET

SAFETY NOTE:
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3. Observe coordination between OTCN Staff and Emergency Response Teams.

4. Evaluate Training Safety Officer Assessment Team's ability to conduct complex exercise.

SAFETY CONSIDERATIONS:
A SAFETY INSPECTION SHALL BE PERFORMED PRIOR TO THE EXECUTION OF THE EXERCISE. ANY DISCREPANCIES NOTED DURING ANY PRE-DRILL INSPECTION WILL BE CORRECTED PRIOR TO PERFORMING THE DRILL. ADDITIONAL WALK-THROUGHS MAY BE CONDUCTED THE DAY OF THE DRILL. THE TRAINING SAFETY OFFICER (TSO), COURSE SUPERVISOR, SAFETY OBSERVER, SAFETY OFFICER, AND COMMANDING OFFICER HAVE THE AUTHORITY TO STOP THE DRILL AT ANY TIME.

TRAINING TIME-OUT (TTO)
ANYONE OBSERVING AN UNSAFE CONDITION SHALL CALL A TTO. A TTO CAN BE CALLED DURING ANY TRAINING SITUATION WHENEVER A STUDENT OR INSTRUCTOR EXPRESSES CONCERN FOR PERSONAL SAFETY. PERSONNEL WILL REQUEST A TTO, ORALLY OR BY SIGNAL, TO CLARIFY THE SITUATION AND RECEIVE ADDITIONAL INSTRUCTION AS APPROPRIATE. DURING EVENTS WHERE THE NOISE LEVEL IS SUCH THAT WORDS MAY NOT BE EASILY UNDERSTOOD, A SIGNAL SUCH AS MAKING A "T" WITH THE HANDS OVER THE HEAD CAN BE USED. A WAVING OF THE HANDS TO GET ATTENTION PRIOR TO GIVING THE TIME OUT SIGNAL MAY ALSO BE USED.

OTCN EMERGENCY ACTION TRAINING TEAM
- EATT will not contact exercise participants without prior coordination through the drill coordinator.
- Participants will not contact non participants without prior coordination through the drill coordinator
- EATT will ensure exercise is conducted in a realistic but safe manner and will notify Safety Officer if the potential exist for unsafe conditions.
- Intervention point exclusive to the planned exercise will be disclosed during the pre-exercise brief.

ACTUAL REAL WORLD RESPONSE:
In the event of a required real-world response, ensure the announcement: "Drill Secured! Drill Secured! Drill Secured!" is called by a staff member and echoed by all participants. The drill will be stopped immediately. Ensure CDO is informed of exercise cancellation.

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LESSONS LEARNED: (Last drill was held on xxxxx)

<table>
<thead>
<tr>
<th>AUTHORIZED simulations:</th>
<th>AUTHORIZED PROPS:</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Screaming</td>
<td>1. Fake blood (to assess staff member’s resilience to gore.</td>
</tr>
<tr>
<td>2. Pain</td>
<td>2. Bull Horn (to simulate arrival of EMS; improve communications.)</td>
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<tr>
<td>3. Dizziness</td>
<td>3. Whistles (only when drilling).</td>
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<tr>
<td>5. Choking</td>
<td>5. Drill casualty cards</td>
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<td></td>
<td>6. Training AED</td>
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</tbody>
</table>

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OFFICER TRAINING COMMAND NEWPORT
EMERGENCY DRILL

Compound Fracture

18 January 2013

1. DRILL SCENARIO:

2. METHOD OF DISCLOSURE: APPROVAL SHALL BE OBTAINED FROM THE COMMANDING OFFICER UTILIZING APPROPRIATE ENCLOSURES CONTAINED IN THIS INSTRUCTION. Disclosure shall happen no sooner than 48 hours prior to the date of the drill and no later than 60 minutes prior to the event.

OPERATIONAL RISK MANAGEMENT (ORM)

<table>
<thead>
<tr>
<th>Severity</th>
<th>Probability of Occurrence</th>
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<tbody>
<tr>
<td></td>
<td>A</td>
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<td>I</td>
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<td>III</td>
<td>2</td>
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<td>IV</td>
<td>3</td>
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Risk Assessment Code
1 = Critical
2 = Serious
3 = Moderate
4 = Minor
5 = Negligible

Hazard Severity: ____  Mishap Probability: ____

Risk Assessment Code: ____

<table>
<thead>
<tr>
<th>HAZARD</th>
<th>PROBABILITY/SEVERITY</th>
<th>CONTROL</th>
<th>RAC</th>
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*Risk is an expression of possible loss, adverse outcome, or negative consequence such as injury, or illness expressed in terms of probability, and severity. A Hazard is any real or potential condition that can cause injury, illness, or death to personnel; damage to or loss of equipment or property; degradation of mission capability or impact to mission accomplishment; or damage to the environment (Synonymous with the term threat.). Potential hazards and risks associated with this evolution will be identified utilizing the time critical and/or deliberate and/or in depth method. Identified hazards are as follows: (1, 2, 3, etc.). This list though deliberate is not all inclusive. With controls in place, the benefits of conducting the drill outweigh the risk. All Controls can be implemented at this level.

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# OTCN EMERGENCY ACTION PLAN DRILL GUIDE

## MEDICAL EMERGENCY EXERCISE BRIEF/GRADE SHEET

<table>
<thead>
<tr>
<th>Title of Drill:</th>
<th>Date:</th>
<th>Time:</th>
<th>Actual Start Time:</th>
</tr>
</thead>
</table>

1. **Victim found. 1st person to victim assumes the duties of 1st responder.**
   - Assess immediate area for safety of responder and victim.
   - Assesses victim and signals/calls for help from closest staff members.
   - Initiates Training-Time-Out (TTO) and activates EAP.

2. **2nd RESPONDER instructs staff member with phone to “call Emergency Medical Services (1-3333, 401-841-3333, or 911) and report back.”**
   - Elements included in EMS call:
     1. Clearly state that this call is for an "EXERCISE DRILL EMERGENCY”.
     2. States the name of the facility.
     3. States the specific location within the facility.
     4. States reason for the call, brief description of the mishap/situation.

3. **Effective CPR initiated by 1st RESPONDER.**
   - 30:2 chest compression/breaths ratio (at least 100 compressions / minute at depth 2 inches)
   - 5 cycles of CPR completed in 2 minutes

4. **AED should be turned ON and pads correctly applied to by 2nd responder or qualified CPR/AED personnel.**
   - Follow AED prompts.
   - Initiate 2 person rescuers, SO resumes chest compressions.

5. **3rd Responder/High Risk Instructor**
   - Identifies CPR/AED qualified staff members to assist with CPR efforts (primarily chest compressions).
   - Identifies personnel to meet and guide EMS to scene.
   - Sends staff member to King Hall Medical.
   - Directs Non-essential/Non-Affected personnel to muster at designated areas.
   - Notifies Command Duty Officer.

6. **CPR/AED continues until EMS arrives/drill is secured.**

**COMMENTS:** Items can be N/A.

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# OTCN EMERGENCY ACTION PLAN DRILL GUIDE

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## PHYSICAL TRAINING SAFETY OFFICER ASSESSMENT TEAM RESPONSIBILITIES AND INTERVENTION POINTS

<table>
<thead>
<tr>
<th>Position</th>
<th>Personnel</th>
<th>Monitors (critical attributes)*</th>
<th>Intervention Point</th>
</tr>
</thead>
</table>
| Lead Monitor        | PTTSO/Drill Team Coordinator | Monitors all Drill Controls and simulations for the DRILL. Overall Time keeper. Responsible to record start time and end time of drill. | - Use of non-training AED.  
- Responder attempts to hook up an AED to the victim (live victim).  
- Responder attempts to perform any First Aid that may be harmful to live victim i.e. direct pressure, pressure points, abdominal thrusts, tourniquets, etc.  
- Unsafe/incorrect safety routes for F&ES. |
| 1st Responder/2nd Responder Monitor | EMT/Nurse                  | Assessment of CPR/AED qualified personnel. Monitors response time for:  
- Initiation of a Training Time Out (TTO).  
- Activation of EAP if necessary.  
- Monitors effective CPR according to AHA guidelines.  
- Monitors for arrival of AED.  
- Monitors preparation and placement of AED. | - Failure to survey area for safety.  
- Responder attempts to initiate chest compressions/rescue breaths on victim (live victim).  
- Incorrect placement of AED (verbal prompt).  
- Incorrect operation of AED.  
- Failure to “Clear Personnel” before AED Operation. |
| 3rd Responder Monitor | CDTT Member/ Course LCPO     | - Maintaining CPR effort and scene management.  
- Identifies CPR-AED qualified staff members to assist with CPR efforts  
- Identifies personnel to meet and guide EMS to scene  
- Directs non-essential/non-affected personnel to muster at designated areas | - Failure to manage scene effectively.  
- No personnel identified to continue rescue efforts.  
- Ushers and guides not assigned or posted.  
- Muster of non-essential personnel not accomplished. |

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3
# OTCN EMERGENCY ACTION PLAN DRILL GUIDE

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<table>
<thead>
<tr>
<th>Supervisory Monitor</th>
<th>CDTT Member/Safety Officer</th>
<th>Communication/Effectiveness with:</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>- Fire and Emergency Services</td>
</tr>
<tr>
<td></td>
<td></td>
<td>- King Hall Medical</td>
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<tr>
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<td></td>
<td>- Command Duty Officer</td>
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<td></td>
<td><em>Includes recording contact times</em></td>
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<thead>
<tr>
<th>Safety Monitor</th>
<th>CDTT/LEAD RDC/Chief Drill Instructor/Course Supervisor</th>
<th>OVERALL SAFETY</th>
</tr>
</thead>
</table>

- Failure to call F&ES/CDO.
- Failure to relay communication as outlined in EAP and brief sheet.
- Any Safety concern or violation of EAP.

Muster sites: Students, Candidate Officers;

**Staff Response should be as follows:**

- **1st Responder:**
  - Ensures immediate area around victim is safe from detrimental conditions to the responder and/or victim.
  - Assesses victim and signal/call for help from closest staff member.
  - Calls Training-Time-Out (TTO), all around will echo and activate Emergency Action Plan.
  - Starts CPR within 10 seconds of cardiac arrest recognition.

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- 2nd Responder:
  • Calls EMS with phone.
    - Can delegate to another staff member to PREVENT DELAY in placement of Automated External Defibrillator (AED).
  • Brings AED/First Aid kit to victim.
    - Prepares victim for AED pads placement, powers on AED and places pads on the victim without interrupting chest compressions for longer than 10 seconds.
  • Assumes chest compressions from 1st Responder.
    - Should occur when AED is analyzing victim.

- 3rd Responder (if applicable):
  • Responsible for maintaining CPR effort and scene management.
    - Identifies CPR-AED qualified staff members to assist with CPR efforts.
    - Identifies personnel to meet and guide EMS to scene.
    - Sends staff member to King Hall medical.
    - Directs non-essential/non-affected personnel to muster at designated areas.
    - Notifies Command Duty Officer of emergency situation.

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## Critical Attributes

<table>
<thead>
<tr>
<th></th>
<th>Unsat</th>
<th>Below Average</th>
<th>Average</th>
<th>Above Average</th>
<th>Excellent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drill Control</td>
<td>N/A</td>
<td>1. Inappropriate drill monitor interventions were taken. 2. Briefed monitor intervention points were not taken. 3. FIRST AID/AED on scene did not occur in 3 mins or less. 4. Evacuation did not occur in less than 10 minutes. 5. Instructors use wrong exits. 6. Improper/delayed muster taken.</td>
<td>1. No inappropriate drill monitor interventions were taken. 2. Briefed monitor intervention points were taken. 3. FIRST AID/AED on scene occurred in 3 mins or less. 4. Evacuation occurred in less than 10 minutes. 5. Proper exits used. 6. Timely/accurate muster taken.</td>
<td>N/A</td>
<td>N/A</td>
</tr>
<tr>
<td>Drill Simulation</td>
<td>N/A</td>
<td>1. 1st Responder/F&amp;ES/EMS did not identify the emergency that is being simulated. 2. Drill simulations did not reflect conditions as they would appear.</td>
<td>1.1st Responder/F&amp;ES/EMS identified the emergency that is being simulated. 2. Drill simulations accurately reflected conditions.</td>
<td>N/A</td>
<td>N/A</td>
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| Operations | 1. Immediate actions not taken.  
2. Staff actions violate safety or threaten injury to personnel. | 1. Immediate actions not taken.  
2. Not all Follow up Actions performed.  
3. Significant delays in restoring. | 1. All immediate actions taken.  
2. Follow up actions completed.  
3. Minimum reports made to Safety Officer.  
4. Staff restores training with some delay. | 1. All immediate actions taken.  
2. Follow up Actions completed w/o delay.  
3. Good information flow to Safety Officer.  
4. Staff restores or maximizes training with little delay. | 1. All immediate actions taken w/o delay.  
2. Follow up Actions completed w/o delay.  
3. Good information flow to Safety Officer.  
4. Staff restores or maximizes training with no delay. |
| Supervisory Control | 1. PT Coordinator and first responders are unable to stabilize the building.  
2. No immediate actions performed.  
3. NO reports made.  
4. EMS is not in the correct position to direct services. | 1. PT Coordinator relies entirely on Instructor input to coordinate EMS actions.  
2. CDO not kept informed of limits.  
3. EMS does not interact with Safety Chief. | 1. PT Coordinator relies primarily on Instructor input to coordinate EMS actions.  
2. CDO informed of most changes.  
3. EMS interacts with NCC on control issues.  
4. EMS often in the correct position to direct recovery. | 1. PT Coordinator coordinates ER actions with limited prompting from Instructors.  
2. EMS informed of most changes in building status.  
3. EMS regularly interacts with Safety Officer on control issues.  
4. EMS in the correct position to direct recovery. | 1. PT Coordinator/EMS drives resolution of the casualty.  
2. CDO kept informed  
3. EMS regularly interacts with Safety Chief.  
4. EMS consistently in the correct position to direct. |

**SAFETY NOTE:**

*This is a peace-time exercise. At no time will safety be compromised to achieve "operational realism".*
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PRE DRILL SAFETY WALK-THROUGH CHECK SHEET

A SAFETY INSPECTION SHALL BE PERFORMED PRIOR TO THE EXECUTION OF THE DRILL. A COMPREHENSIVE LIST OF DISCREPANCIES AND CORRECTIVE ACTIONS SHALL BE DRAFTED WHEN OUTSIDE SOURCES ARE RESPONSIBLE FOR CORRECTING THE DISCREPANCY. ANY DISCREPANCIES NOTED DURING ANY PRE-DRILL INSPECTION WILL BE CORRECTED PRIOR TO PERFORMING THE DRILL. ADDITIONAL WALK-THROUGHS MAY BE CONDUCTED THE DAY OF THE DRILL. ITEMS LISTED BELOW ARE REPRESENTATIVE OF WHAT SHOULD BE CHECKED DURING A WALK-THROUGH AND IS NOT ALL-INCLUSIVE.

Trip Hazards:                      Shock Hazards:

Falling Hazards:                  Fire Hazards:

Protruding Hazards:               Projectile Hazards:

☐ Check safety equipment.
☐ Test training event communication circuits.
☐ Search for any hazardous condition.
☐ Was a safety brief conducted before this evolution?
☐ Check for Hazardous Weather conditions.
☐ Ensure Personal Protective Equipment is used as required.

Corrective Actions

|                                                             |
|                                                             |
|                                                             |
|                                                             |
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|                                                             |

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SCENARIO OVERVIEW

The scenario is designed to allow OTCN Staff, F&ES/Security an opportunity to rapidly respond to a life threatening medical emergency.

A. OVERVIEW:

1. What: Responsive victim.
2. When: 1120, 18 January 2013

B. SCENARIO: On or around 1120 a candidate will collapse and simulate a Compound Leg Fracture. CDTT will be already briefed and in position to record chain of events leading and up to the successful rescue of the victim.

C. EVALUATORS/CDTT INSTRUCTIONS:

1. Safety is your primary concern.
2. Conduct safety walk-through and pre-event checks.
3. Do not stray from the script.
4. Intervene IAW with your respective intervention point.
5. Call a TTO if safety is compromised.

6. 1st responder monitor will announce "EXERCISE! EXERCISE! EXERCISE!" after victim has been located if the planned drill will involve simulated real time actions. 1st responder monitor will announce "LIVE EXERCISE! LIVE EXERCISE! LIVE EXERCISE!" after victim has been located if the planned drill will involve real time actions. Additionally the Supervisory Monitor will call F&ES, 24 hours prior and 15 Minutes prior to the commencement of the planned exercise to notify the dispatcher of the drill scenario, drill start time and subsequent end time.

D. COMMUNICATIONS PLAN: Will be executed in accordance with PTEAP

SAFETY NOTE:

THIS IS A PEACE-TIME EXERCISE. AT NO TIME WILL SAFETY BE COMPROMISED TO ACHIEVE "OPERATIONAL REALISM".
E. LIVE VICTIMS: “Live Victims” will be given a YELLOW VEST to wear after they have been identified by the first responder. This will mitigate any confusion between “Live Victim” and a “real time casualty”. At no point will “Live Victim” compromise safety to achieve realism.

CAUTION
ALL CDTT MEMBERS ARE RESPONSIBLE FOR INTERVENTION
IF THE “LIVE VICTIM’S HEALTH OR SAFETY IS IN JEOPARDY. TTO SHALL BE CALLED FOLLOWED BY “DRILL SECURED! DRILL SECURED! DRILL SECURED!” IF SAFETY BECOMES COMPROMISED.

F. DRILL PARTICIPANTS (some positions will be filled out ipso facto).

<table>
<thead>
<tr>
<th>POSITION</th>
<th>NAME</th>
<th>PHONE NUMBER *</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st RESPONDER</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT COORD/Safety Observer</td>
<td></td>
<td></td>
</tr>
<tr>
<td>CDO</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Live Victim**</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Lead Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>1st Responder/AED Operator Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>PT COORD Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Supervisory Monitor</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Safety Monitor</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

* Provide at brief
** Victim safety shall never be placed in jeopardy. All actions will be simulated with the utmost care for health and safety.

DRILL PACKAGE APPROVAL

Drafted: ___________________________ (Drill Coordinator)

Submitted: _________________________ (Safety Officer)

Reviewed: _________________________ (Executive Officer)

SAFETY NOTE:
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OTCN EMERGENCY ACTION PLAN DRILL GUIDE
FOR OFFICIAL USE ONLY

Approved: ___________________________ (Commanding Officer)

DRILL BRIEF CHECKLIST

☐ All monitors present
☐ Current Building Conditions that effect conduct of the drills
☐ Overall drill sequence with purpose/goal of each drill
☐ For each drill brief:
  ☐ Monitor Assignments
  ☐ Brief Scenario
  ☐ Brief Alternate Courses of action that will be allowed or prevented
  ☐ Discuss Simulations
  ☐ Brief Immediate Actions (including those for anomalies and alternate courses of action)
  ☐ Brief Critical Attributes (Include Monitor Assigned and key timeline data desired)
  ☐ Brief Recurring Deficiencies (Include Monitor Assigned)
  ☐ Drill Team Members Read Applicable Monitor Intervention Points
  ☐ Brief Building Conditions/Termination Point
  ☐ Team Leader Quiz Monitor Intervention Points
  ☐ Quiz Key Simulation Points
☐ Discuss with Drill Team Key Items (Methods to Avoid Alarm, Monitor Intervention Process, Important Comment Areas (Immediate Actions, Monitor Intervention Required, or Procedural Violations)
☐ CO Comments

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DRILL CRITIQUE CHECKLIST

☐ Gather Comments from those drill monitors who do not attend the formal critique and dismiss them.
☐ Required Monitors and Man in Charge from drilled personnel present.
☐ For Each Drill:
  o Immediate Actions (Done/Not Done/Done with Comment)
  o Critical Attributes (Met/Not Met/Met with Comment)
  o Evaluate Timeline Data and Determine Deficiencies
  o Recurring Deficiencies
  o Instances where Monitor Intervention was Required (even if not covered at the brief)
  o Procedural Violations (including evaluation intervention process)
  o Other Comments (Reference Cited)
  o Drill Team Comments (Simulation Problems, Intervention Process, Drill Guide Changes, etc.)
  o Material Deficiencies Identified (pass to Fidelity)
  o Assign Severity Level to Comments
  o Assign Grades:
    ▪ Drill Simulation
    ▪ Drill Control
    ▪ Operations
    ▪ Overall
☐ Closing Comments

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INSTRUCTOR SECTION DEBRIEF

☐ Instructors and Staff members present.
☐ For Each Drill:
  ☐ Review Goal, Objectives, and Overall Sequence.
  ☐ Self-Critiques:
    ☐ Immediate Actions (Done/Not Done/Done with Comment)
    ☐ Critical Attributes (Met/Not Met/Met with Comment)
    ☐ Evaluate Timeline Data and Determine Deficiencies
    ☐ Recurring Deficiencies
    ☐ Instances where Monitor Intervention was Required (even if not covered at the brief)
    ☐ Other Instructor Comments (Quiz on Reference).
    ☐ Was the Simulation Clearly Understood
    ☐ Instructors present their comments (Identifying Grade Driving Comments).
    ☐ Instructors Assign Grades (Evaluator Follows with Actual Grades with a Discussion Regarding Differences):
      ▪ Drill Simulation
      ▪ Drill Control
      ▪ Operations
      ▪ Overall

☐ Any Comments or Concerns (Include Unresolved Issues).

SAFETY NOTE:
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Annual Training Schedule

<table>
<thead>
<tr>
<th>Month</th>
<th>TRAINING TOPIC</th>
</tr>
</thead>
<tbody>
<tr>
<td>JANUARY</td>
<td>HEAD INJURIES (D-10 / W-10)</td>
</tr>
<tr>
<td>FEBRUARY</td>
<td>CARDIAC ARREST (D-1 / W-1)</td>
</tr>
<tr>
<td>MARCH</td>
<td>BLEEDING (D-7 / W-7)</td>
</tr>
<tr>
<td>APRIL</td>
<td>OPEN FRACTURE (D-6 / W-6)</td>
</tr>
<tr>
<td>MAY</td>
<td>RESPIRATORY DISTRESS (D-2 / W-2)</td>
</tr>
<tr>
<td>JUNE</td>
<td>HEAT INJURIES (D-8 / W-8)</td>
</tr>
<tr>
<td>JULY</td>
<td>DROWNING (D-4 / W-4)</td>
</tr>
<tr>
<td>AUGUST</td>
<td>CARDIAC ARREST (D-1 / W-1)</td>
</tr>
<tr>
<td>SEPTEMBER</td>
<td>BURNS (D-3 / W-3)</td>
</tr>
<tr>
<td>OCTOBER</td>
<td>COLD INJURIES (D-9 / W-9)</td>
</tr>
<tr>
<td>NOVEMBER</td>
<td>RESPIRATORY DISTRESS (D-2 / W-2)</td>
</tr>
<tr>
<td>DECEMBER</td>
<td>SEIZURE (D-5 / W-5)</td>
</tr>
</tbody>
</table>

D - Drill

W - Walk-through
## Annual Emergency Action Drill Matrix

<table>
<thead>
<tr>
<th>Month</th>
<th>Fire School</th>
<th>Buttercup</th>
<th>PT</th>
<th>High Ropes</th>
<th>Combat Pool</th>
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<tbody>
<tr>
<td>January</td>
<td>W-2 RESPIRATORY DISTRESS</td>
<td>D-9 COLD INJURIES</td>
<td>W-2 RESPIRATORY DISTRESS</td>
<td>W-4 DROWNING</td>
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<tr>
<td>February</td>
<td>D-2 RESPIRATORY DISTRESS</td>
<td>W-4 DROWNING</td>
<td>D-2 RESPIRATORY DISTRESS</td>
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<td>D-4 DROWNING</td>
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<tr>
<td>March</td>
<td>W-1 CARDIAC ARREST</td>
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<td>W-5 SEIZURE</td>
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<td>W-10 HEAD INJURIES</td>
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<tr>
<td>April</td>
<td>D-1 CARDIAC ARREST</td>
<td>W-1 CARDIAC ARREST</td>
<td>D-5 SEIZURE</td>
<td>W-1 CARDIAC ARREST</td>
<td>D-10 HEAD INJURIES</td>
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<tr>
<td>May</td>
<td>W-3 BURNS</td>
<td>D-1 CARDIAC ARREST</td>
<td>W-6 OPEN FRACTURE</td>
<td>W-1 CARDIAC ARREST</td>
<td>W-7 BLEEDING</td>
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<td>June</td>
<td>D-3 BURNS</td>
<td>D-10 HEAD INJURIES</td>
<td>D-6 OPEN FRACTURE</td>
<td>W-8 HEAT INJURIES</td>
<td>D-7 BLEEDING</td>
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<td>July</td>
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<td>D-10 HEAD INJURIES</td>
<td>W-8 HEAT INJURIES</td>
<td>W-1 CARDIAC ARREST</td>
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<tr>
<td>August</td>
<td>D-8 HEAT INJURIES</td>
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<td>D-8 HEAT INJURIES</td>
<td>W-6 OPEN FRACTURE</td>
<td>D-1 CARDIAC ARREST</td>
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<tr>
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<td>W-1 CARDIAC ARREST</td>
<td>D-6 OPEN FRACTURE</td>
<td>W-9 COLD INJURIES</td>
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<tr>
<td>October</td>
<td>D-5 SEIZURE</td>
<td>W-6 OPEN FRACTURE</td>
<td>D-1 CARDIAC ARREST</td>
<td>D-9 COLD INJURIES</td>
<td></td>
</tr>
<tr>
<td>November</td>
<td>W-9 COLD INJURIES</td>
<td>D-6 OPEN FRACTURE</td>
<td>W-9 COLD INJURIES</td>
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<td>W-2 RESPIRATORY DISTRESS</td>
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<tr>
<td>December</td>
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<td>W-9 COLD INJURIES</td>
<td>D-9 COLD INJURIES</td>
<td></td>
<td>D-2 RESPIRATORY DISTRESS</td>
</tr>
</tbody>
</table>

D - Drill  W - Walk-through
10 Basic Lifesaving Training/Drill Topics

<table>
<thead>
<tr>
<th>ABBREVIATION</th>
<th>TRAINING / DRILL TYPE</th>
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<tbody>
<tr>
<td>D-1 / W-1</td>
<td>CARDIAC ARREST</td>
</tr>
<tr>
<td>D-2 / W-2</td>
<td>RESPIRATORY DISTRESS</td>
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<td>D-10 / W-10</td>
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D - Drill

W - Walk-through