SOUTHWEST FLORIDA HEALTHCARE COALITION

HEALTH PLANNING COUNCIL OF SOUTHWEST FL

Seeking Safe Haven: Evacuating Our Seniors

Virtual Exercise Participation Guide

April 24, 2025

Document Purpose: This Virtual Exercise Participation Guide provides exercise participants with an overview of the tools and systems that will be utilized during the exercise. All exercise participants may view the participation guide.

VIRTUAL EXERCISE PARTICIPATION

Before the Exercise

- After registering for the exercise, participants should have received a confirmation email of their registration, information on how to access their exercise materials through the Web Portal, and an individualized login link to the exercise from Zoom. **Please do not share your link. Each participant should register for the exercise.** If you are unable to find your exercise confirmation, it will be re-sent on the morning of the exercise.

- Please test audio and visual equipment on your computer or device prior to the exercise to ensure your technology is in good working order. If you require assistance logging in to the exercise, please speak with a member of your organization's Information Technology Team. Please review the 'Using Zoom' section below to help answer any initial questions.

- Review the Situation Manual in its entirety and come prepared to fully engage in exercise discussion. It is encouraged to have the Situation Manual available during the exercise so that you can take notes as needed.

- Obtain a copy of your organization's Emergency Operations Plan or any other associated plans and policies for use on the day of the exercise.

During the Exercise

- Everyone will be initially placed in a Zoom Waiting Room. Once you have been admitted to the meeting, all attendees will be muted until large group and small group discussions begin. **Video participation is welcome and encouraged.** To participate in discussion, you may unmute yourself on the Zoom Task Bar or by pressing *6 on your phone, or by using the chat feature.

- Have a copy of your Emergency Operations Plan or any other associated plans and policies available for reference.

- Have access to the Situation Manual. You may choose to notate on this Situation Manual, on your computer, or by hand on a printed copy. Taking notes is not required but is recommended to assist in completing the After-Action Report/Improvement Plan after the exercise.

- Login to the Zoom Meeting using your computer. The Zoom login information can be found in your registration confirmation email sent via Zoom. If you are using your phone for audio, please do not forget to link your audio to your computer. For more information on how to complete this, please see the 'Using Zoom' section below.

- Participate in all group discussions. Group discussions will be moderated by a Facilitator and follow the questions listed in the Situation Manual.

Following the Exercise

- Participate in the exercise Hot Wash by sharing Areas for Improvement, Strengths, and/or Gaps that have been identified during the exercise.

- All exercise materials, including the PowerPoint and any requested resources during the exercise, will be available following the exercise. You can find all exercise resources within the All Clear Web Portal by Clicking Here.

- **Complete the Participant Feedback Form by May 1, 2025,** by Clicking Here.

- The exercise After-Action Report/Improvement will be shared with participants within 30 days of exercise completion. Once the After-Action Report/Improvement Plan has been shared, check to ensure that your organization is listed on the Exercise Participants Appendix. Then, complete the organization specific Improvement Plan in the After-Action Report. If you are having trouble completing the organization-specific portions of the After-Action Report, please reach out to our team at GinnyS@allclearemg.com.

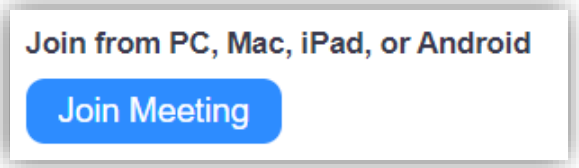
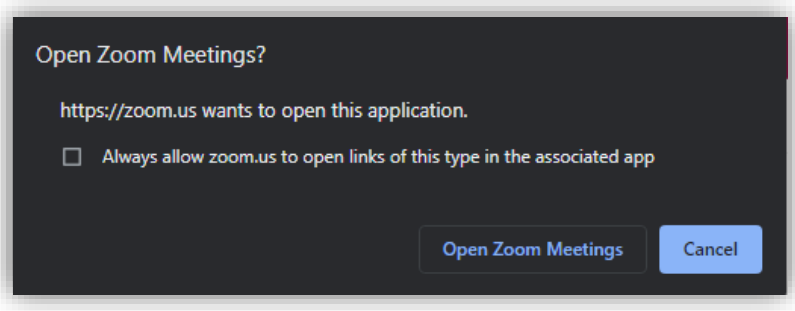
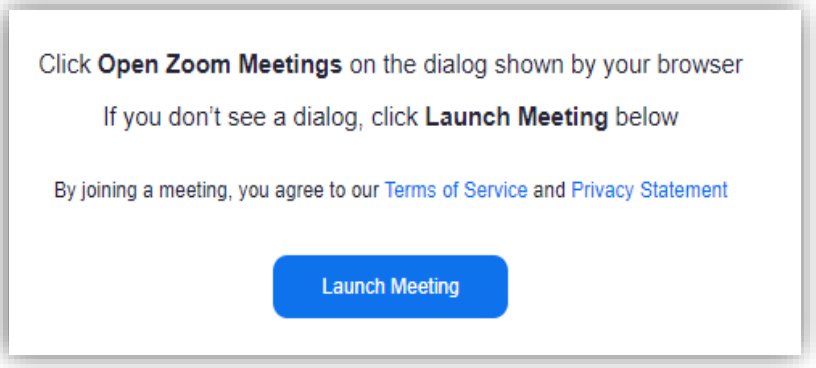
- Keep a copy of the completed Situation Manual and After-Action Report/Improvement Plan for your records.

JOINING THE ZOOM MEETING

Please note that the images below may appear differently based on your current version of Zoom.

1. On the day of the exercise, locate the meeting invite link from your email. The email will come from 'Zoom' and was sent at the time of registration and on the day of the exercise.

2. 10 minutes before the exercise, click the blue ***join link*** that is located in the email. If the blue button does not work, copy and paste the URL that is located below the blue button.



3. On your web browser, a pop-up window will prompt you to open the application or to launch the meeting.