

## FACILITY DRILL WORKSHEET SUDDEN WATER LOSS

**FACILITY NAME** \_\_\_\_\_ **DATE CONDUCTED** \_\_\_\_\_

Drill is set up with THREE sections in which staff should respond. Conductor of drill should establish what time each of the three sections will be conducted. At the start of the drill, remind staff that this is a drill and any communication that occurs should begin with "This is a drill" and all movement of patients and equipment is simulated. Read the following statement to staff:

**DAY 1, 11 AM:** In the beginning of the second shift of the day, there was an unexpected alarm of low volume in the water storage tank. The biomedical technician assessed the situation and found the facility to have no incoming water. All dialysis machines began to alarm due to no water.

Facility should implement first phase of emergency plan and complete the following:

Steps to Plan	Action Taken	Who Completed?	Comments
1. Ensure all machines are in bypass.			
2. Terminate patient treatment returning blood to each patient if able (simulated)			
3. Assess immediate threat to patients.			
4. Call emergency services for any decline in patient condition. (simulated)			
5. Communicate facility status with patients and their families.			
6. Call Water Company to assess reason for water shutdown as well as timetable for water return.			
7. Call physicians to request instructions and/or orders for each patient on dialysis during event and also for future shifts that day.			
8. Give each patient instruction on actions to take.			
9. Call future patient shifts to alert them of status and plans for dialysis treatment that day.			
10.			
Comments:			

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At the second pre-set time, read the following to staff:

DAY 2, 3 PM:        The facility is informed by the city water company that the source of the water contamination was located and cleanup had begun. The CDC and DOH will continue to run test throughout the cleanup process.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Implement the facility-calling tree to inform needed parties of facility status.			
2. Call physicians to request instructions and/or orders for each patient scheduled remainder of today and tomorrow.			
3. Inform patients scheduled today and tomorrow about facility status and to await further instruction. (simulated)			
4. Inform back-up dialysis facility of status and arrange for back-up dialysis treatments for patients.			
5. Prepare written instructions for each patient.			
7. Retrieve patient emergency packets and fax to backup location.			
8. Prepare written instructions for each patient.			
9. Inform patients of facility status and give instruction for back up dialysis treatment. Give patients choice of writing down instructions over phone or picking up written instructions. (simulated)			
6. Inform the state survey agency of the facility status.			
7. Inform the local disaster agency of the facility status and the needs that are active.			
8. Inform the ESRD Network of facility status.			
9.			
Comments:			

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### SUDDEN WATER LOSS

At the third pre-set time, read the following to staff:

DAY 3, 9 AM:      You receive notification from the city that water has been restored and the facility can proceed with purging their water system at 11am.

Steps to Plan	Action Taken	Who Completed?	Comments
1. Conduct walkthrough of facility with management to ensure facility is ready to reopen.			
2. Conduct water treatment disinfection per facility policy. Estimate when results will be available.			
3. Inform state survey agency of estimated reopen date and water results when available.			
4. Inform back up facility and patients of reopen date.			
5. Inform staff of reopen date.			
6. Inform State Survey Agency of reopen date			
7. Inform Network 4 of reopen date.			
8.			
Comments:			

At end of drill, solicit patient input (if patient participation occurred) regarding drill and conduct brief staff meeting to review the events of the drill and to discuss if any changes are needed to facility emergency preparedness plan.

Review of staff discussion:
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