

# All Hazards Drill Planning and Reporting

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# Agenda

- ▶ What is required
- ▶ Drills VS Training VS Emergency Response
- ▶ Drill planning considerations
- ▶ Drill Execution considerations
- ▶ Drill documentation
- ▶ Lessons learned

# What is required?



# Training VS Drills VS Actual emergency response

- ▶ For the purposes of AZA accreditation standards, a “drill” is a pre-planned, simulated interactive exercise that tests the capability of an organization to respond to an emergency event. It should be designed to physically re-create an emergency situation and subsequent response outside of an actual emergency or warning, such as a storm warning. Results stemming from an actual emergency are of interest, and must be appropriately analyzed, but cannot be counted as a drill for accreditation purposes. These live-action drills may be supplemented (not replaced) with table-top drills or other emergency preparedness scenarios.
- ▶ Section 11.2.5. The accreditation standards and related policies 2017 edition

# Drill Planning

- ▶ Facility wide approach
  - ▶ You have to know what's going on and communicate to EVERYONE
  - ▶ Are the appropriate stakeholders (internal - external) available to participate
- ▶ Include EMS? - coordination
- ▶ Train the emergency SOP before you TEST the SOP
- ▶ Consider creative strategies for mitigating guest inconvenience
- ▶ Develop a full communication plan BEFORE the drill is run
- ▶ Staff person must be place in charge to ensure drills are run

# Drill Execution

- ▶ Surprise VS pre-communicated
- ▶ Test the areas you think are weakest
- ▶ Communicate to ALL before, during and after drill
  - ▶ Communicate to necessary management right before the drill starts to ensure no last minute conflicts occur.
- ▶ Incorporate ICS structure and test with local EMS when possible / practical

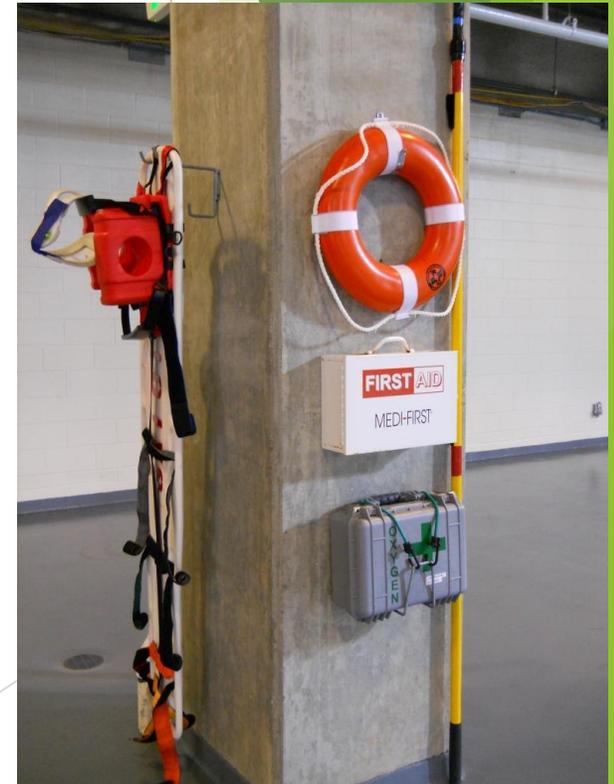


# Drill Documentation

- ▶ Standardized form, modified
- ▶ File and organize with an eye to your next AZA inspection
- ▶ Observers should be qualified to evaluate
  - ▶ Know what the SOP is
- ▶ Document lessons learned, action items to improve, track and document those action items as they are completed

# Lessons learned - Communication

- ▶ Document lessons learned, action items to improve, track and document those action items as they are completed
- ▶ System of continual improvement. Always can improve.
- ▶ This is key in AZA inspection
- ▶ Proactively getting drill feedback from ALL levels of the organization





# Questions