



DATE: January 12, 2005

TO: Chief Executive Officers

FROM: Valerie Sellers
Senior Vice President, Health Planning and Research

Stuart Weiss, M.D., Co-Chairman
TOPOFF3 Hospital Planning Committee

SUBJECT: **TOPOFF3**

You have indicated that your hospital will participate in the TOPOFF3 federal exercise to be held in New Jersey April 4-8. We sincerely appreciate your commitment to this important international event. Over the next several months your hospital will be called upon to work closely with NJHA to prepare for the TOPOFF3 exercise.

In a recent meeting with state and federal officials, we learned that every participating hospital must designate an individual or individuals who will not actively participate in the hospital drill but instead will serve in the critical role of either “controller” or “data collector.” These positions are critical to the success of the overall exercise. The controller is a member of your hospital staff that is intimately aware of the details of TOPOFF3 and can help facilitate the flow of the exercise at your facility. The data collector is someone from a different facility whose job it is to collect data regarding what occurs at your facility. This data is aggregated with all other data from the exercise and is used to create a comprehensive after-action report. No individually identifiable data will be released.

We are asking you to indicate on the attached form the names of people who can serve as controllers and data collectors. When making this decision, please keep several things in mind:

1. One person can serve as both a controller and data collector but not at the same time. For example, if you are participating for more than one day, the same person can be a data collector on the first day and a controller on the second day.
2. You must have a controller available during the entire time you are participating. If you are involved for more than one day or a prolonged period of time, you may have to designate more than one controller and allow them to switch during the exercise.
3. Please designate data collector(s) for the minimum time period that you are participating. If you are participating for one, two or three days, then the data collector also should be available for one, two or three days. Remember, these individuals will be assigned to another facility. Also, please indicate if that person would be available for a longer time period than you are participating. With some facilities participating for two or three days, we have a great need for data collectors.

Controllers and data collectors will be required to participate in a training program prior to the exercise. We will distribute training dates as soon as they are available.

We have been given a very short time frame to provide this information to the federal government. We ask you to return the attached form via fax to 609-275-4265 by **JAN. 17**. If you have any questions, you may contact me at 609-275-4261 or vsellers@njha.com.