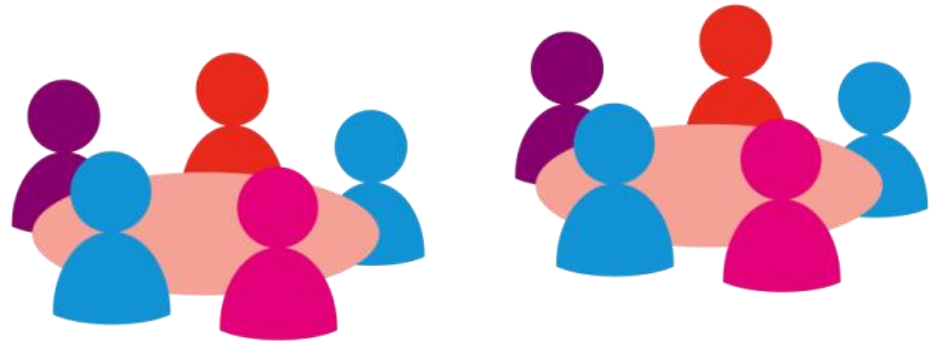


Breakout Session:

Emergency Management Plan Structure & Maintenance

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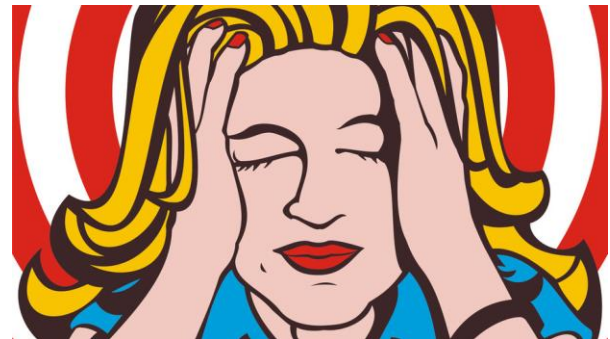
Session Objectives

- Discuss regulatory guidelines/ expectations and standards related to emergency management planning
- In groups, share your experiences in emergency management planning and any identified strengths or challenges for your organization
- Provide links to templates and resources to support ongoing development and maintenance of your organization's emergency management plan

Standards & Regulations

The following agencies and organizations have set forth requirements/expectations, or standards related to emergency management (EM) plans:

- ✓ Health Resource and Services Administration (HRSA)
- ✓ New York State Department of Health (NYS DOH)
- ✓ The Joint Commission
- ✓ Center for Medicare and Medicaid Services (CMS)
Proposed Rule



HRSA Policy Information Notice (PIN) 2007-15

The emergency management expectations for health centers include:

- Emergency management planning
- Linkages and collaborations
- Communications and information sharing
- Maintaining financial and operational stability

Also see:

- Policy Information Notice(PIN) 2011-02
- Program Assistance Letter(PAL) 2014-05

NYS DOH Title 10

Section 702.7 - Emergency and disaster preparedness

“Medical facilities shall have an acceptable written plan, rehearsed and updated at least twice a year, with procedures to be followed for the proper care of patients and employees, including the reception and treatment of mass casualty victims, in the event of an internal or external emergency or disaster arising from the interruption of normal services resulting from earthquake, tornado, flood, bomb threat, strike, interruption of utility services and similar occurrences. All employees are to be trained in all aspects of preparedness for any interruption of services and for any disaster.”

The Joint Commission

Ambulatory Care Standards (Effective July 1, 2015)-

- EM.01.01.01: The organization engages in planning activities prior to developing its Emergency Management Plan.
- EM.02.01.01: The organization has an Emergency Management Plan.
- EM.03.01.01: The organization evaluates the effectiveness of its Emergency Management Plan.

CMS Proposed Rule

“This rule proposes emergency preparedness requirements for Medicare and Medicaid participating providers and suppliers to ensure that they **adequately plan for both natural and man-made disasters** and coordinate with Federal, State, tribal, regional, and local emergency preparedness systems. This rule would ensure providers and suppliers are **adequately prepared** to meet the needs of patients, residents, clients, and participants during disasters and emergency situations.”

EM Plan Structure- Group Discussion Topics

- How was your EM plan developed?
- How is your plan organized?
- Does your plan include an HVA and/or have you developed Hazard Specific Plans ?



EM Plan Elements

- Administrative Policies and Procedures
- Command and Control
- Risk Assessment
- Communications
- Business Continuity
- Buildings and Utilities
- Logistics
- Community Integration
- Training and Exercising
- Hazard Specific Plans



Report Out



EM Plan Maintenance Group Discussion Topics

- How is your EM Plan updated?
- When/how often is it updated?
- Who reviews the plan?
- Who approves the plan?
- Is your plan shared with staff? How?
- Is your plan shared with external partners?
- How is your plan evaluated?



Report Out



Planning Tools, Templates, and Information

- Developing and Maintaining Emergency Operations Plans. (Federal Emergency Management Agency) https://www.fema.gov/media-library-data/20130726-1828-250450014/cpg_101_comprehensive_preparedness_guide_developing_and_maintaining_emergency_operations_plans_2010.pdf
- Emergency Preparedness Toolkit for Primary Care Providers. (John Hopkins National Center for the Study of Preparedness and Catastrophic Event Response) <http://www.pacercenter.org/media/29523/pacer-mor-758%20emergency%20toolkit%20-20final.pdf.pdf>
- TRACIE Topic Collections. (Assistant Secretary for Preparedness and Response) <https://asprtracie.hhs.gov/documents/ASPR-TRACIE-Topic-Collection.pdf>
- ICS Resource Center. (Federal Emergency Management Agency) <https://training.fema.gov/emiweb/is/icsresource/>
- Creating a Business Continuity Plan for your Health Center. (National Association of Community Health Centers and Primary Care Development Corporation.) <http://www.pcdc.org/assets/pdf/business-continuity-manual.pdf>

Planning Tools, Templates, and Information

- Crisis & Emergency Risk Communication. (Centers for Disease Control and Prevention) <http://emergency.cdc.gov/cerc/>
- EM101- Emergency Management for Primary Care Centers Webinar. (Primary Care Emergency Preparedness Network)-
<https://www.nylearnsph.com/Public/Catalog/Description.aspx?u=kM6WW0gCRpm5uNP55%2f1VSr3VtqCh1JlsBXzg4oGsbXK93igXwX5bf18MIY9Qhbcg%2btpPyQR8GH8%2d>
- Homeland Security Exercise and Evaluation Program. (Department of Homeland Security) <https://www.fema.gov/media-library/assets/documents/32326>
- Mental Health Preparedness Online Trainings. (Johns Hopkins Center for Public Health Preparedness)
<http://www.jhsph.edu/research/centers-and-institutes/johns-hopkins-center-for-public-health-preparedness/training/online/mental-health-trainings.html>

Standards, Regulations, and Guidelines

- Health Resources & Services Administration (HRSA) Policy Information Notice 2007-15- Health Center Emergency Management Program Expectations.
<http://bphc.hrsa.gov/about/pdf/pin200715.pdf>
- Health Resources & Services Administration (HRSA) Program Assistance Letter- Updated Process for Requesting a Change in Scope to Add Temporary Sites in Response to Emergency Events.
<http://bphc.hrsa.gov/programrequirements/pdf/pal201405.pdf>
- HRSA Federal Tort Claims Act Health Center Policy Manual (See Section I.F)
<http://bphc.hrsa.gov/policiesregulations/policies/ftcahcpolicymanualpdf.pdf>
- Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers (CMS Proposed Rule)
<https://www.federalregister.gov/articles/2013/12/27/2013-30724/medicare-and-medicaid-programs-emergency-preparedness-requirements-for-medicare-and-medicaid>
- The Joint Commission Emergency Management, and Environment of Care Standards for Ambulatory Programs. (Available for purchase)
http://www.jointcommission.org/standards_information/edition.aspx

Stay tuned...



PCEPN's resource library launching
summer 2016 on www.pcepn.org

In need of assistance?



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