

Partnership for Community Health

Emergency Preparedness

Planning Guide and Resources



Considerations:

- Materials in this handout provide guidance for any emergency level. This handout is designed to
 - help agencies identify key emergency roles and responsibilities,
 - plan for safe building evacuations,
 - plan for effective emergency communications,
 - develop strategies for resuming normal functions after policies relating to the emergency chain of command,
 - develop a definition of essential personnel and mission-critical functions, staff release-time policies and internal emergency communications procedures.
- Each section in this handout contains information, checklists and forms that outline the basic components of these critical areas. The materials can serve as templates to create a new emergency preparedness plan, or they can be incorporated directly into an existing emergency preparedness document. By keeping emergency preparedness plans in a loose-leaf binder, agencies can easily customize or update the contents.
- Also enclosed is a list of references and resources from a state to a federal level that can be used to access information, templates and guides to assist in creating an Emergency Preparedness Plan.

This material was prepared by Mountain-Pacific Quality Health, a Medicare Quality Innovation Network-Quality Improvement Organization (QIN-QIO), under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services (HHS). Views expressed in this material do not necessarily reflect the official views or policy of CMS or HHS, and any reference to a specific product or entity herein does not constitute endorsement of that product or entity by CMS or HHS. Added updated branding 7/23 12SOW-MPQHF-AS-NH-12/22-234

	Guidance & Considerations	Resource
Accessibility	<input type="checkbox"/> Access and functional needs are defined more broadly than disabilities, but generally refers to individuals who have physical, developmental or intellectual limitations, chronic conditions or injuries, limited English proficiency, older adults, children and infants.	Addressing the Access and Functional Needs of At-Risk Individuals https://aspr.hhs.gov/at-risk/Pages/default.aspx
Planning with Stakeholders	<p>Planning teams must reflect the diversity of the community. Consider including representation from the following:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Civic leaders, jurisdictions departments and agencies <input type="checkbox"/> Businesses <input type="checkbox"/> Organizations <input type="checkbox"/> Faith-based organizations <input type="checkbox"/> Educational <input type="checkbox"/> Advocacy <input type="checkbox"/> Trade <input type="checkbox"/> Professional <input type="checkbox"/> Public transportation <input type="checkbox"/> Health care <input type="checkbox"/> Commodities (fuel and food) 	Chapter 2 Building Planning Teams and Coalitions https://www.cdc.gov/cpr/readiness/healthcare/documents/CPF-Chapter-2.docx

- Complete a risk assessment and consider all potential threats and hazards.
 - For example, floods, wildfires, power outage, active shooter and hazardous material releases may lead a jurisdiction to issue evacuation orders and open shelters.
 - Begin planning for the most probable threats.
- Identify risks, develop hazard- and threat-specific emergency procedures.
 - Planning allows systematic risk management to reduce or eliminate risks.
- Mitigation: clearly define the mission and goal to mitigate the identified risk.
 - For example: shelter-in-place and exit strategies
- Coordinate emergency planning with public emergency services to avoid incidents involving the hazards at your facility.

Hazard Vulnerability Assessment (AHCA/NCAL)

<https://asprtracie.hhs.gov/technical-resources/resource/250/kaiser-permanente-hazard-vulnerability-analysis-hva-tool>

Kaiser Permanente has developed a Hazard Vulnerability Analysis tool that is available for download as a planning resource. Individuals or organizations using this tool are solely responsible for any hazard assessment and compliance with applicable laws and regulations.

Health Care Coalition Fiscal Models

<https://files.asprtracie.hhs.gov/documents/aspr-tracie-healthcare-coalition-fiscal-models.pdf>

Develop the Plan	<ul style="list-style-type: none"> <input type="checkbox"/> Plans should clearly communicate personnel roles and responsibilities. <ul style="list-style-type: none"> ▪ Include updated contact information for key response personnel. <input type="checkbox"/> Utilize the National Incident Management System (NIMS) job titles, position qualifications and duty descriptions. <ul style="list-style-type: none"> ▪ The NIMS includes a command and coordination structure. <input type="checkbox"/> Integrate plans with state and local plans. <input type="checkbox"/> Determine if there are any regulations pertaining to emergency planning at your facility and address applicable regulations in the plan. <input type="checkbox"/> Develop protective actions for life safety (e.g., evacuation, shelter, shelter-in-place, lockdown). <ul style="list-style-type: none"> ▪ Identify an off-site location for continuity of services. ▪ Address what services will continue to be provided. <input type="checkbox"/> Include a finance plan (who can re-allocate funds for emergency response support). 	<p>Health Care Coalition Preparedness Plan https://files.asprtracie.hhs.gov/documents/aspr-tracie-hcc-preparedness-plan-508.pdf</p>
Practice the Plan and Improve	<ul style="list-style-type: none"> <input type="checkbox"/> Train responsible staff members. <input type="checkbox"/> Conduct drills and exercises to practice and test your plan. <ul style="list-style-type: none"> ▪ Coordinate with local public emergency services. <input type="checkbox"/> Review performance. <input type="checkbox"/> Identify areas for improvement. <input type="checkbox"/> Revise the plan as needed and review the plan annually. 	<p>Federal Emergency Management Agency (FEMA) Preparedness Toolkit, Homeland Security Exercise Evaluation Program (HSEEP) https://preptoolkit.fema.gov/web/hseep-resources</p> <p>Safe Exercise Best Practice https://www.fema.gov/sites/default/files/documents/fema_safe-exercise-best-practice_06072021.pdf</p> <p>Evaluation Templates https://preptoolkit.fema.gov/web/hseep-resources/evaluation</p>

Reference Guide & Resources

STATE RESOURCES	
Alaska	<p>State Emergency Response Commission https://www.ready.alaska.gov/SERC/LEPC</p> <p>State of Alaska Emergency Operations Plan https://ready.alaska.gov/Documents/Plans/FINAL%202016%20State%20EOP.pdf</p> <p>Disaster Response Plan https://dec.alaska.gov/spar/ppr/contingency-plans/disaster-response-plan/</p> <p>Draft Emergency Operations Plan https://health.alaska.gov/dph/Emergency/Pages/prepared/eop/default.aspx</p> <p>Alaska Division of Homeland Security and Emergency Management Planning Section https://ready.alaska.gov/Plans/SCERP</p> <p>Division of Fire and Life Safety https://dps.alaska.gov/fire/home</p> <p>Alaska's Emergency Preparedness Toolkit for People with Disabilities https://www.islandcountywa.gov/DEM/PublicEducation/PrepGetReady%20toolkit%20for%20people%20with%20disabilities.pdf</p>
American Samoa	<p>FEMA: American Samoa – Region 9 https://www.fema.gov/locations/american%20samoa</p> <p>American Samoa Department of Homeland Security https://www.fema.gov/related-link/american-samoa-department-homeland-security</p> <p>American Association on Health and Disability (AAHD) – American Samoa: Emergency Preparedness https://aahd.us/2012/03/american-samoa-emergency-preparedness-resources/</p>
Guam	<p>Guam Comprehensive Emergency Management Plan https://www.ghs.guam.gov/resources/quam-cemp</p> <p>Disaster Preparedness Fact Sheets https://www.ghs.guam.gov/</p> <p>Go Guam Resources for Guam Residents: Disaster Planning https://www.csp.navy.mil/Go-Guam/Resources-for-Guam-Residents/Disaster-Planning/</p> <p>Federal Emergency Management Agency (FEMA): Guam – Region 9 https://www.fema.gov/locations/quam</p> <p>FEMA Contact and About: Guam https://www.fema.gov/locations/contact/quam</p>

<p style="text-align: center;">Hawaii</p>	<p>Hawaii Emergency Management Agency https://dod.hawaii.gov/hiema/public-resources/</p> <p>Emergency Management Agencies https://portal.ehawaii.gov/residents/emergency-information/</p> <p>University of Hawai'i at Manoa Department of Public Safety https://manoa.hawaii.edu/dps/emergency-management/</p> <p>Hawaii Healthcare Emergency Management https://www.hawaiihealthcareemergencymanagement.net/</p> <p>Emergency Communications Resources https://www.phe.gov/emergency/connect/Pages/hi.aspx</p> <p>County of Hawai'i Emergency Preparedness https://www.hawaiicounty.gov/departments/civil-defense/emergency-preparedness</p> <p>Maui Emergency Management Agency https://www.mauicounty.gov/70/Emergency-Management-Agency</p> <p>Healthcare Association of Hawaii Emergency Management https://www.hah.org/emergency-management</p>
<p style="text-align: center;">Montana</p>	<p>Montana Department of Public Health and Human Services (DPHHS) Public Health Emergency Preparedness https://dphhs.mt.gov/publichealth/phep/</p> <p>Montana Regional Health Care Coalition Overview http://mtha.org/wp-content/uploads/2021/03/READY_CoalitionBrochure2021.pdf</p> <p>Montana Regional Health Care Coalition Website https://www.mthcc.org/</p> <p>Assistant Secretary for Preparedness and Response (ASPR) Technical Resources, Assistance Center and Information Exchange (TRACIE) https://asprtracie.hhs.gov/tracie-resources</p> <p>Montana Disaster and Emergency Services https://des.mt.gov/</p> <p>Emergency Management Performance Grant https://des.mt.gov/Grant-Programs/EMPG/EMPG-Resources</p> <p>Montana Emergency Response Framework (MERF) https://des.mt.gov/Preparedness/MERF-ESF</p> <p>Disaster Relief and Emergency Assistance https://www.hud.gov/states/montana/library/disasterrelief</p> <p>National Resource Directory: Montana Disaster and Emergency Services https://nrd.gov/resource/detail/9860087/Montana+Disaster+%26+Emergency+Services</p>

<p style="text-align: center;">Saipan</p>	<p>FEMA: Commonwealth of the Northern Mariana Islands – Region 9 https://www.fema.gov/locations/commonwealth%20of%20the%20northern%20mariana%20islands</p> <p>Legal Aid Disaster Resource Center https://www.ladrc.org/state-and-territory-resources/northern-marina-islands/</p> <p>CNMI Disaster Recovery https://www.cnmidr.gov.mp/home-m</p> <p>CNMI Homeland Security and Emergency Management https://cnmileg.net/resources/files/2020%20Centric%20Reports/CNMI%20HSEM_CR(1).pdf</p>
<p style="text-align: center;">Wyoming</p>	<p>Wyoming Information Sharing Platform (links to Wyoming Office of Homeland Security [WOHS]) https://wisp-wohs.hub.arcgis.com/</p> <p>WOHS https://hls.wyo.gov/plans-and-documents https://hls.wyo.gov/programs/serc</p> <p>State Emergency Response Commission https://hls.wyo.gov/programs/serc</p> <p>Public Health Preparedness and Response Unit https://health.wyo.gov/publichealth/preparedness/ https://health.wyo.gov/aging/hls/emergency-preparedness/</p>
FEDERAL/NATIONAL RESOURCES	
<p style="text-align: center;">Administration for Strategic Preparedness & Response (ASPR)</p>	<p>Addressing the Access and Functional Needs of At-Risk Individuals https://aspr.hhs.gov/at-risk/Pages/default.aspx</p> <p>ASPR TRACIE Tools and Templates for Health Care Coalitions https://files.asprtracie.hhs.gov/documents/hcc-tool-summary-doc-1-28-2022.pdf</p> <p>ASPR TRACIE-Developed Tools and Templates https://asprtracie.hhs.gov/hcc-resources#aspr-tracie-developed-tools-and-templates</p>
<p style="text-align: center;">Centers for Disease Control & Prevention (CDC)</p>	<p>The Community Planning Framework for Health Care Preparedness https://www.cdc.gov/cpr/readiness/healthcare/communityplanningframework.htm</p> <p>Tools and Resources https://www.cdc.gov/cpr/readiness/resources/index.htm</p>
<p style="text-align: center;">Centers for Medicare & Medicaid Services (CMS)</p>	<p>Centers for Medicare & Medicaid Services (CMS) Four Core Elements of Emergency Preparedness https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmerqPrep/Core-EP-Rule-Elements</p> <p>QSO-21-15-ALL Updated Guidance for Emergency Preparedness-Appendix Z of the State Operations Manual (SOM) https://www.cms.gov/files/document/qso-21-15-all.pdf</p>

<p>Federal Emergency Management Agency (FEMA)</p>	<p>Department of Homeland Security https://www.dhs.gov/</p> <p>FEMA Developing and Maintaining Emergency Operations Plans Comprehensive Preparedness Guide https://www.fema.gov/sites/default/files/documents/fema_cpg-101-v3-developing-maintaining-eops.pdf</p> <p>FEMA Preparedness Toolkit https://preptoolkit.fema.gov/web/quest/user-guide/-/wiki/Main/Registration+and+Sign+In</p> <p>Ready Emergency Response Plan https://www.ready.gov/business/implementation/emergency</p>
<p>Occupational Safety and Health Administration (OSHA)</p>	<p>OSHA Evacuation Plans and Procedures eTool https://www.osha.gov/etools/evacuation-plans-procedures/expert-systems/create-eap</p>
<p>OTHER RESOURCES</p>	
<p>American Health Care Association/National Center for Assisted Living (AHCA/NCAL)</p>	<p>Emergency Preparedness Compliance: The Hazard Vulnerability Analysis (HVA) https://www.ahcancal.org/News-and-Communications/Blog/Pages/Emergency-Preparedness-Compliance-The-Hazard-Vulnerability-Analysis-(HVA).aspx</p> <p>AHCA/NCAL https://www.ahcancal.org/Pages/default.aspx</p>
<p>California Hospital Association</p>	<p>Health Care Emergency Management https://www.calhospitalprepare.org/emergency-management</p>
<p>The National Association for Home Care & Hospice</p>	<p>Emergency Preparedness Packet for Home Health Agencies https://www.nahc.org/wp-content/uploads/2017/10/EP_Binder.pdf</p>