

# CMS Preparedness Workshop

March 20, 2018

# CMS Preparedness References



\*Note each logo links to the specified reference associated with the corresponding slide content.



# **RISK ASSESSMENT & DEVELOPMENT OF EMERGENCY PLANS**

# Four Phases of Emergency Management

- Mitigation**
- Preparedness**
- Response**
- Recovery**



*Mitigation* - Changing the nature of a threat, decreasing the vulnerability to damage, and reducing exposure to a hazard.

*Preparedness* - Actions taken prior to a disaster that build the emergency management capacity

*Response* - Actions taken immediately after a disaster occurs

*Recovery* - Activities to return vital life support systems to minimum operating standards, and long term activity to return to normal or improved levels

# Objectives

- 1. Define Risk Assessment**
- 2. Define Hazard Vulnerability Analysis**
- 3. Steps to Developing an Emergency Plan**
- 4. Finished, Now What**

***“Emergency preparedness is a team sport.”***

***-Eric Whitaker***

- A Process
- Identifies Potential Hazards
- Analyzes What Could Happen



# Conducting a Risk Assessment

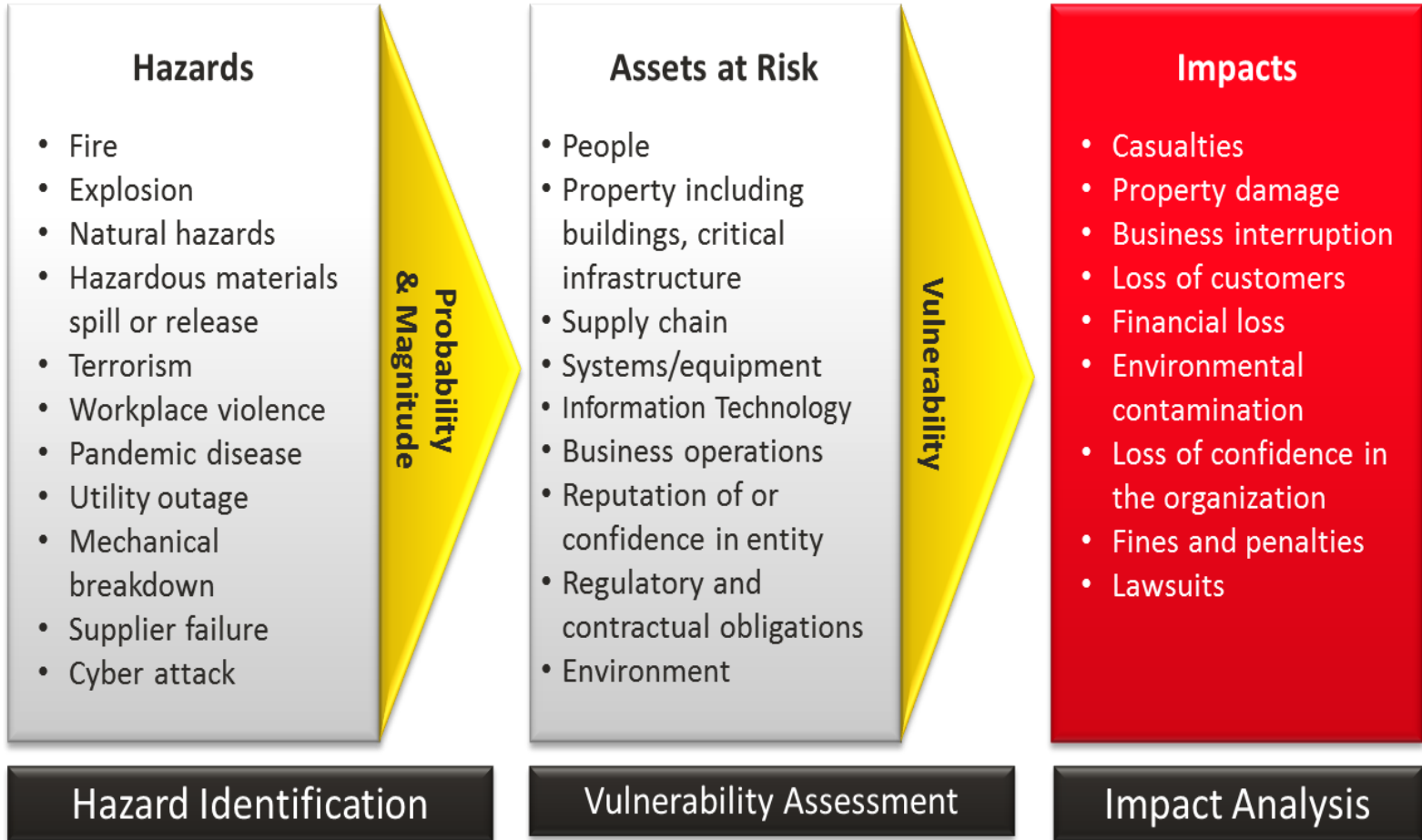
Look for vulnerabilities/weaknesses that would make an asset more susceptible to damage from a hazard.

- Deficiencies in building construction,
- process systems,
- security,
- protection systems
- loss prevention programs.

# *Hazard Vulnerability Analysis (HVA)*

- A systematic approach identifying natural and man-made hazards, the impact, and vulnerability associated with each hazard
- Serves as a needs assessment for the overall Emergency Management program
- Assists to prioritize mitigation, preparedness, response and recovery activities

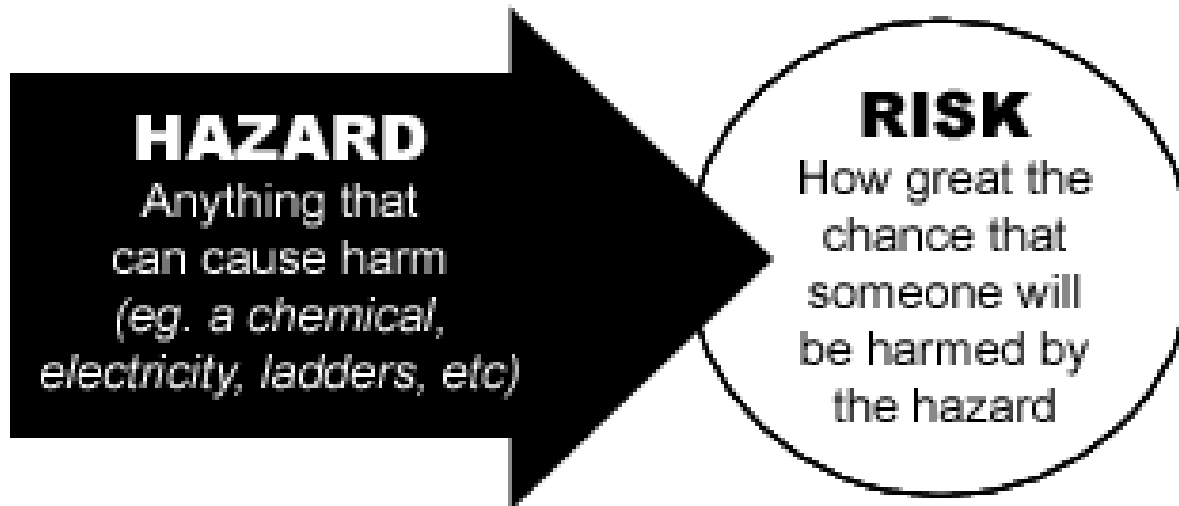
# How To Conduct



# HAZARD vs RISK

A hazard is something that can cause harm, e.g. electricity, chemicals, working up a ladder, noise, a keyboard, a bully at work, stress, etc.

A risk is the chance, high or low, that any hazard will actually cause somebody harm.

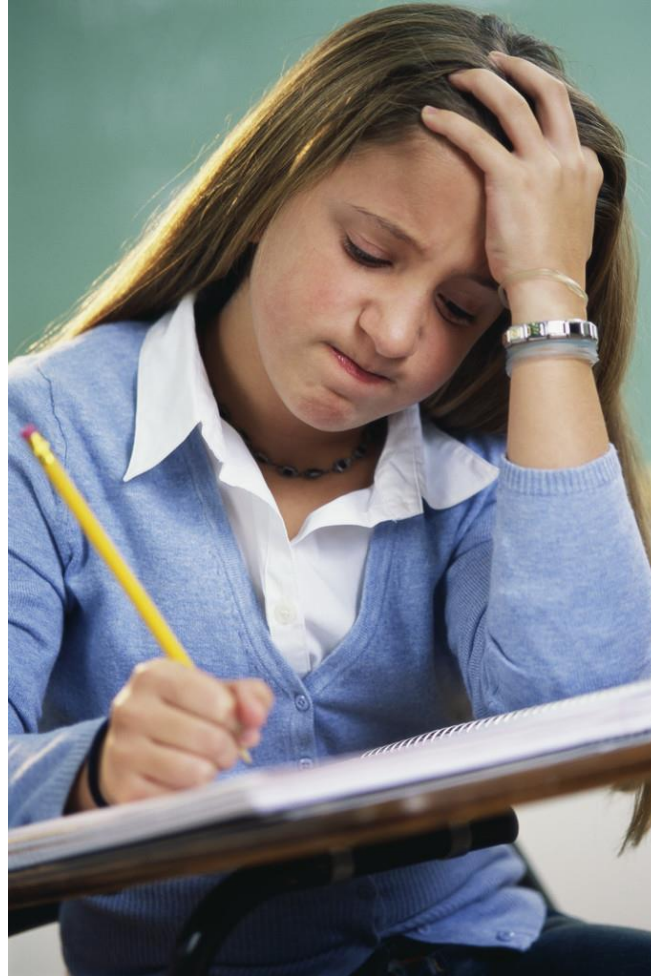


Revised  
 2017  
 Includes:  
 Log of  
 Events &  
 Instruction  
 Sheet

Kaiser Permanente											
Emergency Management											
Hazards - Enter name of hospital											
Hazard and Vulnerability Assessment Tool											
Naturally Occurring Events											
Event	PROBABILITY	ALERTS	ACTIVATIONS	SEVERITY = ( MAGNITUDE - MITIGATION )						RISK	
	Likelihood this will occur			HUMAN IMPACT	PROPERTY IMPACT	BUSINESS IMPACT	PREPAREDNESS	INTERNAL RESPONSE	EXTERNAL RESPONSE	* Relative threat	
SCORE	0 = N/A 1 = Low 2 = Moderate 3 = High	Number of Alerts	Number of Activations	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = Low 2 = Moderate 3 = High	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 = N/A 1 = High 2 = Moderate 3 = Low	0 - 100%	
Active Shooter											
Acts of Intent											
Bomb Threat											
Building Move											
Chemical Exposure, External											
Civil Unrest											
Communication / Telephony Failure											
Dam Failure											
Drought											
Earthquake											
Epidemic											
Evacuation											
Explosion											
External Flood											
Fire											
Flood											
Forensic Admission											
Gas / Emmissions Leak											
Generator Failure											
Hazmat Incident											
Hazmat Incident with Mass Casualties											
Hostage Situation											
Hurricane											
HVAC Failure											
Inclment Weather											
Infectious Disease Outbreak											
Internal Fire											
Internal Flood											
IT System Outage											
Landslide											
Laroe Internal Soil											

# *The Next Step....*

## *Writing the Plan*



# What is an Emergency Plan?

**A document used for a door stop?**

**Something pulled out during survey?**

**Call 911?**

# What Is An Emergency Plan

A document:

- Describes the legal basis for emergency management activities
- Outlines lines of authority and organizational relationships
- Describes how actions will be coordinated
- Includes a concept of operations for responding and recovering



# Emergency Plan, cont.

- Assigns responsibility to departments and individuals
- Identifies personnel, equipment, facilities, supplies, and other resources available
- Outlines procedures to request assistance
- Identifies mitigation actions to reduce the threat posed by known hazards

# *Steps in the Planning Process*

- TEAM Approach
- Build on What Exists
  - Identify Existing Resources
  - Review Existing Legal & Planning Documents
  - Use Available Guidance & Planning Materials
- Hazard Analysis a MUST
- Seek Outside Assistance
- Take an All-Hazard Approach
- Training Opportunities

# Planning Concepts

- Planning should be based on:
  - General rule that an emergency should be met at the lowest and most immediate level
  - All-hazard approach
  - Explain the jurisdiction's overall approach
  - Define roles and responsibilities
  - Based on facts and reasonable assumptions

# Planning Concepts

- Place the greatest emphasis in planning on those hazards that pose the greatest risk
- Address the use of resources of local and other governmental organizations and private sector (mutual aid agreements)
- No radical organizational changes are needed to develop a comprehensive plan

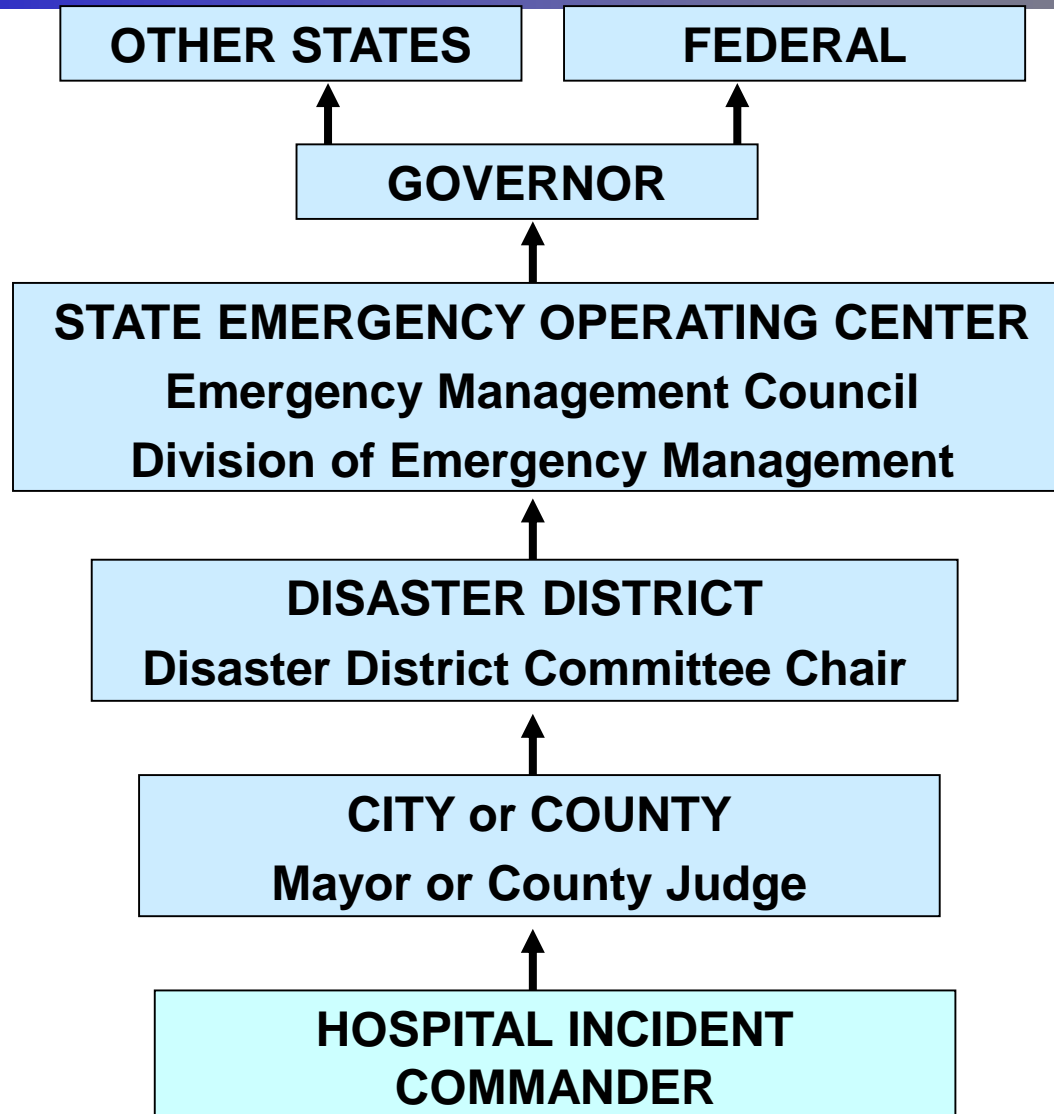
**....DON'T REINVENT THE WHEEL**

The development of written plans is not an end in itself and having a written emergency plan does not guarantee that emergency operations will be effective.

But, it is always better to have a plan and not need it, than need a plan and not have it.

-Franz Kafka

# Disaster Declaration Process



# **SAMPLE EMERGENCY PLAN TABLE OF CONTENTS LAYOUT**

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Emergency Operations Plan

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## **SECTION VI**

### **Appendices**

Appendix A - Incident Command Organizational Chart

Appendix B - Hazard Vulnerability Analysis (HVA)

Appendix D - Personal Medical Information Form

Appendix E - Employee Care Plan Form

Appendix F - Employee Shelter Sign-In Sheet

Appendix G - Acronyms and Abbreviations

Appendix H - Disaster Inventory

Appendix I - Alternate Care Sites

## ***BEWARE***

- **Addressed in Plan**
  - **City, County, State, Federal agencies**
  - **Who's in charge**
  - **What is their role**
  - **What do you want from them**
    - **Specifically**
- **Volunteers**
  - **They can be fired**

# *You Have a Plan*

- Exercise, Exercise, Exercise
- Take lessons learned
- Update Plan
- Exercise, Exercise, Exercise
- Ensure it meets all requirements, CMS, Joint Commission, Local, State, Tribal, and Federal Requirements

**Your plan should be a living document..**

The Joint Commission - Compliance Crosswalk  
Emergency Management

Assessment Question	Key Category R Risk D Documentation Required	CMS	Compliance		Plan of Action/Measures of Success	Date
			Level	Evidence		
EM.01.01.01	<p>The hospital engages in planning activities prior to developing its written Emergency Operations Plan.</p> <p><i>Note: An emergency is an unexpected or sudden event that significantly disrupts the organization's ability to provide care, or the environment of care itself, or that results in a sudden, significantly changed or increased demand for the organization's services. Emergencies can be either human-made or natural (such as an electrical system failure or a tornado), or a combination of both, and they exist on a continuum of severity. A disaster is a type of emergency that, due to its complexity, scope, or duration, threatens the organization's capabilities and requires outside assistance to sustain patient care, safety, or security functions.</i></p>					
1. The hospital's leaders, including leaders of the medical staff, participate in planning activities prior to developing an Emergency Operations Plan.		R	100%	OEM/EOC Committee	Meetings conducted to review and correct findings of EOP Sign-in sheet/minutes maintained	Monthly
2. The hospital conducts a hazard vulnerability analysis (HVA) to identify potential emergencies that could affect demand for the hospital's services or its ability to provide those services, the likelihood of those events occurring, and the consequences of those events. The findings of this analysis are documented. (See also EM.03.01.01, EP 1; IC.01.06.01, EP 4) <i>Note 1: Hospitals have flexibility in creating either a single HVA that accurately reflects all sites of the hospital, or multiple HVAs. Some remote sites may be significantly different from the main site (for example, in terms of hazards, location, and population served); in such situations a separate HVA is appropriate.</i> <i>Note 2: If the hospital identifies a surge in infectious patients as a potential emergency, this issue is addressed in the "Infection Prevention and Control" (IC) chapter.</i>	§482.41(a)	R D	100%	Updated yearly	Section II - Page 6 HVA – Appendix B	Annually
3. The hospital, together with its community partners, prioritizes the potential emergencies identified in its hazard vulnerability analysis (HVA) and documents these priorities. <i>Note: The hospital determines which community partners are critical to helping define priorities in its HVA. Community partners may include other health</i>	§482.41(a)	D	100%	External HVA complies with the Fort Worth, Tarrant County HVA and the NCTCOG Regional THIRA	Exchange of information with designated agencies. Email and HVA sent to FWOEM	Monthly Meetings with FW/TC OEMs Open lines of communication

- **FEMA Training Site IS-235.C: Emergency Planning**
  - <https://training.fema.gov/is/courseoverview.aspx?code=IS-235.c>
- **FEMA Training Site IS-230.D: Fundamentals of Emergency Management**
  - <https://training.fema.gov/is/courseoverview.aspx?code=IS-230.d>
- **HVA Tools**
  - <https://www.calhospitalprepare.org/post/revised-hva-tool-kaiser-permanente>
- **Risk Assessment**
  - <https://www.ready.gov/risk-assessment>