

# ASPR TRACIE Technical Assistance Request

**Request Receipt Date (by ASPR TRACIE):** 17 April 2019

**Response Date:** 18 April 2019

**Type of TA Request:** Standard

## Request:

The requestor asked for technical assistance in researching information on the “typical” structure of a hospital emergency management program, and any related resources on best practices/national standards (e.g., exercise evaluation methods, the ratio of full-time employees to patients).

## Response:

The ASPR TRACIE Team reviewed existing materials; namely the [Emergency Operations Plans/ Emergency Management Program Topic Collection](#). We also conducted a search online for relevant resources.

Section I includes materials with information specific to emergency management program structure. Section II provides additional related resources that may be helpful.

A list of comprehensively developed Topic Collections can be found here: <https://asprtracie.hhs.gov/technical-resources/topic-collection>.

## I. Resources on Emergency Management Program Structures

Lessons Learned Information Sharing. (n.d.). [Best Practice. Emergency Management Programs for Healthcare Facilities: Program Organization](#). (Accessed 4/17/2019.) U.S. Department of Homeland Security.

This document provides an overview of the managerial roles and responsibilities for a healthcare facility’s emergency management program. It also emphasizes that an emergency management program should typically be managed by one individual, while a committee should provide guidance and overall direction for the program.

The Joint Commission. (2013). [New and Revised Requirements Address Emergency Management Oversight](#).

The Joint Commission approved and revised requirements addressing leadership accountability for hospital-wide emergency management in hospitals and critical access hospitals.

## II. Additional Relevant Resources

California Hospital Association. (2011). [Hospital Emergency Management Program Checklist](#).

This tool provides guidance for hospitals regarding the components included in an emergency management program.

Emergency Management Accreditation Program. (2013). [The 2013 Emergency Management Standard](#).

This document is geared towards state and local agencies and lists the 64 standards the Emergency Management Accreditation Program uses to evaluate programs. **NOTE:** This document is geared towards the state and local levels, but may still be helpful for this request.

Michigan Department of Community Health and the Michigan Office of Public Health Preparedness. (2012). [Michigan Hospital Guide to Emergency Management: Linking the Hospital Preparedness Program with Joint Commission Success](#).

Healthcare emergency planners may find the following document helpful in demonstrating compliance with the Joint Commission Survey for Emergency Management. (Planners should always refer to the Joint Commission directly to ensure they are meeting and incorporating the most current standards in their plans.)

Occupational Safety and Health Administration. (2008). [Hospitals and Community Emergency Response: What You Need to Know](#).

This document includes guidance for hospital emergency management programs, with a focus on healthcare worker safety in the context of community emergency response.

The Institute for Crisis, Disaster, and Risk Management at the George Washington University. (2010). [Emergency Management Principles and Practices for Health Care Systems, 2nd Edition](#). U.S. Department of Veterans Affairs.

This document can be useful to any agency or organization involved with the delivery of healthcare services. The authors explain emergency management concepts and how they can be applied in the healthcare system including detailed information on emergency operations planning.

The Joint Commission. (2016). [Emergency Management Resources](#).

The Joint Commission Emergency Management standards provide the baseline for which healthcare facilities seeking accreditation should prepare. This webpage includes links to case studies and other resources that can help facility staff adhere to standards (which are available at a cost to the user).

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2012). [Healthcare Preparedness Capabilities: National Guidance for Healthcare System Preparedness: January 2012.](#)

This guidance from the Office of the Assistant Secretary for Preparedness and Response identifies the eight capabilities (aligned with the Public Health Preparedness capabilities) that serve as the basis for healthcare system, coalition, and organization preparedness: Materials in Capability 3—Emergency Operations Coordination— can particularly help with the writing of facility and coalition Emergency Operations Plans.

VHA Center for Engineering & Occupational Safety and Health (CEOSH). (2011). [Emergency Management Program Guidebook.](#)

This resource is a guide to the development of a healthcare emergency management program, based on national standards and continuous quality improvement.

World Health Organization. (2011). [Hospital Emergency Response Checklist.](#)

This tool is structured according to nine key components, each with a list of priority actions to support hospital managers and emergency planners in achieving: (1) continuity of essential services; (2) well-coordinated implementation of hospital operations at every level; (3) clear and accurate internal and external communication; (4) swift adaptation to increased demands; (5) the effective use of scarce resources; and (6) a safe environment for health-care workers.