

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]
Requestor Phone:
Requestor Email:
Request Receipt Date (by ASPR TRACIE): 28 March 2016
Response Date: 1 April 2016
Type of TA Request: Standard

Request:

[REDACTED] requested “technical assistance around developing an All Hazards and All Inclusive Plan for a local health department.”

Response:

The ASPR TRACIE Team reviewed several existing and in-progress Topic Collections and pulled relevant resources. These resources are broken into the following categories:

- Plans, Tools, and Templates (which include examples that can be adapted to suit a local health department’s needs)
- Standards and Regulations (information on various standards that all-hazards plans must comply with)
- Natural Disaster Planning (while not facility-specific, these resources can help emergency planners create resources for hazards faced by their jurisdictions)

I. General Information/ Considerations

[CPG 101, Developing and Maintaining Emergency Operations Plans, Version 2](#) (FEMA 2010) explains how to create and maintain an all-hazards plan. Appendix C provides an overview of planning steps and content guidance that can help ensure a comprehensive plan. This guidance applies to all types of emergency planning, regardless of facility or jurisdiction.

II. Plans, Tools, and Templates

Agency for Healthcare Research and Quality. (2011). [Public Health Emergency Preparedness Archive Tools and Resources](#).

This list of tools includes many items useful for healthcare emergency management including pediatrics and surge capacity sections.

California Hospital Association. (n.d.). [Emergency Management Principles and Practices for Healthcare Systems](#). (Accessed 12/22/2015.)

These free online trainings include five units that describe key principles in healthcare emergency management. Units include: Emergency Management Program; Incident Command System, Multiagency Coordination System, and the Application of Strategic NIMS Principles; Healthcare System Emergency Response and Recovery; and Emergency Management System Evaluation and Organizational Learning for Healthcare Systems.

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

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

Centers for Disease Control and Prevention. (2012). [Hospital All-Hazards Self-Assessment \(HAH\)](#).

This interactive tool is designed to help assess and identify potential gaps in a facility's all-hazards emergency plan. The tool is designed for hospital preparedness staff, including planners, administrators, and others.

Centers for Medicare and Medicaid Services. (2013). [Emergency Preparedness Checklist](#). U.S. Department of Health and Human Services.

This checklist can be utilized by healthcare emergency planners to help aid in the development of emergency plans.

Federal Emergency Management Agency, Incident Management Systems Integration Division. (2009). [Acronyms, Abbreviations, and Terms: A Capability Assurance Job Aid](#).

Emergency planners can use the information contained in this guide to become more familiar with the various acronyms and terms used in the emergency management field.

Hewitt, A., Wagner, S., Twal, R., et al. (2015). [Aligning Community Hospitals with Local Public Health Departments: Collaborative Emergency Management. Emergency Management and Disaster Response Utilizing Public-Private Partnerships, Information Science Reference](#).

This list focuses on government-provided resources for hospital emergency preparedness.

Kansas Department of Health and Environment. (2008). [Emergency Operations Plan](#).

This document is a template for a hospital Emergency Operations Plan.

Kansas Department of Health and Environment. (2013). [Emergency Management Plan for Kansas Chronic Dialysis Facilities](#).

This is an emergency management plan template for chronic dialysis facilities in Kansas that may be adapted for other facilities.

Murray, R., Elmes, P., and Fly, D. (2013). [Hospital Disaster Preparedness Self-Assessment Tool](#). American College of Emergency Physicians.

This tool was developed to assist hospitals in revising and updating existing disaster plans through systematic review of each aspect of the plans, or in developing new plans through use of a checklist to assure every aspect of disaster planning is addressed.

New Mexico Department of Health. (2014.) [All Hazard Emergency Operations Plan](#).

Pages 22- 29 of this plan specifically discusses the specifics of activating, managing, and deactivating a Department Operations Center (DOC). It includes staffing a DOC, a step-by-step process for activating the DOC, and activation level definitions.

Palm Beach County, Florida. (2014). [Cross-Reference for Comprehensive Emergency Plan Ambulatory Surgical Centers](#).

This checklist was designed to help ambulatory surgical centers confirm that they have all required elements in their emergency operations plans to receive certification by their local emergency management agency. It may be used as a reference by other facilities to help develop their plans.

The Joint Commission. (2012). [Emergency Management in Health Care: An All-Hazards Approach, Second Edition](#). (Sample available online.)

This practical guide contains case examples and current Joint Commission standards. It is meant to help hospitals assess their own needs, better prepare staff to respond to the events most likely to occur, and develop a level of preparedness sufficient to address a range of emergencies.

University of Toledo Medical Center. (2015). [University of Toledo Medical Center Emergency Operations Plan](#).

This is an emergency operations plan for an academic medical center that may be referenced and adapted for use by other facilities.

USA Center for Rural Public Health Preparedness, Texas A&M Health Science Center School of Rural Public Health. (2007). [Partnering to Achieve Rural Emergency Preparedness: A Workbook for Healthcare Providers in Rural Communities](#). Center for Infectious Disease Research and Policy, University of Minnesota.

This workbook was created to assist providers in rural communities with developing emergency operations plans. It includes best practices and lessons learned primarily gathered from rural Texas community members in counties without hospitals.

U.S. Department of Veterans Affairs. (n.d.). [Emergency Operations Plan Template](#). (Accessed 11/27/15.)

This template is part of the Department of Veterans' Affairs Emergency Management Guidebook, and describes a general strategy for how the operating units in the healthcare facility (Facility) will coordinate during emergencies. It identifies various “key activities” (tasks common to emergency response) under the functional areas of the Incident Command System (ICS).

World Health Organization, Regional Office for Europe. (2011). [Hospital Emergency Response Checklist: An All-Hazards Tool for Hospital Administrators and Emergency Managers](#).

Healthcare emergency response planners may use the checklists found in this document to inform the development of their Emergency Operations Plans.

III. Standards and Regulations

California Hospital Association. (2013). [Disclosures of Protected Health Information \(PHI\) in Disasters](#).

This document is a national standard for emergency management/business continuity programs.

The Centers for Law and the Public Health. (2007). [The Uniform Emergency Volunteer Health Practitioners Act](#).

This is a full text reading of the UEVHPA Act, allowing for use of volunteer health practitioners in disasters.

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

This document is geared towards state and local agencies and lists the 64 standards EMAP uses to evaluate programs.

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

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

The Joint Commission. (2012). [Emergency Management in Health Care: An All-Hazards Approach, Second Edition](#). (Sample available online.)

This practical guide contains case examples and current Joint Commission standards. It is meant to help hospitals assess their own needs, better prepare staff to respond to the events most likely to occur, and develop a level of preparedness sufficient to address a range of emergencies.

National Fire Protection Association (NFPA). (2013). [NFPA 1600: “Standard on Disaster/Emergency Management and Business Continuity Programs.”](#) (Requires free registration.)

This document is a national standard for emergency management/business continuity programs.

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.](#)

This guidance from the Office of the Assistant Secretary for Preparedness and Response (ASPR) identifies the eight capabilities (aligned with the Public Health Preparedness capabilities) that serve as the basis for healthcare system, coalition, and organization preparedness: Healthcare System Preparedness; Healthcare System Recovery; Emergency Operations Coordination; Fatality Management; Information Sharing; Medical Surge; Responder Safety and Health; and Volunteer Management.

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services. (2013). [Declared Public Health Emergencies - All Hazards Health Standards and Quality Issues.](#)

This detailed Q&A document covers changes to Centers for Medicare and Medicaid Services rules during federally declared public health emergencies. It includes sections on laboratories, home health, and critical access hospitals.

U.S. Department of Health and Human Services, Centers for Medicare and Medicaid Services. (n.d.). [Regulations and Guidance.](#) (Accessed 1/7/2016.)

This website includes links to regulations and guidance for 16 types of healthcare providers (e.g., ambulance services, hospice, hospitals, and rural health clinics).

U.S. Department of Health and Human Services, Office for Civil Rights. (n.d.). [Emergency Situations: Preparedness, Planning, and Response.](#) (Accessed 1/7/2016.)

This website covers HIPAA privacy rules during emergency planning and response, including waivers. The website also provides links to other patient rights issues during emergencies.

IV. Natural Disaster Planning (Not Facility Specific)

American Meteorological Society. (2014). [A Prescription for the 21st Century: Improving Resilience to High-Impact Weather for Healthcare Facilities and Services.](#)

This report shares workshop findings on increasing and improving the resilience of healthcare facilities and services to high-impact weather events. The workshop grouped

their findings into three main categories: hardening structures, making incremental adaptations, and implementing innovative practices.

Arnold, C., Holmes, W., Quinn, R., et al. (2007). [Design Guide for Improving Hospital Safety in Earthquakes, Floods, and High Winds](#). Federal Emergency Management Agency.

This design guide can inform and help design professionals, hospital administrators, and facility managers employ sound mitigation measures that will decrease the vulnerability of hospitals to disruptions from natural hazard events (e.g., earthquakes, high wind events, floods).

Bernard, S., and McGeehin, M.A. (2004). [Municipal Heat Wave Response Plans](#). American Journal of Public Health. 94(9):1520.

The authors review heat wave plans from 18 cities and list recommendations for overcoming challenges (e.g., targeted outreach geared towards the socially isolated, begin prevention efforts before high temperatures arrive, and collect and use data to determine the effectiveness of interventions).

Centers for Disease Control and Prevention. (2011). [Extreme Heat and Your Health: Media Toolkit](#).

The materials on this webpage include a toolkit, web tools, and press release and other templates that can help community leaders develop communication plans for extreme heat events.

Children's Hospital and Research Center Oakland. (n.d.) [Children's Hospital Earthquake Response Guide](#). (Accessed 10/20/2015.)

The goal of this plan is to maintain hospital operations for at least four days after a major earthquake and to ensure that care continues for patients, visitors, and survivors of the earthquake. This plan can be adapted to meet the needs of hospital emergency response professionals and healthcare preparedness planners.

City of New York, Department of Health and Mental Hygiene. (2013). [Heat Wave Preparedness Checklists for Vulnerable Population Service Providers](#).

These checklists can help healthcare and other service providers identify vulnerable residents at highest risk for heat-related illnesses.

Committee on Public Response to Alerts and Warnings on Mobile Devices, National Research Council. (2011). [Public Response to Alerts and Warnings on Mobile Devices: Summary of a Workshop on Current Knowledge and Research Gaps](#). (Users need to register to download this free PDF.)

This book is a summary of a conference where risk communications experts discussed the public response to mobile alerts.

Novation. (n.d.) [Emergency Disaster Plan Template](#). (Accessed 10/20/2015.)

Healthcare facility emergency planners can use this template when developing their emergency operations plan. It features 12 disaster scenarios, including: hurricane, tornadoes, structure fires, earthquakes, and extreme cold.

Reynolds, M. (n.d.). [The Joplin Tornado: The Hospital Story and Lessons Learned](#). (Accessed 10/20/2015.) Leading Edge Missouri.

The presenter focuses on four main areas: the impact of an unexpected natural disaster on healthcare services; how the nation responded to help the Joplin community; how to incorporate lessons learned into planning; and how to design enhancements that can protect against future incidents.

Schultz, C. (2014). [The Hospital Response after an Earthquake](#).

The speaker presents an in-depth overview of the hospital response to earthquakes that struck California in 1971 and 1994. He divided his findings by functional and non-functional hospitals, and presented information on communication challenges, staff behavior (e.g., decisions to report to work), and potential sources of assistance should a similar earthquake strike the Jerusalem area of Israel.

Shroades, R. (2007). [Flood Preparedness: Once Bitten, Twice Ready](#). Facility Maintenance Decisions.

This article documents how facility staff from Memorial Hermann Hospital incorporated lessons learned after Tropical Storm Allison flooded the facility with almost 40 feet of water in 2001.

Sugerman, D. and Armstrong, J. (2013). [Prevention and Treatment of Injuries Following Hurricanes and Tornadoes](#). Centers for Disease Control and Prevention.

This one-hour webinar covers the provision of pre-hospital care; the patterns of injury seen after hurricanes and tornadoes, including appropriate initial management; appropriate emergency risk communication messages; and the importance of data collection to improve messaging and response efforts.

The Lancet. (2015). [Health Professionals: Be Prepared for Heatwaves](#). 386(9990): 219.

This editorial provides an overview of factors and issues to consider during heatwaves. The article includes links to the report authored by the World Health Organization and World Meteorological Organization, guidance from the Centers for Disease Control and Prevention, and other applicable webpages.

U.S. Department of Health and Human Services (HHS). (2014). [Primary Protection: Enhancing Health Care Resilience for a Changing Climate.](#)

This 86-page document is a guide and toolkit designed to assist healthcare providers, design professionals, policymakers, and others with roles and responsibilities in assuring the continuity of quality health and human care before, during, and after extreme weather events. It is focused on healthcare infrastructure resilience to climate change impacts as manifested primarily by extreme weather events.

U.S. Environmental Protection Agency, Office of Atmospheric Programs. (2006). [Excessive Heat Events Guidebook.](#)

This guidebook identifies best practices that have been implemented to save lives during excessive heat events in various urban areas. It provides critical information needed to help local public health officials, emergency managers, meteorologists, and others assess their community's vulnerability to excessive heat waves, and develop and implement notification and response programs.