

ASPR TRACIE Technical Assistance Request

Requestor: [REDACTED]

Requestor Phone: [REDACTED]

Requestor Email:

Request Receipt Date (by ASPR TRACIE): 6 January 2016; updated response 5 February 2016

Type of TTA Request: Standard

Request:

[REDACTED] noted that her organization received a grant to develop an emergency planning toolkit for community health centers, and they will be developing: an emergency plan evaluation tool (to assess for plan comprehensiveness) and a tabletop exercise (to assess plan implementation). Once the tools are developed they will pilot them with two [REDACTED] community health centers. She also noted that while they will include access and functional need (AFN) issues in their project, it is not solely about AFN.

[REDACTED] is looking for: (1) indicators (criteria) that they can list in their emergency plan evaluation tool (e.g., a checklist of indicators); and (2) examples and best practices of community health center tabletops exercises. The requestor also asked if there are any CDC or ASPR resources that we can recommend or contacts at ASPR or the CDC that they should talk to.

Response:

The ASPR TRACIE team conducted research on emergency plan evaluation tool resources, and example tabletop exercises. In the first section of this document, we provide resources for emergency plan evaluation tools (e.g., checklists, planning guides, and templates). The second section includes examples of tabletop exercises for various scenarios related to community health centers. The third section provides resources (e.g., toolkits, and guidelines) related specifically to access and functional needs. Finally, the fourth section includes additional resources related to the development and evaluation of exercises.

Updated Response (2/5/2016):

The ASPR TRACIE team reached out to ASPR TRACIE Subject Matter Expert (SME) Cadre members for possible federal point of contacts (POCs) for [REDACTED] to connect with. Unfortunately, we were unable to find an appropriate POC that would be able to assist further with her request. However, a SME at the Centers for Medicare & Medicaid Services (CMS) provided the information below:

- As a starting point, the requestor should look specifically at the proposed emergency preparedness rule (see document attached to this response), specifically §485.920 and §491.12. While this may be subject to some changes in the final rule, it is a good point to

start with. Additionally, Table 1 within the proposed rule also gives clarifications on some of the nuances these providers may have in comparison to those of hospitals.

- As to preparedness planning, the proposed rule gives some resources as well. However, a bulk of these efforts geared toward training, and outreach will likely be done after the publication of the final rule. Additional emergency preparedness documents can be found at the following link: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/index.html>, which gives some templates (and will also be updated when the final rule is published).
- If the requestor has more specific questions, please feel free to provide them with this email address: SCGEmergencyPrep@cms.hhs.gov.

I. Emergency Plan Evaluation Tool Resources

AmeriCares. (2015). [Disaster Preparedness Planning Guide for Free and Charitable Clinics](#).

The guide provides clinic administrators with instructions on steps they can take in advance to ensure their clinics respond effectively and recover despite power outages, facility damage, and other obstacles. Note: The first link on the website is the actual planning guide; however links are also provided to a guide checklist, and the guide playbook template.

Health Outreach Partners. (2012). [Including Outreach Workers and Community Health Workers in Health Center Emergency Preparedness and Management: Tip Sheet](#).

This eight-page tip sheet explains how outreach workers, community health workers, and/or promotores(as) can be used by health centers in emergency preparedness. Strategies for reaching traditionally underserved populations are included.

Meyerson, R. (2012). [A Tool for Evaluating Plan Quality of Local Government Emergency Management Response Plans](#). The University of North Carolina at Chapel Hill.

This paper was conducted by a University of North Carolina-Chapel Hill Master of Public Administration student who developed an evaluation tool to measure the quality of local government response plans. The complete response plan evaluation tool is located in Appendix B, and can be modified for use by other healthcare centers.

National Association of Community Health Centers. (n.d.). [Essential Components of Emergency Management Plans at Community Health Centers Crosswalk of Plan Elements](#). (Accessed 1/12/2016.)

This crosswalk highlights how the essential components of an emergency management plan meet requirements of the Bureau of Primary Health Care Policy Information Notice 2007-15, Joint Commission Emergency Management Standards, National Incident Management System Elements, and the Accreditation Association for Ambulatory Health Care.



National Association of Community Health Centers. (2008). [Emergencies Happen: An In-Depth Guide to Emergency Management for Health Centers.](#)

The intent of this guide is to provide health centers with detailed information and resources, including various approaches to assist in developing and implementing an emergency management component to their established risk management program. This guide assumes an all-hazards approach for developing an emergency management plan (EMP) based on the phases of emergency management and disaster recovery, including planning, mitigation, preparedness, response, and recovery. Several templates (e.g., EMP, and expanded clinic operations templates), assessment tools (e.g., readiness assessments, hazard vulnerability assessments), and other resources (e.g., memorandum of understanding) are provided in the appendices.

II. Exercise Examples and Best Practices

Arizona Department of Health Services. (2014). [Code Silver/Active Shooter Tabletop Exercise for Community Health Centers: Situation Manual \(SitMan\).](#)

This Situation Manual (SitMan) is intended for participants of a tabletop exercise that focused on emergency response plans, policies, and procedures as they pertain to an active shooter event at a community health center.

Castleton Family Health Center. (2014). [Mini-Tabletop Exercise: Community Health Centers of the Rutland Region.](#)

This presentation addresses the purpose of the tabletop exercise, describes the violent patient scenario that impacts the community health center, and provides discussion questions for participants.

Colorado Community Health Network. (2010). [Peak Vista Community Health Centers Wildfire Tabletop \(TTX\) Disaster Exercise.](#)

This presentation addresses the purpose of the tabletop exercise, describes and the wildfire scenario that impacts the community health center, and provides discussion questions for participants.

Primary Care Development Corporation, and the National Association of Community Health Centers. (n.d.). [Severe Weather Table Top Exercise.](#) (Accessed 1/12/2016.)

This presentation addresses the purpose of the tabletop exercise, describes the severe weather scenario that impacts the community health center, and provides discussion questions for participants.

Primary Care Emergency Preparedness Network. (2011). [Community Health Center Power Outage Exercise Plan \(ExPlan\).](#)



This exercise plan contains a scenario, sample objectives, and health center capabilities based on the Homeland Security Exercise and Evaluation Program (HSEEP) Target Capabilities List. Health center exercise planners can use this document to plan for an exercise, understand the logistics needed to perform it, and design an evaluation tool that will best provide the information needed to design, implement, and train on their plans.

III. Access and Functional Needs-related Resources

Minnesota Department of Public Safety. (2013). [Functional Needs Planning Toolkit for Emergency Planners.](#)

This toolkit provides state-level guidance to local governments on creating and implementing plans that are inclusive for those with access or functional needs.

National Organization on Disability. (n.d.) [Functional Needs of People with Disabilities: A Guide for Emergency Managers, Planners and Responders.](#) (Accessed 1/12/2016.)

This guide highlights key disability concerns for officials and experts responsible for emergency planning in their communities, and seeks to assist them in developing plans that will take into account the access and functional

Ringel, J.S., Chandra, A., Williams, M., et al. (2010). [Enhancing Public Health Emergency Preparedness for Special Needs Populations: A Toolkit for State and Local Planning and Response.](#) RAND Corporation.

This toolkit can help state and local public health agencies improve their current emergency preparedness activities for residents with special needs. It can also be used by other emergency response agencies and community-based organizations and/or non-governmental organizations to enhance their programming for individuals with access and functional needs.

U.S. Department of Justice, Civil Rights Division. (2004). [An ADA Guide for Local Governments: Making Community Emergency Preparedness and Response Programs Accessible to People with Disabilities.](#)

This guidance document assists local governments in planning emergency services that address the needs of people with disabilities and others with access and functional needs.

IV. Additional Resources

Agency for Healthcare Research and Quality (archived). (n.d.). [Tool for Evaluating Core Elements of Hospital Disaster Drills: Modules and Addenda.](#) (Accessed 1/12/2016.)

This template can be downloaded by emergency planners and used to evaluate hospital emergency exercises.

Federal Emergency Management Agency. (n.d.). [HSEEP Policy and Guidance Home](#). (Accessed 1/12/2016.)

This website contains links to templates emergency planners can tailor for exercise program management, design and development, conduct, evaluation, and improvement planning. A link to exercise evaluation guides is also provided.

Federal Emergency Management Agency. (2013). [Homeland Security Exercise and Evaluation Program \(HSEEP\)](#).

Emergency planners can use the principles in this program when developing, managing, and evaluating exercise programs.

