

ASPR TRACIE Technical Assistance Request

Requestor:

Requestor Phone:

Requestor Email: Request Receipt Date (by ASPR TRACIE): 22 August 2018

Response Date: 28 August 2018

Type of TA Request: Standard

Request:

The requestor asked if ASPR TRACIE had plans/ templates/ guidelines for surgical suite continuity of operations (COOP) plans, and/or internal flood response plans.

Response:

The ASPR TRACIE Team conducted a search on hospital (and healthcare) COOP programs, and internal healthcare flooding response guidelines and response templates. Section I below provides multiple plans, tools, and templates related to healthcare facility flooding. Section II includes COOP-related resources and guidance documents.

The ASPR TRACIE Team also provided the requestor with links to the [Continuity of Operations \(COOP\)/ Failure Plan](#), [Emergency Operations Plans/Emergency Management Program](#), and [Healthcare Facility Evacuation / Sheltering](#) Topic Collections, which include additional resources that may be helpful for this request.

Section I: Internal Flood Response Plans, Templates, Guidance Resources

Centers for Disease Control and Prevention. (2014). [Checklist for Infection Control Concerns When Reopening Healthcare Facilities Closed Due to Extensive Water and Wind Damage Re-opening After Water Damage.](#)

This checklist describes a process that can assist healthcare facility planners with assessing water damage, mold remediation, and site safety prior to re-opening a unit damaged by water. Additional tools are included to provide healthcare planners with infection control considerations before re-occupying areas with extensive water damage.

Kansas Department of Health and Environment. (2008). [Health and Medical Standard Operating Guides-EOP-Annex-C Evacuation.](#)

This response template can be downloaded and completed by healthcare emergency managers charged with developing internal procedures for flood emergencies or disasters. The template includes key response considerations such as communication, evacuation, resources needed, decontamination, training, and recovery.

Zane, R., Biddinger, P., Gerteis, J., and Hassol, A. (2010). [Hospital Assessment and Recovery Guide](#). U.S. Department of Health and Human Services.

This guide is designed to help hospital staff conduct an initial assessment of a hospital after a closure or evacuation due to an emergency event. The guide is divided into 11 sections, each with its own team and assessment assignment: Administration, Facilities, Security and Fire Safety, Information Technology and Communications, Biomedical Engineering, Medical, Ancillary Services, Materials Management, Building and Grounds Maintenance/ Environmental Services, and Support Services.

Section II: Continuity of Operations Plans, Tools, Template Resources

California Emergency Medical Services Authority, Hospital Incident Command System. (n.d.). [Incident Response Guide: Evacuation, Shelter-in-Place, & Hospital Abandonment](#). (Accessed 8/27/2018.)

This guide addresses response issues associated with evacuation, shelter-in-place, and hospital abandonment. It includes action items for response starting from 0 hours of the incident to greater than 12 hours, and into demobilization and system recovery. Action items are broken down by Section and Branch Unit (of the Hospital Incident Command System).

California Hospital Association. (n.d.). [Continuity Planning](#). (Accessed 8/27/2018.)

This website links to webinars, conference presentations, toolkits, and guidance documents to help hospitals create business continuity plans.

International Systems Audit and Control Association. (n.d.). [International Systems Audit and Control Association Business Impact Analysis Template](#). (Accessed 8/27/2018.)

This sample business impact analysis can help users identify how quickly essential business units and processes have to return to full operation following a disaster.

Kansas Department of Health and Environment. (2008). [Continuity of Operations Plan Guidance Document](#).

This document contains guidance for hospitals to develop continuity of operations plans, and includes a checklist of required elements and a template for an annex to be completed and attached to a hospital's Emergency Operations Plan.

Los Angeles County Emergency Medical Services Agency. (2012). [Evacuation and Shelter-in-Place Guidelines for Healthcare Entities](#).

This guidance document is comprised of three parts. Part I provides general guidance on the differences between evacuation and shelter in place, including the roles and

responsibilities of healthcare facilities and the healthcare system. Part II includes an evacuation and shelter in place plan template that healthcare facilities can use to create or update their own plan. Part III includes a set of two tabletop exercises (shelter-in-place and evacuation) that facility emergency planners may use in the planning phase as they develop their plans to identify needs, gaps, or solutions, and/or may use to educate personnel on the components of their existing plan.

Southeast Texas Regional Advisory Council. (2012). [Continuity of Operations Plan Template](#).

This is a continuity of operations plan template that facilities may adapt for their use.

U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response. (2015). [Healthcare COOP and Recovery Planning: Concepts, Principles, Templates and Resources](#).

This guide includes an overview of healthcare COOP planning, customizable templates, and other related resources. It also includes links to information on continuity planning, online courses, and other COOP resources.

Yale Business Continuity Program. (2016). [COOP Response Plan](#).

This guide can assist hospitals in the development of procedures to respond to any incident that disrupts normal business operations.