ASPR TRACIE Technical Assistance Request

Response Date: 16 December 2019

Request:

The requestor is seeking templates or examples of hospital emergency plans. In particular, she asked for recently created resources that are compliant with current CMS EP Rule requirements and standards.

Response:

ASPR TRACIE reviewed existing resources, including those in the Emergency Operations Plans/ Emergency Management Program Topic Collection. Previous technical assistance requests were also reviewed.

ASPR TRACIE found numerous emergency plans and templates, but a limited number are specific to hospitals and developed within the last two years. Many hospitals are reluctant to share their emergency plans publicly and existing templates may not have been updated to reflect the most recent CMS EP Rule requirements. Section I includes resources that may assist the requestor in ensuring that her revised plan meets current standards and requirements. Section II includes the most recently-developed plans, templates, and guidelines for hospitals or health systems. While not listed below, the Emergency Operations Plans/ Emergency Management Program Topic Collection does include more recent plans and templates for non-hospital settings that the requestor may wish to refer to for additional ideas.

I. Resources Related to Requirements

ASPR TRACIE. (n.d.). Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers (CMS EP Rule). (Accessed 12/13/19.)

This webpage includes resources to assist providers and suppliers comply with the Centers for Medicare & Medicaid Services Emergency Preparedness Rule. Resources include Facility-Specific Requirement Overviews for hospitals and other facility types (recently updated to reflect the Omnibus Burden Reduction Final Rule) and CMS and Disasters: Resources at Your Fingertips.

U.S. Department of Health and Human Services, Centers for Medicare & Medicaid Services. (2016). Medicare and Medicaid Programs; Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers.

This rule establishes consistent emergency preparedness requirements for health care providers participating in Medicare and Medicaid, increases patient safety during emergencies, and establishes a more coordinated response to natural and man-made disasters.

Yale New Haven Health System Center for Emergency Preparedness and Disaster Response (YNHHS-CEPDR). (2017). Emergency Preparedness CMS Conditions of Participation & Accreditation Organizations Crosswalk.

This crosswalk was created by YNHHS-CEPDR, in collaboration with a number of national subject matter experts. Emergency and disaster related program, policy, communication, training and exercise elements of regulatory and accreditation standards were mapped to the CMS Emergency Preparedness Conditions of Participation. Every effort was made to ensure that the mapped regulations and accreditation standards matched as closely as possible. However, this document should be used only as a resource for reviewing and updating healthcare emergency preparedness plans and does not replace existing federal, local, or association guidance.

II.   Plans and Templates

California Hospital Association. (2018). Hospital Activation of the Emergency Operations Plan Checklist.

This checklist supports activation of an Emergency Operations Plan (EOP) and may help with coordination of efforts and response involvement among hospitals, healthcare coalition partners, emergency medical services, public health agencies, and environmental health departments. Topics include Activation, Assessment, Response Plans, and Resource Requests.

City of Houston Office of Emergency Management. (n.d.). Healthcare Facility Emergency Operations Plan (EOP) Planning Aid. (Accessed 12/12/2019.)

This checklist-style planning document is intended to aid facilities in creating and/or evaluating an emergency operations plan (EOP).

Southeast Texas Regional Advisory Council. (2017). Healthcare Facility Emergency Operations Plan "Criteria Checklist".

This checklist can help facilities review existing plans, note planning gaps, specify policies and procedures, and establish a training and exercise program to ensure compliance with the Centers for Medicare & Medicaid Emergency Preparedness Rule.

Spectrum Health. (2019). Spectrum Health Delivery System Emergency Management Plan.

This plan can help Spectrum Health sites meet their Emergency Preparedness Program objectives and lists roles and resources available for doing so. It can be used as a model for other health organizations.

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University of Toledo Medical Center. (2019). [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. Note that this document uses color codes as opposed to plain English, and contains elements pertaining to the Emergency Management Program (EMP), and users may wish to separate that information out when adapting this plan.

Wisconsin Department of Health Services. (2018). [CMS Emergency Preparedness Rule Toolkits.](#)

> This webpage includes links to toolkits and other resources designed to help select healthcare facilities better understand the Centers for Medicare & Medicaid Services (CMS) Emergency Preparedness Rule. There is both a PDF (toolkit) and Word version (workbook) for each facility type, and the relevant CMS rules for each facility type are included. Each toolkit includes sample templates and planning worksheets that can help facilities develop compliant plans, policies, and procedures. One of the toolkits focuses on hospitals.

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