ASPR TRACIE Technical Assistance Request

Response Date: 18 November 2019

Request:

The requestor is assisting two critical access hospitals in navigating a path toward improved emergency preparedness and response capabilities. He requested checklists, orientation materials, primers, or other resources that could be used for entry-level training for hospital emergency management coordinators.

Response:

ASPR TRACIE reviewed existing resources, including those in the Emergency Operations Plans/ Emergency Management Program, Rural Disaster Health (which includes a Critical Access Hospitals subcategory), and Training and Workforce Development Topic Collections. Previous technical assistance requests were also reviewed.

Section I features ASPR TRACIE developed resources and completed technical assistance requests appropriate for orienting an individual to emergency management, including a generic hospital emergency preparedness coordinator position description that identifies relevant training and typical duties. Section II includes other relevant resources.

I.   ASPR TRACIE Resources

ASPR TRACIE. (2017). Emergency Management Terms and Presentations.

>   This ASPR TRACIE TA response provides a glossary of emergency management terms and links to emergency management 101 presentations/ webinars.

ASPR TRACIE. (2019). Emergency Preparedness Information Modules for Nurses in Acute Care Settings.

>   This document from ASPR TRACIE describes a project to develop healthcare emergency preparedness information modules for nurses (EPIMN) and a framework to assess the impacts and outcomes associated with implementing such modules. It includes a summary and background of the project, links to EPIMN, a case study describing the development and impact of EPIMN, an economic framework based on EPIMN, and a calculator based on the economic framework.

ASPR TRACIE. (2017). Emergency Preparedness Planning Training Resources.

>   This ASPR TRACIE TA response provides training and other resources related to emergency preparedness planning. Related Topic Collections: Emergency Operations Plans/ Emergency Management Program, Exercise Program, and Incident Management.

ASPR TRACIE. (2019). [Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers (CMS EP Rule) Resource Page](#).

> This page provides links to resources that can help providers and suppliers comply with the Centers for Medicare & Medicaid Services Emergency Preparedness Rule. Resources include [Critical Access Hospital Requirements: CMS Emergency Preparedness Final Rule](#) requirements overview.

ASPR TRACIE. (2019). [Hospital-Based Incident Command Systems: Small and Rural Hospitals](#).

> This webinar features speakers from small and rural hospitals who have experienced a recent emergency and activated their hospital-based incident command systems. They provided an overview of the incident, described how they implemented their incident command system, discussed tools and shared lessons learned for small and rural hospitals, and shared how they have incorporated these lessons into their current systems and plans. Links to speaker biographies and Q&A are provided on the first slide. The presentation by Barbara Dodge describing the adaptation of HICS for small and rural hospitals may be particularly helpful.

ASPR TRACIE. (2019). [Hospital Emergency Management Program Structure](#).

> This ASPR TRACIE TA response includes links to resources with information specific to emergency management program structure.

ASPR TRACIE. (2019). [Hospital Emergency Preparedness Coordinator Job Description](#).

> This ASPR TRACIE TA response includes a job summary, a consolidated list of roles and responsibilities, and a list of typically required qualifications for a hospital emergency preparedness coordinator that ASPR TRACIE summarized through resources gathered online and from feedback provided by our Subject Matter Experts.

II.   Incident Command Resources

American College of Emergency Physicians. (n.d.). [Hospital Disaster Preparedness Self-Assessment Tool](#). (Accessed 11/14/2019.) California Hospital Association.

> This detailed checklist assessment can help hospital staff review their emergency operations plan components.

Association of Healthcare Emergency Preparedness Professionals. (2014). [HICS (Hospital Incident Command System) for Small Hospitals](#).

> This resource provides links to guidance and templates that can help smaller hospitals implement the Hospital Incident Command System.

Backer, H., Smiley, D., Schoenthal, L. et al. (2014). Hospital Incident Command System (HICS) Guidebook: Fifth Edition, May 2014. California Emergency Medical Services Authority.

> This latest version of the HICS guidebook meets the needs of all types of hospitals, regardless of location, size, or patient care capabilities and provides event-based templates and resources in addition to the system framework and job action sheet templates. Specifying the ICS used and how it is implemented is a key component of the EOP.

California Hospital Association. (n.d.). HICS Education. (Accessed 11/14/2019.)

> The California Hospital Association provides links to training courses that may be of interest to healthcare emergency preparedness professionals.

California Hospital Association. (2011). Emergency Management Principles and Practices for Healthcare Systems.

> 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.

Colorado Department of Public Health and Environment. (n.d.). Emergency Preparedness Resources for Health Facilities. (Accessed 11/14/2019.)

> This webpage includes links to "resources and information to help planning teams develop, implement and maintain emergency operations plans." Included are a basic plan toolkit, hazard vulnerability analysis toolkit, and a mass care/ mass casualty functional annex toolkit.

Colorado Department of Public Health and Environment. (2017). Emergency Preparedness Guidance for Critical Access Hospitals (CAHs).

> This state-specific guidance highlights how critical access hospitals can interpret and comply with the four components of the CMS Emergency Preparedness Rule.

Federal Emergency Management Agency. (2019). National Incident Management System Training. U.S. Department of Homeland Security.

> This webpage includes links to FEMA's Incident Command System (ICS) training courses and other related resources. The course IS-100.C: Introduction to the Incident Command System, ICS 100 provides an excellent foundation for understanding incident command roles and responsibilities.

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Florida Department of Health. (2011). Florida's Recommended Disaster Core Competencies for Hospital Personnel. Iroquois Healthcare Association.

> This 73-page report defines core competencies for hospital personnel at the awareness level, mid-level, and advanced level, and provides guidance for determining which staff members should be in each level. Applying these competencies will assist hospitals in the development, implementation, coordination, and evaluation of disaster preparedness and response training programs.

Florida Department of Health and Florida Hospital Association. (2010). Hospital Disaster Preparedness Awareness Training Part 1.

> This document provides information to support an all-hazards training for clinical and non-clinical hospital staff.

Illinois Critical Access Hospital Network. (n.d.). Emergency Preparedness Library. (Accessed 11/14/2019.)

> The resources on this webpage can help critical access hospital staff learn more about the CMS Emergency Preparedness Rule, continuity of operations planning, Ebola readiness assessment, surge, infection control, and other topics.

International Board for Certification of Safety Managers. (2017). CHEP (Certified Healthcare Emergency Professional) Certification.

> The Board establishes certification and re-certification requirements for the CHEP, and this webpage includes links to information on the various certifications offered, fees, scheduling, and frequently asked questions.

Stanford Health Care. (2015). The Hospital Incident Command System: A Guide for Hospital Personnel.

> This video provides an overview of the Hospital Incident Command System (HICS), highlights position descriptions, and defines roles and responsibilities for each position.

The Center for HICS Education and Training. (2014). Hospital Incident Management Team Organizational Chart.

> This online, fillable PDF form represents the typical incident management structure under the Hospital Incident Command System. It can be completed online and printed, sent via e-mail, or saved by the users.

The Center for Preparedness Education. (n.d.). Hospital Resources: HICS for Small Hospitals. (Accessed 11/14/2019.)

> This webpage includes links to HICS resources specifically adapted for use by small hospitals, including an Incident Management Team Chart, Job Action Sheets, and Job Aids.

The Joint Commission. (2019). [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).

University of Rochester Medical Center. (n.d.). [Hospital Command Center Course Materials](#). (Accessed 11/14/2019.)

> These course materials review planning and operations considerations for the hospital command center and may help other facilities as they set up and build their emergency management infrastructure.

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