ASPR TRACIE Technical Assistance Request

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Request Receipt Date (by ASPR TRACIE): 28 March 2017
Response Date: 29 March 2017
Type of TA Request: Standard

Request:

███████████ asked if ASPR TRACIE had hospital Emergency Operations Plan (EOP) templates that meets NFPA 1600 and the new Centers for Medicare and Medicaid Services (CMS) Emergency Preparedness (EP) rule standards.

Response:

The ASPR TRACIE team reviewed existing Emergency Operations Plans/ Emergency Management Program Topic Collections for materials on hospital EOPs. Resources gathered are listed below. Section I includes various hospital EOP plans and other resources. Section II provides hospital emergency management evaluation tools. Finally, Section III provides additional materials that may be helpful to your request as well. In particular, we would like to direct you to the Yale New Haven Health System Center for Emergency Preparedness and Disaster Response (YNHHS-CEPDR) Emergency Preparedness CMS Conditions of Participation & Accreditation Organizations Crosswalk, which provides a crosswalk of the CMS EP Rules and other regulations and accreditation standards.

NOTE: ASPR TRACIE has developed and collected a number of resources that we believe may help facilitate compliance with the CMS EP Rule, including the resources provided in this document. However, this does not substitute review of the final CMS EP Rule text and interpretive guidelines. We cannot verify if these resources meet NFPA guidelines or CMS EP Rule requirements. That determination is based upon the certifier/ surveyor conducting the review of your facility.

CMS-specific Information:

CMS is currently developing the interpretive guidelines and the State Operations Manual that will address specific regulatory expectations. This is expected to be completed by late Spring 2017. ASPR TRACIE has developed and collected a number of resources that we encourage you to use and believe will help facilitate compliance, including the resources provided here. However, this does not substitute review of the final rule text and interpretive guidelines. If you have specific questions about your facility's compliance please review the interpretive guidelines when they are developed, contact your state's survey agency, or the CMS Survey and Certification Group (SCG) at the following email address: SCGEmergencyPrep@cms.hhs.gov.

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CMS and ASPR TRACIE are partnering to provide technical assistance, and share resources and promising practices to help affected providers and suppliers start or update the documents mandated by the new Emergency Preparedness rule. Additional key resources include:

- The ASPR TRACIE dedicated CMS Rule page: https://asprtracie.hhs.gov/cmsrule
- The entire CMS Emergency Preparedness Rule: https://federalregister.gov/a/2016-21404
- The CMS Emergency Preparedness Survey and Certification Page: https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html
- CMS has developed a Quick Glance Table of the rule requirements by provider type, to highlight key points of the new Emergency Preparedness rule. **NOTE**: This table is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text.
- ASPR TRACIE developed a CMS Emergency Preparedness (EP) Rule Resources at Your Fingertips Document. Within this document are links to key resources:
  - CMS' recently developed frequently asked questions (FAQ) documents that synthesizes answers to commonly asked inquiries about the CMS EP Rule.
  - The FAQs, in combination with the CMS at-a-glance chart and Provider and Supplier Type Definitions Fact Sheet, can help planners identify and address planning gaps and facilitate compliance with the regulations.
  - Interested in learning more about your local healthcare coalition? This chart can help you identify the preparedness office of your state public health agency. Remember: the release of the CMS EP Rule provides healthcare coalitions a tremendous opportunity to strengthen relationships and leverage a broader group of personnel and resources to provide for the medical needs of the whole community during a disaster.
  - If you missed the Medicare Learning Network National Call on the EP Rule, you can access the PowerPoint slides, transcript, and audio recording here.

I. Hospital Emergency Operations Plans and Templates

Centers for Disease Control and Prevention. (2016). Office of Public Health Preparedness and Response: Planning Resources by Setting. U.S. Department of Health and Human Services.

> This website includes links to resources that can help healthcare and hospital systems staff plan for and respond to public health emergencies.

Centers for Medicare and Medicaid Services. (2013). Emergency Preparedness Checklist.

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

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

> This document is a template for a hospital Emergency Operations Plan with departmental sections as well as incident-specific annexes. Facility personnel will likely need to add operational detail to this outline.

Mississippi State Department of Health. (n.d.). Mississippi State Department of Health-Facilities Preparedness. (Accessed 3/28/2017.)

> This webpage links to emergency operations plan templates for: home health; hospice; hospitals; long-term care; and personal home care.

U.S. Department of Veterans Affairs. (n.d.). Emergency Operations Plan Template. (Accessed 3/28/2017.)

> This template is part of the U.S. Department of Veterans Affairs Emergency Management Guidebook, and describes a general strategy for how the operating units in a health care facility will coordinate during emergencies. It identifies various "key activities" (tasks common to emergency response) under the functional areas of the Incident Command System.

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.

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.

II.   Hospital EOP Evaluation Resources

ACH Media. (2006). Prepare for Emergency Management Committee Meeting as Part of Joint Commission Survey. ED Management, 18(2):1-3.

> This article covers the process of accreditation surveys for larger hospitals, including: emergency management committee meeting, disaster tracer, plan review, and incident command center review.

American College of Emergency Physicians. (n.d.). Hospital Disaster Preparedness Self-Assessment Tool. (Accessed 3/28/2017.)

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This detailed checklist assessment can help hospital staff review their emergency management programs.

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.

Davies, S. and Chin, D. (2010). Challenges and Approaches to Measuring Hospital Emergency Preparedness.

This presentation covers all of the various emergency management evaluation tools for healthcare entities, surveys determining the most important metrics, and steps forward for developing a more standardized evaluation system in the U.S.

III.   Other Relevant Resources

Centers for Disease Control and Prevention. 2014). Emergency Preparedness and Response: Preparation & Planning. U.S. Department of Health and Human Services.

This Centers for Disease Control and Prevention website provides links to planning resources for healthcare facilities and specific types of emergencies.

Perry, R. and Lindell, M. 2006). Hospital Planning for Weapons of Mass Destruction Incidents. Journal of Postgraduate Medicine. 52(2):116-20.

This article is a result of a literature review that focused on six elements related to weapons of mass destruction incidents that must be addressed in hospital disaster plans: incident command, hospital security, patient surge, decontamination, mental health consequences, and communications.

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.

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