

EMERGENCY PREPAREDNESS PROGRAM (EPP) REVIEW WITH THE COMPLETION OF HAZARD VULNERABILITY ASSESSMENTS (HVA)

GENERAL PROCESS

This review will analyze the EOP against the new Emergency Preparedness Rule released by the Centers for Medicare & Medicaid Services (CMS) in September 2016 (compliance is required by November 2017):

- A. Offsite Review: RPA will complete this offsite review of the Emergency Preparedness Programs before visiting each site.
- B. On-site review: RPA will interview the facility team on outcomes of the EOP review, conduct a walk-through of the facility tour and complete the Hazard Vulnerability Assessment (HVA), with community partners if available on the scheduled on-site day.
- C. Offsite Reporting: Completion of the report of recommendations and the HVA documentation.
- D. Final Deliverable: The final deliverable will include a written HVA along with general mitigation actions for the organization. Recommendations and sample tools to improve the EPP will also be included that address the plan, training and exercises.



THE EMERGENCY PREPAREDNESS PROGRAM (EPP) REVIEW WILL INCLUDE:

This will review the overarching EPP program to ensure that it meets the four core elements of a compliant EPP:

- Annual Risk Assessment & Emergency Planning (all-hazards approach)
- Policies and Procedures
- Communication Plan
- Training and Testing

Note: Full evaluation of Emergency Power Requirements is not incorporated in this review.

EMERGENCY OPERATIONS PLANS (EOP) REVIEW

RPA will review existing plans (provided prior to our scheduled review). These plans will be reviewed to expected policies and procedures, including, but not limited to:

- Plan Activation: *How, Who is authorized, How notifications happen (internal and external)*
- Communications Plans: *Including Communications During Disaster, News Media and Responsible Parties, Staff Call Back Systems*
- Healthcare Incident Command System (HICS): *How the facility manages an event and coordinates with local responders*
- Staffing Plans: *Including Staff Pools, Staff Sheltering and transportation plans*
- Full Building Evacuation Plans: *How to organize a full evacuation to receiving facilities*
- Surge / Influx Plans: *How to organize a surge or influx of residents*
- Emergency Procedures for Technological Disasters (e.g., Bomb threat, terrorism plan)
- Emergency Procedure for Loss of Central Services (e.g., Power outage, loss of water)
- Emergency Procedures for Natural Disasters (e.g., Flood, hurricane, ice storm)
- Emergency Resources & Assets: *Emergency lists, Sustainability Plans, Inventory*
- Recovery Plans: *The building and its utilities, resident services, staffing, clinical recovery, food and liquids, cash, business recovery, etc. Fire Drills to test the knowledge of the staff in their new space.*

TRAINING AND DISASTER EXERCISES REVIEW

RPA will review the facility’s emergency preparedness training and testing program based on the emergency plan (EOP). Review and recommendations will include:

- A. Initial training for new and existing staff, individuals providing services under arrangement, and volunteers consistent with their expected role.
- B. Provide training at least annually.
- C. Maintain Documentation, including demonstration of staff knowledge of emergency procedures
- D. The facility must conduct at least two (2) exercises to test the emergency plan at least annually, including “announced staff drills using the emergency procedures”
- E. Actual activations – if documented properly, can count as one (1) exercise
- F. Analyze the response to, and maintain documentation of all drills, exercises and emergency events, and revise the facility’s emergency plan, as needed.

HAZARD VULNERABILITY ASSESSMENT (HVA) COMPLETION

We will complete the facility’s Hazard Vulnerability Assessment. This analysis will cover every potential technological, human, and/or natural event categorized by the Type (Natural, Human, Technological, Hazardous Materials), Probability (in community and at your facility), Severity and Risk along with evaluating the preparedness for each of these events. This will be accomplished by:

- A. Review of existing HVA, if available,
- B. Interviews of facility staff (Facility Leadership staff must be involved) including a review of historical data that may demonstrate the probability of occurrence, along with the possibility of building damage, utility failure and/or influx of residents and the community,
- C. Discussion or review with local partners, if they are available during our on-site visit or post visit via their review with the facility.
- D. Conduct a walk-through tour of the facility / risk assessment.

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For more information on how we can help you, please contact us at 585-223-1130, via e-mail at info@phillipsllc.com or visit www.phillipsllc.com.