



Emergency Preparedness: Benefits of a Comprehensive Plan

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Today's Speakers



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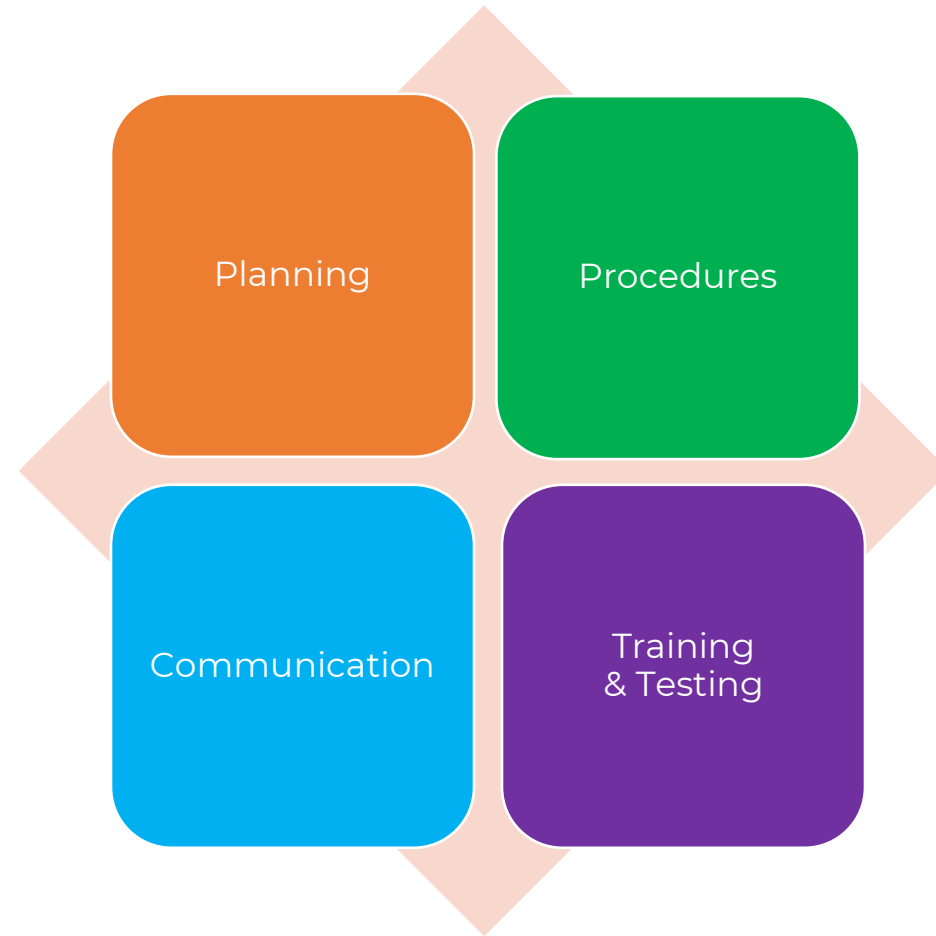
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ACHC Emergency Preparedness Dimensions



What Should Planning Dimensions Include?

- Environmental risks – Consideration of internal and external factors.
- Typical assessment tool: Hazard Vulnerability Assessment (HVA).
- Representative(s) – Evaluation of the “what if” impacts, probabilities, and preparedness of staff.
- Prioritization – Efforts to safeguard human resources, seek to maintain operations, and protect physical resources and business continuity.
- Recovery – Factors required to return to normal operations.



Best Practice

Executive leadership involvement in development and approval of HVA.

Procedures – Post-Risk Assessment

Develop policies and procedures related to or defined by those perceived vulnerabilities. These may be part of Emergency Operations Plan (EOP) or maintained separately.

- Prevention
- Mitigation (impact reduction)
- Response and assessment
- Recovery



Best Practice

Hazard Vulnerability Assessment (HVA) and associated policies and procedures should be shared internally and externally with key stakeholder groups.

Procedures (cont.)

- Options During an Emergency:
 - Maintaining or expanding services
 - Conserving resources
 - Curtailing services
 - Supplementing from outside resources
 - Closing the hospital to new patients
 - Performing a staged evacuation
 - Conducting a total evacuation



Communication – Avoid Duplicating Disaster

- Community response partners – Share EOP because mutual dependencies indicate a need for external support.
- Communication plan – Make it part of the EOP or maintain it separately (include EOP references if separate).
- Incident command – These considerations are essential and must be shared.
 - Internally with staff, patients, and visitors.
 - Externally with essential partners.



Communication (cont.)

- Communication methods – Primary and alternate means, including radio, phone, ham radio, satellite phones, computer capability (with medical records or downtime functionality defined).
- Call lists/rosters – Internal staff and emergency partners at local, state, and federal levels.
- Complete plan – Are all components built into your communications plan?



Best Practice

Developing a thorough communications plan is one step. Keeping it up to date and in use is another.

- How often will your plan be updated?
- How are you monitoring turnover in your community key stakeholder roles?
- And how are you filling vacated stakeholder roles?

Training and Testing

Emergency Training

- Role delineation – Command and line staff (incorporate a plan for new and existing staff).
- Ongoing policy and procedure review – Refine and develop as needed.
- EMS participation – Some organizations participate in local/state emergency planning commission.



Best Practice

Budget and prioritize resources to fully participate in drills and exercises both internally and countywide or municipality-wide.

Training and Testing (cont.)

Testing Through Emergency Exercises

- Program reviewed/updated at least every two years.
- Drills and exercises – Full-scale community drill, plus a second drill that's either full scale or a functional, mock, or facilitated tabletop drill or workshop.
- Drills and exercises must:
 - Be based on your HVA.
 - Provide an After-Action Report.
- Any opportunities for improvements identified must be incorporated in subsequent drills.
- And EOP updated.



Essential Questions

What does your after-hours leadership look like?

What will it look like during an emergency?

EOP Document Review Requirements

- HVA, EOP, and P&P – Review and evaluate elements at least every two (2) years.
- Emergency supply inventory – Review semiannually.
- Staff callback rosters – Review semiannually.
- Emergency exercises – Review and update annually.



Best Practice

Involve all organizational leaders and key stakeholders in the complete review of and education about these crucial documents:

- Hazard Vulnerability Assessment (HVA).
- Emergency Operations Plan (EOP).
- Policies and Procedures (P&P).

Questions?



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