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|  | **Emergency Plan** | **Policies and Procedures** | **Communication Plan** | **Training and Testing** | **Additional Requirements** |
| **General Requirements** | |  | | --- | | Develop a plan based on a risk assessment using an “all hazards” approach, which is an integrated approach focusing on capacities and capabilities critical to preparedness for a full spectrum of emergencies and disasters. The plan must be updated annually. | | |  | | --- | | Develop and implement policies and procedures based on the emergency plan, risk assessment, and communication plan which must be reviewed and updated at least annually.  System to track on-duty staff & sheltered patients during the emergency. | | |  | | --- | | Develop and maintain an emergency preparedness communication plan that complies with both federal and state laws. Patient care must be well-coordinated within the facility, across health care providers and with state and local public health departments and emergency systems. The plan must include contact information for other hospitals and CAHs; method for sharing information and medical documentation for patients. | | |  | | --- | | Develop and maintain training and testing programs, including initial training in policies and procedures and demonstrate knowledge of emergency procedures and provide training at least annually.  Also annually participate in:  •A full-scale exercise that is community- or facility-based;  •An additional exercise of the facility’s choice. | | |  | | --- | | Generators—Develop policies and procedures that address the provision of alternate sources of energy to maintain:  (1) temperatures to protect patient health and safety and for the safe and sanitary storage of provisions;  (2) emergency lighting; and  (3) fire detection, extinguishing, and alarm systems. | |
| **HHA specific comments** |  | Will not require shelter in place, provision of care at alternate care sites  Inform officials of patients in need of evacuation.  HHAs not required to track staff and patients. | Will not need to provide occupancy information.  Not required to include the names and contact information for other HHAs in the communication plan. Not required to develop arrangements with other HHAs. |  | HHAs must have policies in place for following up with patients to determine services that are still needed. In addition, they must inform State and local officials of any on-duty staff or patients that they are unable to contact. |

**Effective July 13, 2017**