



Trinity Health

Emergency Preparedness

TRINITY HEALTH REQUIRED EDUCATION

Emergency Preparedness

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Course Description

This course provides an overview of what's included in emergency action plans, covering how a plan is structured and the importance of considering emerging infectious diseases. It also explains employee roles and the necessary training for responding to emergencies.

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Introduction

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The Occupational Safety and Health Administration (OSHA) requires that health care providers have an emergency action plan in place to protect employees. Your facility implements an emergency action plan that includes the necessary equipment, policies and procedures, and education to ensure everyone knows how to stay safe and eliminate or reduce key hazards.



The Centers for Medicare & Medicaid Services (CMS) also requires that all healthcare providers develop these plans.



This course will provide you with an overview of the plan, so you'll know what to expect when an emergency occurs. In addition, it will cover employee roles and responsibilities during an emergency.

Course Overview

Key topics covered in this course include:

- The purpose of an emergency action plan
- The key elements of an emergency action plan
- Planning for Emerging Infectious Diseases
- Employee roles and responsibilities during emergencies

A Quick Glossary of Terms

All-hazards approach

A method of planning for emergencies that considers the facility's location, available space, and medical capabilities.

Emergency/Disaster

A serious event, either natural or human-made, that causes harm or disruption.

Emergency preparedness

Being ready to respond to an emergency.

Emergency action plan

A written plan that outlines the specific actions a facility will take when responding to an emergency. The plan is developed using guidelines provided by the emergency preparedness program.

Emergency preparedness program

Guidelines from the Centers for Medicare & Medicaid Services (CMS) to help healthcare providers prepare for emergencies.

Hazard

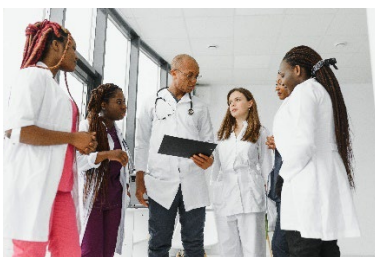
A potential risk or danger.

Risk assessment

A process used by a facility to identify potential risks and weaknesses.

Emergency Action Plans

Lesson 2 of 4

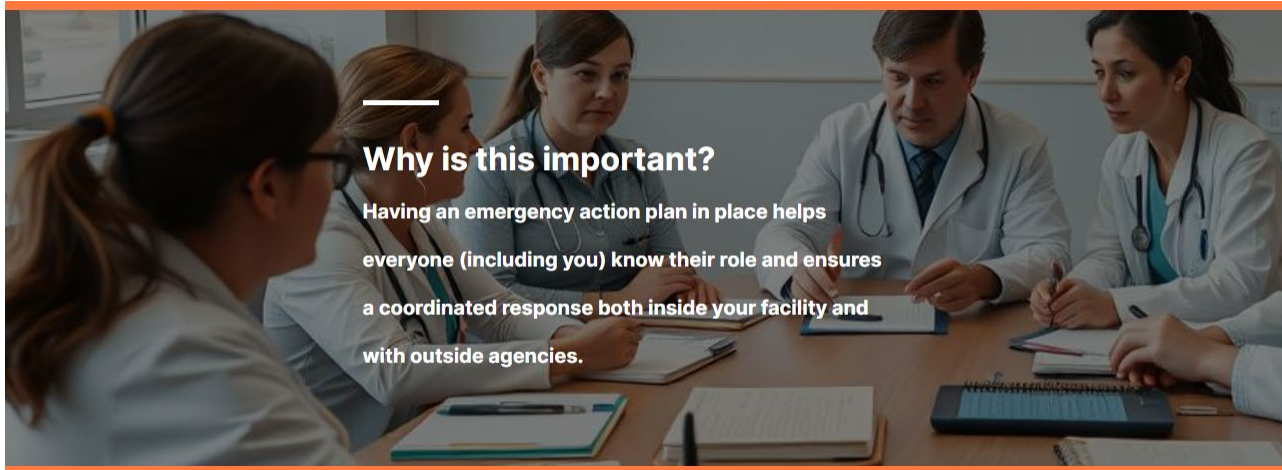


In preparing for an emergency, your facility has an emergency action plan in place that aligns with OSHA requirements. This plan also follows the CMS Emergency Preparedness Program, which provides guidelines to help health care providers prepare for emergencies.

Purpose



The purpose of the plan is to make sure facilities are ready for both natural and human-made disasters, and can work with federal, state, tribal, regional, and local emergency systems.



Why is this important?

Having an emergency action plan in place helps everyone (including you) know their role and ensures a coordinated response both inside your facility and with outside agencies.

The Four Essential Elements of a Plan

An emergency action plan includes these four essential elements:

Risk Assessment & Planning

Your facility:

- Conducts risk assessments using an all-hazards approach to assess risks based on your facility's location, available beds, and capabilities.
- Identifies strategies for handling emergencies identified in the risk assessment, such as:
 - Staffing needs
 - Extra patient care
 - Evacuation plans
- Identifies services and backup employees at your facility for key roles if someone is unavailable.
- Identifies who activates the plan and chooses a backup person in their absence.
- Coordinates with officials to establish a process for working with local, tribal, state, and federal officials to ensure a coordinated response.
- Installs and maintains an employee alarm system with a distinctive signal.
- Reviews and updates the emergency plan every two years.

Communication Plan

Your facility:

- Develops a communication plan that is reviewed/updated every two years and follows federal, state, and local laws.
- Forms an incident response team that includes employees from all areas of the facility.
- Coordinates care within the facility, with other providers, public health departments, and emergency management systems.
- Lists the names or job titles of anyone who employees can contact for more information about the plan or for an explanation of what their duties are.
- Provides names and contact information for people and organizations that must carry out the plan at the local, tribal, state, and federal levels including:
 - Employees
 - Volunteers
 - Emergency preparedness employees

Policies & Procedures

Your facility:

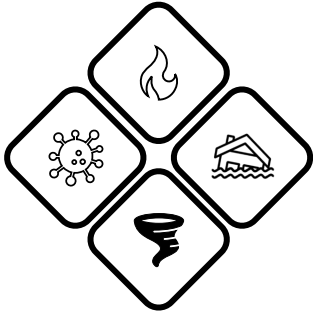
- Develops and implements policies based on emergency and communication plans and reviews/updates them every two years. These policies and procedures include:
 - The reporting of a fire or other emergency
 - General building evacuation
 - Procedures for employees who must stay to manage critical plant operations before evacuating
 - Procedures to account for all employees after evacuation
 - Employees performing rescue or medical duties
- Identifies essential items needed for survival, evacuation, sheltering in place, and tracking patients and employees in inpatient facilities.
- Ensures backup power for lights, fire alarms, temperature control, and waste disposal.
- Implements alternate access to private medical records and information about current patients.
- Plans for staffing during emergencies, using volunteers and state/federal healthcare workers as needed.

Training & Testing

Your facility:

- Provides training on emergency preparedness policies and procedures for new employees during orientation (or soon after). Retrains all employees at least every two years or whenever major updates occur.
- Provides role-based training during emergencies, to include:
 - Sheltering in place
 - Evacuation procedures
 - Managing patient care (triage, transfers, discharges)
 - Use of Personal Protective Equipment (PPE)
- Tests the emergency plan through annual drills. These can be community-based mock disasters or facility-specific exercises if community drills are not possible.
- Analyzes drill results and updates the emergency plan based on the findings.
- Incorporates lessons learned from previous drills or real emergencies into training sessions.

Hazard Assessment



Your facility's action plan is built around hazards specific to your location and the types of hazards that are likely to occur there. A hazard assessment is used to identify risks that are more likely in your environment and inform the plan.

Possible Hazards

Here are some possible hazards:



Natural Disasters

Floods, tornadoes, and hurricanes



Human Made Disasters

Active shooter, hazardous waste spills



Utility Failures

Electrical, water



Cyber attacks

Ransomware, malware



Building loss

Damage, collapse



Supply loss

Supply shortage, supply disruption



Emerging Infectious Diseases (EIDs)

COVID-19, Avian flu (H5N1)

Planning for Emerging Infectious Diseases

Preparing for Emerging Infectious Diseases (EIDs) is an important part of an emergency action plan, particularly in healthcare settings. EIDs include new illnesses, like COVID-19, or familiar diseases that carry known risks.

These diseases can disrupt operations and impact patient care. Your facility aligns its plan with local and state guidelines, which ensures better preparation for disruptions caused by an EID.

The plan also includes a process for evaluating your facility's needs based on the specific type of EID and addresses the following:

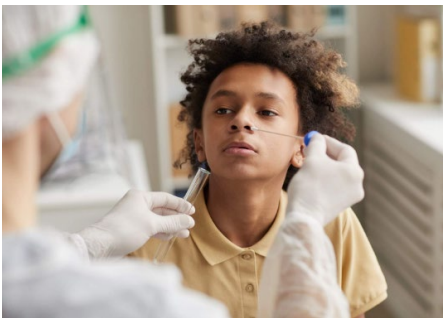
Personal Protective Equipment (PPE)

Providing specific or specialty PPE if the situation requires it



Preventing Transmission

Preventing transmission through screening and testing if needed



Handling Admissions

Handling inpatient admissions or transfers to long-term care or home healthcare



Facility Changes

Making changes to the facility including:

- Adding barriers
- Increasing isolation rooms
- Practicing social distancing
- Controlling traffic flow



Employee Responsibilities

Lesson 3 of 4

During an emergency your facility may need to adjust its standard operations. Extra employees may be needed, and some services might not be available.

As a result, employees may be given different roles or tasks to ensure work is done.



Your facility prepares for an emergency by:

- Training employees on the specific roles they will perform during an emergency
- Conducting exercises or drills to train employees on how to respond

The bottom line is: everyone should review the emergency action plan or talk with their manager to learn what their role will be during an emergency.

Wrap-up

Lesson 4 of 4

Course Summary

In this course we focused on important information you need to know about emergency preparedness.

These topics were covered in the course:

- The purpose of an emergency action plan
- The essential elements of an emergency action plan
- Planning for Emerging Infectious Diseases
- Employee roles and responsibilities during emergencies