

EMERGENCY MANAGEMENT (EM) QUICK GUIDE

New Community Health Center Staff – EM is both a regulatory requirement and an operational necessity.

All Community Health Centers must address the 4 Core CMS Emergency Preparedness Elements:

① Risk Assessment & Planning

- Conduct an All-Hazards Risk Assessment (HVA)
- Maintain a written Emergency Operations Plan (EOP)

② Policies & Procedures

- Evacuation & shelter-in-place
- Infection prevention & surge planning
- Continuity of Operations (COOP)
- Delegation of authority

③ Communication Plan

- Staff & patient communication
- Coordination with Local Health Department
- Template is accessible in Emergency Preparedness Library (ERL)

④ Training & Testing

- Staff trained on roles
- Exercises conducted & documented
- After Action Reports (AAR/IP) completed

Exercise Requirements (CMS) - CHCs must conduct at least 2 exercises per year:

- ✓ One community-based exercise (if available)
 - Local hospitals, Health departments, EMS

Participating in CHCANYS-led exercises may satisfy this requirement depending on the structure.

- ✓ One additional exercise, which may include:
 - Tabletop Exercise (TTX), Functional Exercise, Full-Scale Exercise, Real-World Event

Real-World Events Count If:

- The EOP was activated
- Actions were documented
- An AAR/IP was completed

 **Operational Status Reporting – Are you the assigned VEOCI end-user for your CHC?**

During declared or significant emergencies, CHCs may be required to:

- Report operational status – on VEOCI Platform
- Indicate closures, change in service type, or service disruptions
- Report on staffing or supply impacts

Operational reporting during emergencies is a HRSA requirement; it is not optional.

Key acronyms

EOP – Emergency Operations Plan
HVA – Hazard Vulnerability Assessment
ICS – Incident Command System
COOP – Continuity of Operations
CMS – Centers for Medicare & Medicaid Services
HRSA – Health Resources & Services Administration
PCA – Primary Care Association
TTX – Tabletop Exercise
AAR/IP – After Action Report / Improvement Plan

What You Should Do Now

- ✓ Know where your EOP is located
- ✓ Confirm your assigned ICS role
- ✓ Review the last exercise date
- ✓ Verify emergency contact lists
- ✓ Participate in drills and trainings