

# Advanced Emergency Management Workshop

## Day 2

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# EM Planning EM.03.01.01

- ▶ EP 1- Conducts & documents annual review of risks, hazards & potential emergencies defined in HVA
- ▶ EP 2- Conducts & documents annual review of objectives and scope of EOP
- ▶ EP 3- Conducts & documents annual review of inventory process

# Annual Evaluation of EM Program

- ▶ Identify the following in the EOP:
  - ▶ Who will create the EM Annual Evaluation
  - ▶ When will it be completed
  - ▶ Where will it be circulated
- ▶ The intent is to conduct a pro-active review of each of the EM Requirements
- ▶ Needs to include Objective, Scope, Performance & Effectiveness

# Annual Evaluation of EM Program

- ▶ Compare the Annual Evaluation against other EM documentation
  - ▶ EM committee minutes
  - ▶ HVA
  - ▶ EOP
  - ▶ Exercise Critiques/After Action Reports

# Annual Evaluation of EM Program

- Points to consider: Objectives

- What are you trying to accomplish?
- Broad-based
- Requires planning
- Evaluation

- Example:

1. To effectively develop an EOP to provide for the continuation of patient care before, during and after all emergency situations.

# Annual Evaluation of EM Program

- ▶ Points to consider: Scope
  - ▶ Sites covered by plan
  - ▶ Services offered
  - ▶ Hours of operation
  - ▶ Evaluation
- ▶ Example: The scope of the Emergency Operations Plan includes ABC Hospital and all designated ABC offsite locations
  - ▶ List all designated off-sites locations with addresses

# Annual Evaluation of EM Program

## Points to consider: Performance

- ▶ Performance monitoring data
- ▶ Graphs
- ▶ Analysis

Example: (insert PI graph)

# Annual Evaluation of EM Program

- ▶ Points to consider: Effectiveness
  - ▶ Subjective
  - ▶ What went well?
  - ▶ What didn't go so well?
  - ▶ Accomplishments
  - ▶ Gaps

# Annual Evaluation of EM Program

- ▶ Forthcoming issues and concerns
- ▶ Suggested Circulation
  - Leadership
  - Board of Directors
  - Department Heads
  - EM Committee Members
  - Others

# Annual Evaluation of EM Program

- ▶ The Evaluation should result in:
  - ▶ Goals and objectives met & not met in current year
  - ▶ Identification of goals and objectives for the next year
  - ▶ Evaluation of the performance and effectiveness of the EM program

# Evaluating the Plan through Exercise

EM.03.03.03

# Exercises EM.03.01.03

- ▶ EP 1- Hospital activates EOP twice a year at each site included in plan
- ▶ For each site of the hospital offering emergency services or is a community-designated disaster receiving station:
  - ▶ EP 2- 1 exercise- influx of patients
  - ▶ EP 3- 1 exercise- escalating event in which local community is unable to support the hospital For each site of hospital w/ defined role in community response plan
  - ▶ EP 4- 1 exercise- includes community participation

# Exercises EM.03.01.03

- ▶ EP 5- Incorporate likely disaster scenarios
- ▶ EP 6- Designated individuals assigned to monitor performance & document opportunities for improvement
- ▶ EP 7-12 Evaluate 6 critical areas
- ▶ EP 13- Based on monitoring/observations hospital evaluates:
  - ▶ All emergency exercises
  - ▶ All responses to actual emergencies
  - ▶ Includes LIP's

# Exercises EM.03.01.03

- ▶ EP 14- Evaluation is documented & includes identification of deficiencies & opportunities for improvement
- ▶ EP 15- Deficiencies & opportunities are communicated to EC improvement team
- ▶ EP 16- Modifies EOP based on evaluations
  - ▶ Interim measures established for outstanding issues
  - ▶ Reflect modifications & interim measures as described in modified EOP
- ▶ EP 17- Subsequent emergency response exercises reflect modifications and interim measures as described in EOP

# Evaluating the Plan through Exercise

- Discuss Critique Sheet