### Emergency Management
#### Document Review - ASC

- **Revision 1, 8-15-17**

<table>
<thead>
<tr>
<th>Requirement</th>
<th>Frequency</th>
<th>HFAP</th>
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<tbody>
<tr>
<td><strong>Planning</strong></td>
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<tr>
<td>Hazard Vulnerability Analysis</td>
<td>Annually</td>
<td>15.00.02</td>
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<tr>
<td>Evidence HVA has been shared with community emergency response agency</td>
<td>Annually</td>
<td>15.00.02</td>
</tr>
<tr>
<td>Emergency Operations Plan</td>
<td>Annually</td>
<td>15.00.03</td>
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<tr>
<td>Documented assessment of community's abilities to meet the needs of the ASC during an emergency</td>
<td>Annually</td>
<td>15.00.03</td>
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<tr>
<td><strong>Procedures</strong></td>
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<tr>
<td>Policy on Patient &amp; Track Staffing</td>
<td>Annually</td>
<td>15.01.02</td>
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<tr>
<td>Policy on Evacuation (i.e. Evacuation Plan)</td>
<td>Annually</td>
<td>15.01.03</td>
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<tr>
<td>Evidence Evacuation Plan was reviewed by community emergency response agency</td>
<td>Annually</td>
<td>15.01.03</td>
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<tr>
<td>Policy on Shelter in Place</td>
<td>Annually</td>
<td>15.01.04</td>
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<td>Policy on Medical Documentation</td>
<td>Annually</td>
<td>15.01.05</td>
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<tr>
<td>Policy on Volunteers</td>
<td>Annually</td>
<td>15.01.06</td>
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<tr>
<td>Policy on Invoking the 1135 Waiver</td>
<td>Annually</td>
<td>15.01.07</td>
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<tr>
<td><strong>Communication</strong></td>
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<tr>
<td>Communication Plan – Communicating with staff, authorities, and media during an emergency</td>
<td>Annually</td>
<td>15.02.01</td>
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<tr>
<td>Staff call-back rosters</td>
<td>Semi-annually</td>
<td>15.02.01</td>
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<tr>
<td><strong>Training &amp; Testing</strong></td>
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<tr>
<td>Training program for new and existing staff</td>
<td>Annually</td>
<td>15.03.01</td>
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<tr>
<td>Evidence of staff initial training &amp; annual training</td>
<td>Annually</td>
<td>15.03.01</td>
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<tr>
<td>Testing program (aka Emergency exercises)</td>
<td>Annually</td>
<td>15.03.02</td>
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<tr>
<td>Two full-scale exercises per calendar year with drill reports</td>
<td>2/Year</td>
<td>15.03.02</td>
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<tr>
<td>Reports submitted by emergency management committee to ASC leadership and other AHJ</td>
<td>Annually</td>
<td>15.03.02</td>
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