



# Emergency Management Document Review - CAH

Revision 1, 8-15-17

	Requirement	Frequency	HFAP
<b>Planning</b>	Hazard Vulnerability Analysis	Annually	17.00.02
	Evidence HVA has been shared with community emergency response agency	Annually	17.00.02
	Emergency Operations Plan	Annually	17.00.03
	Documented assessment of community's abilities to meet the needs of the CAH during an emergency	Annually	17.00.03
<b>Procedures</b>	Policy on Nutritional Services	Annually	17.01.02
	Policy on Supplies	Annually	17.01.03
	Inventory on supplies needed for emergency event	Semi-annually	17.01.03
	Policy on Utilities	Annually	17.01.04
	Vendor agreements on Utilities	Annually	17.01.04
	Policy on Patient & Track Staffing	Annually	17.01.05
	Policy on Evacuation (i.e. Evacuation Plan)	Annually	17.01.06
	Evidence Evacuation Plan was reviewed by community emergency response agency	Annually	17.01.06
	Policy on Shelter in Place	Annually	17.01.07
	Policy on Medical Documentation	Annually	17.01.08
	Policy on Volunteers	Annually	17.01.09
	Policy on Continuity of Services	Annually	17.01.10
	Signed transfer agreements with other hospitals	Annually	17.01.10
	Policy on Invoking the 1135 Waiver	Annually	17.01.11
	Policy on Security	Annually	17.01.12
	Policy on Decontamination	Annually	17.01.13
	Policy on Incident Command Center	Annually	17.01.14
	List of equipment needed in the Incident Command Center	Annually	17.01.14
Layout drawing of Incident Command Center identifying where equipment is to be set up	Annually	17.01.14	
<b>Communication</b>	Communication Plan – Communicating w/staff, authorities, and media during an emergency	Annually	17.02.01
	Staff call-back rosters	Semi-annually	17.02.01
<b>Training &amp; Testing</b>	Training program for new and existing staff	Annually	17.03.01
	Evidence of staff initial training & annual training	Annually	17.03.01
	Testing program (aka Emergency exercises)	Annually	17.03.02
	Two full-scale exercises per calendar year with drill reports	2/Year	17.03.02
	Reports submitted by emergency management committee to CAH leadership and other AHJ	Annually	17.03.02
<b>Operational Requirements</b>	Re-fueling plan to maintain generator operation during emergency event	Annually	17.04.01