

Emergency Management Document Review

Revision 2, 5-15-17

**AAHHS/
HFAP**

	Requirement	Frequency	AAHHS/ HFAP
Planning	Hazard Vulnerability Analysis	Annually	09.00.02
	Evidence HVA has been shared with community emergency response agency	Annually	09.00.02
	Emergency Operations Plan	Annually	09.00.03
	Documented assessment of community's abilities to meet the needs of the hospital during an emergency	Annually	09.00.03
Procedures	Policy on Nutritional Services	Annually	09.01.02
	Policy on Supplies	Annually	09.01.03
	Inventory on supplies needed for emergency event	Semi-annually	09.01.03
	Policy on Utilities	Annually	09.01.04
	Vendor agreements on Utilities	Annually	09.01.04
	Policy on Patient & Track Staffing	Annually	09.01.05
	Policy on Evacuation (i.e. Evacuation Plan)	Annually	09.01.06
	Evidence Evacuation Plan was reviewed by community emergency response agency	Annually	09.01.06
	Policy on Shelter in Place	Annually	09.01.07
	Policy on Medical Documentation	Annually	09.01.08
	Policy on Volunteers	Annually	09.01.09
	Policy on Continuity of Services	Annually	09.01.10
	Signed transfer agreements with other hospitals	Annually	09.01.10
	Policy on Invoking the 1135 Waiver	Annually	09.01.11
	Policy on Security	Annually	09.01.12
	Policy on Decontamination	Annually	09.01.13
	Policy on Incident Command Center	Annually	09.01.14
	List of equipment needed in the Incident Command Center	Annually	09.01.14
	Layout drawing of Incident Command Center identifying where equipment is to be set up	Annually	09.01.14
Communication	Communication Plan – Communicating w/staff, authorities, and media during an emergency	Annually	09.02.01
	Staff call-back rosters	Semi-annually	09.02.01
Training & Testing	Training program for new and existing staff	Annually	09.03.01
	Evidence of staff initial training & annual training	Annually	09.03.01
	Testing program (aka Emergency exercises)	Annually	09.03.02
	Two full-scale exercises per calendar year with drill reports	2/Year	09.03.02
	Reports submitted by emergency management committee to hospital leadership and other AHJ	Annually	09.03.02
Operational Requirements	Re-fueling plan to maintain generator operation during emergency event	Annually	09.04.01