

RELATED TERMS

- Hospital
- Planning
- Risk Assessment



Lessons Learned Information Sharing

www.LLIS.gov

PRIMARY DISCIPLINES

- Medical Care
- Emergency Management
- Public Health

BEST PRACTICE

Emergency Management Programs for Healthcare Facilities: Hazard Vulnerability Analysis: Preparedness Assessment

PURPOSE

This Best Practice outlines the process for assessing a healthcare facility's level of preparedness.

SUMMARY

The hazard vulnerability analysis (HVA) team should evaluate the healthcare facility's current level of preparedness for managing any potential disaster. In assessing preparedness, the existing status of emergency plans and staff members' response capabilities are important factors to take into account.

DESCRIPTION

For each hazard, the HVA planning team should consider the following points:

Assessing Preparedness

- Status of current emergency plans
 - When were they written?
 - When were they last reviewed/revised?
 - Is there a mechanism for revision?
 - Are they in compliance with regulatory or accreditation bodies?
 - Who is responsible for keeping it current?
- Training status
 - Who is trained to use the plan?
 - Are refresher training courses set and scheduled?
 - Who is trained in emergency response and for which hazards?
 - Do new employees receive disaster training? What does it include?
 - Are there ongoing and refresher training programs?
 - Is training for all hazards, or is it hazard-specific?
- Insurance
 - What are the considerations for liability? Risk management?
 - What needs to be considered in regards to cost capturing and financial reimbursement?
 - How will a hazard affect the facility's relationship with the Federal Emergency Management Agency (FEMA)?
 - How will a hazard affect the facility's standing in the public perception?

- Availability of back-up systems
 - How will water, power and food be provided?
 - What is the health care facility's relationship with vendors?
 - Do your vendors have an emergency plan? If so, where does your hospital rank?
 - Are other hospitals in your area getting their supplies from the same vendors?
 - Do your vendors know how to get to you if roads are blocked?

- Community resources
 - Where are the facility's community resources located?
 - Are they public or private?
 - What are your relationships with other hospitals, the Red Cross, and other emergency providers?
 - When the Joint Commission for the Accreditation of Healthcare Organizations (JCAHO) lists community interaction and planning, whom does this include in your area?

JCAHO suggests conducting a "gap analysis," which identifies those situations for which an organization is unprepared, and what steps should be taken to remedy the situation. Those hazards for which a healthcare facility is least prepared become priorities, while an event for which the facility is already well prepared should receive less attention.

Availability of Internal and External Resources

The HVA planning team should also assess the availability of internal and external resources. Internal resources are those resources (people, skills, funds, equipment, supplies) that can be found within the healthcare facility itself. External resources are those community resources (people, skills, funds, equipment, supplies) that are available to the healthcare facility in case of an emergency. FEMA suggests considering all aspects of a potential emergency and listing each resource that would be necessary for response. The HVA team should consider these questions:

- Do we have the necessary resources and capabilities to respond?
- Will external resource be able to respond to us for this emergency as quickly as we may need them, or will they have other priorities?

If the answer to either of these questions is no, the HVA team should identify what needs to be done to correct the problem. FEMA suggests the following as examples of actions that the healthcare facility may need to take:

- Developing additional emergency procedures,
- Conducting additional training,
- Acquiring additional equipment, and
- Establishing mutual aid agreements.

RESOURCES

References

Joint Commission on the Accreditation of Healthcare Organizations. "Analyzing Your Vulnerability to Hazards," *Joint Commission Perspectives*. Vol. 21, No. 12, pp. 8-9. Dec 2001.

<http://www.ingentaconnect.com/content/jcaho/jcp/2001/00000021/00000012/art00006>

Barbera, Joseph and Anthony Macintyre. *Mass Casualty Handbook: Hospital*. Jane's Information Group. 2003.
http://catalog.janes.com/catalog/public/index.cfm?fuseaction=home.ProductInfoBrief&product_id=84838

Ennis, Steve. *Emergency Management Program*. Reciprocal Group/SME Consulting. Jun 2003.
https://www.ilis.dhs.gov/member/secure/detail.cfm?content_id=6776

Federal Emergency Management Agency. *Emergency Management Guide for Business & Industry*. 22 Oct 2004.
https://www.ilis.dhs.gov/member/secure/detail.cfm?content_id=12059

Joint Commission on the Accreditation of Healthcare Organizations. *Guide to Emergency Management Planning in Health Care*. Joint Commission Resources. 2002.
<http://www.jcrinc.com/publications.asp?durki=1022>

McLaughlin, Susan B. "Hazard Vulnerability Analysis," *Healthcare Facilities Management Series*. American Society for Healthcare Engineering. Feb 2001.
https://www.ilis.dhs.gov/member/secure/detail.cfm?content_id=6615

DISCLAIMER

This website and its contents are provided for informational purposes only and do not represent the official position of the US Department of Homeland Security or the National Memorial Institute for the Prevention of Terrorism (MIPT) and are provided without warranty or guarantee of any kind. The reader is directed to the following site for a full recitation of this Disclaimer: www.ilis.gov.