

Table of Contents & Additional Information

The guide is broken down into the following sections:

- Emergency Management Plan
 - i. Policies and Planning
- Emergency Operations Plan
 - i. Activation and Procedures Applicable to all Hazard Responses
 - ii. Incident Command System
 - iii. Full Building Evacuation Plan
 - iv. Emergency Procedures for Specific Events
 - v. Emergency Resources and Lists
 - vi. Continuity of Operations and Recovery
- Various Appendices

Types of Emergencies

The EPP is based on three types of emergencies: natural (fire, flood, earthquake, hurricane, etc.); technological (utility outage, loss of services, hazardous materials spill, etc.); and man-made (active shooter, civil unrest, cyber-attack, etc.). The specific-procedures section guides managers in effective preparation for and execution of these procedures in such events.

Hazard Vulnerability Assessment

To commence the plan development process, a Hazard Vulnerability Analysis (HVA) tool has been provided for your use (see Appendix A). The HVA tool evaluates the variety of threats to people, facilities, operations, and infrastructure to determine those that are more likely to occur and to prioritize training for the occurrence of such events. This tool should be reviewed and an HVA completed prior to site-specific tailoring of the plan. The HVA will help identify what procedures are necessary, what situations could have the most significant impact on the facility, and where to focus on mitigation and training.

ICS (Incident Command System)

ICS is the model tool for command, control, and coordination of response and provides a means to coordinate the efforts of individual agencies as they work toward the common goal of stabilizing the incident and protecting life, property, and the environment. Regardless of the size of the incident or the number of agencies involved in the response, all incidents require a coordinated effort to ensure an effective response and the efficient, safe use of resources.

<https://www.health.ny.gov/professionals/ems/pdf/srgics.pdf>

The EPP template provides a comprehensive model to establish a plan for and effectively guide leadership through the ICS model in preparing for, mitigating, and recovering from the various types of emergencies that can affect a facility and its parts.

The development of your Emergency Preparedness Program utilizing this guide will require a significant investment in time. However, once completed, it will provide your facility with a comprehensive set of tools to address a wide variety of situations.

Changes

Immediately following the Cover Page is a Signature Page for approval and implementation of the plan. Following the Signature Page is a Record of Changes to the plan.

Section A

Added to Section A:

- Mitigation Overview
- Planning Assumptions
- Communications
- Continuity of Operations
 - o Role of the Facility under an 1135 Waiver – expanded guidance
 - o Serving as an Alternate Care Site
- Shelter in Place Plan
- Loss of Utilities
- Authority to Activate the Plan
- Order of Succession – Incident Command Team
- Disaster Staffing

Section E

Added to Section E:

- Data Breach “Cyber Attack”
- Emerging Infectious Disease
- Pandemic Emergency Plan – Emerging Infectious Disease (specific to New York State)

Appendices

Added to the Appendices

- Appendix M: PPE Burn Rate Calculator
- Appendix N: Contact Listing for Facility Physicians
- Appendix O: Entities Providing Services Under Arrangement
- Appendix P: Contact Listing for Facility Volunteers