# *This document is intended to assist organizations in planning for a public health emergency. This customizable guide can be used to enhance a current plan or serve as a basis for a new plan. It is not endorsed by any official entity or legal framework and the user of this guide is entirely responsible for any utilization or final content.*

**Date Prepared:** Click or tap to enter a date.

# **Statement of Policy**

A public health emergency preparedness plan (EPP) includes a comprehensive strategy to meet health, safety, and security needs of the care setting. Emergency plans are critical to protecting individual and community safety. Planning and preparedness are also important for safeguarding the public healthcare system, healthcare providers and essential personnel in the community.

Our organization is committed to maintaining formal practices for responding to a public health emergency or other occurrence that puts the welfare of patients, employees, volunteers and/or visitors at risk or in danger. We will continually assess potential risks and vulnerabilities to protect all potential stakeholders and maintain a public health emergency preparedness plan to mitigate potential risks.

Facility/Organization Information

Name: Click or tap here to enter text.

Address: Click or tap here to enter text.

Suite/Building/PO Box: Click or tap here to enter text.

ZIP Code: Click or tap here to enter text.

Public Health Emergency Preparedness Plan

Emergency Management Committee Date Updated: Click or tap to enter a date.

Identify critical staff for planning, engaging, testing, training, and implementing the plan:

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Name: Click or tap here to enter text. Title: Click or tap here to enter text.

Authority and Decision-Making Date Updated: Click or tap to enter a date.

Identify those with decision-making authority in the event of a public health emergency.

**Clinic/Practice/Facility/Organization Management**

Name of Primary: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

Name of Secondary: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

**Emergency Management Committee**

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Notification and Communication Date Updated: Click or tap to enter a date.

Define who is responsible for and how emergency communications will be maintained and provided. (i.e., notifications, alerts, changes in operations, closures text, email, etc.)

**Staff Emergency Contact Information**

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

**Public Communications**

|  |  |
| --- | --- |
| **Communication Method** | **Requirements for Use****(access to specific contact information, technical skills, etc.)** |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |
|  |  |

Public Health Emergency Preparedness Date Updated: Click or tap to enter a date.

Determine strategy for handling infection prevention activities, identifying needed personal protective equipment (PPE) supplies or other CDC recommended equipment for public health emergency (PHE) situations, rapid-onsite testing, restriction and/or screening of visitors and staff, utilization of telehealth and contact tracing.

**Infection Prevention Response Management**

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

**Infection Screening/Contact Tracing Management**

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

**Site Preparedness**

Building Manager/Custodian Name: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

Building Manager/Custodian Name: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

Utility Name: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

Utility Name: Click or tap here to enter text.

Contact Information: Click or tap here to enter text.

**Social Distancing and Sanitation Resources**

|  |  |
| --- | --- |
| **Type** | **Quantity** |
|  |  |
|  |  |
|  |  |

**Telehealth Management**

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

Name: Click or tap here to enter text. Contact Information: Click or tap here to enter text.

**Infection Control Supply Inventory**

|  |  |  |
| --- | --- | --- |
| **Type** | **Quantity** | **Responsible Staff** |
|  |  |  |
|  |  |  |
|  |  |  |

**On-site Infection Testing Supply Inventory**

|  |  |  |
| --- | --- | --- |
| **Type** | **Quantity** | **Responsible Staff** |
|  |  |  |
|  |  |  |
|  |  |  |

Emergency Operations Center Date Updated: Click or tap to enter a date.

List the physical location (may be temporary) for organizing and responding to emergencies.

Primary Location: Click or tap here to enter text.

Secondary Location: Click or tap here to enter text.

Ongoing Review

Plan Review and Maintenance

Identify who reviews and maintains the ongoing effectiveness and updates the plan.

**Quarterly Review of Plan:**

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

**Annual Review of Plan by Emergency Management Committee:**

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Name: Click or tap here to enter text. Date: Click or tap to enter a date.

Resources

* [ASPR: Preparedness and Response](https://aspr.hhs.gov/Pages/Home.aspx) – HHS site for strategic preparedness and response
* [ASPR TRACIE: Information Gateway](https://asprtracie.hhs.gov/) – Information and technical assistance for healthcare coalitions, healthcare entities, healthcare providers, emergency managers and public health practitioners
* [CDC: Emergency Preparedness & Response](https://emergency.cdc.gov/) – EPP resources and information portal
* [CDC: PPE Burn Rate Calculator](https://www.cdc.gov/niosh/topics/pandemic/ppe.html) – Calculation model for optimizing use of PPE
* [CDC: Plan Ahead](https://www.cdc.gov/prepare-your-health/plan-ahead/?CDC_AAref_Val=https://www.cdc.gov/prepyourhealth/planahead/index.htm) – Resource for protecting your health during an emergency
* [HHS: Think Cultural Health](https://thinkculturalhealth.hhs.gov/education/disaster-personnel) – Free online education program for cultural competency for disaster preparedness and crisis response
* [FEMA: Faith-Based Emergency Operations Plans](https://www.fema.gov/sites/default/files/2020-07/developing-eops-for-houses-of-worship.pdf) – Emergency operations planning information for houses of worship
* [FEMA: Whole Community](https://www.fema.gov/glossary/whole-community) – Emergency preparedness is a shared community responsibility
* [PHE.gov: Healthcare System Preparedness](https://www.phe.gov/Preparedness/planning/hpp/reports/Documents/capabilities.pdf) – Identify gaps in preparedness, determine specific priorities and develop plans for building and sustaining healthcare coalition specific capabilities
* [PHE.gov: Public Health Emergency Declarations](https://www.phe.gov/emergency/news/healthactions/phe/Pages/default.aspx) – Federal declared public health emergencies
* [Ready.gov: Business](https://www.ready.gov/business) – Comprehensive resources for business emergency preparedness planning
* [Ready.gov: Planning](https://www.ready.gov/planning) – Emergency preparedness resource online repository specific to planning
* [TFAH: Public Health Preparedness](https://www.tfah.org/report-details/ready-or-not-2022/) – Trust for America’s Health Public Health Preparedness Report
* [UMN: Faith-Based Infection Control](https://www.cidrap.umn.edu/sites/default/files/php/475/475_toolkit.pdf) – Faith-based EPP toolkit

This material was prepared by Health Quality Innovators (HQI), a Quality Innovation Network-Quality Improvement Organization (QIN-QIO) under contract with the Centers for Medicare & Medicaid Services (CMS), an agency of the U.S. Department of Health and Human Services (HHS). Views expressed in this document do not necessarily reflect the official views or policy of CMS or HHS, and any reference to a specific product or entity herein does not constitute endorsement of that product or entity by CMS or HHS. 12SOW/HQI/QIN-QIO-0803-06/17/24