Please use this checklist as a reference resource only. Use of or participation with the opportunities and resources listed can support hospitals in their compliance with Joint Commission emergency management standards, but this checklist should not be treated as validation of standards compliance.

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<tbody>
<tr>
<td>01.01.01</td>
<td>The Hospital engages in planning activities prior to developing its written Emergency Operations Plan.</td>
<td>Participation in Regional Coalition</td>
</tr>
<tr>
<td>01.01.01-1</td>
<td>The hospital's leaders, including leaders of the medical staff, participate in planning activities prior to developing an Emergency Operations Plan.</td>
<td>☐ Participation in Regional Coalition  ☐ Conduct HSEEP exercise and review AAR</td>
</tr>
<tr>
<td>01.01.01-2</td>
<td>The hospital conducts a hazard vulnerability analysis (HVA) to identify potential emergencies that could affect demand for the hospital's services or its ability to provide those services, the likelihood of those events occurring, and the consequences of those events. The findings of this analysis are documented. (See also EM.03.01.01, EP 1)  <strong>Note 1:</strong> Hospitals have flexibility in creating either a single HVA that accurately reflects all sites of the hospital, or multiple HVAs. Some remote sites may be significantly different from the main site (for example, in terms of hazards, location, and population served); in such situations a separate HVA is appropriate.  <strong>Note 2:</strong> If the hospital identifies a surge in infectious patients as a potential emergency, this issue is addressed in the &quot;Infection Prevention and Control&quot; chapter.</td>
<td>☐ Participation in Regional Coalition (share HVA and lessons learned from hospitals and Emergency Management to include in the EOP)</td>
</tr>
<tr>
<td>01.01.01-3</td>
<td>The hospital, together with its community partners, prioritizes the potential emergencies identified in its hazard vulnerability analysis (HVA) and documents these priorities.  <strong>Note:</strong> The hospital determines which community partners are critical to helping define priorities in its HVA. Community partners may include other health care organizations, the public health department, vendors, community organizations, public safety and public works officials, representatives of local municipalities,</td>
<td>☐ Participation in Regional Coalition  ☐ Conduct HSEEP Exercise (AAR and IP)</td>
</tr>
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<td>and other government agencies.</td>
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| 01.01.01-4                    | The hospital communicates its needs and vulnerabilities to community emergency response agencies and identifies the community’s capability to meet its needs. This communication and identification occur at the time of the hospital’s annual review of its Emergency Operations Plan and whenever its needs or vulnerabilities change. (See also EM.03.01.01, EP 1) | □ Participation in Regional Coalition  
□ Conduct HSEEP Exercise (IP/CAP reflected in the EOP)  
□ NIMS Compliance |
| 01.01.01-5                    | The hospital uses its hazard vulnerability analysis as a basis for defining mitigation activities (that is, activities designed to reduce the risk of and potential damage from an emergency). **Note:** Mitigation, preparedness, response, and recovery are the four phases of emergency management. They occur over time; mitigation and preparedness generally occurring before an emergency and response and recovery occurring during and after an emergency. | □ HSEEP Exercise (weather related disasters)  
□ Participation in Regional Coalition (coordinated planning with Emergency Management)  
□ HPP supported training on HVA and Emergency Management principles |
| 01.01.01-6                    | The hospital uses its hazard vulnerability analysis as a basis for defining the preparedness activities that will organize and mobilize essential resources. (See also IM.01.01.03, EPs 1-4) | □ Participation in Regional Coalition (information sharing and needs procurement)  
□ Conduct HSEEP Exercise (all hazards using HVA) |
| 01.01.01-7                    | The hospital’s incident command structure is integrated into and consistent with its community’s command structure. **Note:** The incident command structure used by the hospital should provide for a scalable response to different types of emergencies. **Note:** The National Incident Management System (NIMS) is one of many models for an incident command structure available to health care organizations. The NIMS provides guidance for common functions and terminology to support clear communications and effective collaboration in an emergency situation. The NIMS is required of hospitals receiving certain federal funds for emergency preparedness. | □ HICS/ICS training and courses  
□ NIMS Compliance  
□ Conduct HSEEP Exercise |
| 01.01.01-8                    | The hospital keeps a documented inventory of the resources and assets it has on site that may be needed during an emergency, including, but | □ E Team training and access (asset inventory) |

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<td>not limited to, personal protective equipment, water, fuel, and medical, surgical, and medication-related resources and assets. (See also EM.02.02.03, EP 6)</td>
<td>□ EMResource (bed and hospital resource inventory)</td>
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<td></td>
<td><strong>DOCUMENTATION IS REQUIRED</strong></td>
<td>□ RMCC (regional asset inventory)</td>
</tr>
<tr>
<td></td>
<td><strong>02.01.01</strong> The Hospital has an Emergency Operations Plan.</td>
<td>□ HSEEP Exercise</td>
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<td></td>
<td><strong>02.01.01-1</strong> The hospital’s leaders, including leaders of the medical staff, participate in the development of the Emergency Operations Plan.</td>
<td>□ Participation in Regional Coalition</td>
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<tr>
<td></td>
<td>□ Conduct HSEEP Exercise (AAR and IP are used by hospital leadership to refine EOP)</td>
<td>□ MIHAN has examples of hospital EOPs</td>
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<td></td>
<td><strong>02.01.01-2</strong> The hospital develops and maintains a written Emergency Operations Plan that describes the response procedures to follow when emergencies occur. (See also EM.03.01.03, EP 5) <strong>Note:</strong> The response procedures address the prioritized emergencies, but can also be adapted to other emergencies that the hospital may experience. Response procedures could include the following: Maintaining or expanding services, Conserving resources, Curtailing services, Supplementing resources from outside the local community, Closing the hospital to new patients, Staged evacuation and total evacuation.</td>
<td>□ Conduct HSEEP Exercise (surge capacity)</td>
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<td></td>
<td>□ MEMS support (ACC/NEHC)</td>
<td>□ RMCC access</td>
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<td>□ Hospital Evacuation Template</td>
<td>□ GETS/WPS/TPS participation</td>
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<td></td>
<td>□ Back-up communications (RACES, radios, satellite phones)</td>
<td>□ RMCC to access caches (ventilators, pharmaceuticals, beds, PPE) and SNS, and Mass Fatality caches</td>
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<tr>
<td></td>
<td>□ Facility Lockdown System/Card Access System</td>
<td>□ SNS, and Mass Fatality caches</td>
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| 02.01.01-4                   | The hospital develops and maintains a written Emergency Operations Plan that describes the recovery strategies and actions designed to help restore the systems that are critical to providing care, treatment, and services after an emergency. | □ MI Volunteer Registry participation  
□ Supplemental Power Supplies (generators, planning to include distant suppliers) |
| 02.01.01-5                   | The Emergency Operations Plan describes the processes for initiating and terminating the hospital’s response and recovery phases of an emergency, including under what circumstances these phases are activated. **Note:** Mitigation, preparedness, response, and recovery are the four phases of emergency management. They occur over time; mitigation and preparedness generally occur before an emergency and response and recovery occur during and after the emergency. | □ NIMS Compliance  
□ HICS program  
□ Conduct HSEEP Exercise |
| 02.01.01-6                   | The Emergency Operations Plan identifies the individual(s) who has the authority to activate the response and recovery phases of the emergency response. | □ HICS program  
□ NIMS Compliance  
□ Whiteboard Command Charts/ Command Staff vests |
| 02.01.01-7                   | The Emergency Operations Plan identifies alternative sites for care, treatment and services that meet the needs of its patients during emergencies. | □ MEMS support  
□ Conduct HSEEP Exercise (emphasize surge) |
| 02.01.01-8                   | If the hospital experiences an actual emergency, the hospital implements its response procedures related to care, treatment, and services for its patients. | □ 2009/10 H1N1 event (including regional AAR)  
□ RMCC coordination (SNS resources)  
□ Adopted “Prioritized Respirator Use Policy” during peak of H1N1 |

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| 02.02.01                      | As part of its Emergency Operations Plan, the hospital prepares for how it will communicate during emergencies. | □ MIHAN  
□ CODESPEAR  
□ E Team Smart Message  
□ Automated phone dialing systems |
| 02.02.01-1                    | The Emergency Operations Plan describes the following: How staff will be notified that emergency response procedures have been initiated. | □ MIHAN  
□ CODESPEAR  
□ E Team Smart Message  
□ Automated phone dialing systems |
| 02.02.01-2                    | The Emergency Operations Plan describes the following: How the hospital will communicate information and instructions to its staff and licensed independent practitioners during an emergency. | □ MIHAN  
□ CODESPEAR  
□ E Team Smart Message  
□ Automated phone dialing systems  
□ Voice over Internet Protocol  
□ Various hand-held radios (two way radio, MPSCS 800 MHz, UHF, VHF) |
| 02.02.01-3                    | The Emergency Operations Plan describes the following: How the hospital will notify external authorities that emergency response measures have been initiated. | □ MIHAN  
□ CODESPEAR  
□ E Team Smart Message  
□ Automated phone dialing systems  
□ Voice over Internet Protocol  
□ TSP/GETS/WPS  
□ Various hand-held radios (two way radio, MPSCS 800 MHz, UHF, VHF)  
□ Amateur Radio (RACES) |
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| 02.02.01-4                    | The Emergency Operations Plan describes the following: How the hospital will communicate with external authorities during an emergency. | ☐ Satellite Phones  
☐ Mobile Communications/RMCC/CODESPEAR |
|                               |                      | ☐ MIHAN  
☐ CODESPEAR  
☐ E Team Smart Message  
☐ Automated phone dialing systems  
☐ Voice over Internet Protocol  
☐ TSP/GETS/WPS  
☐ Various hand-held radios (two way radio, MPSCS 800 MHz, UHF, VHF)  
☐ Amateur Radio (RACES)  
☐ Satellite Phones  
☐ Mobile Communications/RMCC/CODESPEAR |
| 02.02.01-5                    | The Emergency Operations Plan describes the following: How the hospital will communicate with patients and their families, including how it will notify families when patients are relocated to alternative care sites. | ☐ Regional Coalition (assists coordination through PIO with local EM and health department)  
☐ NIMS Compliance (JIC)  
☐ HICS/ ICS  
☐ Conduct HSEEP Exercise |
| 02.02.01-6                    | The Emergency Operations Plan describes the following: How the hospital will communicate with the community or the media during an emergency. | ☐ NIMS Compliance (JIC)  
☐ HICS/ICS  
☐ Conduct HSEEP Exercise |
<p>| 02.02.01-7                    | The Emergency Operations Plan describes the following: How the hospital will communicate with suppliers of essential services. | ☐ E Team |</p>
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| 02.02.01-8                    | Equipment, and supplies during an emergency.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | - Hospital HCC training and equipment  
- HSEEP Exercise                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
|                               | The Emergency Operations Plan describes the following: How the hospital will communicate with other health care organizations in its contiguous geographic area regarding the essential elements of their respective command structures, including the names and roles of individuals in their command structures and their command center telephone numbers.                                                                                                                                                                                                                                                                                                                                 | - RMCC  
- Regional/State Directories (regional website, MIHAN)  
- NIMS compliance/HICS/ICS  
- State Incident Management System E Team  
- 800 MHz radios                                                                                                                                                                                                                                                                                                                                                                                                            |
| 02.02.01-9                    | The Emergency Operations Plan describes the following: How the hospital will communicate with other health care organizations in its contiguous geographic area regarding the essential elements of their respective command centers for emergency response.                                                                                                                                                                                                                                                                                                                                 | - MIHAN  
- CODESPEAR  
- E Team Smart Message  
- Automated phone dialing systems  
- Voice over Internet Protocol  
- TSP/GETS/WPS  
- Various hand-held radios (two way radio, MPSCS 800 MHz, UHF, VHF)  
- Amateur Radio (RACES)  
- Satellite Phones  
- Mobile Communications/RMCC/CODESPEAR  
- EMTrack, EMResource |
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|                               | could be shared in an emergency response. | □ E Team Smart Message  
    □ Automated phone dialing systems  
    □ Voice over Internet Protocol  
    □ TSP/GETS/WPS  
    □ Various hand-held radios (two way radio, MPSCS 800 MHz, UHF, VHF)  
    □ Amateur Radio (RACES)  
    □ Satellite Phones  
    □ Mobile Communications/RMCC/CODESPEAR  
    □ EMTrack, EMResource  
    □ Mobile communications units (if applicable)  
    □ CODESPEAR Integration box  
    □ RMCC |
| 02.02.01-11                   | The Emergency Operations Plan describes the following: How and under what circumstances the hospital will communicate the names of patients and the deceased with other health care organizations in its contiguous geographic area. | □ Regional Coalition  
    □ MIHAN (Mass Fatality Plans) |
| 02.02.01-12                   | The Emergency Operations Plan describes the following: How, and under what circumstances, the hospital will communicate information about patients to third parties (such as other health care organizations, the state health department, police, and the Federal Bureau of Investigations [FBI]). | □ Regional Coalition  
    □ Conferences (HIPPA/EMTALA with disasters)  
    □ H1N1 response 2009/2010 (CMS and HIPPA waivers) |
| 02.02.01-13                   | The Emergency Operations Plan describes the following: How the hospital will communicate with identified alternative care sites. | □ MIHAN  
    □ CODESPEAR  
    □ E Team Smart Message  
    □ Automated phone dialing systems  
    □ Voice over Internet Protocol |
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<td>□ TSP/GETS/WPS</td>
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<td>□ Mobile Communications/RMCC/CODESPEAR □ EMTrack, EMResource □ Mobile communications units (if applicable)</td>
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<td>□ CODESPEAR integration box</td>
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<td>□ RMCC</td>
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<td>□ Mobile communication units</td>
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<td>□ HSEEP MEMS exercises</td>
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<tr>
<td>02.02.01-14</td>
<td>The hospital establishes backup systems and technologies for the communication activities identified in EM.02.02.01, EPs 1 - 13.</td>
<td>□ MIHAN</td>
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<td>□ CODESPEAR</td>
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<td>□ E Team Smart Message</td>
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| 02.02.01-17                  | The hospital implements the components of its Emergency Operations Plan that require advance preparation to support communications during an emergency. | □ H1N1 (Citizen call lines for vaccination questions)  
□ HSEEP Exercise  
□ Bed tracking and communications tests |
| 02.02.03                     | As part of its Emergency Operations Plan, the hospital prepares for how it will manage resources and assets during emergencies. | □ Hospital antibiotic/antiviral caches  
□ ACC/medical surge caches  
□ RMCC  
□ EMTrack/EMResource/E Team  
□ MEDDRUN/CHEMPACK  
□ SNS Request Process/SharePoint Training |
| 02.02.03-1                   | The Emergency Operations Plan describes the following: How the hospital will obtain and replenish medications and related supplies that will be required throughout the response and recovery phases of an emergency, including access to and distribution of caches that may be stockpiled by the hospital, its affiliates, or local, state, or federal sources. | □ Hospital antibiotic/antiviral caches  
□ ACC/medical surge caches  
□ RMCC  
□ EMTrack/EMResource/E Team  
□ MEDDRUN/CHEMPACK  
□ SNS Request Process/SharePoint Training |
| 02.02.03-2                   | The Emergency Operations Plan describes the following: How the hospital will obtain and replenish medical supplies that will be required throughout the response and recovery phases of an emergency, including personal protective equipment where required. | □ RMCC  
□ EMResource/E Team  
□ Individual hospital PPE/PAPR cache  
□ Health Care Memorandum of Understanding |
| 02.02.03-3                   | The Emergency Operations Plan describes the following: How the hospital will obtain and replenish non-medical supplies that will be required throughout the response and recovery phases of an emergency. | □ Regional Coalition/Local EOC  
□ RMCC  
□ HSEEP Exercise |
| 02.02.03-4                   | The Emergency Operations Plan describes the following: How the hospital will share resources and assets with other health care organizations within the community, if necessary. **Note:** Examples of | □ RMCC  
□ EMResource/E Team |