

§ 483.95 Training and Testing Requirements

Develop and maintain an emergency preparedness training and testing program based on the emergency plan based on risk assessment, P&Ps, and communication plan developed and updated at least annually.

1) **Training** program must do all of the following:

A. Initial training in emergency preparedness plan and policy to all new and existing staff, individuals providing services under arrangement, and volunteers consistent with their expected roles.

B. Provide 1-2 times annually.

C. Maintain documentation of training and list of all participants and their roles/responsibilities.

D. Demonstrate staff knowledge of emergency procedures and document participants.

2) **Testing** – LTC facilities/communities must conduct exercises to test plan at least 1-2 times annually including unannounced staff drills using the emergency procedures. LTC facilities/communities must do following:

A. Participate in a full scale exercise that is community-based of all ancillary services such as local police, fire, transport services, etc., or if not accessible, conduct an individual facility-based drill.

B. Conduct an additional exercise that may include but not be limited to the following:

- A second full scale exercise that is community or individual facility-based.

- A tabletop exercise that includes participants from all departments led by a facilitator using a narrated, clinically-relevant emergency scenario and a set of problem statements, directed messages, or prepared questions designed to challenge an emergency plan.

- Analyze the LTC facility/community response to and maintain documentation of all drills, tabletop exercises, emergency events, and revise the LTC facility/community emergency plan as needed.

Exemption: If the facility/community recently experienced an actual or man-made emergency that requires activation of the emergency plan for one year following the event.

 **Review**

- 1) Review your emergency preparedness plan.
- 2) Review organizational practices related to emergency preparedness. Determine if these practices are consistent with the facility/community emergency protocols and national standards.
- 3) Determine who will be the designated emergency preparedness committee members.
- 4) Add emergency preparedness to the QAPI committee and ensure emergency preparedness is reported on a regulatory basis at QAPI.
- 5) Ensure the facility/community emergency preparedness plan and policies are reviewed at least annually and updated as necessary.
- 6) Review your current training curriculum and determine if it adequately meets the facility/community emergency preparedness requirements.
- 7) Review policies pertaining to above areas to ensure consistency with expected practice.
- 8) Incorporate identified areas for process improvement from steps above into QAPI program.

 **Educate**

- 1) Provide emergency preparedness training to all staff in accordance with the facility/community emergency preparedness plan.
- 2) Recommend that all staff read and familiarize themselves with the current emergency plan and document this accordingly.
- 3) Provide an evaluation and comment form for staff to complete.

 **Tips**

Collaborate with other providers and partners such as local associations, QIOs, etc., to share ideas, trainings, resources, and capture opportunities for coordination.

Time



Timeframe

November 2017.

 Resources

CMS Emergency Preparedness webpage: <http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/index.html>

CMS Emergency Preparedness Checklist: http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Downloads/SandC_EPChecklist_Provider.pdf

Incident Command System: http://www.fhca.org/facility_operations/incident_command_system/

Centers for Disease Control and Prevention (CDC), Office of Public Health Preparedness and Response, Long-Term Care: <http://www.cdc.gov/phpr/healthcare/planning2.htm>

Federal Emergency Management Agency (FEMA): <http://www.fema.gov>
 FEMA Bomb Threat Checklist
 FEMA Active Shooter Planning

HHS Office of the Assistant Secretary for Preparedness and Response (ASPR) has launched Technical Resources, Assistance Center, and Information Exchange (TRACIE): <https://asprtracie.hhs.gov>

The Center for Preparedness Education:

Mission - Enhancing community resilience through affordable preparedness education. The Center serves a broad base of professionals involved in preparedness activities at all levels of their organizations and their communities. www.preped.org

The Homeland Security Exercise and Evaluation Program (HSEEP), developed by FEMA, includes a section on the establishment of a Training and Exercise Planning Workshop (TEPW). The TEPW section provides guidance to organizations in conducting an annual TEPW and developing a Multi-year Training and Exercise Plan (TEP) in line with the (HSEEP): http://www.fema.gov/media-library-data/20130726-1914-25045-8890/hseep_apr13_.pdf

California Emergency Services Authority: www.emsa.ca.gov/hics/hics.asp

For more information about emergency communication planning:

- Emergency Planning: Health Care Sector
- Government Emergency Telecommunications Service (GETS)
- Healthcare Preparedness Capabilities - National Guidance for Healthcare System Preparedness

Additional information and resources regarding the application of the HIPAA Privacy Rule during emergency scenarios can be located at:

- Summary of the HIPAA Privacy Rule
- HIPAA Privacy in Emergency Situations
- Emergency Situations: Preparedness, Planning, and Response

Center for HICS Education and Training: www.hicscenter.org

- Hazard Vulnerability Assessment (HVA)
- Most states have their own emergency preparedness websites.

Related Topics



Related Topics

- Facility assessment...
- Training requirements...
- QAPI...