

# Emergency Management Plan Program



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# Emergency Management Program Plan

<Insert Organization Name>

<Insert Logo>

<Insert Address>

<Insert City, State, Zip>

Last Revised

<Insert Date>

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**PLAN APPENDIXES (DELETE ITEMS NOT USED)**

Appendix 1	Hazard Vulnerability Analysis (current year)
Appendix 2	Memorandums of Understanding /Mutual Aid Agreement
Appendix 3	Incident Command System
Appendix 4	Incident Response Guides
Appendix 5	All Hazards Job Action Sheets
Appendix 6	ICS & HICS Forms
Appendix 7	After Action Report Templates
Appendix 8	External Contact Lists
Appendix 9	Building Maps/Evacuation Routes/Meeting Locations
Appendix 10	Emergency Inventory Lists
Appendix 11	Facility Checklist and System Status Report
Appendix 12	Backup Records & Equipment Location
Appendix 13	Services Locations & Service Provided
Appendix 14	Key Personnel & Orders of Succession
Appendix 15	Acronyms
Appendix 16	Glossary
Appendix 17	Emergency Management Program Calendar

**PLAN ANNEXES (Delete items not used)**

Annex A	Communication Plan (if separate)
Annex B	Active Shooter Response Plan
Annex C	Earthquake Response Plan
Annex D	External Flood Response Plan
Annex E	Fire Response Plan
Annex F	Hurricane Response Plan
Annex G	Tornado Response Plan
Annex H	Wildfire Response Plan
Annex I	Winter Storm Response Plan
Annex J	Utility Failure Response Plan
Annex K	Workplace Violence Response Plan
Annex L	Training & Exercise Program Plan
Annex Y	Alternate Sites
Annex Z	Business Continuity/Continuity of Operations

**POLICY AND PROCEDURE ANNEXES (Delete items not used)**

Annex M	CMS Policy #1: Safe Evacuation Policy & Procedure
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- Annex N CMS Policy #2: Shelter in Place Policy & Procedure
- Annex O CMS Policy #3: Medical Documentation Policy & Procedure
- Annex P CMS Policy #4: Use of Volunteers Policy & Procedure
- Annex Q CMS Policy #5: Provision of Subsistence Needs for Staff & Patients
- Annex R CMS Policy #6: A System to Track On-duty Staff & Residents
- Annex S CMS Policy #7: Informing Emergency Officials Policy & Procedure
- Annex T CMS Policy #8: Development of Arrangements Policy & Procedure
- Annex U CMS Policy #9: Organization Under a Waiver Policy & Procedure
- Annex V CMS Policy #10: Emergency Equipment Policy & Procedure

*For Reference Only Delete Before Finalizing*

<b>Policies and Procedures Needed By Provider/Supplier Type</b>	<b>RHCs/ FQHCs</b>	<b>PACE</b>	<b>Clinics, Rehab, PHA as OPT/ Speech</b>	<b>LTCs/ICFs</b>	<b>Hospitals</b>
Safe Evacuation	Yes	Yes	Yes	Yes	Yes
Shelter in Place	Yes	Yes	Yes	Yes	Yes
Medical Documentation	Yes	Yes	Yes	Yes	Yes
Use of Volunteers	Yes	Yes	Yes	Yes	Yes
Subsistence Provision	No	Yes	No	Yes	Yes
Staff and Client Tracking	No	Yes	No	Yes	Yes
Informing Partners	No	No	No	No	Yes
Develop Arrangements	No	Yes	No	Yes	Yes
1135 Waivers	No	Yes	No	Yes	Yes
Emergency Equipment	No	Yes	No	No	Yes