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| What To Include In Your Accreditation Binder for Emergency Preparedness |
| TAB Sections  | What to Include: |
| Required Policies and Plans\*for hospitals only | * Emergency Operations Plan
* Utilities Plan
* Surge Plan
* Decon Plan\*
* POD Plan\*
* Radiation Surge Annex
* Continuity of Operations Plan (COOP)
* Communications Plan
* Evacuation Plan/Shelter in Place
* 96 hour Plan\*
* COOP Plan
* Safety and Security Plan
* Mass Fatality Plan\*
* Could include Regional Response Plan *(always available on RHEP site if need to pull during the survey)*
* IT/IS Plan (downtime procedures) (if not included in another plan
* Regional Response Plan
 |
| Exercises/Drills | * Take credit for everything. Make a chart with dates
* Include monthly communication drills. This doesn’t necessarily count as a full scale exercise, but it shows continued engagement in the coalition and with partners.
* Include in house, local and regional exercise participation.
* Include all AARs in this section
* Include the worksheet from the Full Scale Exercise if your agency participated.
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| Training Sessions | * Include any training you provide your staff, which may include online courses in LMS.
* Include COTS provided training that staff attend
* Include any staff certificates
* Include sign in sheets for in house trainings
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| Real World Events | * After Action Reports and Improvement plans
 |
| Coalition Meeting Agendas/Minutes | * Include local county coalition meeting minutes and agendas
* Include Regional agendas and packets
* This shows involvement and collaboration
 |
| MOUs | * Include all MOUs the agency has (this could be a list)
* Include your coalition MOU here. This shows the surveyor your commitment to being engaged in the coalition.
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| HVA | * Facility HVA
* County HVA
* County coalition HVA
* Regional HVA
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| Emergency Management Committee | * List of Committee Members
* Meeting Minutes/Agendas
 |
| Disaster Inventory List | * Updated List of Disaster supplies- consider including expiration dates
 |
| Other Resources | * EMResource User Guides\*
* EMTrack User Guide\*
* SNS Request Procedure Sheet\*
* Regional Training and Exercise Plan
* Facility Training and Exercise Plan if you have one.
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Example of Exercise List

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| 2023 Emergency Preparedness Exercises |
| Date  | Event/Exercise | Comments |
| 1/11/23 | NDMS bed tracking exercise | National exercise |
| 1/19/23 | Day Shift communication drill | Regional Drill |
| 1/19/23 | Night Shift communication drill |  Regional Drill |
| 4/4/23 | Regional Full Scale | Full Scale- influx of patients |
| 5/5/23 | County Wide anhydrous spill |  Table Top |
| 5/23/23 | Radiology | Table Top |
| 9-16-23 | Evacuation Exercise | System wide exercise-full scale |
| 9-20-23 | Day shift communication drill | Regional drill |
| 9-20-23 | Night shift communication drill | Regional drill |