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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. |
| 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 |
| 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. |
| HVA | * Facility HVA * County HVA * County coalition HVA * Regional HVA |
| 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. |

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 |