

# CMS Emergency Preparedness Rule: Resources at Your Fingertips

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## Introduction

The Centers for Medicare & Medicaid Services (CMS) issued the [Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final Rule](#) to establish consistent emergency preparedness requirements for healthcare providers participating in Medicare and Medicaid, increase patient safety during emergencies, and establish a more coordinated response to natural and human-caused disasters. The U.S. Department of Health and Human Services Office of the Assistant Secretary for Preparedness and Response (ASPR) worked closely with CMS in the development of the rule. This document provides links to numerous related resources applicable to a variety of providers and suppliers.

The rule was **published on September 16, 2016** and is **effective as of November 15, 2016**. The regulations must be **implemented by affected entities by November 15, 2017**.

This rule applies to [17 provider and supplier types](#) as a condition of participation for CMS. The providers/suppliers are required to meet [four core elements](#) (with specific requirements adjusted based on the individual characteristics of each provider and supplier):

1. [Emergency plan](#)—Develop an emergency plan based on a risk assessment and using an “all-hazards” approach, which will provide an integrated system for emergency planning that focuses on capacities and capabilities.
2. [Policies and procedures](#)—Develop and implement policies and procedures based on the emergency plan and risk assessment that are reviewed and updated at least annually. For hospitals, Critical Access Hospitals (CAHs), and Long-Term Care (LTC) facilities, the policies and procedures must address the provision of subsistence needs, such as food, water and medical supplies, for staff and residents, whether they evacuate or shelter in place.
3. [Communication plan](#)—Develop and maintain an emergency preparedness communication plan that complies with federal, state and local laws. Patient care must be coordinated within the facility, across healthcare providers, and with state and local public health departments and emergency management systems to protect patient health and safety in the event of a disaster.
4. [A training and testing program](#)—Develop and maintain training and testing programs, including initial training in policies and procedures. Facility staff will have to demonstrate knowledge of emergency procedures and provide training at least annually. Facilities must

conduct drills and exercises to test the emergency plan or participate in an actual incident that tests the plan.

A quick reference chart was developed by CMS that highlights the requirements by provider type. **Please note:** This quick reference chart is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text. The 17 provider and supplier types are listed below and categorized based on whether they are inpatient or outpatient, as outpatient providers are not required to provide subsistence needs.

**Table 1. Affected Provider and Supplier Types**

Inpatient		Outpatient	
Facility Type	Final Rule Reference	Facility Type	Final Rule Reference
Critical Access Hospitals (CAHs)	Section II. N	Ambulatory Surgical Centers (ASCs)	Section II. E
Hospices	Section II. F	Clinics, Rehabilitation Agencies, and Public Health Agencies as Providers of Outpatient Physical Therapy and Speech-Language Pathology Services	Section II. O
Hospitals	Section II. C	Community Mental Health Centers (CMHCs)	Section II. P
Intermediate Care Facilities for Individuals with Intellectual Disabilities (ICF/IID)	Section II. D	Comprehensive Outpatient Rehabilitation Facilities (CORFs)	Section II. M
Long Term Care (LTC)	Section II. J	End-Stage Renal Disease (ESRD) Facilities	Section II. S
Psychiatric Residential Treatment Facilities (PRTFs)	Section II. G	Home Health Agencies (HHAs)	Section II. L
Religious Nonmedical Healthcare Institutions (RNHCIs)	Section II. D	Hospices	Section II. F
Transplant Centers	Section II. I	Organ Procurement Organizations (OPOs)	Section II. Q
		Programs of All Inclusive Care for the Elderly (PACE)	Section II. H
		Rural Health Clinics (RHCs) and Federally Qualified Health Centers (FQHCs)	Section II. R

## General Information

The [CMS Emergency Preparedness Survey and Certification Page](#) has information on training and technical assistance available from CMS and includes a number of [templates and checklists](#) for emergency preparedness.

The ASPR Technical Resources, Assistance Center, and Information Exchange (TRACIE) dedicated [CMS Rule page](#) contains information and resources on developing plans, policies and procedures, and training and exercises.

## Informational Webinars

CMS held a Medicare Learning Network National Call on Wednesday, October 5 to discuss the new rule. ASPR staff participated in the call with CMS to answer questions. The slides, audio recording, and transcript are all available for download on the [MLN Emergency Preparedness National Call website](#).

## Upcoming Conference Presentations

Registration is now open for the [National Healthcare Coalition Preparedness Conference \(NHPC\)](#) in Washington, DC on December 13-14, 2016. A joint ASPR TRACIE-CMS presentation is scheduled for Wednesday, December 14; speakers will be discussing the new CMS Emergency Preparedness Rule.

## Frequently Asked Questions

CMS is currently developing responses to Frequently Asked Questions and will be publishing those, along with other technical resource material to the [CMS Survey and Certification Emergency Preparedness website](#).

The interpretive guidance and State Operations Manual is expected to be released by CMS in the spring of 2017.

## Healthcare Coalition Information

Although [healthcare coalitions \(HCCs\)](#) themselves are not included in the [17 provider and supplier types](#) covered under the [Emergency Preparedness Rule](#), the rule offers HCCs and newly engaged providers the opportunity to achieve greater organizational and community effectiveness and financial sustainability. HCCs will continue to function as an accessible source of preparedness and response best practices as newly engaged provider types adapt to the new requirements.

HCCs should expect covered healthcare entities to contact them asking them to (list not exhaustive):

- Provide copies of the coalition- or regionally- conducted hazard vulnerability analysis or risk assessments (or to be included in future assessments);
- Share examples of plans or policies and procedures that are frequently used or accepted by other entities within those coalitions;
- Participate in training and exercises conducted by coalitions or coalition members; and
- Discuss ways to participate in or leverage shared services, such as communications systems, patient tracking systems and other jointly used equipment and supplies.

In addition, HCCs may be asked to support covered entities with technical assistance or to provide basic information on emergency preparedness and healthcare system preparedness. HCCs should also play a role in assisting members with closing planning gaps once plans are developed. HCCs have an opportunity to enhance their financial sustainability and revenue by providing technical assistance to HCC members to meet the CMS conditions of participation.

## ASPR TRACIE Resources

ASPR TRACIE has developed a number of general healthcare emergency preparedness and facility-specific resources that can help facilitate compliance with the rule. These resources, along with any new or updated resources, are available on the ASPR TRACIE-dedicated CMS Emergency Preparedness Rule page located at [asprtracie.hhs.gov/cmsrule](https://asprtracie.hhs.gov/cmsrule).

## General Emergency Management Resources (listed alphabetically)

- [Access and Functional Needs Topic Collection](#)
- [ASPR TRACIE Evaluation of Hazard Vulnerability Assessment Tools](#)
- [Communication Systems Topic Collection](#)
- [Continuity of Operations \(COOP\)/Failure Plan Topic Collection](#)
- [Crisis Standards of Care Topic Collection](#)
- [Emergency Operations Plans/Emergency Management Program Topic Collection](#)
- [Exercise Program Topic Collection](#)
- [Hazard Vulnerability/Risk Assessment Topic Collection](#)
- [Healthcare Coalition Models and Functions Topic Collection](#)
- [Information Sharing Topic Collection](#)
- [Incident Management Topic Collection](#)
- [Recovery Planning Topic Collection](#)

## Provider- and Supplier-Specific Resources

- [Ambulatory Care and Federally Qualified Health Centers Topic Collection](#)
- [Dialysis Centers Topic Collection](#)
- [Homecare Topic Collection](#)
- [Long-Term Care Facilities Topic Collection](#)

## Hospital-Specific Resources

- [Healthcare Facility Evaluation/Sheltering Topic Collection](#)
- [Hospital Surge Capacity and Immediate Bed Availability Topic Collection](#)
- [Hospital Victim Decontamination Topic Collection](#)

## ASPR TRACIE Technical Assistance Requests

Since the rule was released on September 8, 2016, ASPR TRACIE has received nearly 100 requests for technical assistance on CMS-related issues. Most of the questions asked have been addressed in this document, but [Appendix A](#) includes specific TA responses related to preparedness for Federally Qualified Health Centers and Ambulatory Surgical Centers that may be of benefit to ASPR TRACIE stakeholders.

## Quick Links

These links provide the most critical information related to the CMS Emergency Preparedness Rule:

- [Federal Register Notice CMS Final Rule](#)
- [CMS Survey and Certification Group Emergency Preparedness Program](#)
- [ASPR TRACIE CMS Resources](#)
- [CMS At A Glance Chart with High Level Requirements by Provider Type](#)
- [17 Provider and Supplier Type Descriptions](#)

**NOTICE:** ASPR TRACIE developed this Resources at Your Fingertips document to provide easy to understand information and quick references for those affected by the CMS Emergency Preparedness Rule. This document is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text, the interpretive guidance, the State Operations Manual, or consultation with State Survey Agencies and CMS.

This document will be updated regularly as new information and resources are developed.

Appendix A: Sample Technical Assistance (TA) Responses for ASCs and FQHCs



## ASPR TRACIE Technical Assistance Sample 1

### Request:

Requestor asked for technical assistance in researching sample emergency operations plans and policies for a Federally Qualified Health Centers (FQHC).

### Response:

The ASPR TRACIE Team researched several emergency planning resources related to FQHCs. These materials are provided in the sections below and are categorized as follows: Plans, Tools, and Templates; and Guidance Resources.

The ASPR TRACIE Team also reviewed several completed and in-progress Topic Collections, including the [Emergency Operations Plans/ Emergency Management Program Topic Collection](#). ASPR TRACIE is currently in the process of finalizing the Ambulatory Care and Federally-Qualified Health Centers Topic Collection. Please visit our website again soon to review this and other Topic Collections. A list of comprehensively developed Topic Collections can be found here: <https://asprtracie.hhs.gov/technical-resources/topic-collection>.

CMS is currently developing the interpretive guidelines and the State Operations Manual that will address specific regulatory expectations by spring 2017. CMS is also developing specific responses to frequently asked questions which should be posted to [their website](#) in a few weeks. ASPR TRACIE has developed and collected a number of resources that we encourage you to use that may help facilitate compliance, including the resources provided here, but this does not substitute review of the final rule text and interpretive guidelines. If you have specific questions about your facility's compliance please review the interpretive guidelines when they are developed, or contact your state's survey agency or email the CMS Survey and Certification Group (SCG): [SCGEmergencyPrep@cms.hhs.gov](mailto:SCGEmergencyPrep@cms.hhs.gov).

CMS and ASPR TRACIE are partnering to provide technical assistance and share resources and promising practices to help affected providers and suppliers start or update the documents mandated by the new Emergency Preparedness rule. Additional key resources include:

- The ASPR TRACIE dedicated CMS Rule page: <https://asprtracie.hhs.gov/cmsrule>
- The entire CMS Emergency Preparedness Rule: <https://federalregister.gov/a/2016-21404>
- The CMS Emergency Preparedness Survey and Certification Page: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html>
- CMS has [developed a Quick Glance Table of the rule requirements by provider type](#), to highlight key points of the new Emergency Preparedness rule. **NOTE:** This table is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text.

## I. Plans, Tools, and Templates

California EMS Authority and California Primary Care Association. (2004). [Community Clinic and Health Center Emergency Operations Plan](#). California Clinic Emergency Preparedness Project.

Healthcare emergency planners can use this template to develop or maintain an existing emergency management program. The template includes the language, procedures, policies, and forms needed to create a comprehensive plan. Note: This resource is more than 10 years old, but contains helpful components.

Columbia University School of Nursing, Center for Health Policy, and New York Consortium for Emergency Preparedness Continuing Education. (2007). [Emergency Preparedness Toolkit for Community Health Centers & Community Practice Sites](#). Arizona Alliance for Community Health Centers.

This toolkit is intended to be used by leadership of community practice sites (including community health centers, group practices, and specialty care practices) to assess vulnerability; create an emergency preparedness plan; train staff to the plan; and evaluate the staff's readiness through participation in drill and exercises. It also provides guidance and tools for connecting with local emergency management planners to better understand how a community practice site's resources and expertise can be used during an emergency response.

Lee County, Florida, Emergency Management. (2014). [CEMP Criteria for Ambulatory Surgery Centers](#).

This checklist contains the required elements for a comprehensive emergency management plan, as well as guidance on the plan format, for ambulatory surgery centers in Florida. It may be used as a reference by other facilities to help develop their plans.

National Healthcare for the Homeless Council. (n.d.). [Community Health Center Emergency Planning Guidelines](#). (Accessed 9/2/2016.)

Emergency management staff can use this template (available in Microsoft Word) to develop community health center plans.

Palm Beach County, Florida. (2014). [Cross-Reference for Comprehensive Emergency Plan Ambulatory Surgical Centers](#).

This checklist was designed to help ambulatory surgical centers confirm that they have all required elements in their emergency operations plans to receive certification by their local emergency management agency. It may be used as a reference by other facilities to help develop their plans.

U.S. Department of Health and Human Services, Health Resources & Services Administration. (2016). [Form 10: Emergency Preparedness Report](#).



This form, which is also part of the Health Resources & Services Administration's Health Center Program Site Visit Guide, can be used by health centers when preparing their annual emergency preparedness and management reports. The form can also serve as a short checklist of emergency preparedness activities a health center should undertake.

## II. Guidance Resources

Bureau of Primary Health Care. (2016). [Draft Health Center Program Compliance Manual](#). Health Resources and Services Administration.

This draft "Compliance Manual" can help health centers understand and demonstrate compliance with Health Center Program requirements.

Centers for Medicare & Medicaid Services. (2015). [Effective Health Care Provider Emergency Planning](#).

This toolkit provides a variety of information and numerous links to resources that can assist healthcare centers in the emergency planning process. Guidance on the Centers for Medicare and Medicaid Survey and Certification Process is also provided (note: new regulations released in 2016).

Mid-Atlantic Association of Community Health Centers. (2014). [Health Center Guide to Emergency Preparedness](#).

This website provides an overview of, and links to resources specific to, emergency preparedness for health centers. The site also includes a "Preparedness Toolbox," which contains links to helpful resources.

National Association of Community Health Centers. (2007). [Emergencies Happen: An In-Depth Guide to Emergency Management for Health Centers](#).

This guide provides health centers with information and resources to assist health centers in developing and implementing an all-hazards-focused emergency management component to their established risk management program.

## ASPR TRACIE Technical Assistance Sample 2

### Request:

Requestor asked for technical assistance in researching Ambulatory Surgical Center (ASC) templates to help her organization develop or update emergency operations plans.

### Response:

The ASPR TRACIE Team researched several emergency planning resources related to ASC. These materials are provided in the sections below and are categorized as follows: Plans, Tools, and Templates and Guidance Resources.

The ASPR TRACIE Team also reviewed several completed and in-progress Topic Collections, including the [Emergency Operations Plans/ Emergency Management Program Topic Collection](#). ASPR TRACIE is currently in the process of finalizing the Ambulatory Care and Federally-Qualified Health Centers Topic Collection. Please visit our website again soon to review this and other Topic Collections. A list of comprehensively developed Topic Collections can be found here: <https://asprtracie.hhs.gov/technical-resources/topic-collection>.

CMS is currently developing the interpretive guidelines and the State Operations Manual that will address specific regulatory expectations by spring 2017. CMS is also developing regulation specific responses to frequently asked questions which should be posted to [their website](#) in a few weeks. ASPR TRACIE has developed and collected a number of resources that we encourage you to use that may help facilitate compliance, including the resources provided here, but this does not substitute review of the final rule text and interpretive guidelines. If you have specific questions about your facility's compliance please review the interpretive guidelines when they are developed or contact your state's survey agency or email the CMS Survey and Certification Group (SCG): [SCGEmergencyPrep@cms.hhs.gov](mailto:SCGEmergencyPrep@cms.hhs.gov).

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- The CMS Emergency Preparedness Survey and Certification Page: <https://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/Emergency-Prep-Rule.html>
- CMS has [developed a Quick Glance Table of the rule requirements by provider type](#), to highlight key points of the new Emergency Preparedness rule. **NOTE:** This table is not meant to be an exhaustive list of requirements nor should it serve as a substitute for the regulatory text.

### III. Plans, Tools, and Templates

California EMS Authority and California Primary Care Association. (2004). [Community Clinic and Health Center Emergency Operations Plan](#). California Clinic Emergency Preparedness Project.

Healthcare emergency planners can use this template to develop or maintain an existing emergency management program. The template includes the language, procedures, policies, and forms needed to create a comprehensive plan. Note: This resource is more than 10 years old, but contains helpful components.

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This form, which is also part of the Health Resources & Services Administration's Health Center Program Site Visit Guide, can be used by health centers when preparing their annual emergency preparedness and management reports. The form can also serve as a short checklist of emergency preparedness activities a health center should undertake.

#### IV. Guidance Resources

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Centers for Medicare & Medicaid Services. (2015). [Effective Health Care Provider Emergency Planning](#).

This toolkit provides a variety of information and numerous links to resources that can assist healthcare centers in the emergency planning process. Guidance on the Centers for Medicare and Medicaid Survey and Certification Process is also provided (note: new regulations released in 2016).

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