

Demystifying Preparedness: The Basics

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Objectives

1. Understand preparedness requirements for Assisted Living and Skilled Nursing Facilities.
2. Learn foundational preparedness concepts to advance your planning.
3. Receive preparedness tools and templates to get you started.

About Me

Emily Moilanen, MPH
CEO, Partners in Preparedness
Emergency preparedness
expert with a passion for
translating complex
preparedness concepts into
practical strategies for the
non-emergency manager.

Partners in Preparedness
Consulting company
specializing in providing
emergency preparedness
support services to long term
care facilities.

The Requirements

CMS Emergency Preparedness Rule— Appendix Z

- Published on September 16, 2016.
- Applies to 17 provider and supplier types as a condition of participation for CMS
- Providers & suppliers are required to meet four core elements

Purpose

1. Establish consistent emergency preparedness requirements for healthcare providers participating in Medicare and Medicaid.
2. Increase patient safety during emergencies.
3. Establish a more coordinated response to natural and human-caused disasters.

In Minnesota, long term care includes:



- Skilled nursing facilities/nursing homes
- Assisted living facilities

CMS Appendix Z Requirements

Facility Emergency Program Must Include:

- Risk assessment and Planning
- Policies and Procedures
- Communication Plan
- Training and Testing



CMS Appendix Z Requirements

Risk Assessment and Planning:

- Hazard Vulnerability Analysis/Assessment
- Emergency Operations Plan



CMS Appendix Z Requirements

Policies and Procedures:

- How you will respond
- General policies
- Hazard-specific information



CMS Appendix Z Requirements

Communication Plan:

- Communication processes
- Tools
- Contact lists



CMS Appendix Z Requirements

Training and Testing:


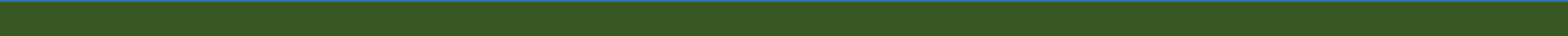
- Staff training plan
- Twice yearly exercises



Long term care has unique challenges when it comes to preparedness.



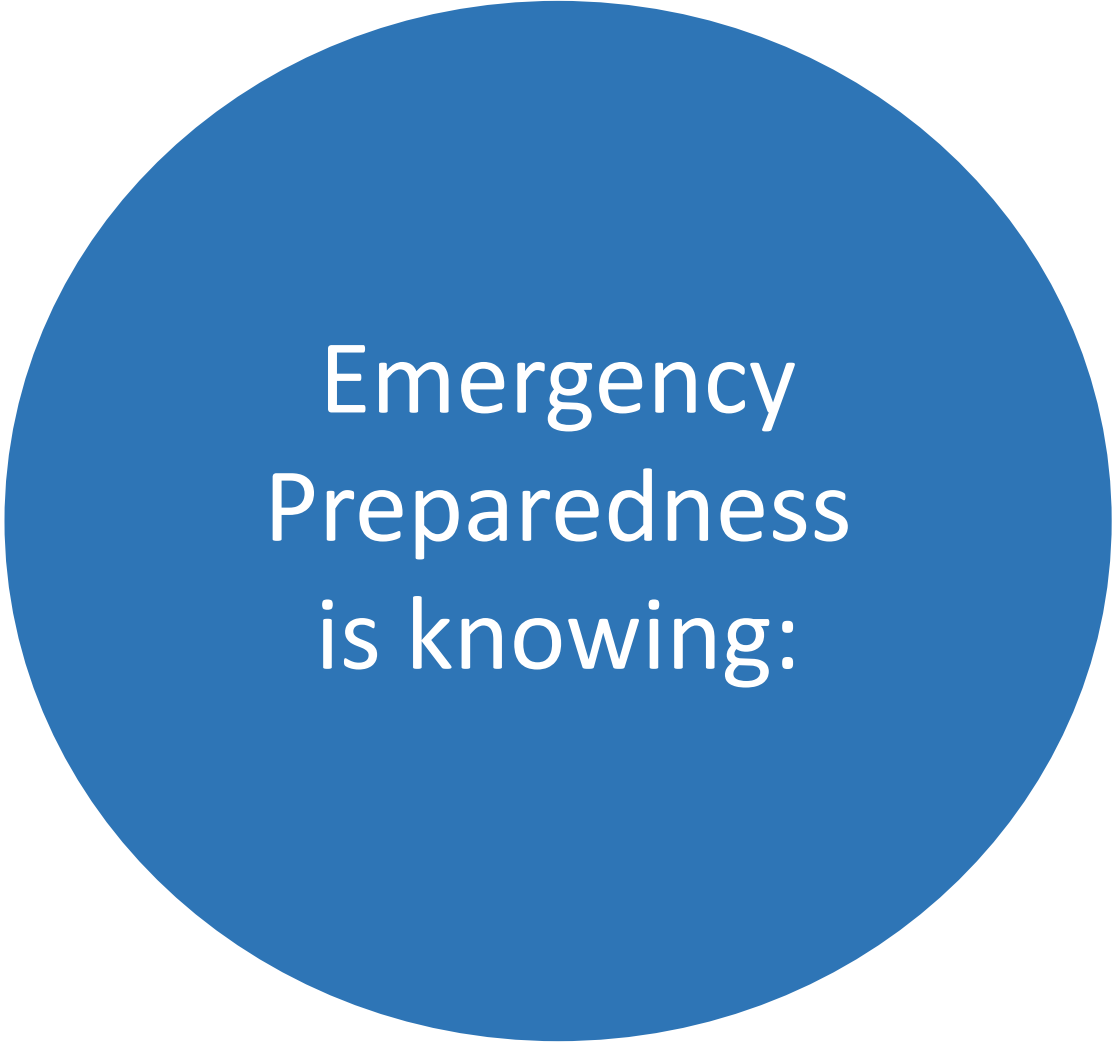
Benefits of Being Prepared

- ✓ Protects your people
 - ✓ Ensures you can provide essential services
 - ✓ Protects your bottom line
 - ✓ Strengthens the resiliency of the healthcare system.
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Understanding Preparedness

Foundational Concepts

- ✓ All disasters are local.
- ✓ Preparedness principles are scalable.
- ✓ What you write in your plan must be usable in a time of crisis.
- ✓ Partnerships are key.



Emergency
Preparedness
is knowing:

- Your community
- Your essential services
- Your risks
- Your resources

You do not need to reinvent the wheel.



Getting Started

The Tools

- Emergency Operations Plan Template:
 - Simple language
 - Created with LTC input
 - Fillable



**Metro Health & Medical
Preparedness Coalition**

Replace Metro Coalition Logo with your

**FACILITY NAME AND
LOGO HERE**

Emergency Operations Plan (Template)

This plan is hereby approved for implementation and supersedes all previous editions.

Signature: _____

Date: _____

Leadership Approver's Name
Leadership Approver's Title
FACILITY NAME

Approved by (Committee Approval -delete if not applicable):

Date:

Copies of this plan are located or posted in the following areas and always available to the person in charge:

If you physical post copies for viewing in your facility, consider listing where they are located here


The Tools

- CMS Appendix Z Crosswalk:
 - Checklist of requirements
 - Cheat sheet for survey visits



Emergency Operations Plan - Crosswalk with Appendix Z E-Tags

	Included in Base Plan section	EOP Appendixes	Not included for Long Term Care
E-TAG	REQUIREMENT		Location
E-0001	Establish and maintain a comprehensive EM Program (all facilities except Transplant Organizations and Dialysis)		Base Plan – Scope
E-0002	Transplant Organization EM Program		
E-0003	Dialysis EP Program		
E-0004	Develop and maintain an EP Plan that is reviewed and updated every 2 years (annually for LTC)		Base Plan – Purpose Plan Review and Update
E-0005	Transplant Program EP Plan		
E-0006	Community Based Risk Assessment- Include strategies for addressing emergency events identified by the risk assessment		Base Plan – Hazard Vulnerability Analysis (Risk Assessment)
E-0007	Emergency Preparedness plan must address [patient/client] population, including, but not limited to, persons at-risk; the type of services the [facility] has the ability to provide in an emergency; and continuity of operations, including delegations of authority and succession plans		Base Plan – Scope Program Authority Additional recommended Appendixes as developed
E-0008	Organ Procurement Organizations- Address the type of hospitals with which the OPO has agreements; the type of services the OPO has the capacity to provide in an emergency; and continuity of operations, including delegations of authority and succession plans		
E-0009	Emergency Preparedness plan must include a process for cooperation and collaboration with local, tribal, regional, State, and Federal emergency preparedness officials' efforts to maintain an integrated response during a disaster or emergency situation.		Base Plan- Community Involvement and Collaboration
E-0010	Clinics, Rehabilitation Agencies, and Public Health Agencies as Providers of Outpatient Physical Therapy and Speech-Language Pathology Services preparedness plan must address the location and use of alarm systems and signals; and methods of containing fire		
E-0011	Clinics, Rehabilitation Agencies, and Public Health Agencies as Providers of Outpatient Physical Therapy and Speech-Language Pathology Services preparedness plan must Be developed and maintained with assistance from fire, safety, and other appropriate experts.		



Webinar Series

CMS Appendix Z Requirements

Facility Emergency Program Must Include:

Risk assessment and
Planning

Webinar #2: July 15

Policies and Procedures

Communication Plan

Webinar #3: September 29

Training and Testing

Webinar #4: November 17

Exercise Opportunity

August 20, 2026

- Virtual
- Meets CMS Exercise Requirement



Recommended To-do's:

- Review Appendix Z Crosswalk
 - Review requirements
 - Understand color-coding
 - Understand which requirements apply to you
- Review Emergency Operations Plan Template
 - Understand color-coding
 - Review Table of Contents
 - Read through template language
- 3:00 Video: What is a Hazard Vulnerability Analysis?
 - <https://www.youtube.com/watch?v=EQFguM0e3yQ>





Next Webinar: July 15, 1:00pm
Demystifying Preparedness: Completing a
Hazard Vulnerability Analysis

Thank you!

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