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| EMERGENCY MANAGEMENT PLAN ANNUAL EVALUATION  MTF NAME  DATE | | | |
| SECTION I – EMERGENCY MANAGEMENT PLAN | **YES** | **NO** | **PLAN FOR IMPROVEMENT** |
| 1. The MTF has conducted a multi-disciplinary Hazard Vulnerability Assessment (HVA). If yes, date completed: |  | ☐ |  |
| 2. The MTF has an approved Emergency Management Plan (EMP). If yes, date last reviewed and approved: | ☐ | ☐ |  |
| 3. The EMP specifically addresses the four disaster phases for high risk emergencies identified on the HVA: |  | | |
| 3a. Mitigation. |  |  |  |
| 3b. Preparedness. |  |  |  |
| 3c. Response. |  |  |  |
| 3d. Recovery. |  |  |  |
| 4. Leaders participate in the development of the EMP. |  |  |  |
| 5. The EMP is integrated into the local emergency plan. If yes, list the local emergency planners: |  |  |  |
| SECTION II - READINESS | **YES** | **NO** | **PLAN FOR IMPROVEMENT** |
| 1. The EMP identifies individuals responsible for activating the emergency response and recovery phases. |  |  |  |
| 2. The EMP describes the circumstances for activating the response and recovery phases. |  |  |  |
| 3. The EMP describes procedures for notifying staff and external authorities that response measures have been initiated. |  |  |  |
| 4. The MTF utilizes an Incident Command System (ICS) to assign reporting relationships and responsibilities for the control and coordination of emergency response. |  |  |  |
| 5. The ICS structure is organized in such a way as to expand and contract as needed by the incident scope, resources and hazards. |  |  |  |
| SECTION II - READINESS | **YES** | **NO** | **PLAN FOR IMPROVEMENT** |
| 6. The EMP describes how the MTF manages patients, resources and assets during an emergency: |  | | |
| 4.a. Patients |  |  |  |
| 4.b. Medication and related supplies. |  |  |  |
| 4.c. Medical and non-medical supplies. |  |  |  |
| 4.d. Safety and Security. |  |  |  |
| 4.e. Chemical, biological, and radiological isolation and decontamination. |  |  |  |
| 4.f. Staff and volunteers. |  |  |  |
| 4.g. Internal and external communication systems. |  |  |  |
| 4.h. Utility systems |  |  |  |
| 4.i. Alternate care locations. |  |  |  |
| 7. The MTF participates in annual planned emergency exercises. If yes, list date(s):  Note: MTFs that offer emergency services must conduct 2 exercises annually, one of which involves and influx of simulated patients. |  |  |  |
| 8. Emergency exercises and actual emergencies are evaluated to identify deficiencies and opportunities for improvement. |  |  |  |
| 9. The EMP is modified based on the emergency exercise evaluations and responses to actual emergencies. |  |  |  |
| 10. Interim controls are put into place until modifications to the EMP can be made. |  |  |  |
| 11. Subsequent emergency exercises test modifications and interim measures. |  |  |  |