VHA Comprehensive Emergency Management Program VAMC Site Visit Agenda

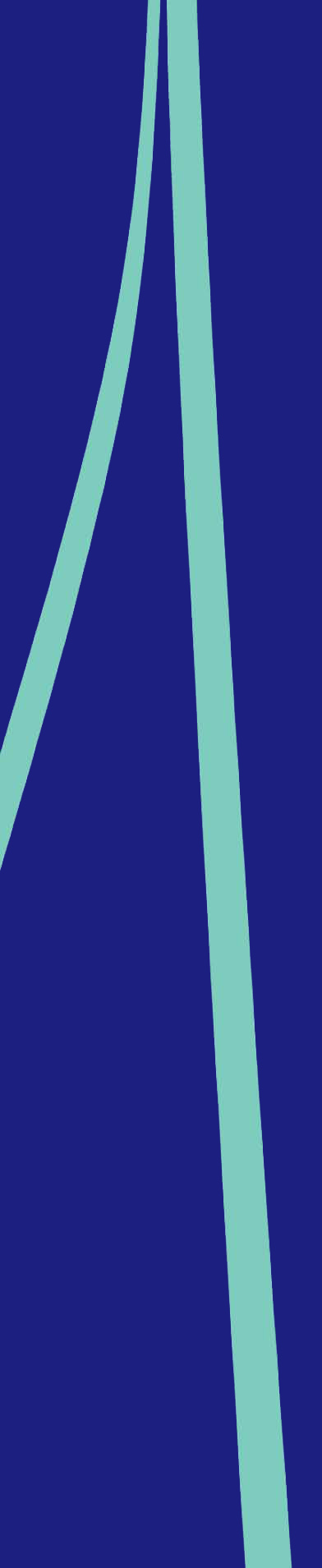
Department of Veterans Affairs

Veterans Health Administration

Office of Public Health and Environmental Hazards, Emergency Management Strategic Health Care Group



**October 30, 2008**

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**Prior to Visit**

1. Complete Pre-survey

2. Obtain documents for on-site review

* Hazards Vulnerability Analysis
* Standard Operating Procedures for priority hazards
* Emergency Operations Plan for past 3 years
* Resource Inventory
* List of mutual aid agreements/contracts
* Incident Management Team assignments
* Key Personnel Resource Matrix
* Last two After Action Reports for exercises
* Minutes from last six EMC meetings
* Organization chart for Emergency Manager and Emergency Management Committee
* Last two annual program evaluation reports of the Emergency Management Committee
* If an FCC facility, NDMS plan

**Day 1:**

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| Time | Person/Committee | Topic |
| 8:00am - 8:30am | VHA Assessment Team and VAMC EPC | * Arrive at VAMC and meet EPC * Obtain additional documents for on-site review – TBA * Discuss any changes to assessment schedule * Set up work area |
| 8:30am – 9:00am | Leadership | Opening Conference |
| 9:00am – 11:00am | Facility Designee or EPC/ED Director/Chief of Pharmacy (incorporate standardized questions during tour) | Tour of facility, including;   * Patient Reception area; ED (including patient triage, evaluation and treatment; integration of patient reception and decon, internal and alternate triage) * Bottled water and any other emergency supply/equipment caches; * VA All-Hazards Emergency Cache (including staff and family prophylaxis); * Decon Equipment Storage Facility |
| 11:00am – 12:00pm | Associate Director | * Administrative activities and EMP mission/objectives * Interface with community * Leadership succession |
| 12:00am - 1:30pm | VHA Assessment team | Working lunch and document review. Please locate documents in a single location. |
| 1:30pm – 2:30pm | EPC | * Emergency Management Program overview |
| 2:30pm – 3:30pm | EMC | Program-level facilitated discussion using VHA Emergency Management Guidebook process. Topics to include:   * Emergency Management Program overview * Annual work plan and schedule * EOP – ICS development * HVA analysis * SOPs * Relationships – agreements - Fulfillment of community missions * Training * Exercises * Organizational learning |
| 3:30pm – 4:00pm | Chief of Food Services, Chief of Dietary | * Food services during emergencies |
| 4:00pm – 4:30pm | Employee Representative(s) | * Employee welfare and personal preparedness |
| 4:30pm – 5:15pm | DEMPS Coordinator | * Deployment support |
| 5:15pm – 6:00pm | VHA Assessment Team | Debrief from day and plan next day   * Review activities of the day to ensure goals were met * Identify additional data needs for next day |

**Day 2:**

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| Time | Person/Committee | Topic |
| 7:30am – 8:15am | EPC | * Overview of previous day and current day’s plans |
| 8:15am - 9:45am | EPC and/or Safety Officer | * Decon and PPE set up and demonstration |
| 9:45am – 10:15am | Chief of Medicine | * Ambulatory clinical services * All-Hazard Emergency Cache (medical device) |
| 10:15am - 11:00am | Nurse Executive, Associate Chief Nurse for Emergency Care, Emergency Department Nurse Manager, Designated Learning Officer, Mental Health Clinician | * Alternate Care Sites * Home Care * Specialty outpatient services * Patient Mental Health and Welfare |
| 11:00 am – 12:00pm | Chief of Staff | * Connectivity with CDC and other federal agencies * Staff expansion * Lab, blood bank, and diagnostic imaging surge * Mass fatality |
| 12:00pm - 12:30pm | VHA Assessment Team | * Lunch * Confirm time with BAH Project Leads for Thursday call |
| 12:30pm - 1:15pm | Chief of Infectious Diseases | * Isolation * Infection control * Connectivity with public health |
| 1:15pm - 1:45pm | Chief of Police | * Perimeter management * Security personnel & PPE * Communications |
| 1:45pm - 2:30pm | Chief of Human Resources | * Call-back policies for critical staff * Manpower pools * Leave and overtime policies * Authorities and limitations |
| 2:30pm - 3:15pm | Public Affairs Officer | * Media Relations |
| 3:15pm - 3:45pm | Chief Financial Officer | * EMP Budget * Emergency Funds |
| 3:45pm - 5:15pm | VHA Assessment Team | Debrief from day and plan next day   * Review activities of the day to ensure goals were met * Identify additional data needs for next day |
| 7:00pm - 8:00pm | AOD | * Demonstrate cascade callback of critical staff |

**Day 3:**

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| Time | Person/Committee | Topic |
| 8:00am - 8:30am | EPC | * Overview of previous day and current day’s plans |
| 8:30am - 9:30am | EOC Activation: Incident Management Team | * Incident Management facilitated discussion, including tour of EOC and activation |
| 9:30am - 11:00am | Chief Engineer and Key Staff | * Continuity of Operations facilitated discussion * Emergency Power * Portable generators * Fuel * Medical gases * HVAC * Infection control * Water conservation |
| 11:30am - 12:30pm | Safety Officer | * PPE Program, including respiratory protection * Shelter in place * Transportation of staff * Decontamination * Relations with Fire, including communications |
| 12:30pm - 1:00pm | VHA Assessment Team | * Lunch * Call with BAH Project Leads |
| 1:00pm - 1:30pm | Chief of Acquisitions and Materials Management | * Sharing Agreements * Contracts for restoration of commodities and services |
| 1:30pm - 2:30pm | CIO | * IT & Computing Resiliency * Voice & Data Communications |
| 2:30pm - 4:00pm | EOC, including Chief of Staff, Chief of Medicine, Chief of ED, Nurse Executive, Engineering, Safety, Police | * Tabletop focused on medical surge and incident management |
| 4:00pm – 4:30pm | EPC and AEM | * Local Community and Regional Support |
| 4:30pm – 5:15pm | Associate Director, AEM, Patient Reception Team | * Patient Reception Capabilities |
| 5:15pm – 6:00pm | VHA Assessment Team | * Debrief from day and prepare for Exit Conference |

**Day 4:**

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| Time | Person/Committee | Topic |
| 8:00am - 8:30am | Meet with EPC | Overview of day’s plans |
| 8:30am - 9:30am | Leadership | Exit Conference |
| 10:00am | Depart for airport |  |