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# VA Medical Center Emergency Management Program Development Tool <sup>1</sup>

## Introduction

The following questions ask about the 3 major aspects of community emergency management in your facility.

### **People**

The types of people in the facility who are involved in Comprehensive Emergency Management, or CEM.

### **Process**

The types of planning, management and training/maintenance activities in which these people are currently involved.

### **Products**

The specific programs and end products that have resulted from the planning process which define the Mitigation, Preparedness, Response and Recovery Organization and Methods of your facility.

All of these questions relate to *strategies* for effective comprehensive emergency management that are covered in detail in the following chapters of this manual. The Manual is based on all the major topics that are included in the "*Managing*

*Emergency Operations*" course which many local emergency coordinators/managers across the United States have taken in the last ten years. The questions asked here are also based on a national research effort by the Washington State University "*Emergency Planning Profile Project*" - in which over 500 localities have participated. Further, this effort is based on a path-breaking effort by a dozen local Emergency Managers/Coordinators in Tennessee in May, 1986, when these professionals began defining effective long-range planning strategies for making progress happen. These local coordinators were involved in an effort of unprecedented honesty and self-critical professional evaluation of their programs.

*The value of these efforts is being applied for the first time in health care facilities. Your success depends on whether you share an equally professional attitude and a desire for honest evaluation.*

The questions help gauge current local practices and accomplishments against a national "Standard of Care" in emergency management. This tool will assist you in your own work planning by identifying major areas of need for technical assistance, training, support and improvement in emergency management.

The questions that follow are designed as a starting point for your

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efforts in the years ahead to develop long-range strategies for the very difficult tasks of emergency management for health care facilities.

Please answer each question to the best of your recollection and knowledge of your facility's program.

### **Establishing the Present Status and Future Direction of the Facility's Emergency Management Program**

#### **Action Steps:**

1. Complete and tabulate the scores from the Program Development Tool. This is the facility's Program Profile.
2. Review the facility's Program Profile with the Emergency Preparedness Committee.

3. Perform the "Internal Audit" with the committee or with individual Service Chiefs.
4. Conduct the "External Audit" through a staff questionnaire, and perhaps include the input of patients and visitors.
5. Use the strategies in this manual to establish a program to correct deficiencies as represented by the scores on your Program Profile.

#### **Notes:**

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<sup>1</sup> Erwin, Charles, LaValla, Patrick and Stoffel, Robert, **Community Emergency Management: Program Development and Strategies**, Emergency Response Institute, Inc., Olympia, WA., 1993.