

**FEMA Center for Domestic Preparedness  
Health Sector Emergency Preparedness  
Course Syllabus**

**Course Purpose.** The purpose of this course is to provide healthcare providers and suppliers with training in achieving the four core emergency preparedness elements outlined in the September 2016 Center for Medicare and Medicaid Services (CMS) *Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Rule*.

**Course Scope.** The one-day, 8 hour course is intended to assist healthcare providers and suppliers in achieving the four core emergency preparedness elements outlined in the September 2016 CMS *Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Rule*. The course provides instruction, guided discussion, best practice tools, and resources for the conduct of a risk assessment; the development of an emergency plan; the development of associated policies and procedures; the creation of a communications plan; and the training and testing of the plans, policies, and procedures.

**Course Goals**

- a. Understand specific healthcare provider and supplier emergency preparedness requirements as outlined in the CMS *Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Rule*.
- b. Develop knowledge and skill in achieving relevant emergency preparedness elements for your healthcare provider or supplier type.

**Course Length:** 8 hours

**Course Delivery Means:** Non-resident at a coordinated host location

**Class Host Responsibilities**

- a. Provide a classroom or auditorium capable of seating the expected audience
- b. Support recruitment of an appropriate audience from the 17 CMS identified providers and suppliers
- c. Provide a point of contact to coordinate the class(es) with the FEMA Center for Domestic Preparedness Non-Resident Training Coordinator

**FEMA Center for Domestic Preparedness Point of Contact:** Mr. Clay Calkins, Non-Resident Training Coordinator

- a. Phone: (256) 231-0128
- b. Email: [Clayton.Calkins@fema.dhs.gov](mailto:Clayton.Calkins@fema.dhs.gov)

## Health Sector Emergency Preparedness Course Outline

Activity Title	Activity Description	Hours
<i>Health Sector Emergency Preparedness</i> Course Introduction	An overview of the course, an orientation to the training location, and staff and student introductions	30 minutes
Emergency Preparedness Rule Overview	An overview of the CMS Rule, a review of the four core elements, and applicability of each element to the 17 affected providers and suppliers	45 minutes
Risk Assessment and Emergency Planning	A discussion of the requirements and best practice procedures for conducting a risk assessment and developing a corresponding emergency plan	3 hours
Policies and Procedures	A discussion of the requirements and best practice procedures for developing policies and procedures in support of an emergency plan	1 hour
Emergency Preparedness Communication Planning	A discussion of the development and maintenance of an emergency preparedness communication plan encompassing all relevant stakeholders	1 hour
Training and Testing (Drill/Exercise)	A discussion of an emergency preparedness training and testing (drill/exercise) program intended to validate and improve the emergency preparedness plans, policies, and procedures	1 hour
Course Review and Open Forum	A review of the entire course and an open forum for students to address questions or receive clarification on the emergency preparedness requirements	45 minutes
<b>Total Academic Hours</b>		<b>8 hours</b>

### Notes

1. *Class start time can be flexible and will be coordinated to support host and audience needs.*
2. *Maximum class size can be flexible dependent upon the capacity of the training venue and anticipated audience size.*



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