



2025-2026 CMS Exercise Series

Part 2 | Initial Planning Meeting
Tuesday, January 6, 2026

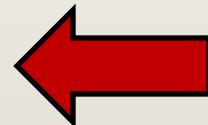


Welcome

- This meeting is being recorded.
- Please MUTE your audio when not addressing meeting participants.
- All participants should be logged in using a computer.
- If you have a question, please use the *Raise Hand* feature or submit it in the chat.
- Please take a moment in the chat to record your:
 - Name
 - Title
 - Organization

Exercise Series Calendar

- **Part 1 | Hazard Vulnerability Analysis (optional)**
Thursday, October 2nd at 10 am (virtual)
- **Part 2 | Initial Planning Meeting**
Tuesday, January 6th at 10 am (virtual)
- **Part 3 | Tabletop Exercises**
Tuesday, January 13th at 1 pm (Roanoke)
Wednesday, January 14th at 1 pm (Roanoke)
Thursday, January 15th at 1 pm (Abingdon)
- **Part 4 | Mid-Term Planning Meeting**
Tuesday, January 27th at 10 am (virtual)
- **Part 5 | Functional Exercise**
Tuesday, February 3rd at 10 am (virtual)
- **Part 6 | After Action Review**
Tuesday, February 10th at 10 am (virtual)





Event Website

<https://svhc.vhass.org/member-resources/2025exerciseseries/>



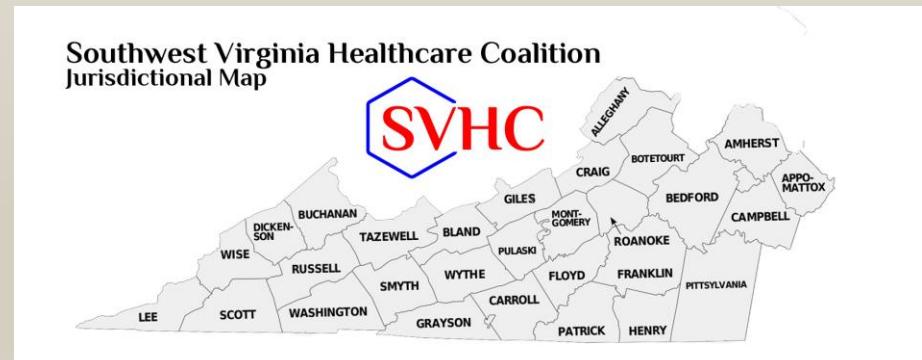
DISCLAIMER

Any recommendations provided by SVHC are provided strictly as recommendations, and facilities are under no obligation to comply with said recommendations. Participation in this exercise series does not guarantee approval by certification/licensing agencies or the ability of a facility to adequately respond to an emergency and should not be construed as being approved by CMS, VDH Office of Licensure and Certification, or other licensing, certifying, or governing body.

It is the responsibility of the healthcare facility to ensure that they are adequately prepared to respond to an emergency and have met all provisions of licensing and certifying agencies.

Who is SVHC?

- The Southwest Virginia Healthcare Coalition (SVHC) is 1 of 4 Healthcare Coalitions within the Virginia Healthcare Emergency Management Program (VHEMP). VHEMP is a partnership between the Virginia Department of Health (VDH) and the Virginia Hospital and Healthcare Association (VHHA).
- Our mission is to support the healthcare infrastructure of Southwest Virginia with disaster preparedness, response, recovery, and mitigation resources.
- Our regional footprint looks like:
 - 39 Counties
 - 25 Hospitals
 - 3 Free-Standing EDs
 - 3 DBHDS Hospitals
 - 80+ SNF/LTC Facilities
 - 40+ Dialysis Clinics
 - 25+ Home Care Organizations
 - 3 EMS Councils
 - 3 VDEM Regions
 - 8 Local Health Districts
 - And more...



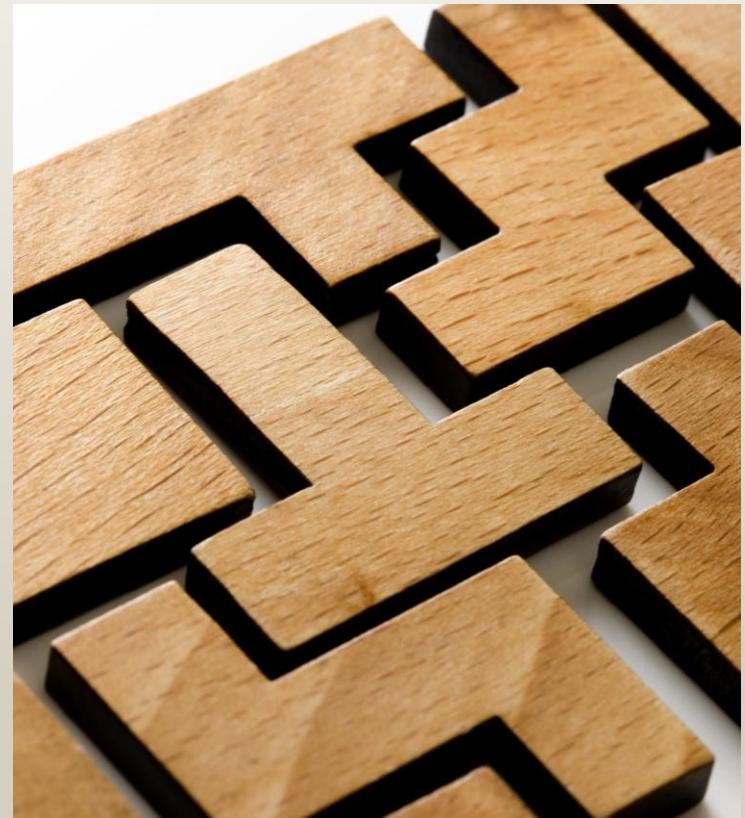


WHAT IS A DISASTER?

Needs > Resources

Key Concepts

- Disasters start and end local
- Communication is key
- You are a piece of the puzzle





THEME: Cascading Failures

- Severe Weather
- Hurricane Helene After Action Report
- Three Priorities:
 - Life Safety
 - Incident Stabilization
 - Property Conservation

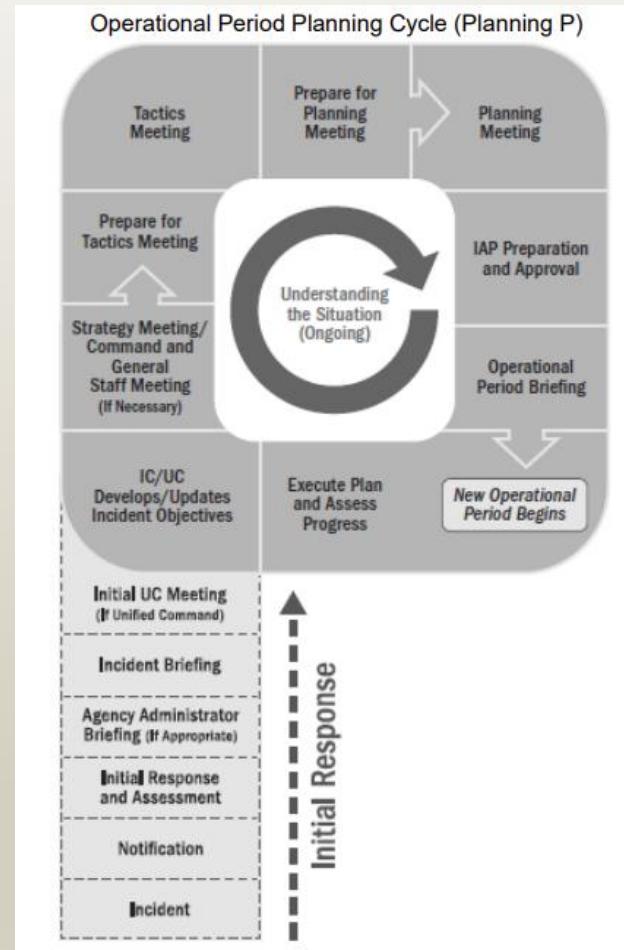


Objectives

- Assess the effectiveness and timeliness of internal and external notification procedures during an emergency scenario.
- Demonstrate the facility's ability to make informed decisions regarding emergency plan activation based on situational awareness, risk assessment, and organizational thresholds.
- Practice coordination with local, regional, and state partners, including public health, emergency management, and other healthcare entities.
- Validate the facility's readiness measures, including staffing plans, resource allocation, patient care continuity, and safety protocols.

Emergency Preparedness Resources

- National Incident Management System (NIMS)
- Phases of Emergency Management
- Preparedness Cycle
- Courses:
 - Incident Command System (ICS)
 - Certified Healthcare Emergency Coordinator (CHEC)
 - TEEEX
 - FEMA
- Relationships:
 - Statewide Contacts
 - Regional Contacts
 - Local Contacts



CMS EP Rule

- Core Components
 - All Hazards Risk Assessment
 - Policies and Procedures
 - Communications Plan
 - Training & Testing
- Emergency Preparedness Rule | CMS

Training & Testing

- E-0036 to E-0039
- The organization must develop and maintain an emergency preparedness training and testing program that is based on the emergency plan created within the emergency requirements and should be documented, reviewed, & updated
- Should align with your HVA
- Your staff should be familiar with this process

Training & Testing

- The organization must conduct exercises to test these plans
 - Full Scale Community-Based Exercise
 - Facility Based Functional Exercise
 - Mock Disaster Drill
 - Tabletop Exercise or Workshop
 - Real World Event

Guidelines

- **Minimum People Involved:**

- Exercises cannot be conducted by a single individual for any facility. You will need to involve multiple members from your leadership team/administrative team.
- At a minimum, an administrative leader, a clinical leader, and a facilities leader should serve as your Exercise Team for the planning meetings and the Tabletop Exercise.
- If one of these staff members is unavailable, a qualified alternate should attend.

Guidelines

- **Planning Meeting Attendance:**

- Every effort should be made to attend all the meetings as they occur. This provides for optimal planning and allows you to ask questions and receive answers in real-time.
- Attending allows you to be best prepared for the actual exercises.
- If you are unable to attend a session, the recording will be available upon request.
- Failure to complete the planning meetings may result in removal from the remainder of the series.

Guidelines

- **Tabletop Exercise Attendance:**
 - It is mandatory your Exercise Team must attend one of three TTX offerings.
 - January 13th – Roanoke (Roanoke Fire and EMS Training Building)
 - January 14th – Roanoke (Roanoke Fire and EMS Training Building)
 - January 15th – Abingdon (Southwest Virginia Higher Education Center)
 - All exercises will run from 1 PM – 5 PM

Guidelines

- **VHASS Training:**
 - Participation will include using the Virginia Healthcare Alerting and Status System (VHASS).
 - Part 4: Mid-Term Planning will give attendees a brief overview of the platform.
 - Additional resources can be found below:
 - VHASS Resources
 - VHASS Training Resources
 - VHASS Office Hours
- At least one individual from your exercise team needs to be able to understand and access their account for exercise play.
- It is crucially important you ensure access to the platform prior the functional exercise. We will not be onboarding the day of the exercise.

Guidelines

- **Functional Exercise Participation:**
 - Your participation in the Functional Exercise (February 3rd) is mandatory for SVHC to certify completion of this requirement.
 - This exercise is a community-based exercise and will be held on-site at your facility. This series follows the CMS guidance on the terminology for Full-Scale, utilizing the terms functional and full-scale interchangeably, unlike the HSEEP guidance. Therefore, full-scale can include what is known as a “functional” exercise or drill in the industry and according to HSEEP. For more information on CMS guidance (pg.96) [click here](#). For more information on the HSEEP program, [click here](#).



Guidelines

- **Documentation:**
 - Facilities are encouraged to track their own attendance and take ample number of notes throughout the duration of this series.
 - SVHC will produce some finalized documentation once the entire series is complete. Templates and other documents will be made available to each attendee as we go along to allow for ample preparation.
 - Attendees are encouraged to review and/or bring their facility's emergency operations plans (EOP), continuity of operations plans (COOP), and any additional plans or policies that pertain to their response.



Tabletop Exercise Schedule

TIME	ACTIVITY
12:30-1:00pm	Registration
1:00-1:20pm	Welcome & Exercise Briefing
1:20-4:00pm	Module Discussions & Report Outs
4:00-5:00pm	Hot Wash & Closeout



Documentation

- **SVHC will provide:**
 - Attendance Logs
 - Exercise Documents
 - AAR Templates
 - Letter to Surveyors detailing effort and certification of completion
- **Your Responsibility**
 - Sign-In Sheets
 - Lessons Learned
 - Notes
 - Finalized Exercise Documents

How to prepare?

- Attend all planning meetings
- Review:
 - Emergency Operations Plan (EOP)
 - Organization Chart
 - Communication Plan
 - Notes from previous events and exercises
 - Severe Weather Incident After Action Reports
 - HVA



Questions



Connect With Us

- Website: <https://svhc.vhass.org/member-resources/2025exerciseseries/>
- Weekly Newsletter:
<https://svhc.vhass.org/register/>
- VHASS: www.vhass.org
- RHCC Emergency Activation Number:
1-866-679-7422



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Initial Planning Meeting