

The Healthcare Sector Emergency Preparedness (HSEP) Course

The S.D. Health Care Coalition would like to invite you to attend the Health Sector Emergency Preparedness (HSEP) Course to be held on Tuesday, October 2, 2018 in Pierre, S.D. The course runs from 8:00 a.m. to 5:00 p.m. CDST.

The FEMA Center for Domestic Preparedness (CDP) in collaboration with the U.S. Department of Health and Human Services, Office of the Assistant Secretary for Preparedness and Response's Division of National Healthcare Preparedness Programs has developed a one-day, 8 hour Health Sector Emergency Preparedness Course. The course is designed to provide training to the 17 CMS identified health care providers and suppliers in the achievement of the four core elements outlined in the September 2016 Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers Final 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.

Below are some of the critical skill sets learned during this training:

- 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.

The course will be held at the Ramkota Hotel and Conference Center
920 West Sioux Avenue, Pierre, SD

A block of sleeping rooms are available October 1, 2018 at the following:

Ramkota Hotel, 605-224-6877, \$94.00 room rate

The Clubhouse, 605-494-2582, \$129.00 room rate

Please specify the SD Health Care Coalition to receive the special room rate.

Room Reservations must be made by September 14, 2018.

To Register for this course, please follow the attached Registration Instructions. You will need to have your FEMA SID number. If you do not have a FEMA SID number, instructions are included to register for one. Please register by September 21, 2018.

Please contact Alexandra Little, Hospital Preparedness Program Coordinator if you have any questions. Phone 605-626-2227 or email Alexandra.Little@state.sd.us.

The Healthcare Sector Emergency Preparedness (HSEP) 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
Total Academic Hours		8 hours



FEMA

Health Sector Emergency Preparedness will be offered October 2 2018. To apply for this class, follow the instructions below:

1. Have your FEMA SID number and password. You **must** have a FEMA SID number **before** you can apply for the class.
 - If you need a FEMA SID number, go to: <https://cdp.dhs.gov/FEMASID> and click "Register for FEMA SID" or click "Forgot FEMA SID?" if you have forgotten your FEMA SID.
 - Registering for a FEMA SID number **does not** register you for this class. You must apply for the class separately.
2. Click this link to apply for the class: [Click Here to Apply](#).
 - Enter your FEMA SID and password.
 - A CDP Training Registration System (TRS) application for 19N-0167 HSEP will open.
 - Complete the required fields.
 - Click the "Review and Submit Application Now" button.Complete the application process by clicking the affirmation checkbox and providing your digital signature by entering your name and FEMA SID password.
(If you have trouble with the link, go to <https://cdp.dhs.gov/students> and enter 19N-0167 HSEP in the "Have a Promo Code?" box. You must enter the promo code exactly as it appears here to successfully apply).
3. If you encounter any errors, please do not attempt to bypass or skip through them. Please document the error with as many details as possible and/or screen shots (print screen) and submit to FEMASIDHELP@cdpemail.dhs.gov so the error can be documented and addressed by the development team. Once the error has been reported, then proceed.