Letter of Communication and Inquiry to (Name of County) Emergency Service Agency

(Date)

(Facility Address)

To Local Community Emergency Command Authority

It is the desire of (name of facility) to interact and work collaboratively with the local community emergency command authority to consider the available resources and expertise this Ambulatory Surgery Center (ASC) has to offer during a community-wide disaster and to include the ASC in advance planning and response/recovery coordination.

In general, it has not been a common practice to include ASCs in responding to disaster or when conducting community drills and training to prepare for disaster response. We recognize that hospitals are typically the primary responder in a community disaster but when the hospital who would serve as primary responder has been incapacitated or the scale of the disaster is at major or catastrophic level, experience is teaching us that surgery centers can indeed play a role beyond the scope of traditional thinking that they don’t have the capacity to contribute during a disaster. Preparedness is key for us to care for the community we serve and networking with you is vital to that preparedness.

The Centers for Medicare and Medicaid (CMS) have established conditions for coverage requirements for ASCs effective May 18, 2009. According to the Conditions, ASCs are required to meet standards for disaster preparedness activities including exercises, and interact with communities in the area of bioterrorism and disaster preparedness. The requirement is as follows:

416.41(c) Standard: Disaster Preparedness Plan
(1) The ASC must maintain a written disaster preparedness plan that provides for the emergency care of patients, staff and others in the facility in the event of fire, natural disaster, functional failure of equipment, or other unexpected events or circumstances that are likely to threaten the health and safety of those in the ASC.
(2) The ASC coordinates the plan with State and local authorities, as appropriate.
(3) The ASC conducts drills, at least annually, to test the plan’s effectiveness. The ASC must complete a written evaluation of each drill and promptly implement any corrections to the plan.

We are asking you to review the following checklist that is intended to provide you with specifics regarding the facility and its services, along with the attached documents and emergency plan of (name of facility). This is to assist in determining what resources and capabilities of the ASC can be deployed to help in contributing to meet the needs of the community during a community-wide disaster. You are asked to provide a response within 60 days on how the services of (name of facility) can be incorporated into the community-wide emergency plan.
Information about *(name of facility)*:

1. Address:
2. Telephone number:
3. Emergency Contact Telephone number:
4. Fax Number:
5. Year center was built:
6. Type of construction:
7. Date of subsequent construction:
8. Name/telephone number of Administrator
9. Alternate Contact person
10. Patient Care Is:
    • Provided by RN’s
    • RNs trained in ACLS/PALS etc.
    • OR techs are utilized
    • Non clinical staff
11. The center is staff with ____ clinical and ____ non clinical employees
12. There are ___ full time, ___ part time, ____ pool employees.
13. Number of OR’s
14. Number of Recovery beds
15. Maximum patients on site
16. Average number of patient’s onsite.
17. Type of patients
18. Other Services: Other services are provided through a contract
19. Identification of which flood zone the ASC is in as identified on FEMA’s flood insurance.
20. Proximity of the ASC to a railroad or major transportation artery:
21. Surgical Center is located within 10 mile or 50 mile emergency planning zones of a nuclear power plant: ( ) yes ( ) no

Attached to this list:

- Organizational chart with key management positions identified.
- Location Map
- The facility hazard vulnerability analysis that describes the potential hazards that the ambulatory surgical center is vulnerable to, such as flooding, fires, hazardous materials incidents form fixed facilities in the area or transportation accidents on highways in your area, power outages during severe cold or hot weather, hostile intruder or bomb threat.
- The facility specific Emergency Preparedness Plan that defines the policies, procedures, responsibilities and actions that the ambulatory surgical center will take before, during and after any emergency situation.

We respectfully await your response,
Name Printed
Signature