



# Healthcare System Event Work Plan

Healthcare Coalition of Rhode Island

As of: 01.22.2026

*The Healthcare Coalition of Rhode Island (HCRI) Healthcare System Event Work Plan was created and is maintained by the Rhode Island Department of Health (RIDOH) Center for Emergency Preparedness and Response (CEPR) in partnership with the members of HCRI. The role of implementing this plan will be assumed by RIDOH-CEPR, HCRI Leadership, or those serving in Emergency Support Function-8 (ESF-8).*

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## **Activation Requirements:**

**Major events/incidents do not always give 96 hours of warning; therefore, once a major event has been identified and** one of these four requirements has been met, an Activation Order will be approved, and the Event Work Plan will be activated:

1. The National Weather Service has issued an event warning/watch for Rhode Island.
  - For snow, when weather forecasts predict a greater than 50% chance of 12 or more inches of snow for a significant portion of the State.
  - For a tropical depression/tropical storm/hurricane, when NWS indicates the storm is NORTH of the Bahamas (25°N) and WEST of 72°W, or H-48/72hrs is forecasted.
2. Rhode Island Emergency Management Agency (RIEMA) activates the State Emergency Operations Center with ESFs, including ESF-8.
3. RIDOH believes there is a high probability of a major event.
4. At the request of HCRI Leadership.

**Note:** In events for which the conditions do not meet the threshold requirements, yet RIDOH-CEPR feels that important, time-sensitive information related to the event should be shared with members of HCRI, RIDOH-CEPR and/or HCRI leadership may issue this information in the form of an Informational Alert Bulletin.

**Note:** This plan and its activities may be activated either in full or in part, based on the situation at hand.

## **96 hours pre-event:**

- Facilities/Organizations and RIDOH should remind staff about home and family preparedness plans
- RIDOH will consider communication with municipal partners, HCRI Members, and local emergency managers
- Facilities/Organizations should check fuel supply/ensure backup power (assess generator for operational issues and fuel supply to sustain generator functionality throughout the duration of the event)
- Facilities/Organizations should confirm login information to ProtectAdvisr and ImageTrend Resource Bridge (hospitals only) for HCRI reporting, and for other relevant systems for your healthcare facility or organization.
- All HCRI member Facilities/Organizations with access to ProtectAdvisr, should complete the generator assessment tab in ProtectAdvisr (<https://protectadvisr.com/>)  
Facilities/Organizations should check/order needed supplies (fuel, water, medical, food, etc.)
- Facilities/Organizations and RIDOH should assess the need for an Incident Command structure (limited vs. 24/7)
- RIDOH/HCRI/Facilities/Organizations should review emergency plans as needed (e.g., Emergency Operations/Management Plan EOP/EMP), triage plans, Influx of Residents/Surge Plan, staff surge plans, volunteer management plans, COOP/ recovery plans, debris removal plans)

## **72 hours pre-event:**

- HCRI/RIDOH will activate an event in ProtectAdvisr and begin monitoring Facility/Organization Status. *Please note: ProtectAdvisr does not notify HCRI leadership of any issues reported in the system. Should your facility/organization be experiencing an issue that impacts life safety for your patients or residents, please call the CEPR on-call staff at 401-222-6911.*
- HCRI/RIDOH will ensure the following forms are available in ProtectAdvisr, ImageTrend Resource Bridge, and on the HCRI webpage (<https://myhcri.org>)
  - *Resource Request Form*
  - *Software Access Request Form*
  - *GAPS Assessment*
  - *HICS 207*
- HCRI/RIDOH will assess and send out informational alerts and begin regular situational updates on ImageTrend Resource Bridge, the RI Health Notification System, and/or ProtectAdvisr website.
- Facilities/Organizations should assess the need to activate the facility Emergency Operations Center.
- HCRI/RIDOH may request reporting from healthcare facilities in ProtectAdvisr, such as:
  - a) Census + Beds
  - b) Operations + Infrastructure
  - c) Staffing + Resources
  - d) Transportation
- HCRI/RIDOH may test redundant communication systems as appropriate (e.g., 800 MHz RISCON radios). This may occur at 48 hours.
- Facilities/Organizations should test their internal communication systems.

## **48 hours pre-event:**

- HCRI/RIDOH will test redundant communication systems (if not done at 72 hours)
- HCRI/RIDOH or its designee may assess non-functioning communication equipment and, if feasible, repair/loan the facility replacement equipment for the duration of the event
- HCRI/RIDOH or its designee may conduct an all-healthcare facility/organization conference call. This may also occur at 24 hours (event dependent; this call may be by facility type)  
*Conference call agenda: Pre-event conference call*
  - a) Situation briefing – Situation reports, transportation concerns, Governor’s updates, authorized RIDOH variances (waivers), status of Public Health Emergency declaration (if applicable), status of State of Emergency or Pre-Landfall declaration (if applicable), etc.
  - b) Resources and asset preparation (Statewide/Facility/Organization)
  - c) Generator issue updates
    - Reminder to top off fuel tanks
    - Ensure communications with generator fuel and service vendors
  - d) Reporting requirements for all healthcare facilities
  - e) Medical Care Branch of RIDOH ICS/ESF-8 activation status and how to contact RIDOH/ESF-8
  - f) Set a schedule for conference calls
  - g) Questions, comments, or concerns

- HCRI/RIDOH will summarize facility assessment reports and online data submissions, and will share with State/Federal ESF partners and/or RIEMA/FEMA/HHS, as appropriate
- HCRI/RIDOH will send out an all-HCRI member email with event-related information (if applicable)

**24 hours pre-event:**

- Facilities/Organizations and RIDOH should consider activation of the Incident Command System, if not done at 96/72/48-hour mark
- Facilities/Organizations and HCRI/RIDOH will monitor event progression
- HCRI/RIDOH may conduct a HCRI Member conference call, if not done at 48 hours or if another call is warranted
- HCRI/RIDOH will send out an all-HCRI member email with event-related information (if applicable)
- HCRI/RIDOH will upload the healthcare-specific incident radio communications plan and the statewide incident radio communications plan (ICS Form 205) to ProtectAdvisr and ImageTrend Resource Bridge, if available.
- RIDOH will consider activation of special assistance groups into the Medical Care Branch:
  - BHDDH Emergency Preparedness Coordinator
  - Trade organization emergency preparedness coordinators/partners
- Facilities/Organizations should indicate known closures and service restrictions via ProtectAdvisr within the Clinical Operations tile of Operations + Infrastructure and consider the need to contact the Rhode Island Broadcasters Association (<http://www.ribroadcasters.com/>) for inclusion on local television and radio station closure and cancellation alerts in coordination with their Communications/Public Information staff.

**During the event:**

- Facilities will assess for damage or operational issues
  - All operational issues should be reported via ProtectAdvisr. ***Please note: ProtectAdvisr does not notify HCRI leadership of any issues reported in the system. Should your facility/organization be experiencing an issue that impacts life safety for your patients or residents, please call the CEPR on-call staff at 401-222-6911.***
  - Gaps in resources should go through the Facility/Organization supply chain processes. Non-medical resource requests should be submitted to municipal EMA Directors/Fire Chiefs. To request a resource that may be available from other HCRI members, complete a Resource Request Form and contact the HCRI co-leads and/or ESF-8 via the CEPR 24/7 on-call system at 401-222-6911.
  - Should the need arise to evacuate a facility, there will be a brief conference call with each facility type to discuss the situation.
- No radio/communication checks will be conducted during the event to leave communication lines open for the response and emergency requests
  - Should a facility need to contact RIDOH/ESF-8 during the event through a communications mechanism other than phone, please refer to the healthcare-specific ICS Form 205.
- If requested by RIDOH or its designee, hospitals will submit the ED Illnesses and Injuries Form in the time period(s) established.

**Post-event:**

- If requested by HCRI/RIDOH, hospitals will submit the ED Illnesses and Injuries Form in the time period(s) established.
- RIDOH/HCRI/ESF-8 will request facility assessment reports or All Clear
- All agencies should update ProtectAdvisr when services are restored.  
RIDOH/HCRI/ESF-8 will continue to follow up with and support any facilities that still have event-related issues
- Facilities/Organizations will assess the need to activate recovery plans and contact RIDOH/HCRI/ESF-8 if assistance is needed
- Demobilization
- Hotwash
- Improvement Plan

a) Any facility should contact HCRI Leadership if they are experiencing an issue that can't be resolved with assistance by their municipal first responders or emergency management agency.

## **Record of Change**

<b>Date</b>	<b>Change(s)</b>	<b>Editor(s)</b>
10/8/2010	HPP Severe Weather Battle Rhythm established	J. Reppucci, D. Lewis
12/17/2010	Changed name from "HPP Severe Weather Battle Rhythm" to "HPP Event Battle Rhythm"	J. Reppucci, D. Lewis
3/27/2012	Changed name to "Healthcare System Event Work Plan"; shifted from HPPC to RIHC	J. Reppucci, D. Lewis, N. Larmore
11/16/2012	Shifted to use of HCRI, including logo	J. Reppucci, D. Lewis, N. Larmore
8/30/2013	Added Long Term Care Mutual Aid Plan activities, shift from e. Notify to HEALTH Notification System, task clarifications	A. Mihalakos, D. Lewis, J. Reppucci, N. Larmore
2/15/2014	Included snow forecast amounts in Activation Requirements based on winter storm experience	A. Mihalakos, D. Lewis, J. Reppucci, N. Larmore
6/15/2014	Removed reference to SEOC levels at RIEMA, due to State EOP changes; added situational awareness emails to HEALTH's task	A. Mihalakos, D. Lewis, J. Reppucci, N. Larmore
10/02/2015	Updated agency acronyms (HEALTH to RIDOH); clarified language throughout	A. Mihalakos, D. Lewis, J. Reppucci, N. Larmore
11/12/2015	Added Record of Change	N. Larmore
11/17/2015	Finalized language changes; changed use of "storm" to "event"	A. Mihalakos, D. Lewis, J. Reppucci, N. Larmore
10/19/16	Added note about Informational Bulletin	J. Reppucci, N. Larmore
2/8/17	Added "Activation Order" into work plan	J. Reppucci
9/7/17	Added "tropical depression/ tropical storm/hurricane" note to activation requirements	J. Reppucci
9/19/17	Updated logo	J. Reppucci
8/30/18	Added "Note" to page 1 about log-on passwords	N. Larmore, J. Reppucci
11/15/2018	Added "ED illnesses and Injuries report", removed facility type and replaced with HCRI Members, moved from template to plan format.	J. Reppucci

9/13/2023	Updates to reflect partial activation and HCRI Response Plan actions	D. Lewis, N. Larmore, A. Mihalakos, P. Sheridan, R. Biswas
1/22/2026	Updates to reflect specific actions in ProtectAdvisr and processes.	D. Lewis, N. Larmore, A. Mihalakos, P. Sheridan, R. Biswas