

To: _____ (*insert name of person appointed*)
Emergency Management Program Coordinator (EMPC)

Cc: Environment of Care /Safety Committee

Appointment for Emergency Management Program Coordinator (EMPC)
For : _____(insert Facility Name)

In accordance with The Joint Commission's® standard EM 10.01.01 EP2, you are hereby appointed as Emergency Management Program Coordinator (EMPC) for _____(insert Facility Name).

You have been determined to meet the established qualifications for this role based upon your education, training and experience.

In this role, you will have the responsibility for effectively managing and accountable for:

- Developing and maintaining the emergency operations plan and policies and procedures
- Implementing the four phases of emergency management:
 - mitigation,
 - preparedness,
 - response,
 - recovery
- In this role you are responsible for facilitating the development of and implementing emergency management activities in alignment with the six critical areas:
 - communications,
 - resources and assets,
 - safety and security,
 - staff responsibilities,
 - utilities,
 - patient clinical and support activities
- Coordinating the emergency management exercises and developing after-action reports
- Collaborating across clinical and operational areas to implement organization wide emergency management
- Facilitating the Emergency Management Committee
- Identifying and collaborating with community response partners
- Facilitating the communications and coordination of Emergency Management readiness at all locations functioning under the organizations CCN number
- Representing our organization at any system-level Emergency Management activities when the organization is a member of a system.

A copy of this letter of appointment shall reside within your employment file within the HR Department.

Signature and Date

Printed Name and Title (CEO/COO/VP)