



# Maricopa County

Department of Public Health

4041 N. Central, Suite 1400  
Phoenix, Arizona 85012  
Phone: (602) 506-6900  
Fax: (602) 506-6885  
[www.maricopa.gov/public\\_health](http://www.maricopa.gov/public_health)

October 1, 2014

RE: Local Public Health Incident Command Center  
Annual Contact Confirmation Form

Dear Ambulatory Surgery Center Provider:

Medicare regulations governing the operations of Surgical Centers Medicare-certified facilities require the facilities to establish initial and on-going annual communication with the local Emergency Operations Center. The Maricopa County Department of Public Health Incident Command Center serves as your local emergency operations contact.

We have provided a **Disaster Plan / Emergency Contacts Template** for your use. Additionally, in response to the Medicare regulations, we are encouraging any and all private agencies, such as yourselves, to consider including the following in your required emergency operation plans in order for your agency to continue in providing essential services to your clients given the limited resources in Maricopa County:

- *obtain/secure/contract/ for backup power, water and other utilities*
- *obtain/secure/contract for redundant communications*
- *obtain/secure/contract for generators and fuel*
- *obtain/secure/contract for sandbags*
- *obtain/secure/contract for transportation for clients and staff*
- *collaborate with your local public health department by participating in disaster preparedness meetings, training and exercise opportunities*

By no means is this an all-inclusive list of necessities, but a starting point to become self-sufficient in the event of an emergency, or disaster.

By securing redundant utilities and supplies, the majority of emergency/disaster concerns can be minimized. Furthermore, with the possibility of hundreds of healthcare facilities needing resources, we encourage you to prepare your own facility to be able to provide services to your clients for a minimum of seven (7) days without assistance from additional businesses or government entities. We encourage on-going communication and embrace the yearly requirement from Medicare to discuss such issues with Emergency Management and Public Health.

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Local Public Health Incident Command Center Annual Contact Confirmation Form (continued)

**Resources to assist you with planning can be found at:**

Centers for Disease Control and Prevention – Planning Resources for Outpatient Settings:

<http://www.cdc.gov/phpr/healthcare/planning3.htm>

Joint Commission – Emergency Management Resources

[http://www.jointcommission.org/emergency\\_management.aspx](http://www.jointcommission.org/emergency_management.aspx)

Centers for Medicare & Medicaid Services

<http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/index.html>

Arizona Dept. of Health Services – Division of Public Health Licensing Services

<http://www.azdhs.gov/als/>

To assist you with meeting your contact requirement, we have prepared and signed an **Annual Contact Confirmation Form** for your use. Should disaster strike, we will assist to the extent of resources and the law will allow.

To receive an **Annual Contact Confirmation Form**, please send your completed disaster/emergency response plan **by scan, fax, or regular U.S. mail** to:

Mr. Gary Taylor

[GaryTaylor@mail.maricopa.gov](mailto:GaryTaylor@mail.maricopa.gov)

Address: MCDPH – Office of Preparedness & Response

4041 N. Central Ave, Suite 600

FAX: 602-372-2656

If you have any questions or need additional information, please contact Gary Taylor at 602-372-2651 or the email address listed above.

Respectfully,



Mitchell Lach

Program Manager, Office of Preparedness and Response  
Maricopa County Department of Public Health