

## HPP Capability Assessment Email Template

**Subject:** Ready, Set, Assess! Complete the HPP Capability Assessments by [insert due date]

Good morning,

We are evaluating our community based on the eight proposed Hospital Preparedness Program (HPP) Capabilities. Your input is crucial - please complete the assessments by [insert due date]. These capabilities are key to enhancing healthcare readiness and ensuring our ability to maintain healthcare delivery during and after disasters.

### **Intended audience:**

These assessments are intended for healthcare partners, including:

- Acute Care Hospitals/FEDs
- EMS/Fire Services
- Skilled Nursing/Memory Care/Assisted Living Facilities
- Home Health/Hospice/Dialysis Centers
- Clinics/Ambulatory Surgery Centers
- Behavioral Health Facilities

**Assessments:** The purpose of these assessments is to identify strengths and weaknesses to enhance community resilience. Individual agency results will remain confidential and will be used to inform our planning for the next fiscal year. Please note that the assessments have replaced the Resource and Gap Analysis completed in previous years. There are 7 assessments corresponding to HPP capabilities 1-8 (excluding Capability 3). After analyzing the results, we will present the findings to [insert coalition name] and establish workgroups to discuss priorities.

Only one respondent per organization needs to complete the assessments. Please answer each question to the best of your ability; selecting 'Don't know' or 'N/A' as an answer choice is completely acceptable and will help us identify gaps and detect areas where additional resources and training are needed.

- **Capability 1** - 12 questions
- **Capability 2** - 5 questions
- **Capability 4** - maximum of 60 questions
- **Capability 5** - maximum of 42 questions
- **Capability 6** - maximum of 33 questions
- **Capability 7** - maximum of 47 questions
- **Capability 8** - maximum of 21 questions

For additional information on the capabilities, please refer to the attached document. If you have any feedback or questions about the assessments, please do not hesitate to contact me.

Thank you for your continued support and engagement. Your involvement is vital to our community's preparedness and resilience.