



**Center for Clinical Standards and Quality/Survey & Certification Group**

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**Admin Info: 15-12-ALL**

**DATE:** December 12, 2014

**TO:** State Survey Agency Directors

**FROM:** Director  
Survey and Certification Group

**SUBJECT:** Emergency Preparedness Survey and Certification Group (SCG) Email Mailbox

**Memorandum Summary**

- ***Implementation of the SCG Emergency Preparedness Email Mailbox.*** The SCG within the Centers for Medicare & Medicaid Services (CMS) has established an Emergency Preparedness email account available to the State Survey Agencies (SAs) and Regional Offices (ROs) to facilitate communication regarding a variety of emergency preparedness topics.
- ***Communications:*** The SCG Mailbox for Emergency Preparedness will facilitate in the filtering of communications between the SAs and ROs and the CMS Central Office (CO).

**Background**

The SCG has created a centralized email mailbox [SCGEmergencyPrep@cms.hhs.gov](mailto:SCGEmergencyPrep@cms.hhs.gov) available to SA and RO personnel in an attempt to facilitate communications surrounding an emergency.

The SCG Emergency Preparedness email mailbox was created in order to provide one centralized emergency preparedness communication source for the CO to better coordinate emergency preparedness related questions or concerns and raise them to the appropriate levels within CMS.

**Recommendation**

We encourage SAs and ROs to submit their comments and questions on any issues related to emergency preparedness to the [SCGEmergencyPrep@cms.hhs.gov](mailto:SCGEmergencyPrep@cms.hhs.gov) mailbox. Alerts, when related to emergency preparedness (i.e. natural disaster incidents, storms, etc.) should also be sent as a carbon copy the email mailbox.

The SCG Emergency Preparedness email box will be monitored by SCG Central Office Front Office personnel. Questions about this memorandum should be addressed to [SCGEmergencyPrep@cms.hhs.gov](mailto:SCGEmergencyPrep@cms.hhs.gov).

Additional resources for SCG Emergency Preparedness can be found on the CMS Website at <http://www.cms.gov/Medicare/Provider-Enrollment-and-Certification/SurveyCertEmergPrep/index.html>.

**Effective Date:** Immediately. This policy should be communicated with all survey and certification staff, their managers and the State/Regional Office training coordinators within 30 days of this memorandum.

/s/

Thomas E. Hamilton

cc: Survey and Certification Regional Office Management