

INTRODUCTION

Long term care providers and operators have an obligation to prepare for potential disasters. Each facility is unique with regard to the types of clients served, geographical location, and proximity to local assistance. For these reasons, all aspects of a Disaster Preparedness Manual must be tailored to the facility.

Preparation, education, and practice are the keys to a well-managed event involving a catastrophic occurrence that comes with little or no warning. This outline is designed to assist your facility in preparing for potential disasters. It is advised that a committee be formed to develop and analyze the manual, as well as provide regular reviews and updates. By following the outline and completing each component, you are sure to develop and implement a workable disaster plan that is tailored to your facility.

CHECKLIST

INTRODUCTION

- Facility name, address, telephone number, fax number
- Facility owner and contact information
- Year the facility was built, and dates of subsequent construction/remodel
- Name and contact information of facility administrator
- Organizational chart of key management positions and contact information
- Purpose of plan and intended outcome of its use

AUTHORITIES

- Contact information for local authorities

HAZARD ANALYSIS


- Identification and description of potential hazards
 - Δ NATURAL
 - Floods
 - Tornadoes
 - High winds
 - Winter storms/heavy snow/ice
 - Earthquakes
 - Volcanic eruptions
 - Landslides/debris flow
 - Tsunamis
 - Building fires
 - Wild fires
 - Droughts
 - Δ TECHNOLOGICAL THREATS
 - Hazardous materials spills/incidents
 - Nuclear power plants
 - Δ TERRORISM
 - Explosions
 - Biological threats
 - Chemical threats
 - Nuclear blasts
 - Δ OTHERS:
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- Past experiences with these hazards, if any, and lessons learned
- Specific facility information
 - Δ Number of beds, maximum capacity, and average daily census
 - Δ Types of residents served by facility
 - Dementia
 - Mental illness
 - Developmental disabilities
 - Residents requiring special equipment
 - Oxygen
 - Tube feeding equipment/pumps
 - IV equipment/pumps
 - Pressure-reducing mattresses, cushions, etc.
 - Ventilators
 - Diabetes equipment/materials
 - Other:
 - Other:
 - Other:
 - Other:
 - Number of residents who are self-sufficient
 - Other:
 - Other:
 - Other:
- Proximity of facility to railroad or major transportation artery
- Identify if facility is within 50 miles of an operational nuclear plant

CONCEPT OF OPERATIONS

- Direction and Control
 - Δ Identify by name and title – who is in charge during an emergency
 - Δ Chain of command
 - Δ Procedures to ensure timely activation and staffing
 - Δ Provisions for workers' families
 - Δ Operational support roles for all facility staff
 - Δ Procedures to ensure the following are supplied:
 - Food, water, sleeping arrangements
 - Emergency power, natural gas, etc.
 - Transportation (may be covered in evacuation section)
 - 72-hour supply of essential supplies
 - Δ Provisions for 24-hour staffing
- Notification
 - Δ How the facility will receive warnings, including off-hours and weekends
 - Δ How key staff will be alerted
 - Δ 24-hour contact numbers, if different from numbers listed in "Introduction"

- Δ Policy and procedure for reporting to work for key workers
- Δ How residents will be alerted (include precautionary measures)
- Δ Alternative means of notification should the primary system fail
- Δ Procedures for notifying alternative accommodations locations
- Δ Procedures for notifying resident families of evacuation

 Evacuation

- Δ Describe the policies, roles, responsibilities and procedures for the evacuation of residents from the facility
 - Identify individual responsible for implementing evacuation procedures
 - Identify transportation arrangements made through mutual aid agreements or understanding that will be used to evacuate (attach copy of agreement(s))
 - Describe transportation arrangements for logistic support to include moving records, medications, food, water, and other necessities
 - Identify pre-determined locations where residents will evacuate to
 - Provide a copy of the mutual aid agreement that has been entered into with a facility or other location set to receive residents (current, signed each year)
 - Identify evacuation routes that will be used, and secondary routes that would be used should primary route be impassable
 - Specify the amount of time it will take to successfully evacuate all residents to the alternate accommodations.
 - What are the procedures to ensure facility staff will accompany evacuating residents?
 - Identify procedures that will be used to keep track of residents during an evacuation
 - Determine what and how much each resident should take. Provide for a minimum of 72-hour stay, with provisions to extend this period of time if the disaster is of catastrophic magnitude
 - Establish procedures for responding to family inquiries about residents who have been evacuated
 - Establish procedures for ensuring all residents are accounted for and are out of the facility
 - Determine at what point to begin the pre-positioning of necessary medical supplies and provisions
 - Specify at what point the mutual aid agreements for transportation and the notification of alternate accommodations locations will begin.

- Δ Re-entry
Once the facility has been evacuated, procedures need to be in place for allowing residents to re-enter the facility.

- Identify who is the responsible person(s) for authorizing re-entry to occur
- Identify procedures for inspection of the facility to ensure it is structurally sound
- Identify how residents will be transported from the host location back to their home facility and identify how you will receive accurate and timely data on re-entry operations






Δ Sheltering

If the facility is to be used as a shelter for an evacuating facility, the plan must describe the sheltering/hosting procedures that will be used once the evacuating facility residents arrive.

- Describe the receiving procedures for arriving residents from evacuating facility
- Identify where additional residents will be hosted. Provide a floor plan which identifies the space allocated for additional residents
- Identify provisions of additional food, water, medical needs of those residents being housed.
- Describe the procedures for ensuring 24-hour operation
- Describe procedures for providing shelter for family members of critical workers
- Identify the need for a waiver from Residential Care Services should the provision of hosting cause your facility to exceed the maximum facility capacity.
- Describe procedures for tracking additional residents sheltered within the facility

INFORMATION, TRAINING, AND EXERCISES

This section shall identify the procedures for increasing employee and resident awareness of possible emergency situations and providing training on their emergency roles before, during, and after a disaster.

-  Identify how key workers will be instructed in their emergency roles during non-emergency times
-  Identify a training schedule for all employees and identify who will provide that training
-  Identify the provisions for training new employees regarding their disaster-related role(s)
-  Identify a schedule for exercising all or portions of the disaster plan on an annual basis
-  Establish procedures for correcting deficiencies noted during training exercises