

# EMERGENCY PREPAREDNESS

EFFECTIVE NOVEMBER 15, 2017

Applicable to LTC facilities as of June 9, 2017.



| Best Practices on Program Management |  |
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| E-Tag                                | Description  |
| E-0001                               | Develop an emergency preparedness program (overall program)  |
| E-0004                               | Develop and maintain emergency preparedness plan (written emergency plan)  |
| E-0006                               | Conduct and document facility-based and community-based risk assessment using an All-Hazards approach (HVA)              |
| E-0039                               | Annual exercises to test emergency plan, analysis and response to incorporate updates needed into plan (disaster drills) |

| Documentation Requirements for Emergency Preparedness Plan |   |
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| E-0007   | Emergency Plan includes documentation on population served (patient/client), persons at-risk, the type of services the facility has the ability to provide in an emergency and continuity of operations.  |
| E-0009   | Emergency Plan includes documentation on ensuring cooperation and collaboration with local, tribal, regional, State & Federal emergency preparedness officials to ensure an integrated response during disaster or emergency situation.   |
| E-0015   | Emergency Plan includes documentation on policies and procedures for provision of subsistence needs for patients and staff, adequate alternative energy sources, emergency lighting, fire detection, extinguishing, alarm systems and to provide for sewage and waste disposal. |
| E-0018   | Emergency Plan includes documentation on development of tracking system used to document locations of patients and staff.   |
| E-0020   | Emergency Plan includes documentation on policies and procedures for safe evacuation from the facility and that it includes all of the required elements.   |
| E-0022   | Emergency Plan includes documentation on policies and procedures for how it will provide a means to shelter in place for patients, staff and volunteers who remain in a facility that aligns with emergency plan and risk assessment.   |
| E-0023   | Emergency Plan includes documentation on policies and procedures for ensuring patient records are secure and readily available.   |
| E-0024   | Emergency Plan includes documentation on policies and procedures for the use of volunteers and other staffing strategies in its emergency plan.   |
| E-0025   | Emergency Plan includes documentation on arrangements and/or any agreements the facility has with other facilities to receive patients in the event the facility is not able to care for them during an emergency.  |
| E-0026   | Emergency Plan includes documentation on policies and procedures the facility's role in providing care and treatment at alternate care sites during emergencies.  |
| E-0029   | Emergency Plan includes communication plan that explains how the facility coordinates patient care within facility, providers and with state and local public health depart to be reviewed annually.  |
| E-0030   | Emergency Plan includes contact information for individuals and entities outlined in communication plan (staff, entities providing services under arrangement, patient's physicians, volunteers) to be reviewed annually.   |
| E-0031   | Emergency Plan includes contact information for Federal, State, tribal regional, and local emergency preparedness staff outlined in communication plan.   |
| E-0032   | Emergency Plan includes primary and alternate means for communicating with facility staff, Federal, State, tribal, regional and local emergency management agencies outlined in communication plan .  |
| E-0033   | Emergency Plan includes a method of sharing information and medical documentation for residents under care with other health providers to maintain continuity of care outlined in communication plan.   |
| E-0034   | Emergency Plan includes a means of providing information about the facility's needs, and its ability to provide assistance, to the authority having jurisdiction, the Incident Command Center, or designee as outlined in the Communication plan.                               |
| E-0035   | Emergency Plan includes method the facility has developed for sharing the emergency plan with residents and their families or representatives, ensure it is appropriate to share outlined in the communication plan.  |
| E-0036   | Emergency Plan includes the development and documentation on training and testing program.  |
| E-0037   | Emergency Plan includes documentation on initial emergency preparedness training and annual emergency preparedness training offerings.  |
| E-0041   | Emergency Plan includes documentation that verifies the LTC facility has the required emergency and standby power systems to meet the requirements of the facility's emergency plan and corresponding policies and procedures.  |
| E-0042   | Emergency Plan includes documentation that verifies whether or not the facility has opted to be part of its healthcare system's unified and integrated emergency preparedness program.  |

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