

PART

1

# 12 Essential Requirements for Emergency Preparedness




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The “All Hazards Planning” approach to your emergency plan is the ability to respond to the emergency or disaster regardless of the cause. Even though a multitude of different emergency and disaster situations exist, the effects of them are not so different, allowing us to plan for many scenarios simultaneously using this “All Hazards Planning” approach.

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# Four Areas to Consider for Emergency Preparedness Plans

Emergency preparedness plans are typically divided into four areas with each area requiring unique organization, preparation, and action on the part of the facility.



## Mitigation

Activities to eliminate or preclude the chance of an emergency or disaster before it happens



## Preparedness

Repetitive drills, training and planning with staff and residents to ensure the planned response to an emergency



## Response

Includes the reactions and most importantly, actions of staff and residents when an emergency occurs



## Recovery

Short-term and long-term activities immediately following an emergency to return all systems to their pre-emergency state

With these four areas in mind, this two-part guide will outline the 12 most important steps you need to take to complete an “All Hazards Emergency Plan” for your facility.

# 01

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## Identify Your Essential Functions

These are any activities/functions that must continue under all circumstances. The Federal Emergency Management Agency (FEMA) defines essential functions as “those functions that cannot be interrupted for more than 12 hours/must be resumed within 30 days”. In long-term care, you must consider all functions that are needed for direct resident care, as well as what is needed to maintain facility operations during an emergency.

**Include the following in your list:**

- Medical Care – medical and/or psychological care of residents
- Resident Care – resident care and preparing all meals for residents, maintaining adequate staffing
- Facility Operations – resident room cleaning and disinfection, laundry, maintenance
- Administrative Operations – purchasing supplies and continuing regulatory obligations
- External Communication – health department, EMS, police department



# 02

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## Identify Your Critical Resources

Nearly all emergencies pose the threat of restricted access to critical resources. These are the contributions that your facility needs to carry out its essential functions. There are two key groups of critical resources necessary for LTPAC facilities to develop their emergency preparedness plans:

- **Human Resource:** include facility administration/ leadership and well-trained employees.
- **Physical Resource:** include resident medical records, critical equipment and vendor resources for food delivery, and delivery of pharmacy and medical supplies.

When creating this section of your emergency plan, consider some of these questions:

- How many staff members can perform specific functions?
- Is there additional training or cross-training of staff needed?
- What medical records will the facility need to function during an emergency?
- What equipment will the facility need to function during an emergency?
- What supplies will the facility need to function during an emergency?





## 03

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# Complete a Hazard Vulnerability Assessment



This section will be more specific to the types of hazards that may be in your specific geographic location.

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**Risk Assessment** – Your operational emergency preparedness plan should be supported by an all-hazards approach, and it is useful to conduct a hazard vulnerability analysis assessment, to identify the probability of your facility being affected by the various forms of hazards. A hazard vulnerability analysis is an assessment to assist your planning team in determining all possible hazards and the potential magnitude associated with each. This should include direct and indirect effects these hazards might have on your facility, residents, families, and employees.

**Geographic Zones** – Include these specific details in your emergency management plan to make informed decisions and influence policy development. For example:

- Hurricane evacuation zones, flood zones and surge zones as provided by the local office of emergency management.

**Local Points of Interest** – Include areas that may influence or affect your facility in a unique way: Naval Port, Air Force/Marine/Army Base, Airport, Railway/Train Station, Dam/Levee, Nuclear Facility/Power Plant, River/Lake/Ocean.





# 04

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## Compile Your Facility Profile

Provide a concise depiction of your organization and the residents you serve to assist in more rapid communication between outside agencies, first responders, and your facility. Include the following information:

**Staff:** Staff Roster, Staff Roles in the Emergency, Average Number of Staff per each Shift

**Facility:** Name, Address, Main Phone Number, Emergency Phone Number

**Residents:** Census, Total Number of Beds

**Owner/Operator/Administrator:** Name, Address, Main Phone Number, 24-Hour Emergency Number

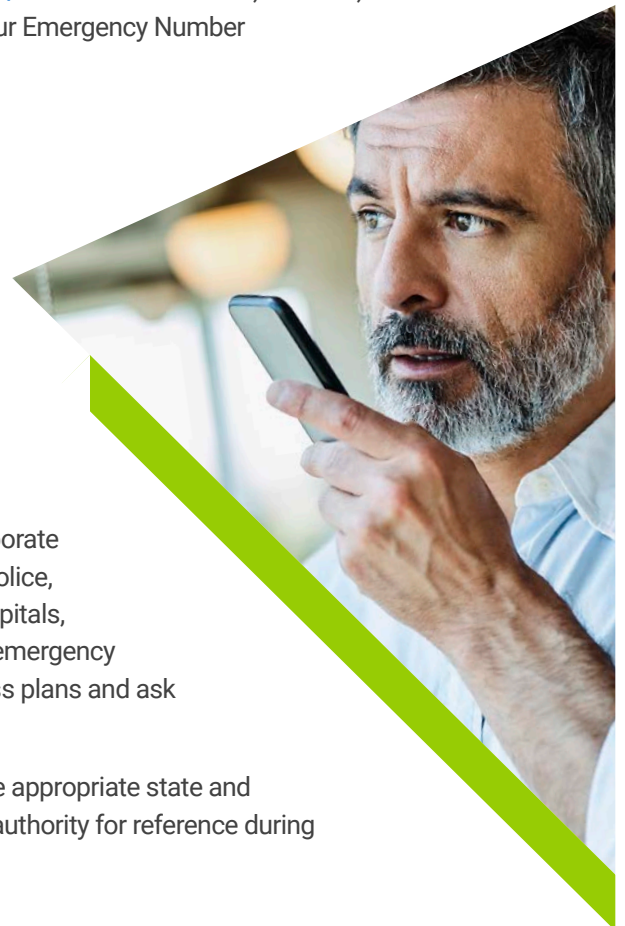
# 05

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## Coordinate with State and Local Agencies

Include details on who the facility should contact to confirm an emergency, as well as whom to contact for assistance or rescue. Knowing this information ahead of time will greatly increase the speed of response and help to minimize the effect of the incident on your facility and its residents. The agencies with whom you can collaborate in your emergency preparedness and response efforts include local police, fire and EMS services, local and state health departments, nearby hospitals, local emergency planning councils, and state agencies. Consult with emergency agencies as you are developing your facility's emergency preparedness plans and ask for feedback on any gaps they may see.

**Authorities and References** – Your emergency plan should include the appropriate state and federal laws and/or regulations with a clear and concise hierarchy of authority for reference during the emergency.



# 06

## Develop Your Emergency Chain of Command

Establish clear roles and methods for your staff during the emergency. Facility administration should determine who will be the facility communication representative to the outside world, such as families and media during the emergency. Assign these roles in the Incident Command Structure:

**Communications Lieutenant:** The facility contact person for outside agency representatives i.e. emergency management, police, fire, and hospitals. Also serves as a conduit for information to staff, residents, families, and the media. This position can be delegated to two people if necessary:

- **Liaison Officer:** Communicates with outside agencies and EMS.
- **Public Information Officer:** Communicates with staff, residents, families, and the media.

**Resident Care Lieutenant** – Oversees all resident care and related services, as well as any transfers of residents in or out of the facility.

**Facility Operations Lieutenant** – Manages the services and repairs related to the facility's infrastructure i.e. electric, water/sewer, HVAC, building integrity, environmental/housekeeping services, and dining services.

**Business Operations Lieutenant** – Responsible for the financial assets and the accounting needs of the facility and staff.







## Develop Your Emergency Communication Plan

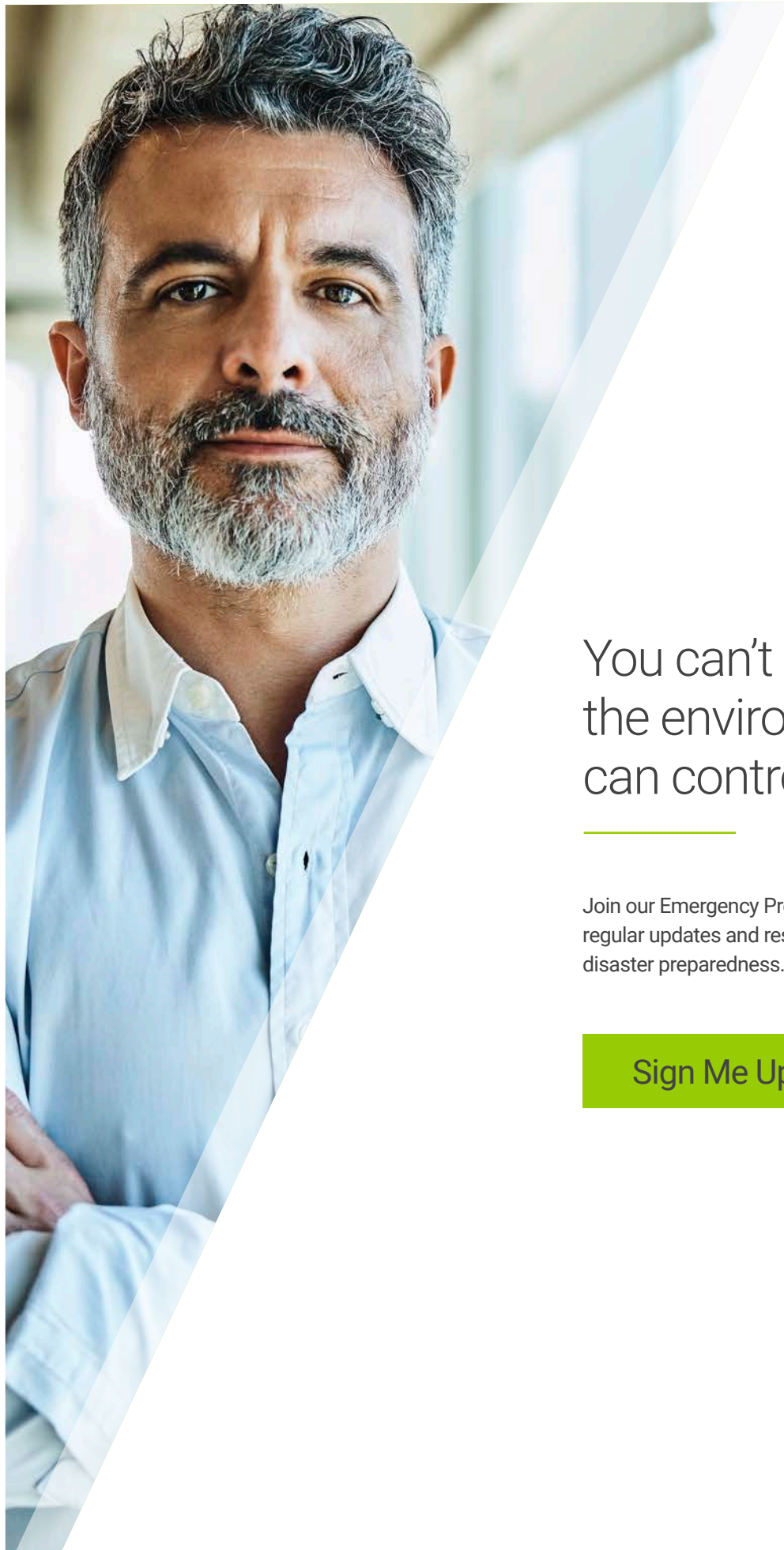
When you have received information of either an actual emergency or an impending emergency, the facility representative will need to verify the emergency before reporting to the staff. The emergency plan will include your facility alert system for notification and activation. Skilled Nursing Facilities can build upon the organizational structure already in place and include residents, families, and local and/or state emergency management services. When the emergency plan has been initiated, all staff, including those not currently in the facility should be notified of the emergency.

**1. Equipment Inventory** – Include all of the methods your facility has available to communicate externally and internally i.e. telephone, email, voicemail, computer systems and internet, fax, cell phones, two-way radios. AM/FM radios and TVs are also important to receive emergency alerts and news updates.

- 2. Building Partnerships** – Advance planning with agencies you will collaborate with in the event of an emergency. You will want to include alternate means to contact agencies in your plan.
- 3. Communication Back-up Plan** – Also known as a “redundant communications system”. If phones and the internet are inoperable or overloaded, facilities should consider two-way radios for internal communications and a satellite phone for external communications.



Now that you’ve completed the mitigation and preparation areas of your emergency preparedness checklist, [click here](#) to continue your planning with the next 6 essential requirements.



You can't control  
the environment, but you  
can control your response.

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