

NATURAL DISASTER: MAJOR EARTHQUAKE INCIDENT PLANNING GUIDE



INCIDENT PLANNING GUIDE

DOES YOUR EMERGENCY OPERATIONS PLAN ADDRESS THE FOLLOWING ISSUES?

MITIGATION & PREPAREDNESS	
<input type="checkbox"/>	Does your facility have a process to assess damage to building structure and infrastructure: HVAC, water, sewage, lighting, power, information systems, communications, medical gases, hazardous materials?
<input type="checkbox"/>	Does your facility have procedures to establish redundant communications with public safety officials, local emergency management, and regulatory agencies in the event of loss of normal communications?
<input type="checkbox"/>	Does your facility practice earthquake preparedness and response actions with residents and staff?
<input type="checkbox"/>	Does your facility emergency operations plan include guidance on accessing outside resources through the medical mutual aid system?
<input type="checkbox"/>	Does your Emergency Operations Plan include triggers or criteria for activation of the Emergency Operations Plan, Incident Command and the Command Center?
<input type="checkbox"/>	Does your nursing home have a process for regularly assessing the status of the facility, repair, resident services, system restoration, and staffing, and for adjusting the Incident Action Plan and operations accordingly? Does the process include regularly updating the Incident Action Plan and reviewing decisions made/actions taken to accomplish the mission?
<input type="checkbox"/>	Does your nursing home have procedures and forms to track costs, expenses and provide reports?
<input type="checkbox"/>	Does your nursing home have procedures with clear routes of communication to gather and confirm situation reports and status updates from local emergency management? Is there a plan to communicate with the local EOC (emergency management, public health, regulatory agencies) about the situation status, critical issues, and resident health status, and to request assistance?
<input type="checkbox"/>	Does your nursing home have a plan to notify and maintain communications (primary and back-up systems) and exchange appropriate information with the following? <ul style="list-style-type: none"> <input type="checkbox"/> Internal experts, including infection control, engineering/facilities, physician(s). <input type="checkbox"/> External experts, including local, regional and state public health, EOC/emergency management, fire, police, regulatory agencies. <input type="checkbox"/> Other local facilities and hospitals.
<input type="checkbox"/>	Does your nursing home have procedures to provide accurate and timely situation and safety information (in cooperation with local Joint Information Center) to staff, residents, and families and a back-up system if primary communication systems fail?
<input type="checkbox"/>	Does your nursing home have procedures to determine the status of communication systems outside of the facility in order to communicate with local emergency management, regulatory agencies, police, and fire within the city, county, and operational area?
<input type="checkbox"/>	Does your nursing home have a plan to conduct regular media briefings in collaboration with local emergency management, local EOC, and the local Joint Information Center?

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RESPONSE & RECOVERY	
<input type="checkbox"/>	Does your nursing home have a process to determine the need for canceling nonessential services (social gatherings, meetings, etc.)?
<input type="checkbox"/>	Does your nursing home have a process to assess damage to building structure and infrastructure (HVAC, water, sewage, lighting, power, information systems, communications, medical gases, and hazardous materials)?
<input type="checkbox"/>	Does your nursing home have procedures to evaluate need for additional staff, augment staffing levels, or manage with staff available? Is there a plan to modify contingency staff utilization and provide staff support (alternate shifts and staffing, childcare contingency plan for staff, staff transportation needs, etc.)?
<input type="checkbox"/>	Does your nursing home have a plan to provide rest/sleep, nutrition, and hydration to staff?
<input type="checkbox"/>	Does your facility have defined criteria and procedures to determine the need for shelter-in-place vs. partial evacuation vs. complete evacuation of the nursing home to protect residents and staff based on damage assessments?
<input type="checkbox"/>	Does your nursing home have criteria or triggers to move residents from damaged areas to other locations within the nursing home (partial evacuation)?
<input type="checkbox"/>	Does your nursing home have a plan for complete evacuation of residents, including transport of critical records and supplies, arrangements with receiving facilities and transportation assets, staffing en route and at the relocation site?
<input type="checkbox"/>	Does your nursing home have procedures to track residents and beds in the event of an evacuation?
<input type="checkbox"/>	Does your nursing home's evacuation transportation plan include the use of assets other than local EMS for transporting residents?
<input type="checkbox"/>	Does your nursing home have a plan to establish alternate care sites and relocate services provided if transfer is not feasible?
<input type="checkbox"/>	Does your nursing home have, if not evacuating, a plan to maintain continuity of operations including trash, food, linen, laundry, etc.?
<input type="checkbox"/>	Does your nursing home have a process to assess residents for early discharge to decrease occupancy?
<input type="checkbox"/>	Does your nursing home have a process to determine the need to limit resident visitation?
<input type="checkbox"/>	Does your nursing home have a plan to secure the nursing home, including adequate personnel to assure security?
<input type="checkbox"/>	Does your nursing home have protocols to manage, treat (or refer for treatment), and report injuries to residents, staff, families, and visitors? Is there a process to prepare a report of all residents, staff, families, and visitors evaluated, treated, and discharged from the facility?
<input type="checkbox"/>	Does your nursing home have a process to inventory available supplies, medications, equipment, and personnel for both short and long-term operations? Does this include a process for obtaining supply and equipment supplementation?

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<input type="checkbox"/>	Does your nursing home have a process for determining food and water needs for residents, visitors, families, and staff for 96-hours and a plan for obtaining needed supplies?
<input type="checkbox"/>	Does your nursing home have a plan to access outside resources through a medical mutual aid system?
<input type="checkbox"/>	Does your nursing home have a plan to keep resident/staff families notified of current situation, location, condition and safety measures taken to protect them?
<input type="checkbox"/>	Does your nursing home have a plan for demobilization and system recovery that is activated during emergency response? Does this include a procedure for prioritizing service restoration activities, including restoring medical care operations, visitation and non-essential operations (i.e., social activities, meetings, etc.)?
<input type="checkbox"/>	Does your nursing home have procedures for repatriation of patients that were transferred or evacuated?
<input type="checkbox"/>	Does your nursing home have a process for reporting all injuries, system failures, and long-term damage to regulatory agencies, as required?
<input type="checkbox"/>	Does your nursing home have a plan for providing mental health support and stress management services to staff, residents, and families?
<input type="checkbox"/>	Does your nursing home have procedures for reordering, restocking, and returning borrowed supplies, equipment, medications, and personnel?
<input type="checkbox"/>	Does your nursing home have procedures for after-action reporting and developing an improvement plan based on lessons learned? Is there a plan to participate in after-action review with local emergency management and community partners?
<input type="checkbox"/>	Does your nursing home have criteria to confirm restoration of the facility to normal function?
<input type="checkbox"/>	Does your nursing home have a process for submitting cost for disaster reimbursement from insurance carriers, local, state, and federal disaster relief?