

INFECTIOUS DISEASE OUTBREAK BIOLOGIC/PANDEMIC INFLUENZA INCIDENT PLANNING GUIDE



INCIDENT PLANNING GUIDE

DOES YOUR EMERGENCY OPERATIONS PLAN ADDRESS THE FOLLOWING ISSUES?

| MITIGATION & PREPAREDNESS | |
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| <input type="checkbox"/> | Does your nursing home provide information and education to staff on infection control precautions, personal protective equipment, exposure prophylaxis and family/dependent care options? |
| <input type="checkbox"/> | Does your nursing home have a procedure to provide personal protective equipment (PPE), including respirators, to designated work locations? |
| <input type="checkbox"/> | Does your nursing home have a plan to implement control measures in the face of a rapid spread/surge of infectious residents? Does the plan include the following? <ul style="list-style-type: none"> <input type="checkbox"/> Monitoring residents for signs of illness. <input type="checkbox"/> Policies regarding self-screening and denying access to ill persons, respiratory etiquette and the use of hand sanitizer and masks for visitors entering the facility. <input type="checkbox"/> Rapid identification, triage, and isolation practices. <input type="checkbox"/> Expanding isolation capability (cohorting, portable HEPA filtration, etc.). <input type="checkbox"/> Integration with local hospitals, clinics, public health and emergency management. |
| <input type="checkbox"/> | Does your nursing home have a plan to manage dispensing antiviral medications to staff (mass vaccination/mass prophylaxis plan) and in administering vaccines (when available)? |
| <input type="checkbox"/> | Does your nursing home have a procedure to limit nursing home access to a small number of monitored entrances so that residents and visitors entering the nursing home can be screened for illness (e.g., temperature checks)? |
| <input type="checkbox"/> | Does your nursing home have a procedure to monitor staff and volunteers for symptoms and a policy for “fitness for duty” procedures? |
| <input type="checkbox"/> | Does your nursing home plan for ensuring safe transportation routes and infection control procedures (e.g., residents wearing masks) when transferring residents through the nursing home? |
| <input type="checkbox"/> | Does your nursing home have a policy to determine appropriate amounts of PPE and hand hygiene/washing supplies available and to supplement those supplies as required? |
| <input type="checkbox"/> | Does your nursing home have a plan to include just-in-time fit testing and training on PPE use? |
| <input type="checkbox"/> | Does your nursing home have a policy to determine appropriate numbers of essential personnel (e.g., medical, nursing, environmental services, facilities, nutrition and food services, administrative, ancillary clinical staff respiratory therapy, rehabilitation staff, activities staff, medical records) that would be priority for receiving prophylaxis, vaccine and PPE to protect those staff most at risk and to ensure the continuation of essential services in the event of a pandemic? |

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| <input type="checkbox"/> | Does your nursing home maintain stockpiles or have Memorandums of Understanding (MOUs) established with pharmaceutical vendors for antiviral medications and antibiotics to treat bacterial complications to treat or provide prophylaxis to staff, residents and volunteers? |
| <input type="checkbox"/> | Does your nursing home have a plan for increasing capability to perform specific screening tests for designated pathogens? |
| <input type="checkbox"/> | Does your nursing home have a plan for safely packaging, identifying, and transferring lab specimens to external testing sites, including local, state, and federal labs? |
| <input type="checkbox"/> | Does your nursing home have the capability of handling the need for increased specimen collection, documentation, and transportation of specimens to the testing facility? |
| <input type="checkbox"/> | Does your nursing home have a plan for relaying laboratory results to external partners (public health, acute care facilities, other)? |
| <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 nursing home supplies and staffing, and 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 cost expenditures 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 Emergency Operations Center (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, regulatory agencies and a backup 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 nursing home in order to communicate with local emergency management, police, & fire within the city, county and operational area? |
| <input type="checkbox"/> | Does your nursing home have a plan for posting illness outbreak and instruction signs in public places in the facility. |

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| <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? |
| RESPONSE & RECOVERY | |
| <input type="checkbox"/> | Does your nursing home have a policy to monitor the health status and absenteeism of staff during the disease outbreak/pandemic? |
| <input type="checkbox"/> | Does your nursing home have a plan to track resident census and symptoms? <input type="checkbox"/> Stop new admissions. <input type="checkbox"/> Communicate with family/legal representatives re: nature of disease outbreak, restrictions on visitations, and estimated potential duration of response activities. |
| <input type="checkbox"/> | Does your nursing home have triggers to implement the infectious patient surge capacity plan? <input type="checkbox"/> Expansion of isolation capabilities. <input type="checkbox"/> Cohabitation of infected residents. |
| <input type="checkbox"/> | Does your nursing home have a plan to manage mass fatalities and address fatality issues in conjunction with law enforcement/medical examiner/coroner/local EOC? |
| <input type="checkbox"/> | Does your nursing home monitor medical care issues for residents and exposed or ill staff? |
| <input type="checkbox"/> | Does your nursing home monitor safe and consistent use of PPE? |
| <input type="checkbox"/> | Does your nursing home have a plan to maintain nursing home security? |
| <input type="checkbox"/> | Does your nursing home have a plan to adjust staff schedules to meet the needs of the response including the following? <input type="checkbox"/> Reassigning staff who have recovered from flu to care for flu residents (such as a pandemic event?). <input type="checkbox"/> Reassigning staff at high risk for complications of flu (e.g., pregnant women, immunocompromised persons) to low risk duties (e.g., no flu patient care or administrative duties only). |
| <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 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 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? |

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| <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? |
| <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 maintain continuity of operations including delivery of essential supplies, trash, food, linen, laundry, etc.? |
| <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 to establish alternate care sites and relocate services provided if transfer is not feasible? |
| <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 nonessential operations (social activities, meetings, etc.)? |
| <input type="checkbox"/> | Does your nursing home have a process for reporting all injuries, system failures, and long-term damage to state licensing and certification authorities 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, and medications and returning personnel on loan during the incident? |
| <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? |