

MAN-MADE DISASTER: LOSS of POWER

INCIDENT PLANNING GUIDE



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DOES YOUR EMERGENCY OPERATIONS PLAN ADDRESS THE FOLLOWING ISSUES?

| MITIGATION & PREPAREDNESS | |
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| <input type="checkbox"/> | Is your nursing facility identified with the local power providers as a “Priority Restore” user due to the medically compromised people that you serve? |
| <input type="checkbox"/> | <p>Does your nursing home have procedures to conduct the following?</p> <ul style="list-style-type: none"> <input type="checkbox"/> Verify all emergency generators start and are accommodating the nursing home’s emergency power load. <input type="checkbox"/> Verify that the exhaust fans and air handlers supplied by emergency power are operating. <input type="checkbox"/> Evaluate for and verify that only essential equipment is plugged into emergency power outlets throughout the nursing home. <input type="checkbox"/> Contact the utility company’s operations center to ascertain scope and length of service interruption. <input type="checkbox"/> Evaluate critical areas to determine emergency power needs and supply; and provide alternative light sources (i.e., battery powered lights, flashlights). <input type="checkbox"/> Acquire generator fuel and needed repairs to maintain emergency power. <input type="checkbox"/> Prioritize emergency power allocation to critical infrastructure (i.e., HVAC units, morgue, elevators, patient monitors, electronic medication dispensing systems, IT/IS systems). <input type="checkbox"/> Evaluate the power system for load shedding potential. <input type="checkbox"/> Identify equipment or areas in the nursing home that do not have emergency power capability and will be unavailable for use. |
| <input type="checkbox"/> | Does your Nursing Home Emergency Operations Plan include triggers or criteria for activation and how to activate 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 (i.e., Incident Action Plan, After-Action Report)? |
| <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 request assistance? |
| <input type="checkbox"/> | <p>Does your nursing home have a plan to notify and maintain communications (primary and back-up systems) and exchange appropriate information with the following?</p> <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, emergency operations center/emergency management, fire, police, regulatory agencies. <input type="checkbox"/> Other local facilities and hospitals. |

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| <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, 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 emergency operations center, and the local Joint Information Center? |
| RESPONSE & RECOVERY | |
| <input type="checkbox"/> | Does your nursing home have procedures for obtaining situation reports and utility status updates from the local emergency management agency and utility company? |
| <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 a power reallocation protocol to address power load transfer? |
| <input type="checkbox"/> | Does your nursing home have a mechanism for regularly evaluating generator and electrical system performance? |
| <input type="checkbox"/> | Does your nursing home have a process to evaluate the short and long-term impact of the loss of HVAC on the residents, staff, and nursing home? |
| <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 determine the need for shelter-in-place vs. partial evacuation vs. complete evacuation of the nursing home to protect residents and staff? |
| <input type="checkbox"/> | Does your nursing home have criteria or triggers to move residents from damaged or unsafe 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.? |

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| <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? |
| <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 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 nonessential operations (social activities, meetings, etc.)? |
| <input type="checkbox"/> | Does your nursing home have procedures for repatriation of residents who 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 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? |