

MANMADE DISASTER: LOSS OF POWER

INCIDENT RESPONSE GUIDE



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Mission: To safely manage the operations of the nursing home during a power outage and its restoration.

DIRECTIONS

- Read this entire response guide and review Incident Management Team Chart.
- Use this response guide as a checklist to ensure all tasks are addressed and completed.

OBJECTIVES

- Maintain emergency power systems.
- Maintain resident care management and safety.
- Minimize impact on nursing home operations.
- Evacuate residents to other facilities, if appropriate.
- Communicate situation to staff, residents, the media, community officials, and regulatory agencies, and receive information.

IMMEDIATE ACTIONS (OPERATIONAL PERIOD 0-2 HOURS)

	<p>COMMAND</p> <p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Activate the Nursing Home Emergency Operations Plan. <input type="checkbox"/> Activate Command Staff and Section Chiefs, as appropriate. <input type="checkbox"/> Notify local emergency management/emergency operations center/regulatory agencies of nursing home situation status, and obtain incident information and estimated timelines for restoration of power (if cause of power failure is external to the nursing home). <input type="checkbox"/> Notify local EMS and ambulance providers about the situation and possible need to evacuate. <input type="checkbox"/> Communicate with other Local/Regional Medical Coordinators to determine: <ul style="list-style-type: none"> <input type="checkbox"/> Situation status /impact on healthcare facilities <input type="checkbox"/> Patient transfer/bed availability <input type="checkbox"/> Ability to loan needed equipment, supplies, medications, personnel, etc. <input type="checkbox"/> Inform staff, residents, and families of situation and measures to provide power and protect life. <input type="checkbox"/> Prepare media staging area as indicated; coordinate with local joint information system. <input type="checkbox"/> Conduct regular media briefings in collaboration local emergency management, as appropriate. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Evaluate safety of residents, family, staff, and nursing home, and recommend protective and corrective actions to minimize hazards and risks. <p><i>NOTE: Section duties and responsibilities remain the responsibility of the Incident Commander unless delegated.</i></p>
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IMMEDIATE ACTIONS (OPERATIONAL PERIOD 0-2 HOURS)	
OPERATIONS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Evaluate the emergency power supply and appropriate usage within the nursing home. <input type="checkbox"/> Initiate power conservation measures. <input type="checkbox"/> Assess residents for risk and prioritize care and resources, as appropriate. <input type="checkbox"/> Secure the nursing home and implement limited visitation policy. <input type="checkbox"/> Ensure continuation of resident care and essential services. <input type="checkbox"/> Consider partial or complete evacuation of the nursing home, or relocation of residents and services within the nursing home. <input type="checkbox"/> Maintain communications systems and other utilities, and activate redundant (back-up) systems, as appropriate. <input type="checkbox"/> Investigate and provide recommendations for auxiliary power (battery-powered lights, etc.). <input type="checkbox"/> Implement business continuity plans and protection of records.
PLANNING	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Gather and validate situational information and projected needs and impact. <input type="checkbox"/> Prepare for resident and personnel tracking in the event of evacuations.
LOGISTICS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Maintain other utilities and activate alternate systems as needed. <input type="checkbox"/> Provide for water, food, and rest periods for staff. <input type="checkbox"/> Obtain supplies to maintain functioning of emergency generators (fuel, parts, etc.). <input type="checkbox"/> Obtain supplemental staffing, as needed. <input type="checkbox"/> Prepare for transportation of evacuated residents. <input type="checkbox"/> Validate and/or activate the back-up communications systems.
INTERMEDIATE (OPERATIONAL PERIOD 2-12 HOURS)	
COMMAND	
<input type="checkbox"/>	<p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to update external partners and authorities on the situation status. <input type="checkbox"/> Monitor evacuation of nursing home. <input type="checkbox"/> Continue with briefings and situation updates with staff, residents, and families. <input type="checkbox"/> Continue patient information center operations. <input type="checkbox"/> Continue to update local emergency operations center/regulatory agencies of situation status and critical issues, and request assistance, as needed. <input type="checkbox"/> Continue to communicate with local utilities concerning incident details and duration estimates. <input type="checkbox"/> Continue communications with area healthcare facilities and facilitate patient transfers. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to evaluate nursing home operations for safety and hazards and take immediate corrective actions.

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INTERMEDIATE (OPERATIONAL PERIOD 2-12 HOURS)	
OPERATIONS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue evaluation of residents and resident care services. <input type="checkbox"/> Determine if any equipment can be taken off emergency power to minimize load on generators. Prepare the staging area for resident transfer/evacuation. <input type="checkbox"/> Continue or implement resident evacuation. <input type="checkbox"/> Ensure the transfer of resident's belongings, equipment, medications, and records upon evacuation. <input type="checkbox"/> Continue evaluation and provision of emergency power. <input type="checkbox"/> Continue provision of emergency power to critical areas. <input type="checkbox"/> Ensure nursing home security and restricted visitation (if imposed). <input type="checkbox"/> Ensure provision of water and food to residents, visitors, and families. <input type="checkbox"/> Continue to maintain other utilities. <input type="checkbox"/> Monitor residents for adverse effects on health and psychological stress. <input type="checkbox"/> Prepare demobilization and system recovery.
PLANNING	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue resident, bed, and personnel tracking. <input type="checkbox"/> Continue to gather and validate situational information. <input type="checkbox"/> Prepare the demobilization and system recovery plans. <input type="checkbox"/> Plan for resident repatriation. <input type="checkbox"/> Ensure documentation of actions, decisions, and activities.
LOGISTICS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Contact vendors to schedule regular deliveries of fuel to maintain emergency power. <input type="checkbox"/> Contact vendors on availability of supplies and fresh food. <input type="checkbox"/> Continue to provide staff for resident care and evacuation. <input type="checkbox"/> Monitor staff for adverse effects of health and psychological stress. <input type="checkbox"/> Monitor, report, follow-up on, and document staff or resident injuries. <input type="checkbox"/> Continue to provide transportation services for internal operations and evacuation.
FINANCE/ADMINISTRATION	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to track costs, expenditures, and lost revenue. <input type="checkbox"/> Continue to facilitate contracting for emergency power and other services.

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DEMOBILIZATION/SYSTEM RECOVERY	
COMMAND	
<input type="checkbox"/>	<p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine nursing home status and declare restoration of normal power and termination of the incident. <input type="checkbox"/> Notify regulatory agencies of sentinel event. <input type="checkbox"/> Communicate final nursing home status and termination of the incident to local emergency operations center, area nursing homes, officials, and regulatory agencies. <input type="checkbox"/> Assist with the repatriation of transferred residents. <input type="checkbox"/> Conduct final media briefing and assist with updating staff, residents, families, and others of the termination of the event. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure nursing home safety and restoration of normal operations.
OPERATIONS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Restore normal resident services and operations. <input type="checkbox"/> Ensure restoration of power and services. <input type="checkbox"/> Repatriate evacuated residents. <input type="checkbox"/> Perform evaluation and preventative maintenance on emergency generators and ensure their readiness. <input type="checkbox"/> Discontinue visitor limitations. <input type="checkbox"/> Ensure business continuity of operations and return to normal services.
PLANNING	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Complete a summary of operations, status, and current census. <input type="checkbox"/> Conduct after-action reviews and debriefings. <input type="checkbox"/> Write after-action report and improvement plan for approval by the Incident Commander.
LOGISTICS	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Restock supplies, equipment, medications, food, and water. <input type="checkbox"/> Ensure communications and computer operations return to normal.
FINANCE/ADMINISTRATION	
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Compile a final report of response costs and expenditures and lost revenue for approval by the Incident Commander. <input type="checkbox"/> Contact insurance carriers to assist in documentation of structural and infrastructure damage and initiate reimbursement and claims procedures.

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DOCUMENTS AND TOOLS	
<input type="checkbox"/>	Nursing Home Emergency Operations Plan
<input type="checkbox"/>	Nursing Home Evacuation Plan
<input type="checkbox"/>	Emergency Power Plan
<input type="checkbox"/>	Emergency Communications Plan