

Nursing Home Incident Command System

Module 1

Personal Emergency Preparedness

This program has been produced by the Center for HICS Education and Training with funding from the California Association of Health Facilities. The materials contained within are provided for Nursing Homes and other Long Term Care Facilities in development of emergency preparedness and response programs.

Objectives

At the end of this presentation, the learner will:

- Understand the importance of personal emergency planning
- Create a family emergency plan
- Identify key emergency items to have on hand
- Be able to create an emergency kit

Why is Personal Planning Important?

- Your healthcare facility has plans to meet its responsibilities
- You are vital to your organization's ability to meet its mission during an emergency
- You never know when an emergency will occur so start planning now!
- Having a personal/family emergency preparedness plan will help to ensure that you can meet your responsibility to your family at home and at work
 - Reduce the fear, anxiety that accompany disasters
 - Lessen the hardship impact

How to Prepare

- Start now!!
- Be realistic about your preparations
- Write it down!
- Ensure everyone knows it
- Communication is key
- Be calm, patient and prepared



Creating an Emergency Plan

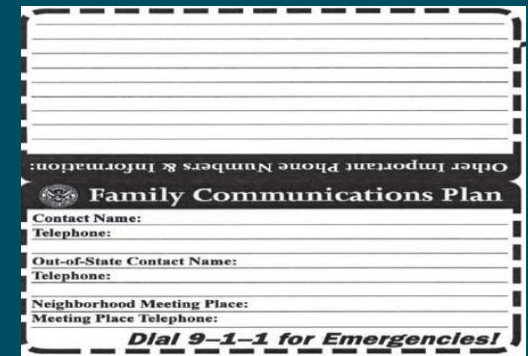
- Meet with all of the household members
- Outline what should be done
- Draw a floor plan of your home
- Learn how and when to turn off the water, gas, telephone, and electricity

Creating an Emergency Plan

- Post emergency contact numbers
- Teach children how and when to dial 911 and how to make long-distance telephone calls
- Designate an emergency contact person
- Select two emergency meeting places to rendezvous
- Listen to TV and radio for situation specific information

When the Plan is Finished

- Discuss the plan periodically
- Keep it in an accessible area
- Keep family records in a waterproof and fireproof safe
- Take First Aid and CPR classes



The form is titled "Family Communications Plan" and includes a header for "Other Important Phone Numbers & Information" with a grid of lines. Below the header, there are fields for "Contact Name:", "Telephone:", "Out-of-State Contact Name:", "Telephone:", "Neighborhood Meeting Place:", and "Meeting Place Telephone:". At the bottom, it says "Dial 9-1-1 for Emergencies!".

Child Care

- Ensure that the day care provider, school, and designated neighbors has your current contact phone numbers (landline, cell phone, pager)
- Make alternative arrangements to have someone pick up and keep your child
 - Be sure they know when and where to go
 - Be sure the school/day care knows it's okay to release your child
- Determine if additional medications or other items require for a longer stay

Elder Care

- Ensure that the adult day care center or elder sitter has your current phone numbers
- Determine if the day care center or elder sitter has an emergency plan; does it provide extended care?
- Ensure that emergency contacts know where and when to pick up the elder person
- Determine if additional general supplies and prescription medication is available; do you need to provide these?
- Provide a current health information card with provider contacts



Pet Care

- Make arrangements with someone to check on your pet
- Identify available emergency veterinarian offer boarding (day care, veterinary)
- Identify an emergency contact to care for or pick-up your pets: when, where, how

Emergency Supply Kit for the Home

- Drinking Water
- Food
 - Special diets, children, elders
- First Aid Supplies
- Tools and Supplies
- Clothing and Bedding
- Specialty Items



Emergency Food and Water

Water

- Plastic containers
- One gallon per person/day
- Storage

Food

- 3-5 days of non-perishable per person
- Ready to eat foods
- Meals Ready to Eat (MREs)



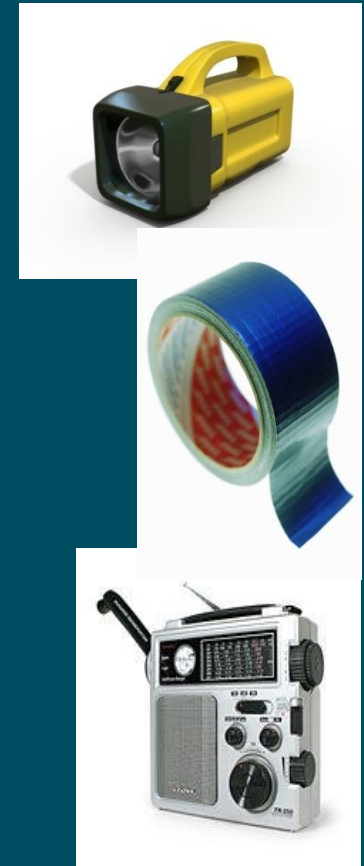
First Aid Supplies



- Sterile adhesive bandages
- Safety pins
- Latex gloves
- Medications
- Scissors
- Thermometer
- Tape
- Ice packs

Tools and Supplies

- Batteries
- Paper products
- Flash lights with extra batteries
- Detectors
- Radio: Battery or crank operated
- Utility Knife
- Personal hygiene items
- Cash



Clothing and Bedding

- Shoes
 - Sturdy, close-toed
- Rain Gear
- Blankets
- Thermal wear
- Hats / head protection



Specialty Items

- Fire extinguisher
 - Ensure readiness
- Gas lighter
- Wrench
- Storage containers



Important Family Documents

- Insurance policies
- Wills and trusts
- Contracts and deeds
- Passports
- Stocks and bonds
- Immunization records
 - Children and pets
- Credit card accounts
- Social Security cards
- Important phone numbers and family records



Child Care Emergency Kit

- Extra diapers and wipes
- Formula or breast milk and bottles
- Extra change of clothes
- Comfort item / toy
- Prescription medications
- Nonperishable foods





Pet Emergency Kit

- Airline approved carrier for each pet with ID, photo, vaccination records, and special needs list
- Medications
- Leash and/or muzzle or cat carrier
- Blankets
- Extra supply of dry pet food
- Paper towels, trash bags, and other waste disposal supplies
- Cat Litter
- Bowl
- Water

Emergency Evacuation Kit

Adults

- List of prescriptions with pharmacy or provider info (e.g. phone number)
- Clothing
- Telephone numbers for all doctors
- Health insurance card
- Personal items
- Keep a mini “Go Kit” in your car



Pediatric Evacuation Kit

Children

- Undergarments
- Clothing
- Favorite toy
- Favorite blanket or pillow
- Formula, diapers, and bottles
- Pacifier
- Child carrier (age dependent)



Employee Assistance Program

- Provides free, confidential assistance to you and the immediate family
- Services available 24 hours/day, 7 days a week
- Initial and short term assistance and referral services as needed

Employee Response When at Home

- Implement your Personal Emergency Plan
- Comply with your healthcare facilities expectations for reporting to work
- Check the media for travel related issues



Module 1 - Self Evaluation Questions

1. Why is personal emergency planning important?

- A. You are a vital part of your facility's response capability
- B. Will help to lessen fear and anxiety
- C. You never know when an emergency will occur
- D. It will lessen the hardship impact
- E. All of the above

Module 1 - Questions

2. What step is NOT part of creating a family emergency plan?

- A. Develop a planning outline
- B. Involve other family members in the process
- C. Ask the Fire Department for their plan
- D. Select family rendezvous points

Module 1 - Questions

3. Effective personal planning should address all but which of the following:

- A. Child care
- B. Elder care
- C. Water recovery
- D. Pet care

Module 1 - Questions

4. What emergency supplies should be available in your home?

- A. Food
- B. Water
- C. First aid supplies
- D. Adult and pediatric Go Kit
- E. All of the above

Module 1 - Questions

5. If you are at home when an emergency occurs what should be done?

- A. Activate your plan only after everyone else does
- B. Know your facility's expectations of staff when a community emergency occurs
- C. Go about your normal business until called by someone
- D. Panic and go hide in the basement

Personal Preparedness Summary

- Create an
 - Emergency contact list
 - A written plan for your family
 - An emergency kit(s)



For more information, visit the following websites:

- Homeland Security: www.dhs.gov
- FEMA: <http://www.fema.gov/areyouready>
- American Red Cross www.redcross.org
- Ready America: www.Ready.gov

Your organization will be counting on you to help....so be prepared!