

Emergency Management Planning Criteria for Nursing Home Facilities (Criteria)

The following minimum criteria are to be used when developing Comprehensive Emergency Management Plans (CEMP) for all Nursing Homes. The criteria serve as the required plan format for the CEMP, and will also serve as the compliance review document for county emergency management agencies upon submission for review and approval pursuant to Chapter 252, Florida Statutes (F.S.). These minimum criteria satisfy the basic emergency management requirements of 400, Part II, Florida Statutes, but are not designed to provide specific emergency medical planning guidance. Although such planning is required under 400, Part II, Florida Statutes, and this rule and may be included in this plan, those items will not be subject to review or approval by county emergency management agencies.

These criteria are also not intended to limit nor exclude additional materials facilities may decide to include to satisfy other relevant rules, requirements, or any special issues facility administrators deem appropriate for inclusion. As before, such voluntary inclusions will not be subject to the specific review by county emergency management personnel, but only those items identified in these criteria.

I. INTRODUCTION

- A. Provide basic information concerning the facility to include:
 1. Name of the facility, address, telephone number, emergency contact telephone number and fax number;
 2. Owner of facility, address, telephone number;
 3. Year facility was built;
 4. Name of administrator, address, work/home telephone number;
 5. Name, address, work/home telephone number of person implementing the provisions of this plan, if different from the administrator;
 6. Name and work/home telephone number of person(s) who developed this plan;
 7. Provide an organizational chart with key emergency positions identified.
- B. Provide an introduction to the Plan, which describes its purpose, time of implementation, and the desired outcome that will be achieved through the

planning process. Also provide any other information concerning the facility that has bearing on the implementation of this plan.

II. AUTHORITIES AND REFERENCES

- A. Identify the legal basis for the plan development and implementation of local ordinances and apply 400-23, F.S., and 59A-4.126, Florida Administrative Code (F.A.C.).
- B. Identify reference materials used in the development of the Plan.
- C. Identify the hierarchy of authority in place during emergencies. Provide an organizational chart, if different from the previous chart required.

III. HAZARD ANALYSIS

- A. Describe the potential hazards that the facility is vulnerable to such as hurricanes, tornadoes, flooding, fires, hazardous materials incidents from fixed facilities or transportation accidents, proximity to a nuclear power plant, power outages during severe cold or hot weather, etc. Indicate past history and lessons learned.
- B. Provide site specific information concerning the facility to include:
 1. Number of facility beds, maximum number of clients on site, average number of clients on site;
 2. Type of residents served by the facility to include, but not limited to:
 - a. Patients with Alzheimer's Disease
 - b. Patients requiring special equipment or other special care, such as oxygen or dialysis
 - c. Number of patients who are self-sufficient
 3. Identification of hurricane evacuation zone facility is in;
 4. Identification of which flood zone facility is in as identified on a Flood Insurance Rate Map;
 5. Proximity of facility to a railroad or major transportation artery (per hazardous materials incidents);
 6. Identify if facility is located within 10-mile or 50-mile emergency planning zone of a nuclear power plant.

IV. This section of the plan defines the policies, procedures, responsibilities and actions that the facility will take before, during and after any emergency situation. At a minimum, the facility plan needs to address: direction and control; notification; and sheltering.

A. Direction and Control

Define the management function for emergency operations. Direction and control provides a basis for decision-making and identify who has the authority to make decisions for the facility.

1. Identify by name and title, who is in charge during an emergency, and one alternate, should that person be unable to serve in that capacity.
2. Identify the chain of command to ensure continuous leadership and authority in key position.
3. State the procedures to ensure timely activation and staffing of the facility in emergency functions. Are there provisions for emergency workers' families?
4. State the operational and support roles for all facility staff. (This will be accomplished through the development of Standard Operating Procedures, which must be attached to this plan).
5. State the procedures to ensure the following needs are supplied:
 - a. Food, water and sleeping arrangements.
 - b. Emergency power, natural gas or diesel. If natural gas, identify alternate means should loss of power occur which would effect the natural gas system. What is the capacity of emergency fuel system?
 - c. Transportation (may be covered in the evacuation section).
 - d. 72-hour supply of all essential supplies.
6. Provisions for 24-hour staffing on a continuous basis until the emergency has abated.

B. Notification

Procedures must be in place for the facility to receive timely information on impending threats and the alerting of facility decision makers, staff and residents of potential emergency conditions.

1. Define how the facility will receive warnings, to include off hours and weekends/holidays.
2. Identify the facility 24-hour contact number, if different than number listed in introduction.
3. Define how key staff will be alerted.
4. Define the procedures and policy for reporting to work for key workers.
5. Define how residents/patients will be alerted and the precautionary measures that will be taken.
6. Identify alternative means of notification should the primary system fail.
7. Identify procedures for notifying those facilities to which facility residents will be evacuated.
8. Identify procedures for notifying families of residents that facility is being evacuated.

C. Evacuation

Describe the policies, role responsibilities and procedures for the evacuation of residents from the facility.

1. Identify the individual responsible for implementing facility evacuation procedures.
2. Identify transportation arrangements made through mutual aid agreements or understandings that will be used to evacuate residents (Copies of the agreements must be attached as annexes).
3. Describe transportation arrangements for logistical support to include moving records, medications, food, water, and other necessities.
4. Identify the pre-determined locations where residents will be evacuated.

5. Provide a copy of the mutual aid agreement that has been entered into with a facility to receive residents/patients.
6. Identify evacuation routes that will be used and secondary routes should the primary route be impassable.
7. Specify the amount of time it will take to successfully evacuate all patients/residents to the receiving facility. Keep in mind that in hurricane evacuations, all movement should be completed before the arrival of tropical storm winds (40 mph winds).
8. Specify the procedures that ensure facility staff will accompany evacuating residents/patients.
9. Identify procedures that will be used to keep track of residents once they have been evacuated to include a log system.
10. Determine what and how much should each resident take. Provide for a minimum of 72-hour stay, with provisions to extend this period of time if the disaster is of catastrophic magnitude.
11. Establish procedures for responding to family inquiries about residents who have been evacuated.
12. Establish procedures for ensuring all residents are accounted for and are out of the facility.
13. Determine at what point to begin the pre-positioning of necessary medical supplies and provisions.
14. Specify at what point the mutual aid agreements for transportation and the notification of alternative facilities will begin.

D. Re-entry

Once a facility has been evacuated, procedures need to be in place for allowing residents or patients to re-enter the facility.

1. Identify who is the responsible person(s) for authorizing re-entry to occur.
2. Identify procedures for inspecting the facility to ensure it is structurally sound.

3. Identify how residents will be transported from the host facility back to their home facility and identify how you will receive accurate and timely data on re-entry operations.

E. Sheltering

If the facility is to be used as a shelter for an evacuating facility, the plan must describe the sheltering/hosting procedures that will be used once the evacuating facility residents arrive.

1. Describe the receiving procedures for arriving residents/patients from evacuating facility.
2. Identify where additional residents will be housed. Provide a floor plan, which identifies the space allocated for additional residents or patients.
3. Identify provision of additional food, water, medical needs of those residents/patients being hosted at receiving facility for a minimum of 72 hours.
4. Describe the procedures for ensuring 24-hour operations.
5. Describe procedures for providing sheltering for family members of critical workers.
6. Identify when the facility will seek a waiver from the Agency for Health Care Administration to allow for the sheltering of evacuees if this creates a situation, which exceeds the operating capacity of the host facility.
7. Describe procedures for tracking additional residents or patients sheltered within the facility.

V. INFORMATION, TRAINING AND EXERCISE

This section shall identify the procedures for increasing employee and patient/residents awareness of possible emergency situations and provide training on their emergency roles before, during and after a disaster.

- A. Identify how key workers will be instructed in their emergency roles during non-emergency times.
- B. Identify a training schedule for all employees and identify the provider of the training.

- C. Identify the provisions for training new employees regarding their disaster related role(s).
- D. Identify a schedule for exercising all or portions of the disaster plan on an annual basis.
- E. Establish procedures for correcting deficiencies noted during training exercises.

APPENDIX

The following information is required, yet placement in an appendix is optional if the material is included in the body of the plan.

A. Roster of employees and Companies with key disaster related roles.

- 1. List the names, addresses, and telephone number of all staff with disaster related roles.
- 2. List the name of the company, contact person, telephone number and address of emergency service providers such as transportation, emergency power, fuel, food, water, police, fire, Red Cross, etc.

B. Agreements and Understandings

Provide copies of any mutual aid agreement entered into pursuant to the fulfillment of this plan. This is to include reciprocal host facility agreements, transportation agreements, current vendor agreements or any agreement needed to ensure the operational integrity of this plan.

C. Evacuation Route Map

A map of the evacuation routes and description of how to get to a receiving facility for drivers.

D. Support Material

- 1. Any additional material needed to support the information provided in the plan.
- 2. Copy of the facility's fire safety plan that is approved by the local fire department.