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Reviewed By:	Approved By:		
	Medical Director	Administrator	
PRINT			
Signature	Date:	Signature	Date
		Signature	Date

DEPARTMENT: ENVIRONMENTAL SERVICES - MAINTENANCE

SUBJECT: ESTABLISHMENT OF EMERGENCY/DISASTER PREPAREDNESS PROGRAM

**POLICY:**

New Community Extended Care Facility (NCECF) shall establish an Emergency Program to comply with all applicable Federal, State and local Emergency Preparedness (EP) requirements during possible disasters and emergencies, including, but not limited to: fire, flood, severe weather, electricity or water service interruption, active shooting; and resident specific crisis, which is beyond staff control and design. The Administrator/Designee shall determine when a situation is designated as "External and/or Internal Disaster" and shall introduce the appropriate disaster plan.

**DEFINITIONS**

**External Disaster:** Such a disaster is a public catastrophe, either manmade or caused by an act of God. An external disaster may devastate normal facility functions. This condition can occur as a result of fires and explosions, storms, civil disorders, multiple injury accidents, military action, among other causes.

**Internal Disaster:** This is an event such as a fire or explosion or other disasters resulting in internal casualties or circumstances. If the situation requires the evacuation of residents, such evacuation will be coordinated with emergency service personnel from the fire and police departments.

The Emergency Program (EP) will include components of the following:

- Establishment of the Emergency Program (EP)
- Develop and Maintain EP Program
- Maintain and Annual EP Updates
- EP Program Patient/Resident Population
- Process for EP Collaboration

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to reflect individual God-given dignity and personal achievement.



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ESTABLISHMENT OF EMERGENCY PREPAREDNESS PROGRAM**

- Development of EP Policies and Procedures
- Subsistence Needs for Staff and Patients/Residents
- Procedure for Tracking of Staff and Patients/Residents
- Policies and Procedures including Evacuation and Communication
- Policies and Procedures for Sheltering
- Policies and Procedures for Medical Documents
- Policies and Procedures for Volunteers
- Agreement with Other Facilities
- Roles under 1135 Waiver Declared by Secretary
- Development of Communication Plan
- Names and Contact Information (Staff, Physicians, Other LTC & Volunteers)
- Emergency Officials Contact Information
- Primary/Alternate Means for Communication
- Methods for Sharing Information
- Sharing Information on Occupancy/Needs (Tabletop Exercise)
- LTC and ICF/ID Family Notifications
- Emergency Preparation Training and Testing
- Emergency Preparation Training Program
- Emergency Preparation Testing Requirements
- Hospital CAH and LTC Emergency Power
- Integrated Health Systems (NOT APPLICABLE AT THIS TIME)

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