

Introduction

The Michigan Long Term Care Preparedness Toolkit was developed to assist with emergency preparedness planning for this specialized healthcare population. A multi-disciplinary geographic diverse committee met in March 2007 to form the Statewide Long Term Care Workgroup to develop Emergency Preparedness tools.

This toolkit can be used by long term care facility owners, administrators, and staff, information includes: sample templates, forms and suggested resources to develop and/or enhance facility emergency preparedness plans within Long Term Care throughout the state of Michigan. It should not be viewed as a static document but one that provides a foundation for preparedness planning and response activities.

Before you complete the tools provided in this toolkit ask yourself the following questions. These questions will help you identify your facilities strengths and weaknesses, so that you can be proactive in planning for a public health or bioterrorism event.

- Has your facility developed a Business Continuity Plan?
- Has your facility conducted a Hazard Vulnerability Assessment?
- Does your facility have an evacuation plan? How would you evacuate your facility?
- Would your staff stay with your residents at an alternate site to care for them? What if the facility was outside of your current geographic location?
- Does your facility have an agreement with an alternate site in the event you have to evacuate?
- If your facility needed to shelter in place for 24-72 hours would you have enough supplies: i.g., food, medical equipment, prescriptions, would you contact additional staff or family members?
- In the event your facility needed to relocate how would you transport your residents and staff members?

If in fact there comes a day that you must evacuate your facility or receive patients from an evacuating facility answering these questions will make it easier to manage. The above questions were designed to have you think about emergency preparedness planning within your specific facility how prepared you are and areas that still need to be addressed. These are important items you will need to address prior to an event occurring.