

Bureau of Health Care Services, Long Term Care Division LTC Facility Emergency Preparedness Checklist for Surveyors

*Surveyors are to use the following checklist in conjunction with the Emergency Preparedness Investigative Protocol to survey long term care providers for all-hazards emergency preparedness. The LTC facility must provide evidence of an emergency preparedness plan that includes a **plan for evacuating residents**.*

Not Started	In Progress	Completed	Tasks
			<p>1. <u>Emergency preparedness plan.</u> <i>Review the emergency plan for:</i></p> <ul style="list-style-type: none"> a. Name & title of the facility role (person) responsible for maintaining an up-to-date and realistic facility emergency preparedness plan b. Up-to-date facility staff names and contact information c. Up-to-date names & contact numbers of local emergency managers, regional healthcare coalition coordinator, and local health department emergency preparedness coordinator d. Evidence of collaboration & planning with local or regional emergency management planning partners e. A communication mechanism to receive emergency warnings/alerts from MI-HAN (Michigan Health Alert Network) f. Evidence of participation in EMResource (a bed and resource availability & tracking system) g. Facility organization chart that shows the chain of command h. Building construction and Life Safety systems information (such as shutting off HVAC system, operation of secure doors to dementia units, or Wanderguard sensors lock-down of exit doors) i. The number and type of staff who will accompany residents based on medical and supervision/safety needs during transport and at the evacuation location. j. Provisions for families of staff members such that staff will report to work and/or remain at work during emergencies. Facility administration must provide evidence that planning for families of staff members has taken place.
			<p>2. <u>Facility hazard assessment.</u> <i>Review the emergency plan for:</i></p> <ul style="list-style-type: none"> a. Analysis of the specific vulnerabilities of the facility based on geographical location and industry hazards within a 50 mile radius b. Evidence of collaboration with local emergency managers to conduct a hazard assessment specific to the facility c. Specific actions to be taken for each hazard (evacuate or shelter-in-place) d. Decision criteria for executing the facility's emergency plan e. Designation of the person with the authority to make the decision to execute the emergency plan (even if no outside evacuation order is given)

			<p>3. <u>Evacuation plan.</u> <i>Review the emergency plan for:</i></p> <p>a. <u>Person responsible:</u> The emergency plan must identify the facility role (person) responsible for implementing the evacuation plan.</p> <p>b. <u>Alternate communication system:</u> The emergency plan must describe an effective facility communication system in like facilities in the event of telephone failures (e.g. walkie-talkies, ham radios, text messaging systems, etc.).</p> <p>c. <u>Evacuation locations:</u> The emergency plan must include multiple pre-determined evacuation locations with suitable space, utilities, security, and sanitary facilities to accommodate residents, staff, and other persons using the locations. At least 1 of the locations must be within a 50 mile radius, and at least 1 of the locations must be at least 50 miles away. Contracts and/or agreements with the multiple evacuation locations will contain a description of the space, utilities, security, and sanitary facilities provided at each location.</p>
Not Started	In Progress	Completed	Tasks
			<p>d. <u>Transportation:</u> The emergency plan must include transportation arrangements that are appropriate for the needs of the residents being evacuated (ambulances, buses, vans, 4 wheel drive vehicles, private cars, etc.). Contracts and/or agreements will suffice as evidence of transportation arrangements. Transportation vendors are able to fulfill their commitments in the event of a community-wide emergency as stated in the contracts or agreements (i.e. not overbooked).</p> <p>e. <u>Evacuation routes & alternative routes:</u> Maps, GPS, or written driving directions to the multiple evacuation locations are included as attachments to or written in the evacuation plan. The evacuation plan includes estimated travel times to each of the multiple evacuation locations (for the purpose of determining turn-around times for evacuation of more residents).</p> <p>f. <u>Evacuation devices:</u> The evacuation plan must identify the type of evacuation device (evacuation chair, sling, board, wheelchair, etc.) or mode of locomotion to remove residents from the facility to the transport vehicle and into the evacuation location based on types of resident needs (such as non-ambulatory, need for bariatric equipment, or poor motor control).</p> <p>g. <u>Supplies and equipment:</u> The emergency plan must describe the amount and type of supplies (e.g. linens, briefs, hygiene items, tube feeding supplies, dressings & treatment supplies, etc.) and equipment (e.g. urinals, suction catheters, tracheostomy kits, etc.) to sustain operations and deliver care and services to residents for 3-10 days. There should be enough supplies on hand to maintain care for 72 hours. Agreements with suppliers/vendors for the remaining days will be acceptable. DME (durable medical equipment) suppliers and other vendors are able to fulfill their commitments for vital equipment (ventilators, suction equipment, wound vac systems, etc.) in the event of a community-wide emergency, as stated in the contracts or agreements (i.e. not overbooked).</p> <p>h. <u>Food supply & transport of food:</u> The emergency plan must identify the amount and type of emergency food supply for 3 days that is kept on hand. Logistical support for transporting food during evacuation (ice chests, backpacks, food containers, paper plates, plastic tableware, hand sanitizing wipes, etc.) must be described in the evacuation plan.</p> <p>i. <u>Water and mode of transport:</u> The emergency plan must include the storage mechanism and the amount of water to be on hand at all times and to be</p>

			<p>transported at the time of evacuation. The emergency plan must include how additional water will be obtained in the event of an emergency. Logistical support for transporting water must be described in the evacuation plan.</p> <p>j. <u>Medications:</u> The emergency plan must describe the logistics of transporting each resident's medications with the resident during evacuation, including protection of the medications from the weather, from diversion, and under the control of a staff member.</p> <p>k. <u>Medical records:</u> The evacuation plan must identify the categories of medical records that will be transported with individual residents (such as MAR, TAR, physician orders, etc.). The logistics of transporting and protecting individual resident medical records must be described in the evacuation plan.</p>
--	--	--	--

Not Started	In Progress	Completed	Tasks
			<p>l. <u>Resident identification:</u> The evacuation plan must describe the method (bracelet, photograph, name tag, etc.) to identify residents during transport and upon arrival at the evacuation location.</p> <p>m. <u>Provision of care during evacuation:</u> The evacuation plan must identify how each resident's specific needs will be cared for during transport and upon arrival at the evacuation location. If staff go-kits and/or resident go-kits are used, the evacuation plan must identify the items that will be kept in the go-kits at all times and how the go-kits will be kept up-dated with resident changes and how supplies/medications/food/water will be replaced on an ongoing basis according to expiration dates.</p> <p>n. <u>Communication with residents' families:</u> The emergency plan must describe how family members or responsible parties of residents will be notified of the following information for each resident:</p> <ul style="list-style-type: none"> • Reason for evacuation • Evacuation location for each individual resident • Mode of transport for each individual resident • Facility staff that will accompany the resident and provide care at the evacuation location • Estimated length of time for transport • When residents are returned to the facility after the emergency
			<p>4. <u>Staff training on the emergency preparedness plan.</u> <i>Review the emergency plan for:</i></p> <ol style="list-style-type: none"> a. How to use evacuation devices safely AND/OR b. Staff training on part or all of the evacuation plan AND/OR c. Emergency preparedness drill on all shifts, staff evaluation of lessons learned, and identification of elements of the plan that need additional planning