

NJANPHA PLAN DEVELOPMENT GUIDE

CCRC

NURSING FACILITY (NJDHSS Standards for Licensure Section Number) **August 16, 2004**

ASSISTED LIVING FACILITY (NJDHSS Standards for Licensure Section Number)

SENIOR HOUSING/INDEPENDENT LIVING FACILITY

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NJANPHA Web Site – Map GIS

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NJDHSS

USHUD

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NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 1 – CCRC

1.0 STATEMENT OF APPROVAL AND AUTHORITY DELEGATION

The purpose of this document is to provide an emergency preparedness and response plan that guides staff in this facility to prepare for, respond to, mitigate the effects of, and recover from emergencies and disasters in the most appropriate and timely manner possible. A clear statement of approval and authority delegation is very important. It is recommended that the following or similar statement be included in this document.

STATEMENT

The following attest they have read this document and approve the contents. The approval includes the authority(s) delegated in the pre emergency event period, at the initiation of the emergency event, during the emergency event and the post emergency event period as described by the All Hazards Emergency Preparedness and Response Plan.

(Position Title/Name of person with signature and date of signing)

The following should be included:

The Governing Body

Chief Executive Officer (CEO)/Administrator

Director/Supervisor of Plant Operations/Maintenance

Nursing Administrator/Director of Nursing

Director of Resident Activities

- 1.1** The most recent effective date of this document is ____/____/____.
The next scheduled review of this document is 12 months from the effective date.

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 2 – CCRC

2.0 HEALTHCARE EMERGENCY CODES

This facility has adopted the standard all facilities healthcare emergency codes. These are to be used by all persons for any emergency situation.

The purpose of these standard healthcare emergency codes is to provide a common language for communication among and between management and staff, with patients, visitors, vendors, community first response emergency personal and community support groups.

In all cases RED is the code to use for FIRE in this facility. This color is not to be used for anything else. Activation of FIRE ALARMS is to be done only in the case of a fire.

OPTION (This facility uses our own emergency code system which consist of ___)

- 2.1** Emergencies, as defined by this facility in Section 6, shall be identified by the event name. Within the event, the above healthcare emergency codes can be used to indicate a special situation.
- 2.2** This approved All Hazards Emergency Preparedness and Response Plan is located at the following place and/or in the custody of the following persons (include list here).

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 3 – CCRC

3.0 EMERGENCY CONTACT NUMBERS

This facility's emergency plan is developed for All Hazards Emergency Preparedness and Response. Consequently, the emergency contact list contained in this Plan document is comprehensive. It includes community first responders for any emergency regardless of scope, size and cause. It also includes certain facility staff, emergency repair vendors and community based agencies, groups and organizations.

Many other contacts can be added, such as

Utility – Electric
Utility – Gas
Utility – Telephone
Utility – Water
Poison Control Center
Building Owner
Alarm Company
Red Cross
Computer System
Disaster Restoration Contractor
Electrician
Elevator Operator Company
Emergency Team Leader
Engineering Firm
Equipment Rental
Glass Contractor
Hotel/Motel for Remediation/Restoration Personnel
HVAC Contractor
Insurance Agent
Insurance Company
Janitorial Supplier
Locksmith
Media Relation Contact
Movers/Storage Company
Plumber
Real Estate Agent
Security Service for Key Personnel
Sign Maker

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 4 – CCRC

4.0 RESPONSE AND MITIGATION GUIDES

This facility uses the following guides to expedite facility management decision making and activation of our internal command system.

These guides are organized by primary cause:

- NATURAL EVENT
- ACCIDENTAL EVENT
- CBRNE EVENT: WMD (weapons of mass destruction) caused by Chemical, Biological, Radiological, or Nuclear Explosion

The guides we use at this facility are as follows: (include list)

NJANPHA EXAMPLE

TORNADO

- Report revolving funnel-shaped clouds to administration.
- Listen to radio for weather alerts/emergency instructions.
- Open the windows on the side of the building away from the direction of the arriving storm.
- Move patients/residents to central hallways and protected areas without windows.
- Completely cover patients/residents who are unable to be moved quickly.
- Put all loose objects in drawers.
- Distribute flashlights.
- Provide to incident command a count of all persons.
- Staff protect yourself, especially the head area by clothing or other covering.

NJANPHA TEMPLATE FOR SECTION 4 – CCRC – NATURAL EVENT

4.1 RESPONSE AND MITIGATION TEMPLATES

THIS FACILITY USES THE FOLLOWING GUIDES TO EXPEDITE FACILITY MANAGEMENT DECISION MAKING AND ACTIVATION OF OUR INCIDENT COMMAND SYSTEM.

NATURAL EVENT

SNOW STORM

HURRICANE

WILDFIRE

EARTHQUAKE

TORNADO (SEVERE WIND/RAIN STORM)

FLOOD

NJANPHA TEMPLATE FOR SECTION 4 – CCRC– ACCIDENTAL EVENT

4.2 RESPONSE AND MITIGATION TEMPLATES

THIS FACILITY USES THE FOLLOWING GUIDES TO EXPEDITE FACILITY MANAGEMENT DECISION MAKING AND ACTIVATION OF OUR INCIDENT COMMAND SYSTEM.

ACCIDENTAL EVENT

FACILITY FIRE

INDUSTRIAL FIRE

VEHICLE ACCIDENT

TRAIN ACCIDENT

PLANE ACCIDENT

EXPLOSION

HAZARDOUS MATERIAL RELEASE

GAS LEAK

NJANPHA TEMPLATE FOR SECTION 4 – CCRC- CBRNE EVENT

4.3 RESPONSE AND MITIGATION TEMPLATES

THIS FACILITY USES THE FOLLOWING GUIDES TO EXPEDITE FACILITY MANAGEMENT DECISION MAKING AND ACTIVATION OF OUR INCIDENT COMMAND SYSTEM.

CBRNE EVENT WMD (Weapons of Mass Destruction)

CHEMICAL (incl. liquid, vapor, gas)

BIOLOGICAL (i.e. including infectious and communicable disease)

RADIOLOGICAL (i.e. isotopes, radioactive materials)

NUCLEAR

EXPLOSION (with release of C/B/R)

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 5 – CCRC

5.0 FACILITY AND SERVICES DESCRIPTION

The campus covers _____ acres. The location is at (describe street identification with or without landmarks). Include a plot plan that shows building foot print, utility connections, key roads, open space, boundaries and distance relationship to all roads adjacent to the land on which the facility is located.

The facility consists of _____ (number of patient care/residential buildings). They are (connected at/by) (free standing). The construction is (materials) with a fire rating of _____. They are identified by (name) (number).

LIST EACH WITH YEAR OF CONSTRUCTION AND BUILDING GROSS SQUARE FEET (BGSF).

There are _____ (number of) other structures on the campus. They are used for (describe for each structure). Include, if existing, heat plants, boilers, generators, flammable liquid storage, hazardous material storage, fire fighting equipment location, garage, outdoor sheltered areas.

The population consists, on average, _____ NF patients.
The population consists, on average, _____ RHCF patients.
The population consists, on average, _____ ALF residents.
The population consists, on average, _____ other residents.

This facility also has the following services: (check all that apply).

- ____ Resident respite care
- ____ Alzheimer's /Dementia
- ____ Adult Day Services

Internal building floor plans and building elevations are shown as follows:

(Use most accurate ready and available sketches; usually in fire plan)

Parking for staff, visitors, and residents are designated by signs using names and/or symbols (i.e. Capital P in color, etc. and on the campus map by symbols/words).

Parking for community first responder emergency vehicles is _____.

Emergency equipment set up areas and staging areas for injury triage and ambulance pick up is _____. The security to control and monitor access to the grounds consists of (i.e. gates, guards, cameras, movement sensors, automatic lights, other) (See Section 19).

The maximum staff at the facility is # _____ on the weekday shift hours of _____.

The minimum staff at the facility is # _____ on the _____ shift hours of _____.

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 6 – CCRC

6.0 Risk Assessment for _____

Note: A facility can use any method of their choice to assess the risk to their facility. In this document we suggest the following methods:

A vulnerability analysis is used to make a preliminary identification of the risk(s) that this facility is most likely to face. The concept of vulnerability is one that is difficult to quantify, but can be easily recognized. For this plan, the probability level that one or more of the below listed events will occur and directly or indirectly impact this facility is determined by _____. In addition to natural events there are also internal and external accidental events that can cause emergencies during the normal operation of this facility. Given the nature of the times we live in we include intentional events, such as the use of Weapons of Mass Destruction that can impact this facility.

The following events are included in the vulnerability analysis process regardless of their perceived likelihood to occur.

Natural Event

- Snow Storm
- Hurricane
- Wildfire
- Earthquake
- Tornado (severe wind/rain storm)
- Flooding

Accidental Event (incurred within facility or 2 mile radius of this facility)

- Industrial fire
- Vehicle accident
- Train accident
- Plane accident
- Explosion
- Hazardous material release
- Gas leak
- Internal fire

CBRNE Event WMD (Weapons of Mass Destruction) (See section 17.1)

- Chemical
- Biological
- Radiological
- Nuclear
- Explosion(s)

The most probable events that can occur from the vulnerability analysis are placed in the left hand column of a chart matrix. The probability of occurrence is listed at the top. The possibility with respect to the occurrence of each event in a given year will be based on management's judgment using appropriate data, information and advisories when available and useable. The occurrence is usually classified as high probability; medium probability, or low probability.

Next, in a second chart the impact of each high probability event on the patients, staff, visitors, vendors and the facility is included using the following high, med, low indicators. A second threat matrix chart is used for this task.

<u>IMPACT FACTOR</u>	<u>POSSIBILITY</u>
Immediate threat to human life in first 24 hours	HI/MED/LO
Threat to permanent impairment of health status	HI/MED/LO
Time required to resume normal operations	HI/MED/LO
Less than 24 hours	
More than 24 hours	
More than 5 days	

When all the analysis is completed the administration/management of this facility will make a risk assessment statement that identifies the priorities for emergency preparedness and response planning. The priorities for this facility are:

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 7 – CCRC

7.0 COMMUNICATIONS

7.1 Emergency Alert: equipment; procedures; and alternatives

The first priority of this facility is to maintain a trained workforce that can respond in the time of the emergency. The major need of this workforce is the ability to communicate within the organization, directly to community first responders and with the patients/residents.

First Alert: Any one in the facility who learns of an emergency event or pending emergency event shall contact _____. The event is to be verified then that person is to contact _____ to activate the Command Center and the Incident Command System.

In this facility the primary means of communication is face to face. In the case of an emergency we will use normal telephone service and internal _____ to supplement the primary means of communications. In addition we have (number and location of);

- Walkie-talkie
- Cell Phones
- Pagers
- Public Address
- Fax lines
- E-mail

To maintain communications with community first responders and emergency resources we have (number and location of) self powered equipment.

- 800 MHz radio
- Radio(s) on same frequency as _____
- Scanner to monitor police, fire and EMS activity

To obtain alerts, maintain awareness of the situation and communicate with family, relatives, friends and staff not on site we use:

- Alerts from LINC system (via email)
- Commercial/Public radio
- NOAA weather radio
- Commercial television
- Cable television
- Satellite dish
- Pay phone(s)
- Pre-paid calling cards
- The GETS system
- Short wave radio (HAM)
- NJANPHA Web Site Interactive MAP

The following staff is trained in the use of the 24/7 communications equipment.

(Note: The type and language of warnings for the hearing impaired and non-English speaking patients and residents are determined by the facility. They should be included in the Appendix)

7.2 Risk/Crisis Communicator

The following people are currently trained in risk/crisis communication with the patients/residents and their families/caregivers and volunteers and the staff.

The following people are currently trained in risk/crisis communication with the community first responders, media and public.

The following people can communicate in the following languages:

Activation of any of the above persons will depend on the event, day and time of initiation, and the duration of the event. They will be activated in accord with the Incident Command System.

7.3 Crisis Counseling

Their primary responsibility is to prevent and mitigate panic. We attempt to help people to cope with the following:

Individual Panic: Wild, disorganized behavior and blind flight

Depressed Reactions: Slowness, numbness, vacant gaze, does not move

Overly Active Responses: Tries to assist, but does little constructive, talks loudly

Bodily Reactions: Crying, trembling, nausea, muscle weakness

Conversion Hysteria: Belief that certain body parts have ceased functioning.

Combination: Can be two of the reactions, usually one after the other

Once the event has moved to the post event stage, to supplement our staff we use _____ for counseling as needed or requested.

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 8 - CCRC

8.0 FACILITY INCIDENT COMMAND SYSTEM (NIMS)

The incident command system is an organized efficient and effective means of managing this facility's response to any emergency, including natural, accidental and CBRNE emergency events. It begins to function as soon as an alert occurs per Section 7. For this facility the organization and functions include the following:

The on site command post location is at _____

The alternate on site command post is at _____

The layout of each is contained in Section 20 of this document.

If the situation permits, and communications are workable, persons assigned to the Command Center may be located at other spaces in this facility. The following indicate the function and space to be used: (i.e. Risk Communicator at Reception area)

_____.

The Facility Incident Command System starts with the first staff person who identifies the event and its impact, or potential impact. This is the First Alert person. The persons to be alerted, in order of availability on site, include:

The CEO/Administrator	(name)
The Assistant CEO/Administrator	(name)
The plant operations director/supervisor	(name)
The nursing CEO/Administrator/nursing director	(name)
The senior charge nurse	(name)

The first one of the persons above that acknowledges the first alert becomes the Facility Incident Commander. That person immediately makes an assessment of the situation and, if appropriate, activates the Command Center. **From this point forward, until the All Clear is given, all command personnel are identified by the Incident Command System function.** These functions are:

- Facility Incident Commander (IC)
- IC Administrative Assistant
- Risk/Crisis Communicator
- Emergency logistics support
- Records and Reports Coordinator
- Nursing Service

The persons with the above functional titles are expected to report to and staff the Command Center.

Except for the Facility Incident Commander and IC Administrative Assistant any other person may be stationed away from the Command Center at the discretion of the Facility Incident Commander, provided working communications are in place and functioning.

The first person to respond to the Command Center will assume command from the first alert person who identified the event. They will remain in command until relieved by the person higher than them in the chain of command. The continuity of leadership is maintained by the Incident Command System chain of command. The rotation is in accord with on site availability of the command staff in the order noted above.

The community first responders will be notified by the Facility Incident Commander as he/she determines they are necessary to the event. The potential list of contacts is in Section 3 of this document. Only the Facility Incident Commander can deploy facility emergency equipment that has not been pre authorized in accord with this document.

The internal communications described in Section 3 will be used to notify and communicate with both internal staff and first responders. The Risk/Crisis Communicator will be responsible for all internal communications.

The Facility Incident Commander will be responsible for all communications with first responders and external resources during the emergency event. The Facility Incident Commander is the only one authorized to make any request. It is expected all requests will be verbal, but a record will be maintained in the Command Post. Written confirmation, where and when appropriate will be generated and transmitted by telephone, fax, or e-mail. If not functioning, then written notes will be hand delivered by _____. If necessary face to face verbal and hand signal communication methods will be used.

A staff person will be assigned to emergency logistical support depending on their availability on site. They will be responsible for maintenance of water, food, and supplies during the event. The primary person is (name). Pre event preparedness is assigned to the Plant Operations director (name).

The request for resources and information are submitted directly to the Command Center. The Facility Incident Commander and/or administrative support staff at the Command Center will acknowledge the request and who will respond to it.

A staff person, primarily the chief financial officer, will be responsible for records, reports and expenditures during the emergency event period (name).

The resource inventory of emergency items available on site is contained in Section 18 of this document.

The Facility Incident Commander, based on information and reports to the Command Center, will identify additional resources for staff, equipment and supplies, including the source and method for obtaining them. A list of potential resources is contained in Section 3 of this document.

Internal, partial evacuations are ordered by the Facility Incident Commander, only after consultation with the CEO/Administrator, if available. Otherwise the Facility Incident Commander, only after consultation with the nursing staff, can order a partial evacuation.

External, partial or full evacuations are ordered in the same manner, but only after consultation with the community first responders at the site and confirming the availability of pre-designated shelters. In turn, it is expected the first responders will notify local government that an evacuation is necessary. If the predestinated shelters is not useable the community first responders will identify the nearest available shelter(s) and where it is located.

In case of an evacuation that results in close down of all or part of this facility, our plant operations personnel will secure all utilities, direct all internal damage control, and after the “all clear” complete the post event shut down. This task will be directed by (name). The CEO/Administrator will provide an estimate of the amount of time (hours, days, weeks) the shutdown is expected to be in effect.

* NIMS: National Incident Management System

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 9 – CCRC

9.0.A MEDICAL CARE CONTINUITY (NF) (RHCF)

The continuity of care and comfort for patients are the priority functions to maintain while protecting all persons **pre event, during the event, and post event** for all disasters. In order to perform adequately it is necessary to know the special needs and conditions of each patient. The following patient profile reflects the population of this facility that exists at the end of each quarter of the calendar year. This is updated quarterly. The most recent up date was _____.

9.1 Patient condition profile for _____ (name of facility).

Type of facility: Nursing facility licensed for _____ NF Beds (with) (without)
_____ of SCNF Beds.

The following numbers are based on the annual average daily census.

Number of patients that routinely use incontinent supplies # _____
Number of patients that require daily:

Tracheotomy care	# _____
Respiratory care	# _____
Head trauma care	# _____
Intravenous therapy	# _____
Wound care	# _____
Oxygen therapy	# _____
Nasogastric tube feeding	# _____
Renal dialysis	# _____
All other patients not included above	# _____
 TOTAL	 # _____

Special Note: We have # _____ of respite care residents
We have # _____ of Alzheimer's/Dementia patients
We have # _____ of Pediatric LTC
We have # _____ Adult day services residents

The charge nurse or his/her supervisor shall establish nursing care priorities at the first alert of an emergency event. If the Incident Command System is activated, the Nurse assigned to the Command Center will assume these duties. In the absence of a physician or physician's order the licensed nursing staff may act in the best interest of the patient. The use of personal protective equipment for patients will be at the discretion of the charge nurse.

9.2 Patient Records: The charge nurse will assign nursing staff to collect and maintain appropriate patient records and patient necessities to help keep them comfortable.

9.3 Medications: The medication supply for #_____ of patients is sufficient for (24/72/72 plus hours). In the event a shortage occurs as a result of the emergency we will obtain medications by _____.

9.4 Laboratory Tests: The following laboratory testing is done for our patients: _____ . It is (they are) done by _____. Lab sample storage is _____. For an interruption to laboratory testing due to an emergency, all testing shall be suspended for at least 24 hours. After that time the following procedures will be used. _____.

9.5 Therapies: The following therapies are administered every day on site:

- _____ Speech
- _____ Physical
- _____ Occupational
- _____ Audiology

For an interruption to the therapy schedules, the Facility Incident Commander in consultation with the nursing staff will establish a temporary schedule.

If during an emergency event a patient(s) is at an off site location for therapy, the Facility Incident Commander is to determine when they can safely return.

9.6 Vendors: In the event of an emergency, all vendors will be notified to temporarily suspend services until further notice. In turn, each vendor is to notify this facility of their availability, limited availability or discontinuance of services during and after an emergency event.

9.7 Staffing: Staff will remain in this facility until further notice once the Incident Command System is activated. It may be necessary to recall staff members who are off duty at the time of an emergency. The Facility Incident Commander is the only one who can authorize a recall of staff. The method for recall is _____.

All staff recalled are reminded to have the proper identification and are advised who to call if a travel delay occurs. Identification for staff is in Section 19.

The following personal protective equipment is available at this facility for all staff:

- Gloves
- Masks
- Eye Shields
- Gowns

In the event of an emergency travel ban and/or quarantine of the facility we plan to substitute for staff that is needed by ____ (describe ways and means to accomplish this activity).

The provision for housing of staff that cannot leave once the emergency has been initiated or who arrive at the site during the event is found in Section 10.

9.0.B RESIDENT CARE CONTINUITY (ALF)

The continuity of care and comfort for residents are the priority functions to maintain while protecting all persons pre event, during the event, and post event for all disasters. In order to perform adequately it is necessary to know the special needs and conditions of each resident. The following resident profile reflects the population of this facility that exists each quarter of the calendar year. This is updated quarterly. The most recent up date was _____.

9.8. Resident condition profile for _____ (name of facility).

Type of facility: Assisted Living Facility licensed for _____ ALF Beds

Number of residents that routinely use incontinent supplies # _____

Number of residents with:

Vision Impairment only	# _____
Hearing Impairment only	# _____
Verbal Impairment only	# _____
Two of the above	# _____
Three of the above	# _____
Number of persons, including	
Those above who need assistance	
With walking	# _____
Number of persons, including	
Those above who need assistance	
With toileting	# _____
Number of persons with dementia	# _____
All other residents	# _____
 TOTAL	 # _____

The CEO/Administrator or nurse in charge shall establish resident care priorities at the first alert of a disaster event. In the absence of a physician or physician’s order the licensed nurse may act in the best interest of the patient. The use of personal protective equipment for residents will be at the discretion of the Incident Commander.

9.9 Patient Records: The nurse in charge will assign staff to collect and maintain appropriate resident records. The residents, who are able, will be responsible for their personal health care records and necessities to help keep them comfortable.

9.10 Medications: The personal medication supply for each resident is sufficient for (24/72/72) plus hours. In the event a shortage occurs as the result of a disaster that interrupts the following source of supply _____. We will obtain _____.

9.11 Personal Health Care: The following health care visits and routine laboratory testing is done for our residents at outside facilities. For a disaster event, travel to all visits and testing shall be suspended for 24 hours. After that time the following procedures will be used _____ to assist residents.

9.12 Therapies: The following therapies are administered every day _____. For a disaster event all therapies shall be suspended for 24 hours. After that time the following procedures will be used.

9.13 Vendors: In the event of a disaster, all vendors will be notified to temporarily suspend services until further notice. In turn, each vendor is to notify this facility of their availability, limited availability or discontinuance of services during and after a disaster event.

9.14 Staffing: Staff will remain in this facility once the Incident Command is activated until further notice. It may be necessary to recall staff members who are off duty at the time of disaster. The Incident Commander is the only one who can authorize a recall of staff. The method for recall is _____.

All staff recalled are reminded about the proper identification and advised about whom to call if a travel delay occurs. Identification for staff is in Section 19.

The following personal protective equipment is available at this facility for all staff:

Gloves

Masks

In the event of an emergency travel ban and/or quarantine of the facility we plan to substitute for staff that is needed by _____.

The provision for housing of staff that cannot leave once the emergency has been initiated or who arrive at the site during the event is found in Section 10.

9.0.C RESIDENT SERVICE CONTINUITY (SH-ILF)

The continuity of care and comfort for residents are the priority functions to maintain while protecting all persons pre event, during the event, and post event for all emergencies. In order to perform adequately it is necessary to know the special needs and conditions of each resident. The following resident profile reflects the population of this facility at the last day of (mo/day/year – usually the most recent quarter of the calendar year). This is updated quarterly. The most recent up date was _____.

9.15 Resident condition profile for _____ (name of facility).

Type of facility: Senior Housing for # _____ residents
Independent Living for # _____ residents

Number of residents that routinely use incontinent supplies # _____

Number of residents with:

- Vision Impairment only # _____
- Hearing Impairment only # _____
- Verbal Impairment only # _____
- Two of the above # _____
- Three of the above # _____
- Number of persons, including
 - Those above who need assistance
 - With walking # _____
- Number of persons, including
 - Those above who need assistance
 - With toileting # _____
- Number of persons with dementia # _____
- All other residents # _____

- TOTAL # _____

The Executive Director/Manager shall establish resident service priorities at the first alert of an emergency event. The use of personal protective equipment for residents will be at the discretion of the Incident Commander.

9.16 Resident Records: The Executive Director/Manager will assign staff to collect and maintain appropriate resident records. The residents, who are able, will be responsible for their personal health care records and necessities to help keep them comfortable.

9.17 Medications: In the event a shortage occurs as the result of an emergency that interrupts the usual and customary resident source of supply, this facility will _____.

9.18 Personal Health Care: Resident health care visits and routine laboratory testing is done by our residents at outside facilities. For an emergency event, travel to all visits and testing shall be suspended for the first 24 hours. After that time the following procedures will be used _____ to assist residents.

9.19 Therapies: The following therapies are administered every day at our site by home health service providers _____. For an emergency event all therapies shall be suspended for at least 24 hours. After that time the following procedures will be used. _____

9.20 Vendors: In the event of an emergency, all vendors will be notified to temporarily suspend services until further notice from the Facility Incident Commander. In turn, each vendor shall notify this facility of their availability, limited availability or discontinuance of services during and after a disaster event.

9.21 Staffing: Staff will remain in this facility once the Incident Command System is activated until further notice. It may be necessary to recall staff members who are off duty at the time of the emergency. The Facility Incident Commander is the only one who can authorize a recall of staff. The method for recall is _____.

All staff recalled is to be reminded to have the proper identification and advised who to call if a travel delay occurs. Identification for staff is in Section 19.

The following personal protective equipment is available at this facility for all staff:

Gloves
Masks
Eye Shields

In the event of an emergency travel ban and/or quarantine of the facility we plan to substitute for staff that is needed by _____. (Describe ways and means to accomplish this activity).

The provision for housing of staff that cannot leave once the emergency has been initiated or who arrive at the site during the event is found in Section 10.

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 10 – CCRC

10.0 DISRUPTION TO OPERATIONS

10.1 Electrical Power Loss: Any full or partial loss of electrical power is treated as an emergency. Any staff person can determine what the power loss affects (i.e. HVAC, telephone, computers, water supply, lighting, alarms, etc.). They are to notify Plant Operations immediately and then be ready to describe the situation, if asked. The Director of Plant Operations will determine, in conjunction with Administration, the cause and expected duration of the power loss.

Repair capability is available 24/7 from our facility staff. When out of facility repairmen, equipment and supplies are required the repairs will be done by

_____.

In the event our normal external electrical supply source is disrupted due to an emergency event, the procedure for activation of our emergency generation system will be the responsibility of the plant operations director. Activation will be in accord with the Facility Incident Commander's direction. The priority for restoration of power is as follows: communications, alarm systems, egress illumination for all floors, patient care areas, critical patient equipment, medical air and vacuum, selected heating systems, and refrigeration of food and medicines.

Temporary power in any situation can be obtained by (portable generator supplied by the following vendor_____). Our backup fuel supplier for emergency periods is

_____.

The activation switch (turn on) of the emergency generation system is located at the generator site. A remote activation switch is located at the_____.

OR

We do not have an emergency power generation system or provision for a quick hook up with a portable generator. The provisions for obtaining electrical power within _____ hours from loss of electrical power are (by arrangement with a source of portable electrical power generation; purchasing or otherwise acquiring a portable electrical power generation unit, establishing a temporary connection with an adjacent source of electrical power per prior agreement, etc.).

Battery powered emergency lighting is located at the following places in this facility

_____.

During the power loss period the following actions and activities are to be implemented by staff. All staff will have access to portable flashlights to use as needed. These are stored at _____ (site and locations specific).

Nursing staff will monitor all patients and/or residents in their care. All adverse reactions and deterioration are to be recorded. All treatment and care that does not depend directly on electrical power is to be maintained to the extent medications and medical supplies are available. Alternative treatment and care is to be provided to the best of our staff's knowledge and ability, by direct assistance and administration to the patient and resident.

Upon resumption of normal electrical power, staff is advised to wait for the notice by Administration or the Facility Incident Commander that functions requiring electrical power are to resume. (Note: the fact that lights return does not mean all is clear and returned to normal operations at that time (see CBRNE section).

10.2 Elevator Failure: All vertical movement that is not essential will be delayed until normal elevator operation is resumed and an announcement of such is made by the CEO/Administrator. Essential vertical movement will be done via stairs and stairwells or via those operating elevators in the event only a portion of the elevators are not functioning. The designation of the operating elevators that can be used as alternatives is to be made by the Director of Plant Operations. As appropriate, signs may be put in to clearly identify out of service elevators and patient/resident priority use elevators. Patients and residents in need of assistance to move are given priority. Staff is to engage carry teams to move critical patients and equipment between floors.

The following elevators are equipped with 24/7 _____ emergency lighting and emergency telephone or intercom.

For elevators, stopped with people in them, the usual procedure for keeping verbal contact with occupants in the elevator will be maintained until a solution can be implemented.

10.3 HVAC Failure: In the instance when HVAC is reduced or ceases to function during an emergency the following person(s) checks and reports to the _____ that there is no external chemical, biological or heavy snow/rain/wind activity. The procedure under non emergency conditions is to open windows, check residents for dehydration or hypothermia, supply fans and/or blankets, and restrict use of odorous and hazardous materials. In the event of a CBRNE event, go to that section of this Plan.

10.4 Plumbing System Flooding. The internal plumbing system could fail by breaking or failure to close faucets while the system is under pressure. This can cause flooding both during normal circumstance and an emergency event. During an emergency we will use our maintenance procedure to close faucets, employ flow diversion and blockage methods, and activate the main floor supply valve cut off procedure. The valve charts are located at _____. We (do) (do not) use a color code method to mark valve locations. (These codes are located at _____.)

- 10.5 Water Supply:** A disruption in the water supply for any reason requires the same response. We will institute a fire watch per the Fire Plan, conserve any stored water, identify potable stored/containerized water where possible and time permits advise staff to collect potable water in their sinks and personal containers. Clearly identify all non potable water and sources. Use these for flushing. In addition use “red bags” in toilets and store in plastic trash containers if disposal is not possible.
- 10.6 Boiler Failure:** This usually affects the ability to provide heat, hot water, renders sterilization equipment inoperative, and limits cooking and cleaning. We will maintain stock of sterile materials to sustain a disruption of _____ days of conservative use. Linens will be changed at the frequency of ____ days continuous use. Clothing will be laundered once every ____ days, unless contaminated or soiled to the point they pose harm to the patient and/or staff. The alternative means of obtaining hot water are _____ (see food supplies). Should food stuffs be available, none that require water to prepare will be used, unless the water can be boiled.
- 10.7 Ground Floor Flooding:** In the event flooding is coming from surface run off, rising water or direct intrusion via roof and window/wall openings it is necessary to use the following methods: (list here, be aware of chemical and biological contaminated water and special preventive measures for a CBRNE event).
- 10.8 Sewage Reflux:** In the event drains from flush toilets, sinks, bathtubs and slop sinks used for cleaning back up during an emergency, even if there is no disruption to the water supply, we will still not flush toilets or pour water and/chemicals to reduce the stoppage until the Facility Incident Commander approves.
- 10.9 Heat Emergency:** A heat emergency condition is considered when outdoor temperatures exceed ____ degrees F. for more than _____ consecutive hours in outdoor areas used by patients and/or residents. In the event of sustained temperatures above ____ degrees externally and temperatures indoors that pose a potential threat to patients/residents, those persons are to be moved to areas that are maintaining acceptable temperatures. The patients at risk will be identified by (nursing staff) in advance of any potentially harmful condition. The CEO/Administrator will be notified. A list with names and locations shall be used in addition to verbal communication. The plant operations and nursing staff will monitor the internal temperature levels. In the event the temperatures are determined by the CEO/Administrator to pose a potential threat to patients/residents, those residents will be moved by _____ (names) to areas identified by the plant operations/maintenance as holding the necessary temperature. In the event the HVAC fails, the situation will be governed by the power loss sections of this Plan.

10.10 Cold Emergency: When an emergency occurs or the weather brings the inside temperature below ___ degrees for a period of ___ continuous hours, we will immediately determine if heat can be restored in a reasonable time. In the meantime the use of heavy and layered clothing will be used by patients along with blankets and bed spreads/linens and towels. For longer intervals, we will cluster patients in common areas in a safe manner, use fireplaces, wood burning stoves, under supervision propane space heaters and similar devices.

10.11 Natural Gas: The disruption of natural gas by an emergency, especially pipe line explosion, will cut off our supply for _____ days. The most used response is to temporarily evacuate the building until it can be checked by responding authorities. Once a gas leak is suspected we will issue instructions to cease use of any spark producing devices, electric motors or switches. The main valve is located _____. It will be shut off by community first responders and/or staff trained in cut off functions. They are _____. All gas using equipment is to be turned off by the user, including residents, maintenance, housekeeping and security under the supervision of the plant operations director or the Facility Incident Commander. The Facility Incident Commander provides the notice in an emergency event. (If the disruption is related to a CBRNE event, see that section of this Plan). **In non disaster events, the order to evacuate is to come from the CEO/Administrator.**

10.12 The **medical air/gas systems** provide service to _____. They are monitored and located in the following areas _____ and used in the following areas _____. Once an emergency occurs they are to be immediately discontinued unless the life of a patient is endangered. Taking the patients off medical gas must be instituted as soon as possible. The staff involved in the procedure is to call for portable vacuum located _____. No new cases are to be started.

The intake of our air compressor is secured/sealed by _____ and with _____. The valves are secured by _____. For reactivation the filters are changed. The supply of new filters is located _____ or obtained from _____.

10.13 Oxygen: The location of oxygen tanks not in patients rooms are clearly marked and found at _____. They are secured by _____ and can be only removed by _____.

In the event of an emergency the alternate supply of oxygen is located at _____ or supplied by within _____ hours. It will last _____ days during an emergency period.

10.14 Vacuum System: (only if facility has a built in system for patient care).

STAFF SHORTAGE

At the initiation of an emergency we plan for the on site availability of _____ percent of staff in each of the following fields by day of week and shift.

Nursing
Maintenance
Security
Dietary
Activities
Housekeeping
Laundry
Administration

In the case where they can not leave the site we will use (space) (blow up bedding) (vacant rooms) for sleeping. When necessary, privacy will be maintained by erecting (screens) (using furniture) and _____. Bathrooms will be designated and personal items secure storage will be at _____.

FOOD SUPPLIES

At the initiation of an emergency we plan for having _____ days of the daily food requirement on site, in our storage.

In the situation where the food is not useable our plan is to obtain food from _____.

GENERAL SUPPLIES

At the initiation of an emergency we plan for having _____ days of general supplies on site, in our storage.

In the situation where the general supplies are destroyed or exhausted the following items will be obtained by/from _____.

LAUNDRY

At the initiation of an emergency we plan to continue laundry operations and/or service on a reduced scale by washing _____. Laundry will be suspended in the event that a shortage of water and/or hot water will exist. All attempts will be made to arrange for laundry, if necessary, at an outside facility or commercial vendor.

NON STAFF PROVIDERS

At the initiation of an emergency all non staff providers on site will be briefed on the situation. They will be allowed to leave on their own if a travel ban does not exist and the event permits safe exit from this facility. Should the event be caused by a CBRNE incident, no non staff providers will be authorized to leave until the extent of exposure and/or contamination is established by the appropriate person pursuant to the Incident Command System.

WASTE REMOVAL/DISPOSAL

At the initiation of the emergency event all routine waste removal and disposal functions will be adjusted according to the situation. It is expected all scheduled pick up of external waste sites will be cancelled. In that situation, this facility will employ the shelter in place policy and procedure applicable to the event. In essence waste will be stored in impervious containers such as _____ and plastic bags. Liquids are to be absorbed by spill control materials and paper towels/napkins prior to disposal.

BUSINESS CONTINUITY: HARD COPY AND COMPUTER RECORDS

The essential business records, as designated by the CEO/Administrator, include the following:

(list by title and physical location)

At the initiation of the event all hard copy records will be placed in fire proof files, or similar water tight protective container such as _____. The containers will be identified, locked and/or sealed with plastic tape or covering.

To protect electronic personal health information (EPHI) our computer(s) have a non-interruptible power supply (UPS) unit. It has a battery that activates when ever it detects a loss of power and uses software that can initiate an orderly shutdown by properly closing files, databases, applications and then the operating system and hardware.

ESSENTIAL EQUIPMENT

The following equipment list indicates the items designated as essential by the CEO/Administrator of this facility _____.

Special pre event, event and post event protection is detailed for each item and included with the item as special instructions. The person(s) designated to effectuate the protection is listed with the equipment list above.

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 11 - CCRC

11.0 Internal incident response/mitigation/recovery

During an emergency there are likely to be accidental incidents and/or intentional actions which can cause further disruption and create localized emergency situations. In addition, they can occur during the “sheltering in place” period. Considering that the origin of the incident will most likely be different than generated by natural, external, or CBRNE events, the response is to be primarily by management, staff and volunteers of this facility. These responses usually require the availability of equipment and supplies that also can be used during any emergency.

The first action is to assess the incident. This will be done by the **charge nurse** and/or plant operations/director. The assessment will be reported directly to the person that can deal with the matter. During an emergency the assessment will be reported to the Facility Incident Commander. In turn the Facility Incident Commander will assign appropriate assistance depending on available staff.

The following are considered the most likely to occur in this facility. (List)

- 11.1 For **minor non chemical and food spills** in common areas the charge nurse is the person is to be notified immediately. The area is to be blocked off by the first staff person on the scene, who in turn will by some visible means limit use of the area by all persons. Maintenance and/or housekeeping are to be called for assistance. Containment of the spill is the first priority, followed by clean up and disposal.
- 11.2 **Chemical spills** are to be handled in accord with the Hazardous Materials and Waste Management Plan for this facility. That plan is located at (person) (place)_____.
- 11.3 The following **precautions and protective actions** are to be taken by (person) to prevent the spread of infection and communicable disease: (refer to infection control policy and procedure).
- 11.4 If there are **additional physical plant failures**, other than those resulting from the initial disaster event, the procedures located in Section 10 of this Plan will apply.
- 11.5 **Relocation from patient/resident rooms** to other rooms and spaces within the facility shall be determined by the Facility Incident Commander after assessment of viable options and capability to move.
- 11.6 **In the case of fire**, the fire plan shall be the guide. If the physical plant is contaminated, the Fire Plan may be compromised. The Facility Incident Commander is to make the decision on how to proceed. In some instances this may mean evacuation, in whole or in part.

11.7 Evacuation of patients shall follow the Fire Plan routes and procedures to the extent the facility can provide shelter, manpower, supplies and equipment during an emergency event or post disaster. (see Section 12)

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 12 – CCRC

12.0 EVACUATION, SEARCH AND SHUT DOWN

An evacuation can only be authorized by the Facility Incident Commander. This should be done in consultation with the CEO/Administrator and the first responders. It is estimated that at the average daily census of this facility _____% of the patients can self evacuate. The remaining patients are expected to follow this plan.

12.1 Horizontal Evacuation. If conditions allow horizontal evacuation shall be the first to be made. The charge nurse on each floor will prepare a mobility census and assistance with mobility requirements in the following groups, by name and location (room number/designation): Ambulatory; ambulatory with device; ambulatory with personnel assistance with walking; wheel chair required; stretcher transport required but non-vent dependent with IV and/or tube feeding; and stretcher transport ventilator dependent. For fire/smoke move to the other side of the fire door, if existing, or to a safe area on the same floor. Locate the nearest exit in relation to the origin of the patient/resident and the space you are moving to. Try to stay as close as possible to an exit. Seek to move to areas with oxygen and suction. The following areas are noted on the evacuation route floor plans on the walls near entrances and exits and elevators. (e.g.. family waiting room, conference rooms, PT/OT areas, hallways, baths, lobby, cafeteria, recreation spaces, reception, business offices procedure rooms, solariums.). When notified by the Facility Incident Commander using one or more of the following _____ commence evacuation via the designated exit or nearest exit.

12.2 Vertical Evacuation: The preparation for vertical evacuation will be directed by the charge nurse on each floor. The first shall be ambulatory persons, followed by ambulatory persons with assistance, wheel chair with carry down assistance if elevator is not functioning, and stretcher patients. The ground level will evacuate immediately up authorization. The remaining floors will evacuate in accord with the directions of the Facility Incident Commander.

The estimated time to evacuate each floor is (list estimate by floor).

The estimated time to evacuate the entire facility is _____.

Tools and vital parts for mobility equipment repair are located _____.

12.3 Relocation: The site of relocated patients should be, if safe, within the building. If relocation requires temporary holding in proximity to this facility or in anticipation of movement off campus, the first site out side of the facility is the _____ (parking lot, driveway, etc). In addition to holding, these areas become the staging areas where transportation can pick upon patients/residents. Security and traffic control will be directed by _____ in response to the Facility Incident Commander. Security and plant operations staff will provide the manpower to control entrance to the facility, assist with exiting the facility, parking of vehicle, escorting non essential visitors, identifying staff and sealing off the campus.

12.4 Relocation Coordinator: A staff member shall be designated by the CEO/Administrator to direct the relocation effort. This person shall be known as the emergency plan Relocation Coordinator. He/she shall have an assistant to maintain records. They will be stationed at _____ (these) areas prior to patient/resident arrival. The Relocation Coordinator will confirm the patients name, condition, method of transportation required and keep a record of destination to a community shelter, church, another facility, family/friends home, or volunteer's residence. This will be known as the evacuation log. Teams of clinical staff and other staff for logistical support will be designated by the Relocation Coordinator. The teams will be responsible for gathering supplies, medications, equipment and records that are needed to maintain treatment and care outside of our facility. Clinical staff will, as medical necessity requires, accompany the patients/residents to their destination. When all patients/residents are accounted for the remaining clinical staff will relocate to where the patients/residents are located. At all times the Facility Incident Commander will be kept current on details and progress until the site is ready to be closed.

12.5 Shut Down: The full closing of this facility shall be authorized only by the Facility Incident Commander after consulting with the CEO/Administrator, community first responders and OEM. Shut down includes all utilities and locking all entrances and closing/securing window openings. This will be done by _____ with the technical assistance of plant operations staff. The CEO/Administrator will assign at least two persons to remain on site for at least 24 hours after the time of full closing of this facility.

The person assigned to posting shutdown instructions on or near controls for each piece of major equipment is the plant operations director. (Name and title)

The person assigned for instructing personnel in emergency shutdown procedures is the plant operations director. (Name and title)

The person assigned for testing shutdown procedures per Section 15 pre event testing is the plant operations director. (Name and title)

The plant operations director and the CEO/Administrator have a copy of the floor plan(s) with shutdown control locations and remote locations for activation of shutdown if possible. A set of duplicate floor plans are located in the Command Center in a secure binder. Also included with the floor plan(s) is a check list for shutdown of each piece of major equipment. These check list is developed by _____. It is located at (person) (place).

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 13 – CCRC

13.0 Sheltering in Place

Sheltering in place simply means staying in this facility until the emergency passes and the all clear is given.

Evacuation is not always the safest option in the event of an emergency. This is especially true with external events that involve hazardous materials and wide spread mass devastation caused by chemical releases, biological agents, radiological exposure, and nuclear/explosions.

(This section is a work in progress by NJANPHA. To the best of our knowledge there is no comprehensive plan for nursing facilities, assisted living facilities, RHCF, senior housing and independent living facilities that can be used as a template at this time.)

This section will include, but is not limited to:

- Bed/Space Capacity
- Utilities
- Food
- Supplies-Non Medical/Mail and Deliveries
- Essential Equipment
- Laundry/Cleaning/Trash Disposal
- Personal Medications/Medical Supplies
- Personal Belongings
- Pets
- In facility protection
- Security
- Staffing

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 14 – CCRC

14.0 Re-entry-Remediation-Restoration

Re-entry applies to situations where our facility, in whole or in part, was evacuated to the outside because of an emergency or relocated from patient rooms to selected space for temporary protection within our facility. In both situations, re-entry is only authorized by the CEO/Administrator of this facility after the CEO/Administrator completes a Risk Assessment and capacity and capability inventory.

Re-entry is a post event decision that requires assessment of the physical plant structures capability to provide shelter and normal utilities. The amount of remediation required to restore and/or replace essential patient care support equipment, supplies and services, and the ability to decontaminate and/or restore existing space. HVAC systems are to function at post event weather conditions.

To accomplish re-entry, the following tasks and activities are required.

- 14.1 Transportation** must be provided for each returning patient and resident. This will be done by using _____ (ambulance; bus;) pre-contracted to provide the service.

Security will determine the safety of the grounds, identify and clearly mark the access points for all vehicles, including patient transport, and those driven by staff, vendors and visitors.

Proper ID, per security requirements, will be required of all persons, including staff and physicians.

- 14.2 Decontamination** and clean up will be provided by _____. The supervision will be by: _____.

- 14.3 Repairs and replacement expenditures** above \$_____ per unit cost or above an aggregate cost of \$ _____ must be approved by _____.

Repairs/replacement will be completed by (staff; contractors, vendors, etc). The supervision will be by: _____.

- 14.4 All communications equipment and systems**, will be (cleaned; decontaminated; etc) and tested prior to admitting patients/residents. The testing and declaration that all is in proper working order will be done by (name) _____. Equipment that does not function properly will be replaced by the same or equivalent equipment. Acquisition will be accomplished via the pre event methods for purchasing. The cost incurred will be reported to the CEO/Administrator who, in turn, will have the data entered in the Incident Command Records.

All key persons, as identified by the patients, will be contacted directly at least _____hours/days prior to their readmission by staff as designated by the CEO/Administrator.

The risk communicator will provide on going status reports on a weekly basis. It will cover actions and activities related to readmission. This will be given to all patients and one designated relative or friend per patient.

The risk communicator will arrange to provide group crisis counseling prior to readmission and for up to ____x____ months post event. It will be available to all in group format. The preferred vendor is _____.

14.5 Computer(s) and network(s) damage and malfunctions are to be restored to normal operations by _____.

14.6 Resume operations, mail and deliveries at pre event activity levels. This is a business function conducted by the CEO/Administrator and staff. All mail and deliveries held at places away from this facility are to be gathered. Any cost associated with such storage will be paid by this facility.

Retrieval of essential business records, payroll records and clinical records and conduct an inventory of documents, files and other materials will be lead by _____.

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 15 – CCRC

15.0 Emergency Preparedness and Response Planning and Management

15.1 Work Group: The group is composed of staff from this facility and appointed by the CEO/Administrator. It is to meet at least every four months after initial publication and distribution of this Plan document. The purpose is to evaluate progress with implementation and make changes as deemed necessary by exercise/drill evaluations, new information or as perceived by the group. **It should continuously seek ways and means to integrate tasks and activities with such functions as Quality First, communications/IT, risk management, patient safety, security, and human resources.** The work group maintains minutes. It reports findings and recommendations in writing to the CEO/Administrator within 10 work days after each meeting.

The members are: _____.

The work group chairperson is _____.

The meeting dates for (year) are: _____.

15.2 All Hazards Surveillance: Clinical managers, infection control, security and plant operations are to report to the work group chairperson, as soon as possible, any malfunctions that occurred, major repairs needed, inspection and test results and other information that may affect this facility's capability to function per Section 10 during an emergency event.

15.3 Information Collection and Evaluation: A summary of the above reports and incidents is to be prepared, reviewed and evaluated at each work group meeting. An on-going chronological record is to be maintained by the work group to track actions and activities.

15.4 Incident reports and OSHA reports: Incident reports are to be filed with the CEO/Administrator for appropriate action. They include accident, patient safety and internal CBRNE events. OSHA reports and reports required by NJDHSS are filed in accord with their requirements for this facility. All significant findings and actions are included in the work group review.

15.5 Hazardous Materials and Waste Management: A hazardous materials and Right to Know survey is completed at least one time per year. The most recent one that exists upon the effective date of this document is (DATE) and is located (PLACE/PERSON). The next survey is scheduled for (DATE). The personnel to respond are _____. The equipment is located _____ per floor/site map in Section 20. The Material Safety Data Sheets (MSDS) are located at (PLACE/PERSON). Hazardous waste disposal and all other waste disposal shall not be mixed. General waste disposal consists of (collection by) (movement to) (placed/stored for pick up in) (removed by vendor –name) (on a _____ daily/weekly/monthly/as need basis).

15.6 Physical Plant and Grounds: This includes identification of problems with life safety code compliance, plans for improvement and construction, alarm status, fire suppression capability, user errors, and fire plan drills and exercises results. Patient care equipment failures and kitchen/food preparation problems. Outdoor safety needs and improvements are to be reported. Entry and exit problems, door malfunctions and security failures and improvements are included.

15.7 Infection Control: The quality of patient care can be affected by system failures and hazards be they accidental or intentional. We evaluate the status of infection control to determine if it has been affected by emergency events.

15.8 Utilities and related equipment: This facility through the plant operations maintains regular communications with all external utility providers to determine if changes are planned for the future and our requirements are presented. The contact persons are:

Water Supply: _____

Power Supply: _____

Gas Supply: _____

Sewage Service: _____

Trash removal: _____

Telephone: _____

15.9 Preventive Maintenance Schedule: The following (departments) (units) (persons) shall perform preventive maintenance which meets the requirements of the manufacturer. All key equipment, as identified in this document, is to be included. The schedule is to be published and updated at least one time per year. A copy is to be filed with the CEO/Administrator and the Work Group. The most current schedule on the effective date of this document is (DATE). The next annual review and update is (DATE). LIST FOLLOWS.

15.10 Testing and safety inspection: The following (departments) (units) (person) shall provide a schedule for testing all key equipment and systems as identified in this document. In most cases the minimum will be once per month. The schedule is to be published and findings, action and results entered immediately upon conclusion of the test. A copy of the results will be filed with the CEO/Administrator each month. A summary report is to be presented to the Work Group at each meeting.

15.11 Business equipment and records: The CEO/Administrator has identified the following equipment, supplies and records as essential items to be protected from destruction and/or damage by an All Hazard event:

Personnel files: _____

Computers: _____

Administrative Records _____

Contracts and Agreements _____

Corporate Records _____

Manuals _____

We use fire proof filing cabinets in this facility for _____

The following originals are secured off site at _____

The “back up” off site location for electronic records is _____

15.12 CBRNE Event (including communicable disease): This is a work in progress.

15.13 Community Coordination: Our facility emergency management representatives meet at least annually with community first responders, local OEM(s) and health department representatives to review the completeness and adequacy of this document in regard to coordination with municipal and county officials. The date of the most recent meeting, as of the effective date of this document, was (DATE). The next date is scheduled for (DATE).

The agencies involved are:

Police: _____

Fire: _____

OEM Local _____

OEM County _____

Health Department _____

This is done at a scheduled meeting called by this facility or by involvement in a community emergency planning effort such as a Local Emergency Planning Committee (LEPC) or Citizens Emergency Response Team (CERT).

NJANPHA PLAN DEVELOPMENT GUIDE FOR SECTION 16 – CCRC

16.0 Training by presentations, drills, exercises and evaluation reports

16.1 The **first training** is by an overview of the All Hazards Emergency Preparedness and Response Plan during the incoming orientation of new employees. This includes as a minimum the location of the Plan document for future reference, identification of standard alert codes, instruction on the Incident Command System, provision of Job Aids, and including the use of NJANPHA web site features.

During the year there will be at least one facility wide fire drill exercise, one small fire drill exercise and two emergency preparedness Table Top exercises. There shall be one of these exercises on each shift and one weekend. The type of drill/exercise, event to be simulated, time of day, duration, and location of each drill/exercise will be determined by the CEO/Administrator in consultation with the work group.

Drill and exercise scope and scenarios will be obtained from _____ or developed by _____.

16.2 **At least one time per year** we provide training in the following:

First Aid: by _____
Special resident personal assistance techniques to evacuate: by _____
Medication administration during “Shelter in Place”: by _____
Transport of residents for evacuation: by _____
Urgent mobility equipment repairs: by _____
Facility Incident Command System: by _____
Alert and communications protocols and equipment use: by _____
Security, including Travel Ban requirements: by _____
CBRNE Special Training (see CBRNE Section 17): by _____

16.3 The following **Job Aids and Training Aids** are available. They can be obtained at this facility by contacting _____. For example:

Wallet card with Healthcare Emergency Color Codes
Wall posters with emergency event action steps

A list of useful documents, books, and literature (including CD instructions and video tapes) can be found in section 20 and the NJANPHA web site.

The NJANPHA web site provides job aids, notices of low cost training opportunities, Domestic Preparedness Alerts, and an interactive road GIS-MAP of facility locations.

16.4 EVALUATION: This includes written reports relative to all drills and exercises and real events, if they occur. The evaluation is done by persons appointed by the CEO/Administrator. They can be staff, resident and/or community volunteers, local first responders, NJANPHA staff, academic persons who educate and train in the field, insurance companies and All Hazards emergency preparedness consultants.

The evaluation report of findings is to be presented to the CEO/Administrator no later than 14 days from conclusion of the drill/exercise. No more than 30 days should pass prior to the CEO/Administrator issuing his/her response. The final report of findings will be expected to include recommendations as needed. It will be shared at an exercise report briefing session or the next Emergency Preparedness and Response Planning work group meeting, which ever is scheduled first.

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17.0 Chemical, Biological, Radiological, Nuclear/Explosion Events

All sections of this emergency plan are applicable in the case of a CBRNE event. However, because of the wide spread mass devastation potential of such an event and the duration of time it takes to reach the “all clear” stage, special attention is given to CBRNE.

17.1 Risk Analysis: After completion of the Risk Assessment in Section 6 of this document a special CBNRE risk analysis was done by _____. The results are:

Exposure to: Probability: Low Medium High

Brucellosis

Cholera

Plague

Anthrax

Ricin

SARS

West Nile Virus

Tuberculosis

Malaria

Toxic virus

Botulism

Smallpox

Sarin

VX

Cyanide

Phosgene

CS

Nuclear Bomb

Nuclear dirty bomb

Nuclear release-gas

Nuclear fuel rods

Cobalt

Other (list)

The last date the CBNRE Risk Analysis was completed is ____/____/____.

17.2 OSHA: We completed the most recent OSHA Hazards self assessment on ____/____/____. The report is located (person) (place). The chemicals with the most potential for explosion and/or toxicity are _____.

17.3 Facility Experts: The following is the roster of personnel, including staff, and agencies, that have expertise to respond to a CBRNE event.

(Include a list of facility staff first responders. For staff include name, position, exposure specialty, and emergency contact information if not in Section 3). For out of facility first responders identify by agency name (i.e. Hazmat Unit and include emergency contact if not located in Section 3)

17.4 Laboratory services: We use the following laboratory(s) to assist in the investigation of an exposure, or suspected exposure:

(List name(s) and emergency contact, if not in Section 3)

The protocol we use to collect and handle samples and specimens is located (person) (place).

17.5 Surveillance: The surveillance methods we use to detect an event affecting patients and staff includes one or more of the following. A record is maintained current by the CEO/Administrator.

The person responsible for surveillance is the infection control staff person (name). In lieu of an infection control staff person, the following person is designated to monitor and record the incidents _____. The numerical value (threshold number to be determined by the CEO/Administrator) that indicates a potential problem is listed next to each indicator.

- Unexplained illness (threshold number)
- Unexplained death (threshold number is one death)
- Type and frequency of hospital/ER admissions (threshold number)
- Tracking log of influenza like reported illness (threshold number)
- Absenteeism (threshold number)

17.6 Medical response and care continuity: To address a potential outbreak this facility will use local public health services and our on site clinical staff. At this facility we have:

Physicians: On site: _____ On call _____
Registered Nurses: (day) (evening) (night)
(week day) (week end)

Others:

When we must move the patient to a health care facility the charge nurse will contact, confirm availability and usually use the following health care facility (name) (location) (transportation by).

17.7 Personal Protective Equipment: At this facility we have the following PPE.

Gloves (located)
Masks: (number) (location)
Eye Shields (located)

17.8 Medications and Antidotes: We maintain records of medications and dosage by patient in (location) medical record holding and medication dispensing station. A “File for Life” type record is at the patient’s bedside. Medication packs, sufficient for ____x____ hours are kept with our emergency supplies, for each patient.

We keep a supply of antibiotics at (location) sufficient for staff for ____x____ hours

We keep a supply of antidotes at (location).

or

We rely upon community first responders to bring antidotes to this site (first response).

17.9 Isolation: This facility uses (location) (method) to isolate individual patients. The air pressure can be set at a positive pressure or negative pressure by remote control located at _____. The space is sealed with (materials) and by (name).

17.10 Quarantine: (This section may apply to the entire facility or portion thereof. It will impact daily operations, especially staffing, supplies of all types, and medications. The authority to quarantine and related policy and procedure, and tasks/activities are to be added when state public health emergency management issues guidelines.)

17.11 Staff Training: In recognition that special training is essential for staff to perform during the response to and post a CBRNE event we have trained (number) of staff in:

Isolation methods

Quarantine

Clean up

Preventing spread of biological agents

Preventing spread of chemical agents

Preventing spread of radiation

Decontamination procedures

(Include names here if not in Section 3)

In this facility we use the following agencies and organizations for at least annual continuing education and training.

Trained staff from this facility

NHANPHA staff and conferences

Other Sources by Name:

Hazmat Unit

Local health department

Hospital experts

UMDNJ Center for Public Health Preparedness

Private sector courses/conferences

Special Consultants

Remediation consultants

State training from DEP

OEM's training

State training programs from NJDHSS

Web Based training

Other sources:

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18.0 Facility department/unit/floor specific Policies and Procedures

18.1 (options = include copy of each at this place in document)

18.1A Physical plant operations and maintenance

18.1B Dietary

18.1C Activities

18.1D Housekeeping

18.1E Laundry

18.1F Non staff providers on site

18.1G Special care units/floors for patients and residents

18.1H Deceased Patient

18.2 Surge Capacity: These admissions are related to a surge of new patients coming from hospitals and other health care facilities during an emergency effect or post emergency. This section will depend upon the State Plan and capacity of this facility.

18.3 Administrative Policy for compensation of staff during an emergency period

(This section will depend upon the type of emergency event, sources of emergency funds from agencies such as FEMA and insurance coverage carried by this facility).

18.4 Emergency supplies inventory

The following supplies and equipment must be provided to meet shelter in place requirements for up to _____ (5 days).

Include a list of items, shelf life, utilization expected and replacement policy. Include First Aid supplies and CBRNE protection with (person) when on duty. A floor plan indicates the location of fixed equipment such as the defibrillators, first aid packets, etc. _____.

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19.0 Security and Emergency Medical Response

19.1 This section is scheduled for completion after the State of New Jersey issues their security recommendations for LONG TERM CARE healthcare facilities. They are under development by the MED PREP Security Subcommittee. NJANPHA is a member of that group.

In the meantime it is expected the following topics will be included

- Building access (key/locks/codes/cards/bio-metric controls)
- Intrusion
- Elopement
- Bomb threat
- CBRNE event special procedures
- Identification standards for staff (including bio-metrics)
- Mail and supplies acceptance
- Valuables protection
- Parking and general traffic control
- Grounds access control (travel ban)
- Crowd control and civil disturbance
- Evacuation protection
- Property protection

This facility's security staff consists of _____.

They have been educated/trained by _____ and hold certificates/licenses from _____.

The municipality of _____ supplements our security by _____.

19.2 In the event of a **personal medical emergency involving our patients** in this facility that occurs during an emergency event, our facility provides first aid by our clinical staff. Other staff support by keeping the area free of unnecessary persons, including visitors and provide assistance to move the ill or injured patient. This facility has the following emergency medical response equipment (FIRST AID KITS) (DEFIBRILLATOR(S)). It (is) (they are) located at _____ or it is with (person) when on duty. A floor plan indicates the location of fixed equipment such as defibrillators and first aid packets.

During an emergency we rely upon community first responders for rescue, if our staff deems it not appropriate to attempt a rescue. This facility's person in charge at the time of the need for rescue will be responsible for informing community first responders about dangers associated with technological hazards, infectious disease, and the fire status.

During an emergency event that requires moving patients or residents outside of this facility for holding (i.e. gas leak) or other full building evacuation, facility staff shall be responsible for setting up an emergency casualty station in accord with the direction of the Facility Incident Commander. An outside set up requires a sheltered area or the adding of covering at least 8 feet high and 16 by 16 feet wide in open space on a dry surface. We rely upon community first responders to supplement our clinical staff to treat injured patients and residents.

The training of our medical emergency response staff in first aid is done by _____.
They are re-certified annually by _____.

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20.0 APPENDIX

20.1 Emergency Contracts and Agreements

(List with most recent effective date and expiration term of Agreement)

20.2 Facility Command Center floor plan

20.3 Copy of approved Fire Plan accepted by local fire authority.