

DRAFT — Survey & Certification — DRAFT

Emergency Preparedness & Response Plan



HEALTH CARE FACILITY CHECKLIST FOR EFFECTIVE EMERGENCY PLANNING			
Not Started	In Progress	Completed	Tasks
			<ul style="list-style-type: none"> • Develop Emergency Plan: Gather all available relevant information when developing the emergency plan. This information includes, but is not limited to: <ul style="list-style-type: none"> ✓ Copies of any state and local emergency planning regulations or requirements ✓ Facility personnel names and contact information ✓ Contact information of local and state emergency managers ✓ A facility organization chart ✓ Building construction and Life Safety systems information ✓ Specific information about the characteristics and needs of the individuals for whom care is provided
			<ul style="list-style-type: none"> • All Hazards Plan: Develop a plan for all potential hazards (hurricanes, floods, tornadoes, fire, bioterrorism, pandemic, etc.) that could affect the facility directly and indirectly within the particular area of location. Indirect hazards could affect the community but not the facility and as a result interrupt necessary utilities, supplies or staffing.
			<ul style="list-style-type: none"> • Collaborate with Local Emergency Management Agency: Collaborate with local emergency management agencies to ensure the development of an effective emergency plan.
			<ul style="list-style-type: none"> • Collaborate with Suppliers/Providers: Collaborate with suppliers and/or providers who have been identified as part of a community emergency plan or agreement with the health care facility, to receive and care for individuals. A surge capability assessment should be included in the development of the emergency plan. Similarly, evidence of a surge capacity assessment should be included if the supplier or provider, as part of its emergency planning, anticipates the need to make housing and sustenance provisions for the staff and or the family of staff.
			<ul style="list-style-type: none"> • Analyze Each Hazard: Analyze the specific vulnerabilities of the facility and determine the following actions for each identified hazard: <ul style="list-style-type: none"> ✓ Specific actions to be taken for the hazard ✓ Identified key staff responsible for executing plan ✓ Staffing requirements and defined staff responsibilities ✓ Identification and maintenance of sufficient supplies and equipment to sustain operations and deliver care and services for at least 72 hours ✓ Communication procedures to receive emergency warning/alerts, and for communication with staff, families, individuals receiving care, before, during and after the emergency ✓ Designate critical staff, providing for other staff and volunteer coverage and meeting staff needs, including transportation and sheltering critical staff members' family members