

COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM **WORKSHEET**

Note: A checklist has shortcomings in that it cannot measure the reality of a given event, or actual capabilities of facility staff.

Reviewed by: _____ Title: _____ Date: _____

Administrator sign-off: _____ Date: _____

ITEM	Item complete		Re-view date	Re-vision date
	Y	N	-----	-----
Program Management				
Facility Chain of Command established & current				
Emergency Management Committee established, membership current				
Incident Command System (ICS) structure established & current				
Local partnerships established, renewed				
a) Regional Resource Center (RRC) where established				
b) Emergency Responders (e.g. fire, police, EMS)				
c) Community Emergency Management Office(s)				
d) Health Care Network/Providers				
e) Other Public & Private Responders & Resources				
Plan activation triggers defined				
Responsible party(ies) assigned for implementation of Comprehensive Emergency Management Program compliance				
Emergency Plan and Procedures reviewed, revisions completed (minimum twice a year)				
Transfer agreements established & current				
Surge capability documented				
Surge capacity documented				
COMMUNICATION				
24/7 Communication capability with redundancy				
DOH HPN accounts established and current				
DOH HPN accounts connected to the emergency generator				
Protocols established for rapid notification of:				
a) Staff				
b) Community Emergency Management Offices				
c) Oversight Agencies (e.g. NYSDOH)				
d) Public & Private Resources				
e) Facility Ombudsman Program				
System & staff in place for communication with resident & staff families, media, & others				
24 hour contact information for above collected & current with numbers verified				
HAZARD & VULNERABILITY ANALYSIS				
a) Facility Internal Hazard Analysis completed				
b) Facility External Hazard Analysis completed				
c) Community & Facility Hazard Analyses integrated				
RISK REDUCTION FACTORS (Mitigation)				
Identified				
Implementation Plan established				
CAPABILITY ASSESSMENT				
Able to respond to identified hazards based on existing plans and resources				
Consistent with the hazard analyses & completed risk reduction actions				

EMERGENCY PLANNING & RESPONSE				
Procedures to respond to the following hazards:				
a) Disruption of essential services				
b) Biological				
c) Chemical				
d) Nuclear/Radiological				
e) Mass Trauma/Surge				
f) Natural & Weather Events				
Shutdown of air handling equipment and implementation of other control measures to limit the intake of smoke, fumes, gases, dust, etc				
Implementation protocols for use of staff, public & private resources				
Plan for identification of responding staff & emergency workers				
Shelter in place plan and protocol				
RECOVERY				
Plan to restore services				
Plan to restore/repair infrastructure				
Plan to restore programs				
EVACUATION PLAN				
Activation criteria established				
Identification and mutual agreement of alternate site(s)				
Resources to physically move residents are identified, individualized & appropriate equipment on hand				
External transportation resources identified, available & current (e.g. bus, vans, ambulette)				
Resident (specific to care needs) evacuation destination predetermined and current				
System to identify & track destination/arrival of residents established				
Family/responsible party notification protocol				
Governmental agency notification protocol				
Confirmation of room evacuation				
Transport of MAR, medical record, meds & specialized treatment supplies with residents				
DRILLS & EXERCISES (excluding fire)				
Emergency preparedness drills - 2 types per year minimum				
Written critique and responsible party review of each drill completed				
Written critique and responsible party review of actual incidents completed				
Revisions are completed immediately				
Participation in a community-wide exercise in each calendar year where possible				
EDUCATION				
All staff educated on revisions in plans within 4 weeks of completion				
Staff familiar with the Comprehensive Emergency Management Program & their roles				
Key staff is familiar with the facility surge plan				

DEFINITIONS:

- **COMPREHENSIVE EMERGENCY MANAGEMENT PROGRAM:** An integrated approach including mitigation, preparedness, response & recovery phases, allowing for emergency and disaster management, and business continuity. There must be at least one (1) responsible party on each shift 7 days per week.
- **MITIGATION:** Prevent, reduce severity and/or minimize loss & damage of hazardous incidents & events
- **PREPAREDNESS:** Readiness to deal with future disasters & emergencies. Established systems & protocols with structures & functions needed to mitigate, respond to, and recover from disasters.
- **RESPONSE:** Action taken to deal with a disaster/emergency. Responses address the disaster, as well as problems caused by the disaster.
- **RECOVERY:** Means to restore services, facilities, programs & infrastructure back to a level acceptable to the facility.
- **HEALTH CARE NETWORK:** Regional Resource Center where established, Community Hospitals, LHD, EMS, first responders, etc.
- **EXTERNAL:** Taking place beyond the nursing home campus
- **INTERNAL:** Occurring within the nursing home, or in another structure on the nursing home campus