

# NATURAL DISASTER: SEVERE WEATHER INCIDENT PLANNING GUIDE



## INCIDENT PLANNING GUIDE

### DOES YOUR EMERGENCY OPERATIONS PLAN ADDRESS THE FOLLOWING ISSUES?

MITIGATION & PREPAREDNESS	
<input type="checkbox"/>	Does your nursing home regularly monitor pre-event weather forecasts and projections?
<input type="checkbox"/>	Does your nursing home participate in pre-event local severe storm response planning with emergency management officials?
<input type="checkbox"/>	Does your nursing home have a plan to initiate severe storm nursing home hardening actions (e.g., protect windows; secure outside loose items; test backup generators; obtain supplemental supplies of essential items such as food, water, medications, lighting); protect basement high risk areas; relocate at-risk items to higher levels; activate amateur radio operators; top-off fuel tanks)?
<input type="checkbox"/>	Does your nursing home have plans for loss of power or loss of other utilities and services?
<input type="checkbox"/>	Does your nursing home have a plan for responding to extreme heat and initiating necessary cooling measures? Does this plan contain contingency cooling measures if power is lost? Does this plan include complete facility evacuation if safe care, including resident cooling, is not able to be established?
<input type="checkbox"/>	Does your nursing home have a surge capacity plan that includes triggers and criteria for activation?
<input type="checkbox"/>	Does your nursing home have Memorandums of Understanding (MOUs) with fuel suppliers to ensure a supply of fuel for emergency generators and vehicles, if needed?
<input type="checkbox"/>	Does your nursing home identify and/or have MOUs with contractors that can perform repairs after the storm?
<input type="checkbox"/>	Does your nursing home consider relocating hazardous materials/chemical agents to prevent contamination in case of flooding?
<input type="checkbox"/>	Does your Emergency Operations Plan include triggers or criteria for activation of the Emergency Operations Plan, Incident Command and the Command Center?
<input type="checkbox"/>	Does your nursing home have a process for regularly assessing the status of the facility, repair, resident services, system restoration, and staffing and for adjusting the Incident Action Plan and operations accordingly? Does the process include regularly updating the Incident Action Plan and reviewing decisions made/actions taken to accomplish the mission?
<input type="checkbox"/>	Does your nursing home have procedures and forms to track costs, expenses, and provide reports?
<input type="checkbox"/>	Does your nursing home have procedures with clear routes of communication to gather and confirm situation reports and status updates from local emergency management and regulatory agencies? Is there a plan to communicate with the local EOC (emergency management, public health, regulatory agencies) about the situation status, critical issues, and resident health status and request assistance?

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<input type="checkbox"/>	Does your nursing home have a plan to notify and maintain communications (primary and backup systems) and exchange appropriate information with: <ul style="list-style-type: none"> <li><input type="checkbox"/> Internal experts, including infection control, engineering/facilities, physician(s)?</li> <li><input type="checkbox"/> External experts, including local, regional and state public health, EOC/emergency management, fire, police, regulatory agencies.</li> <li><input type="checkbox"/> Other local facilities and hospitals.</li> </ul>
<input type="checkbox"/>	Does your nursing home have procedures to provide accurate and timely situation and safety information (in cooperation with local Joint Information Center) to staff, residents and families, and a back-up system if primary communication systems fail?
<input type="checkbox"/>	Does your nursing home have procedures to determine the status of communication systems outside of the facility in order to communicate with local emergency management, police, and fire within the city, county, and operational area?
<input type="checkbox"/>	Does your nursing home have a plan to conduct regular media briefings in collaboration with local emergency management, local EOC, and the local Joint Information Center?
<b>RESPONSE &amp; RECOVERY</b>	
<input type="checkbox"/>	Does your nursing home have a plan to transport staff and their families living in potentially flooded areas or without transportation to the nursing home to ensure staffing?
<input type="checkbox"/>	Does your nursing home have procedures (or a contract) to perform damage assessment (interior and exterior), evaluate infrastructure operation needs, initiate repair plan, contract for needed repair assistance, and re-evaluate need for evacuation (partial or complete)?
<input type="checkbox"/>	Does your nursing home have a plan to manage staff/resident family members seeking refuge?
<input type="checkbox"/>	Does your nursing home have procedures to monitor environmental issues (bio waste disposal) and water safety?
<input type="checkbox"/>	Does your nursing home have a process to determine the need for canceling nonessential services (social gatherings, meetings, etc.)?
<input type="checkbox"/>	Does your nursing home have procedures to evaluate the need for additional staff, augment staffing levels, or manage with staff available? Is there a plan to modify contingency staff utilization and provide staff support (alternate shifts and staffing, childcare contingency plan for staff, staff transportation needs, etc.)?
<input type="checkbox"/>	Does your nursing home have a plan to provide rest/sleep, nutrition, and hydration to staff?
<input type="checkbox"/>	Does your nursing home have a process to determine the need for shelter-in-place vs. partial evacuation vs. complete evacuation of the nursing home to protect residents and staff?
<input type="checkbox"/>	Does your nursing home have a process to evaluate the need for further evacuation (partial/complete) of areas of the nursing home as a result of structural damage, flooding, or loss of other essential services (e.g., resident cooling in extreme heat) during severe weather?
<input type="checkbox"/>	Does your nursing home have criteria or triggers to move residents from flooded areas to other locations within the nursing home (partial evacuation)?

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<input type="checkbox"/>	Does your nursing home have a plan for complete evacuation of residents, including transport of critical records and supplies, arrangements with receiving facilities and transportation assets, staffing en route and at the relocation site?
<input type="checkbox"/>	Does your nursing home have procedures to track residents and beds in the event of an evacuation?
<input type="checkbox"/>	Does your nursing home's evacuation transportation plan include the use of assets other than local EMS for transporting residents?
<input type="checkbox"/>	Does your nursing home have a plan to establish alternate care sites and relocate services provided if transfer is not feasible?
<input type="checkbox"/>	Does your nursing home have, if not evacuating, a plan to maintain continuity of operations including trash, food, linen, laundry, etc.?
<input type="checkbox"/>	Does your nursing home have a process to determine the need to limit resident visitation?
<input type="checkbox"/>	Does your nursing home have a plan to secure the nursing home, including adequate personnel to assure security?
<input type="checkbox"/>	Does your nursing home have a process to assess damage to building structure and infrastructure (HVAC, water, sewage, lighting, power, information systems, communications, medical gases, and hazardous materials)?
<input type="checkbox"/>	Does your nursing home have protocols to manage, treat (or refer for treatment), and report injuries to residents, staff, families, and visitors? Is there a process to prepare a report of all residents, staff, families, and visitors evaluated, treated, and discharged from the facility?
<input type="checkbox"/>	Does your nursing home have a process to inventory available supplies, medications, equipment, and personnel for both short and long-term operations? Does this include a process for obtaining supply and equipment supplementation?
<input type="checkbox"/>	Does your nursing home have a process for determining food and water needs for residents, visitors, families, and staff for 96-hours and a plan for obtaining needed supplies?
<input type="checkbox"/>	Does your nursing home have a plan to access outside resources through a medical mutual aid system?
<input type="checkbox"/>	Does your nursing home have a plan to keep resident/staff families notified of current situation, location, condition and safety measures taken to protect them?
<input type="checkbox"/>	Does your nursing home have a plan for demobilization and system recovery that is activated during emergency response? Does this include a procedure for prioritizing service restoration activities, including restoring medical care operations, visitation and non-essential operations (social activities, meetings, etc.)?
<input type="checkbox"/>	Does your nursing home have procedures for repatriation of patients that were transferred or evacuated?
<input type="checkbox"/>	Does your nursing home have a process for reporting all injuries, system failures and long-term damage to regulatory agencies as required?
<input type="checkbox"/>	Does your nursing home have a plan for providing mental health support and stress management services to staff, residents and families?

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<input type="checkbox"/>	Does your nursing home have procedures for reordering, restocking, and returning borrowed supplies, equipment, and medications and returning personnel on loan during the incident?
<input type="checkbox"/>	Does your nursing home have procedures for after-action reporting and developing an improvement plan based on lessons learned? Is there a plan to participate in after-action review with local emergency management and community partners?
<input type="checkbox"/>	Does your nursing home have criteria to confirm restoration of the facility to normal function?
<input type="checkbox"/>	Does your nursing home have a process for submitting cost for disaster reimbursement from insurance carriers, local, state and federal disaster relief?