Emergency Plan & Communication Plan

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Emergency Plan

- Develop and Maintain an Emergency Preparedness Plan
  - Must be updated annually
    - Documented by showing date of update and revisions made
- Based on an All-Hazards Approach
  - Natural disasters
  - Man-made disasters
  - Facility-based disasters
Emergency Plan

• Emergency Plan Core Elements
  1. Be based on and include a documented, facility-based and community-based risk assessment, utilizing an all-hazards approach.
  2. Address patient/client population, including, but not limited to, persons at-risk; the type of services the facility has the ability to provide in an emergency; and continuity of operations, including delegations of authority and succession plans.
  3. Include a process for cooperation and collaboration with local, tribal, regional, State, and Federal emergency preparedness officials' efforts to maintain an integrated response during a disaster or emergency situation, including documentation of the facility's efforts to contact such officials and, when applicable, of its participation in collaborative and cooperative planning efforts.

Emergency Plan

1. Risk Assessment

• Community-based risk assessment
  • May rely on Healthcare Coalition, Emergency Management, or Public Health regional risk assessment

• Facility-based risk assessment
  • Identify:
    • business functions essential to the facility's operations
    • all risks or emergencies that the facility may reasonably expect to confront
    • contingencies for which the facility should plan;
  • Consider the facility’s location
  • Assess which emergencies may cause the facility to cease or limit operations
  • Determine what arrangements may be necessary with other health care facilities that might be needed to ensure that essential services could be provided during an emergency

• LTC Facility Requirement
  • Must have written plans and the procedures are required to also include missing residents and clients
Emergency Plan
2. Patient Population

- Plan must include:
  - Population served within facility with their vulnerabilities during a disaster
  - Persons at-risk
  - The types of services that the facility would be able to provide in an emergency
  - Staff roles and delegations of authority and succession planning
  - Continuity of Operations

Emergency Plan
3. Collaboration

- Cooperation and collaboration with local, tribal, regional, State, and Federal emergency preparedness officials
  - Facility must
    - document its efforts to contact officials to engage in collaborative planning for an integrated emergency response
    - include this integrated response process in its emergency plan
  - Facility encouraged
    - to participate in a healthcare coalition
Communication Plan

- The facility must develop and maintain an emergency preparedness communication plan that complies with Federal, State and local laws and must be reviewed and updated at least annually. The communication plan must include all of the following:
  1. Names and contact information for facility contacts
  2. Contact information for local, regional, state, federal contacts
  3. Primary and alternate means for communication
  4. A method for sharing information and medical documentation for patients
  5. A means, in the event of an evacuation, to release patient information as permitted under 45 CFR 164.510(b)(ii)
  6. A means of providing information about the general condition and location of patients under the [facility's] care as permitted under 45 CFR 164.510(b)(4)
  7. A means of providing information about the facility occupancy, needs, and its ability to provide assistance, to the authority having jurisdiction, the Incident Command Center, or designee.
  8. A method for sharing information from the emergency plan, that the facility has determined is appropriate, with residents [or clients] and their families or representatives.

Communication Plan

1. Facility Contacts

- Names and contact information for:
  - Staff
  - Entities providing services under arrangement
  - Patients' physicians
  - Other facilities
  - Volunteers
Communication Plan
2. Local Contacts

- Contact information for local, regional, state, federal contacts
  - Federal, State, tribal, regional, and local emergency preparedness staff.
  - Other sources of assistance.

- LTC Facility Requirement
  - Federal, State, tribal, regional, or local emergency preparedness staff
  - The State Licensing and Certification Agency
  - The Office of the State Long-Term Care Ombudsman
    [http://www.elderrightsva.org/localVAOmbuds.aspx](http://www.elderrightsva.org/localVAOmbuds.aspx)
  - Other sources of assistance.

Communication Plan
3. Primary/Alternate Communications

- Primary and alternate means for communication with:
  - Staff
  - Federal, State, tribal, regional, and local emergency management agencies

- Plans should include:
  - when and how alternate communication methods are used, and who uses them
  - facility should ensure that its selected alternative means of communication is compatible with communication systems of other facilities, agencies and state and local officials it plans to communicate with during emergencies
Communication Plan

4. Sharing Information

- A method for sharing information and medical documentation for patients
  - Plan must
    - ensure that patient information is sent with an evacuated patient to the next care provider
    - ensure information would be readily available for patients being sheltered in place
    - Ensure facility provides patient care information within a timeframe that allows for effective patient treatment and continuity of care during evacuation

Communication Plan

5. Release Patient Information
6. Patient Condition

- A means, in the event of an evacuation, to release patient information as permitted under 45 CFR 164.510(b)(1)(ii)

- A means of providing information about the general condition and location of patients under the facilities care as permitted under 45 CFR 164.510(b)(4)
Communication Plan

7. Sharing Information with locality

- A means of providing information about the facility occupancy, needs, and its ability to provide assistance, to the authority having jurisdiction, the Incident Command Center, or designee.
  - Must share
    - Ability to provide assistance
    - Facilities needs
    - Occupancy Information

Communication Plan

8. Sharing Information with residents & family

- A method for sharing information from the emergency plan with residents and their families or representatives.
  - Recommendations
    - Fact Sheet
    - Informational brochure
    - provide instructions on how to contact the facility in the event of an emergency
Resources

- The SCG Website
- ASPR TRACIE
- VHASS (Virginia Healthcare Alerting & Status System)
- Ready.gov
- Virginia Department of Emergency Management
- Local Emergency Management
- Regional Healthcare Coalitions
- WWW.VHCA.ORG

Questions?