Emergency Preparedness

Lesson 1: Objectives

After completion of this course, you will be able to:
  - ❖ Describe the four core elements of an Emergency Preparedness Program; and
  - ❖ Differentiate between a Warning and Watch.

Introduction

An emergency or disaster is an event that can affect a facility internally as well as a community or geographic area. The Medicare and Medicaid Programs; Emergency Preparedness Requirements established national requirements for healthcare providers and suppliers to plan for both natural and man-made disasters, and coordinate with federal, state, tribal, regional and local emergency preparedness systems. The rule requires healthcare providers and suppliers to prepare to meet the needs of patients, clients, and residents during disasters and emergency situations, and strives to provide consistent requirements across provider and supplier-types, with some variations. The requirements are focused on three key essentials necessary for maintaining access to healthcare during disasters or emergencies; safeguarding human resources, maintaining business continuity, and protecting physical resources. These requirements enable all healthcare providers and suppliers to better anticipate and plan for needs, rapidly respond as a facility, integrate with local public health, emergency management agencies and healthcare coalitions' response activities, and rapidly recover following a disaster.

Lesson 2: Emergency Preparedness Program

Your organization's Emergency Preparedness Program describes its comprehensive approach to meeting the health, safety, and security needs of the facility, its staff, the patient population and community prior to, during and after an emergency or disaster. The program addresses how your facility would coordinate with other healthcare facilities, as well as the whole community during an emergency or disaster. There are four core elements of an Emergency Preparedness Program.
  1. An Emergency Plan - An emergency plan provides the framework for the emergency preparedness program. The plan is developed based on a documented, facility- and community-based risk assessment that utilized an all-hazards approach by assessing natural and man-made disasters, infectious diseases, homeland security threats, etc, and includes:
      a. strategies for addressing identified emergency events,
      b. its patient/client/resident population, and
      c. a process for cooperation and collaborations with local, tribal, regional, state, and federal emergency preparedness officials.

2. Policies and Procedures – Policies and procedures have been developed and implemented based on your organization's emergency plan, risk assessment, and communication plan.
3. A Communication Plan – The communication plan contains:
    a. names and contact information for staff, entities providing services, patients'/clients'/residents' physicians, volunteers and other facilities (as required),
    b. contact information for emergency officials and other sources of assistance,
    c. primary and alternate means for communication with staff and federal, state, tribal, regional, and local emergency management agencies,
    d. methods for sharing information and medical documentation, as necessary, with other health providers to maintain continuity of care, and a means, in the event of an evacuation, to release information or provide information about the general condition and location of patients/clients/residents under the facility's care,
    e. a means of providing information about the facility's occupancy, needs, and ability to provide assistance, to the authority having jurisdiction, the Incident Command Center, or designee, and
    f. guidance for sharing information from its emergency plan, as appropriate, with long-term care residents and their families or representatives.
4. A Training and Testing Program – Your organization has developed and maintains an emergency preparedness training and testing program that is based on its emergency plan, risk assessment, policies and procedures, and communication plan.

Quiz Question:

What are the four core elements of an Emergency Preparedness Program?
a. *Emergency plan, policies and procedures, communication plan, training and testing program
b. Rescue, alarm, confine, evacuate
c. Pull the pin, aim at base of fire, squeeze handle, sweep side to side
d. List of hazardous chemicals, guidelines on labeling containers of chemicals, the distribution of material safety data sheets, employee training programs.

Lesson 3: Emergency and Standby Power Systems

(NOTE: You may wish to remove this lesson from the course if your organization is not a hospital or long-term care facility.)

Hospitals and long-term care facilities have emergency and standby power systems. The organization's generator is located in an approved area and is inspected, tested and maintained. Facilities that maintain an onsite fuel source to power emergency generators have a plan for how it will keep emergency power systems operational during an emergency unless the organization evacuates.

Lesson 4: Evacuation

Your organization has put into place evacuation policies, procedures, and escape route assignments so that you will understand who is authorized to order an evacuation, under what conditions an evacuation would be necessary, how to evacuate, what routes to take, actions to be taken before and while evacuating, and how to account for individuals after an evacuation. Exit diagrams are used to identify the escape routes to be followed from each specific facility location. Exits and evacuation routes must be clearly marked and well lit, wide enough to accommodate the number of individuals evacuating, unobstructed and clear of debris at all times, and unlikely to expose those evacuating to additional hazards.

Lesson 5: Watch vs. Warning

Severe weather can strike anywhere and anytime. A WATCH is issued when weather conditions favor a particular hazard. For example, if weather conditions favor the development of a tornado, a tornado watch will be issued. During a "watch" you should prepare to act should the hazard develop. A WARNING is issued when a particular hazard has been reported or is imminent. For example, if a tornado has been reported, a tornado warning will be issued. A "warning" indicates the need to immediately take action to protect life and property.
With any emergency, remain calm and do not panic. Know your role and responsibilities.

Quiz Question:

A warning indicates the need to <u>immediately</u> take action to protect life and property.

***True** or False

Lesson 6: Conclusion

(NOTE: You may wish to display contact information for the appropriate personnel to contact within your organization.)

Your organization is committed to the health, safety, and security of their patients, clients, residents, visitors and property. And they need your help! Employees must understand their role and responsibilities within the emergency preparedness program. If you have any questions regarding emergency preparedness, contact the appropriate personnel within your organization for guidance and assistance.

Test Questions (10 questions Pre-test or 5 questions Post-test)

Pool 1 (6 or 3 questions)

1. What are the four core elements of an Emergency Preparedness Program?
    a. Emergency plan, policies and procedures, communication plan, training and testing program
    b. Rescue, alarm, confine, evacuate
    c. Pull the pin, aim at base of fire, squeeze handle, sweep side to side
    d. List of hazardous chemicals, guidelines on labeling containers of chemicals, the distribution of material safety data sheets, employee training programs.

2. The Medicare and Medicaid Programs; Emergency Preparedness Requirements are focused on which of the following key essentials necessary for maintaining access to healthcare during disasters or emergencies?
    a. Safeguarding human resources
    b. Maintaining business continuity
    c. Protecting physical resources
    d. All of the above

3. Policies and Procedures have been developed and implemented based on your organization's:
    a. Emergency plan
    b. Risk assessment
    c. Communication plan
    d. All of the above

4. Which statement is incorrect?
    a. The Medicare and Medicaid Programs; Emergency Preparedness Requirements enable all healthcare providers and suppliers to better anticipate and plan for needs.
    b. The Medicare and Medicaid Programs: Emergency Preparedness Requirements enable all healthcare providers and suppliers to rapidly respond as a facility.
    c. The Medicare and Medicaid Programs: Emergency Preparedness Requirements enable all healthcare providers and suppliers to integrate with local public health, emergency management agencies and healthcare coalitions' response activities.
    d. The Medicare and Medicaid Programs: Emergency Preparedness Requirements enable all healthcare providers and suppliers to slowly recover following a disaster.

5. Exits and evacuation routes must be:
    a. Clearly marked, well-lit and wide enough to accommodate the number of individuals evacuating
    b. Unobstructed and clear of debris

     c. Unlikely to expose those evacuating to additional hazards
     d. All of the above

6. Be sure all individuals are _____ for following an evacuation.
     a. Cared
     b. Accounted
     c. Sent
     d. None of the above

7. A _____ is issued when weather conditions favor a particular hazard.
     a. Subpoena
     b. News Flash
     c. Warning
     d. Watch

8. A _____ is issued when a particular hazard has been reported or is imminent.
     a. Subpoena
     b. News Flash
     c. Warning
     d. Watch

Pool 2 (4 <u>or</u> 2 questions)

<u>**True or False:**</u>

9. An emergency or disaster is an event that can affect a facility internally as well as a community or geographic area.

10. The Medicare and Medicaid Programs: Emergency Preparedness Requirements established national requirements for healthcare providers and suppliers to plan for both natural and man-made disasters and coordinate with federal, state, tribal, regional and local emergency preparedness systems.

11. The Medicare and Medicaid Programs: Emergency Preparedness Requirements requires healthcare providers and suppliers to prepare to meet the needs of patients, clients, and residents during disasters and emergency situations, and strives to provide consistent requirements across provider and supplier-types, with some variations.

12. Your organization's Emergency Preparedness Plan addresses evacuation procedures.

13. An Emergency Plan is developed based on a documented, facility- and community-based risk assessment that utilized an all-hazards approach.

14. Exit diagrams are used to identify the escape routes to be followed from each specific facility location.

15. An Emergency Plan provides the framework for the emergency preparedness program.