

Sample Template for Development of Emergency Plans for Nursing Homes

Regulatory Requirements Procedures Developed For: ***	Completed	Not Complete	Date for Completion	Individual Responsible
Identifying an emergency planning liaison for the facility and providing their contact information to local emergency management (satisfied by FRED registration)				
Transportation of individuals served/staff with documented agreements with each transportation source				
Ensuring staff is immediately oriented to individual responsibilities upon date of hire and documentation of their acknowledgement recorded				
Holding quarterly fire drills on each shift with documentation of each staff's participation and drill completion				
Holding and documenting semi-annual practice drills on shelter-in-place and evacuation on each shift so that both types of drills are practiced annually				
Documenting opportunities for improvement identified from drill				
Notifying families regarding the action taken that will be taken concerning the safety/wellbeing of individuals served				
Notifying staff regarding the action that will be taken concerning safety/wellbeing of individuals served				
Planning continuity of operations, including financial capabilities and logistical arrangements				

NOTE: This sample template is used to assist nursing homes in complying with COMAR 10.07.02.24 (Emergency Preparedness). It is not meant to exclude other formats so long as they include all elements of the regulations.

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Planning staff coverage, organization and assignment of responsibilities for ongoing sheltering in place or evacuations				
Identifying staff members available to report to work or remain during extended periods				
Planning for reasonable efforts to continue care to residents				
Ensuring continuity of the procurement of essential goods, equipment, and services(for 72 hours)				
Ensuring the identification of and relocation to alternate facilities in the event of evacuation via documented agreements with each facility or location				
Ensuring an adequate tracking system for residents in the event of relocation				
Ensuring adequate medical fact sheet for resident is available to be sent to alternate facility				
Ensuring facility's emergency and disaster plans are reviewed at least annually and then shared with local emergency management organizations upon request				
Providing executive summaries of the evacuation procedures to the resident, family member or legal representative upon request				

***please document procedures on a separate page

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Procedures

(Issues to Consider)

Identifying an emergency planning liaison for facility and providing their contact information to local emergency management:	Consideration 1: Liaison's name and contact information	Consideration 2: Person or position to provide this information to local emergency management	
<p>Procedures:</p> <ol style="list-style-type: none">1.2.3.4.			

Evacuation of individuals served/staff including posting of evacuation floor plans, including routes for each floor:	Consideration 1: Person responsible for ordering evacuation	Consideration 2: Person responsible for overall evacuation
<p>Procedures:</p> <ol style="list-style-type: none">1.2.3.4.		

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Ensuring staff is immediately oriented to individual responsibilities upon date of hire and documentation of their acceptance is recorded:	Consideration 1: Must be done within 24 hours of hire	Consideration 2: Signed documentation of employee placed in personnel file	Consideration 3:
Procedures: 1. 2. 3. 4.			

Holding quarterly fire drills on each shift with documentation of each staff member's participation and drill completion:	Consideration 1: Ensure that all participating staff sign a document acknowledging the completion of the drill	Consideration 2: Person responsible for holding the drills.	Consideration 3: Maintain documentation for minimum 2 years
Procedures: 1. 2. 3. 4.			

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Documenting opportunities for improvement identified from drill	Consideration 1: Person responsible for preparing	Consideration 2: Person responsible for ensuring corrective action is taken	Consideration 3: Documentation on file for minimum 2 years
Procedures: 1. 2. 3. 4.			
Notifying families regarding the action taken that will be taken concerning the safety/well-being of individuals served	Consideration 1: Person(s) responsible for notifying families		
Procedures: 1. 2. 3. 4.			

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Notifying staff regarding the action taken concerning safety/well-being of individuals served	Consideration 1: Person(s) responsible for notifying staff
Procedures: 1. 2. 3. 4.	

Planning continuity of financial operations and logistical arrangements:	Consideration 1: Plans for continuity of operations	Consideration 2: Plans for financial arrangements	Consideration 3: Plans for logistical arrangements
Procedures: 1. 2. 3. 4.			

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Planning staff coverage needs for ongoing sheltering in place or evacuation	Consideration 1: Short term staffing plan	Consideration 2: Long term staffing plan
<p>Procedures:</p> <ol style="list-style-type: none">1.2.3.4.		

Identifying staff members available to report for work or remain during extended periods	Consideration 1: List of available staff members, including contact information
<p>Procedures:</p> <ol style="list-style-type: none">1.2.3.4..	

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Identifying sources of transportation for emergency evacuation and documentation of agreement	Consideration 1: Name and contact for each transportation source	Consideration 2: Type of agreement documented: verbal or written	Consideration 3: Person responsible for making arrangements
Procedures: 1. 2. 3. 4.			

Planning for reasonable efforts to continue care to residents:	Consideration 1: Consistent Staffing	Consideration 2: Available Resources	Consideration 3: Other
Procedures: 1. 2. 3. 4.			

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Ensuring an adequate tracking system for residents in the event of displacement:	Consideration 1: Include resident's name	Consideration 2: Include time resident sent to initial alternate location	Consideration 3: Include name and, if possible, contact information of alternate location
Procedures: 1. 2. 3. 4.			

Ensuring adequate medical fact sheet for resident is sent to alternate facilities:	Consideration 1: Ensure that the fact sheet is updated within a reasonable time of a change of the information required	Consideration 2: Reviewed monthly	Consideration 3: Maintained in central location accessible and available during evacuation
Fact sheet includes: Name of resident, medical condition or diagnosis, medications, allergies, special diets or dietary restrictions, and family or legal representative contact information			
Procedures: 1. 2. 3. 4.			

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Ensuring identification of alternate location, including documented agreement with each location	Consideration 1: Name and address of alternate location	Consideration 2: Name of person agreement made with and date of agreement	Consideration 3: Type of agreement made-verbal, written, or best efforts
Procedures: 1. 2. 3. 4.			

Ensuring facility's emergency and disaster plans are shared with local emergency management organizations upon request	Consideration 1: Person responsible for sharing facility's plans with local emergency management Consideration 2: Format should be mutually agreed upon		
Procedures: 1. 2. 3. 4.			

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Providing executive summaries of evacuation procedures to a resident, family member or legal representative upon request	Consideration 1: Person responsible for writing executive summary	Consideration 2: Policy for when and how to provide requested summary to family member or resident	Consideration 3: Lists of potential transportation, alternate facilities, and means of communications
<p> Consideration 4: Description of roles and responsibilities of residents, family members or legal representatives Consideration 5: Notification to families that information provided to them may change </p> <p>Procedures:</p> <ol style="list-style-type: none"> 1. 2. 3. 4. 			

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Holding and documenting semi-annual practice drills on shelter-in-place and evacuation on all shifts (each type practiced once a year)	Consideration 1: Person(s) responsible for scheduling drills and person responsible for documenting drill and staff verification of participation	Consideration 2: Documentation of evacuation or shelter in place.	Consideration 3: Documentation if the drill was tabletop or functional and why. (this must be based on demonstrable harm to residents if they were moved)
<p>Procedures:</p> <ol style="list-style-type: none">1.2.3.4.5.			