

## Sample Template for Development of Emergency Plans for Nursing Homes

<b>Regulatory Requirements Procedures Developed For: ***</b>	<b>Completed</b>	<b>Not Complete</b>	<b>Date for Completion</b>	<b>Individual Responsible</b>
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.

## Sample Template for Development of Emergency Plans for Nursing Homes

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

# Sample Template for Development of Emergency Plans for Nursing Homes

## Procedures

(Issues to Consider)

<b>Identifying an emergency planning liaison for facility and providing their contact information to local emergency management:</b>	<b>Consideration 1:</b> Liaison's name and contact information	<b>Consideration 2:</b> Person or position to provide this information to local emergency management
Procedures:		
1.		
2.		
3.		
4.		

<b>Evacuation of individuals served/staff including posting of evacuation floor plans, including routes for each floor:</b>	<b>Consideration 1:</b> Person responsible for ordering evacuation	<b>Consideration 2:</b> Person responsible for overall evacuation
Procedures:		
1.		
2.		
3.		
4.		

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

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

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<b>Documenting opportunities for improvement identified from drill</b>	<b>Consideration 1:</b> Person responsible for preparing	<b>Consideration 2:</b> Person responsible for ensuring corrective action is taken	<b>Consideration 3:</b> Documentation on file for minimum 2 years
Procedures:			
1.			
2.			
3.			
4.			

<b>Notifying families regarding the action taken that will be taken concerning the safety/well-being of individuals served</b>	<b>Consideration 1:</b> Person(s) responsible for notifying families
Procedures:	
1.	
2.	
3.	
4.	

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

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

## Sample Template for Development of Emergency Plans for Nursing Homes

<b>Planning staff coverage needs for ongoing sheltering in place or evacuation</b>	<b>Consideration 1:</b> Short term staffing plan	<b>Consideration 2:</b> Long term staffing plan
Procedures:		
1.		
2.		
3.		
4.		

<b>Identifying staff members available to report for work or remain during extended periods</b>	<b>Consideration 1:</b> List of available staff members, including contact information
Procedures:	
1.	
2.	
3.	
4..	

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

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

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<p><b>Ensuring an adequate tracking system for residents in the event of displacement:</b></p>	<p><b>Consideration 1:</b> Include resident's name</p>	<p><b>Consideration 2:</b> Include time resident sent to initial alternate location</p>	<p><b>Consideration 3:</b> Include name and, if possible, contact information of alternate location</p>
<p>Procedures:</p> <p>1.</p> <p>2.</p> <p>3.</p> <p>4.</p>			
<p><b>Ensuring adequate medical fact sheet for resident is sent to alternate facilities:</b></p>	<p><b>Consideration 1:</b> Ensure that the fact sheet is updated within a reasonable time of a change of the information required</p>	<p><b>Consideration 2:</b> Reviewed monthly</p>	<p><b>Consideration 3:</b> Maintained in central location accessible and available during evacuation</p>

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<p><b>Fact sheet includes:</b> Name of resident, medical condition or diagnosis, medications, allergies, special diets or dietary restrictions, and family or legal representative contact information</p>
<p>Procedures:</p> <p>1.</p>
<p>2.</p>
<p>3.</p>
<p>4.</p>

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

## Sample Template for Development of Emergency Plans for Nursing Homes

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

<b>Providing executive summaries of evacuation procedures to a resident, family member or legal representative upon request</b>	<b>Consideration 1:</b> Person responsible for writing executive summary	<b>Consideration 2:</b> Policy for when and how to provide requested summary to family member or resident	<b>Consideration 3:</b> Lists of potential transportation, alternate facilities, and means of communications
<b>Consideration 4:</b> Description of roles and responsibilities of residents, family members or legal representatives	<b>Consideration 5:</b> Notification to families that information provided to them may change		
Procedures: 1.			
2.			
3.			
4.			

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<b>Holding and documenting semi-annual practice drills on shelter-in-place and evacuation on all shifts (each type practiced once a year)</b>	<b>Consideration 1:</b> Person(s) responsible for scheduling drills and person responsible for documenting drill and staff verification of participation	<b>Consideration 2:</b> Documentation of evacuation or shelter in place.	<b>Consideration 3:</b> Documentation if the drill was tabletop or functional and why. (this must be based on demonstrable harm to residents if they were moved)
Procedures: 1.			
2.			
3.			
4.			
5.			