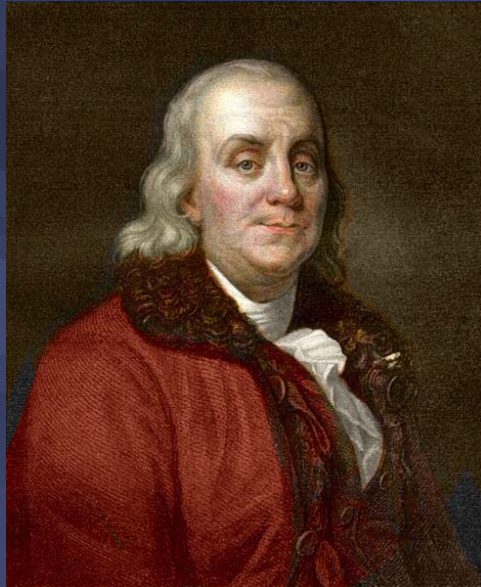


“Those who fail to prepare
are preparing to fail”



Benjamin Franklin

What does it mean to be prepared?

- Effective plan
- Trained and exercised personnel
- Agreements for back-up supplies and service providers
- Community alliances

To be prepared requires CAPABILITIES

- That allow you to:
 - prevent
 - respond to
 - recover from
- “All hazards” in a way that balances risks with resources

Interim National Preparedness Goal

- How prepared are we?
- How prepared do we need to be?
- How do we bridge the gap with the resources available?

Homeland Security Presidential Directive 8: *National Preparedness*



Long Term Care Facilities

- 90% not prepared to deal with public health emergencies or natural disasters.
- 80% identified a lack of coordination with those who may be called upon to assist.

■ Source: Mather LifeWays – 2005

REMINDER PAGE

- ⑩ Where is your Emergency Operations Plan?
- ⑩ What hazards does it address?
- ⑩ Do you believe it includes all necessary disaster annexes?
- ⑩ When was the plan last updated?
- ⑩ How many people have read the plan and know their roles?
- ⑩ When was the last time the plan was tested or your staff exercised?

Reminder Page

- Where is your Emergency Operations Plan?
- Do you believe it is inclusive of all necessary disaster annexes?
- When was the last time it was updated?
- How many people have read the plan and know their role?
- What hazards does it address?
- When was the last time it was tested or your staff exercised?
- Do you have written:
 - Evacuation Plan
 - Shelter in Place Plan
 - Call Down Lists
 - Staff Roles and Responsibilities
 - Communications Equipment and Plan
 - Memorandum of Agreement or Memorandum of Understanding
 - Transportation Plan
 - Patient, Resident, and Staff Tracking Plan
 - Continuity of Operations Plans

The “ALL” Principle

- All hazard
- All staff
- All trained
- All community resources

Need to Understand

■ Risk and Capabilities to Respond

Conduct a hazard analysis

Assess risk

Determine vulnerability

HAZARD PAGE



Hazards

Flood
Winter Storm (Ice, Snow)
Earthquake
Facility Fire
Intruder
Bomb Threat
Explosion
Chemical Terrorism or Accident
Highly Communicable or Infectious Disease (including
Epidemic/Pandemic)
Utility Outage
Heat or Air Conditioning Failure
Wildfire
Strike or Staff Shortage
Radiological
Nuclear
Communications Shut Down
Bioterrorism
Hazardous Materials
Subsidence
Landslide
Dam Failure
Missing Resident/s
Supply Disruption
Tornado

Understand the Risk

- How great is the threat?
- How vulnerable are you?
- What are the consequences?

Planning Resources

- Research
- Interviews
- Scientific Data
- Weather Information
- Historical Data
- Emergency Management Information
- Safety Inspections
- Public Health Data

Assess

- Risk of Occurrence
- Severity
- Impact



Prioritize Hazards Based on Probability and Risk



Plan Development Requires

- Analyze information
- Review and/or develop plans, policies, procedures
- Develop memorandums of agreement
- Review regulations
- Apply relevant laws

Develop of Community Alliances



Develop Agreements MOU, MOA, MAA

- Supplies
- Equipment
- Transportation
- Shelters
- Staff

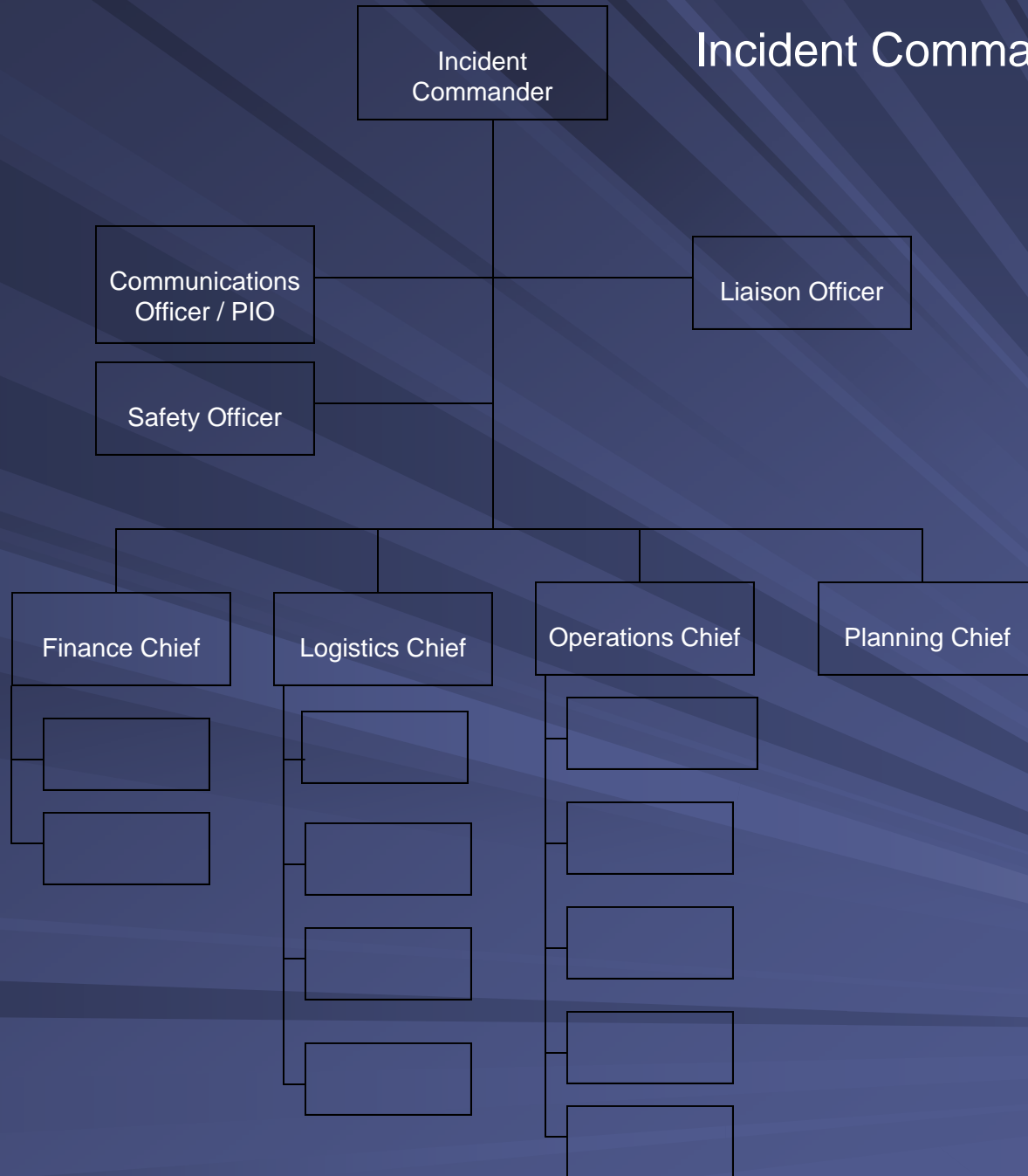
Identify an Internal Leadership Team

- Facilities Management
 - Healthcare Staff
 - Business Operations
 - Administrative Staff
 - Residents
 - Board Members
-
- **“Look for Leaders in All Levels of Your Organization”**

National Incident Management System

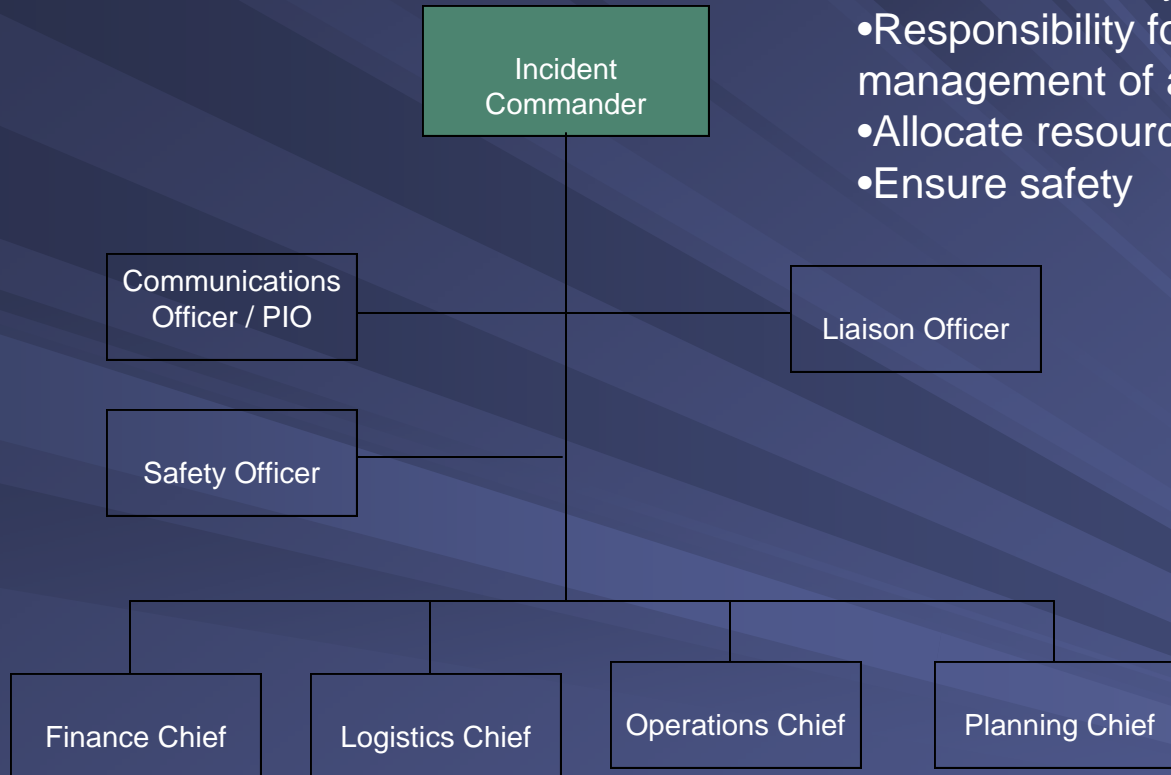
- ⑩ Command and Management
- ⑩ Span of Control
- ⑩ Incident Command System
- ⑩ Common Terms
- ⑩ Flexible
- ⑩ Standardized

Incident Command System



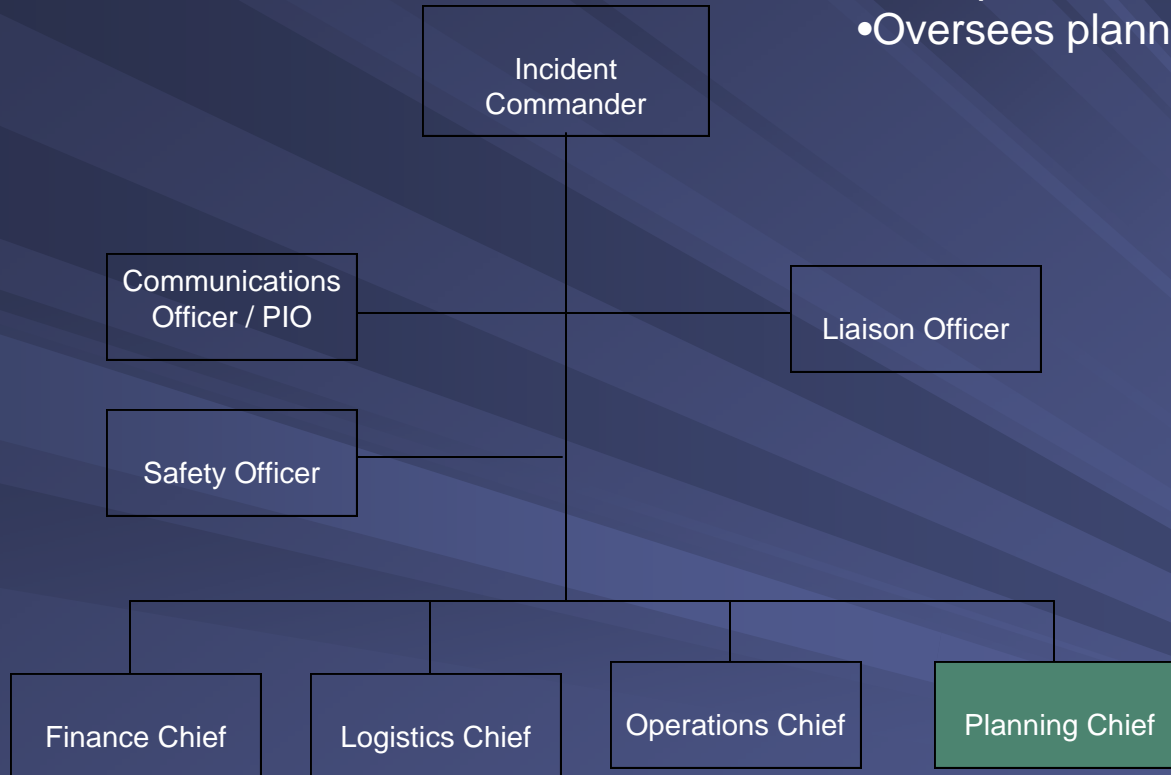
Incident Commander

- Overall authority
- Responsibility for the management of all operations
- Allocate resources
- Ensure safety



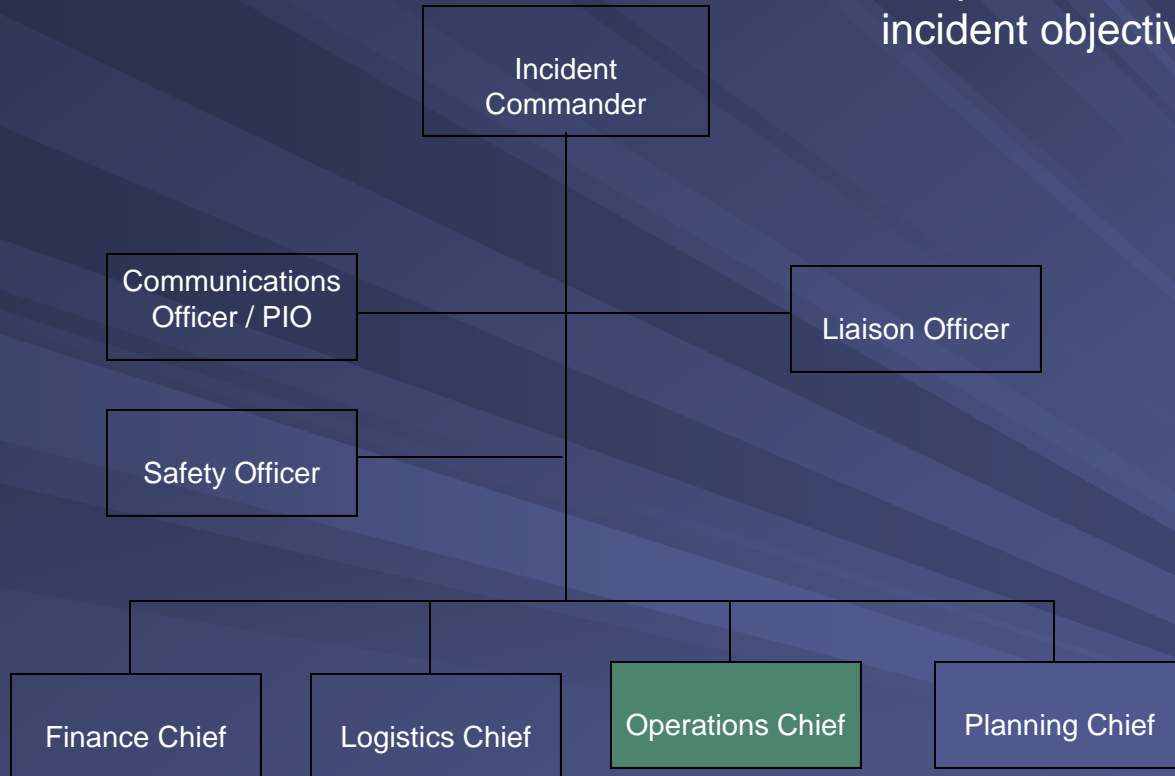
Planning Officer

- Anticipates the course of events
- Oversees planning process

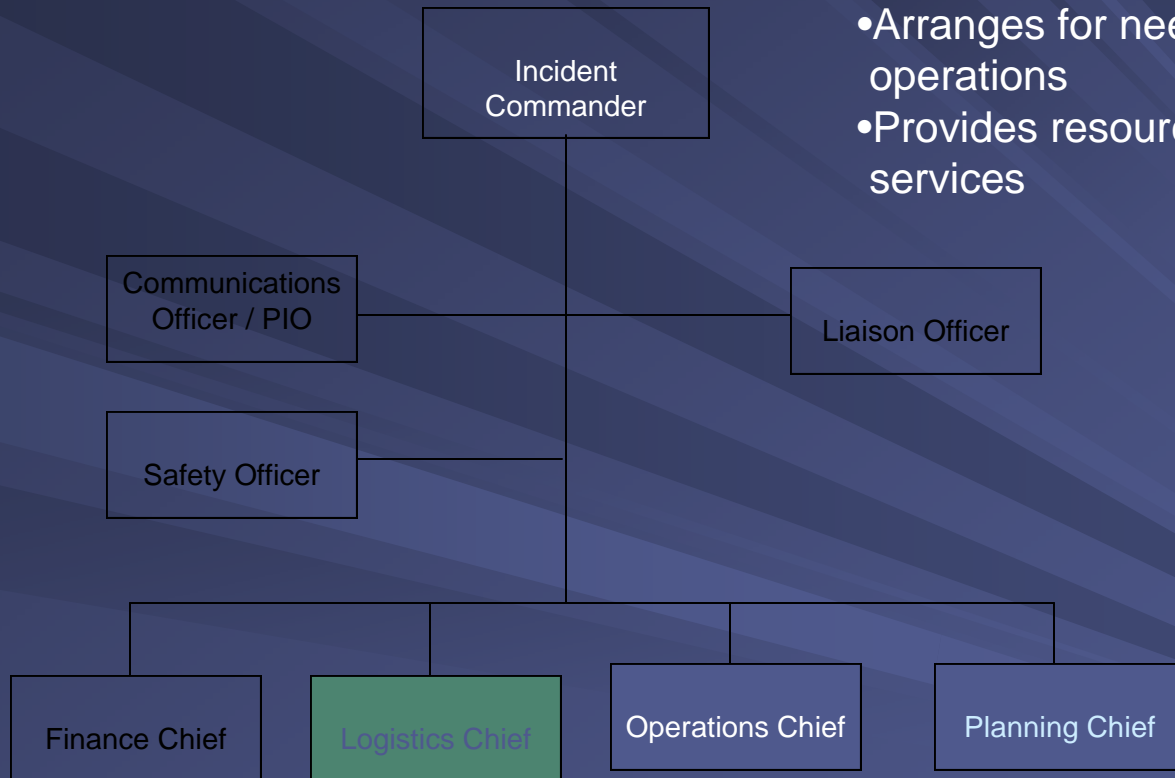


Operations Officer

- Responsible for accomplishing incident objectives

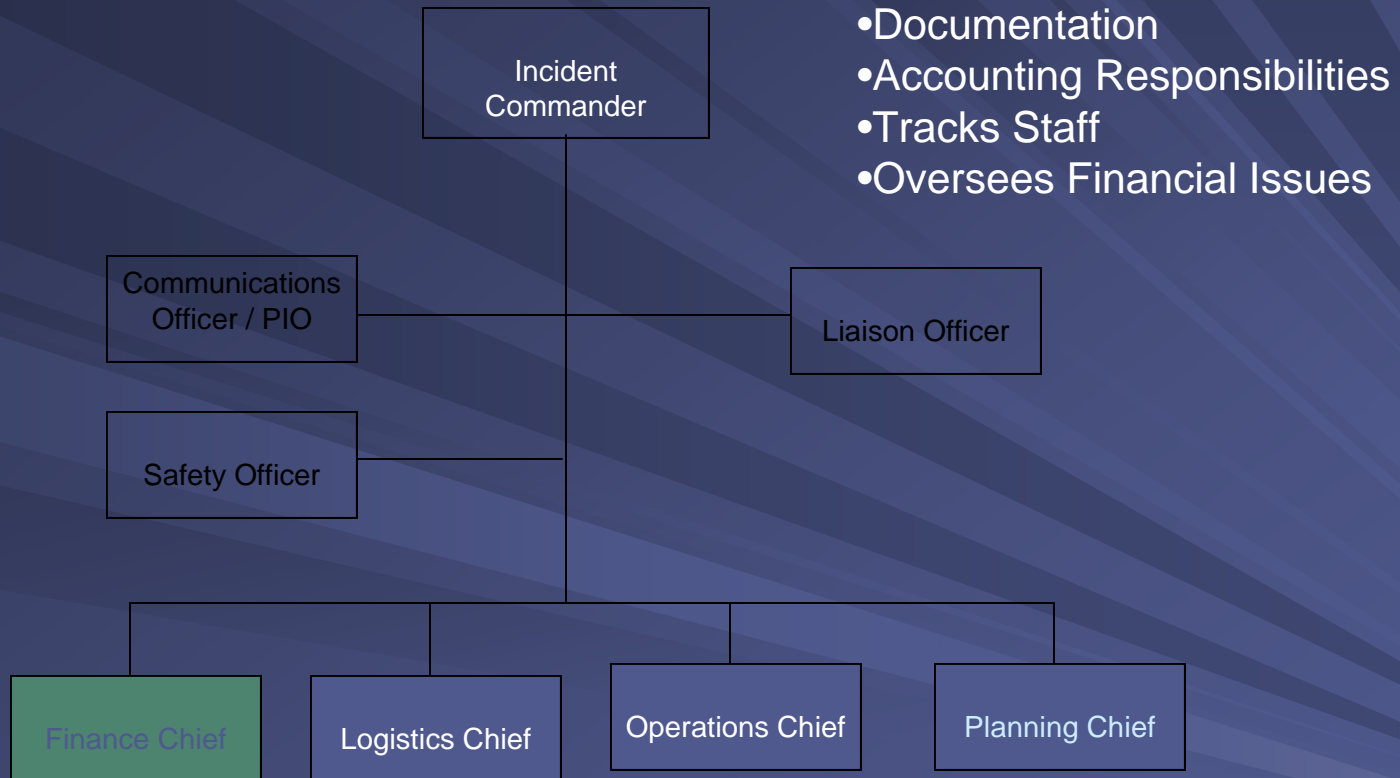


Logistics Officer

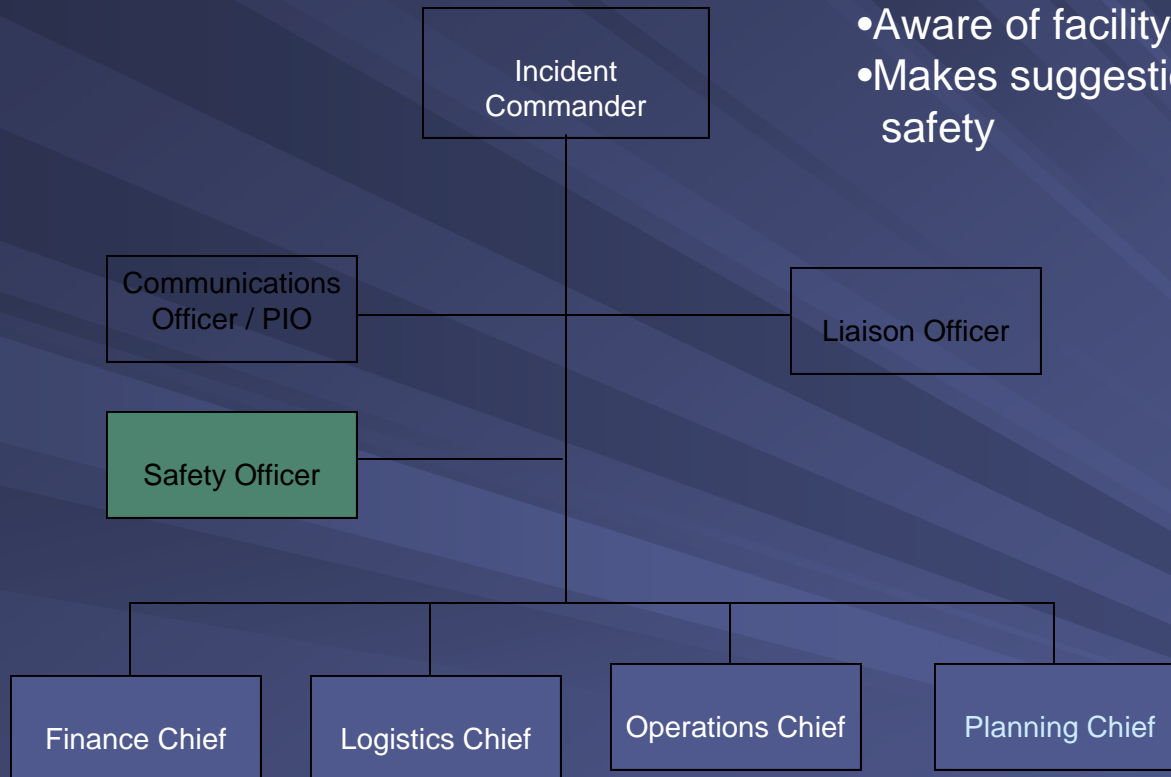


- Arranges for needed support for operations
- Provides resources and other services

Finance Officer

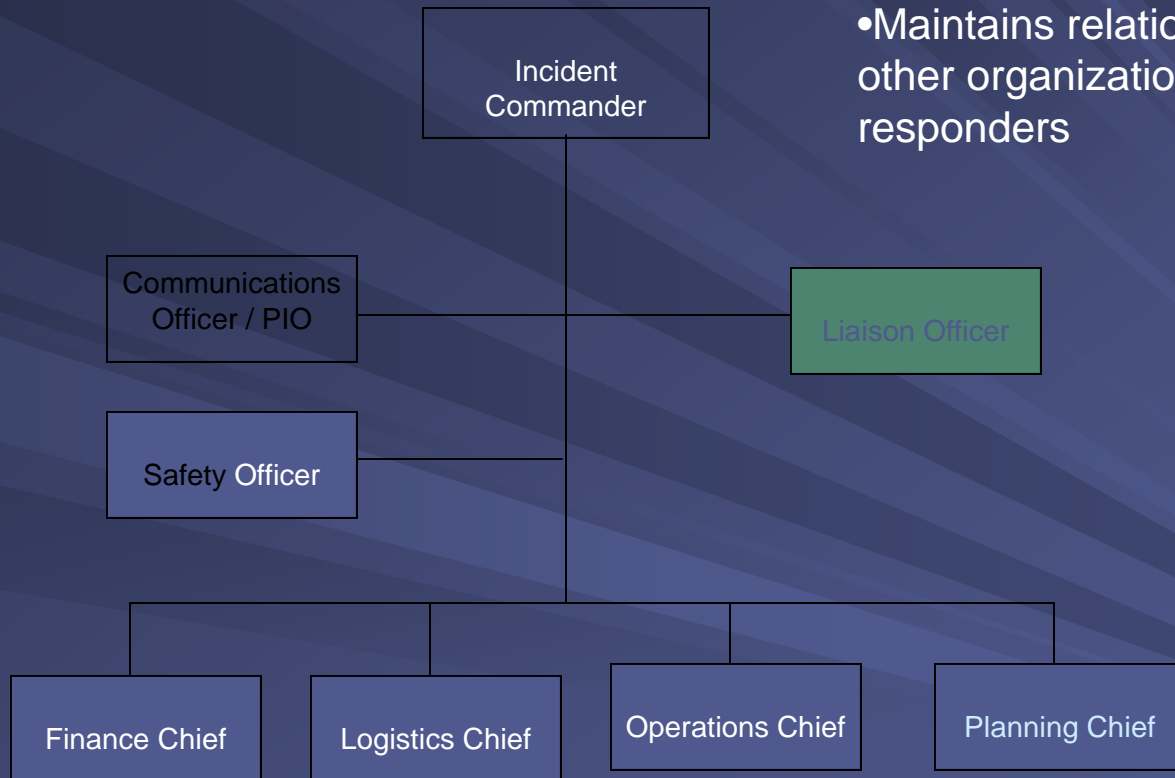


Safety Officer



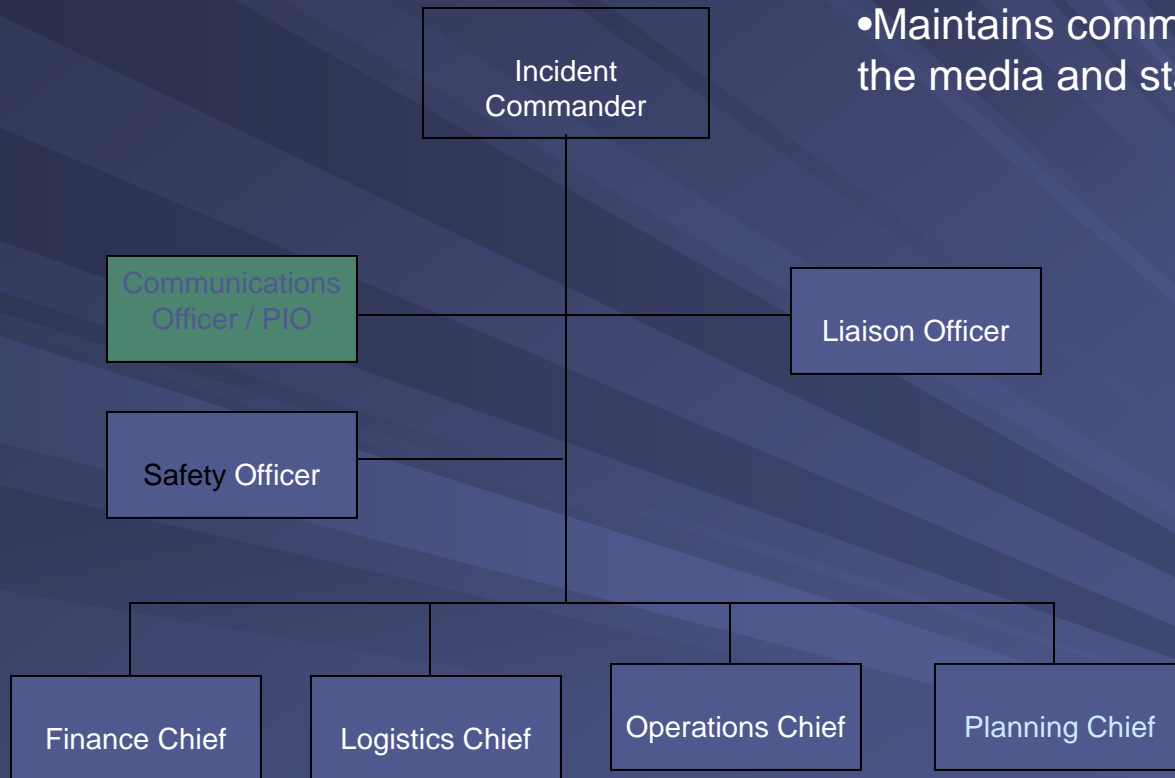
- Aware of facility and event
- Makes suggestions regarding safety

Liaison Officer



- Maintains relationships with other organizations and first responders

Communications Officer



- Maintains communications with the media and stakeholders

Effective Communication Requires

- ⑩ Predetermined Messages
- ⑩ Target the Audience
- ⑩ Mass Notification Systems
- ⑩ Redundant methods of Communication
- ⑩ Means to Communicate Without Electric
- ⑩ Relationships with Media, Hospitals, Healthcare Providers
- ⑩ Knowledge of Laws

Issues

- HIPAA
- Implementation Algorithm or Trigger
- Personal Medical Information
- Consent to Transfer
- Consent to Treat
- Communicate with all Stakeholders
- Modification of Standards of Care

References

- Mather LifeWays, PREPARE Program
- Colorado Department of Public Health and Environment, Hazard Analysis Toolkit
- National Incident Management Program, U.S. Department of Homeland Security
- Federal Emergency Management Agency, IS 100, IS400, IS700
- Department of Homeland Security, Interim National Preparedness Goals
- American Health Lawyers Association, Community Pan-Flu Preparedness: A Checklist of Key Legal Issues for Healthcare Providers

Emergency Operations Plans

Development

- The President identified emergency planning as a national security priority.

HSPD8

■ National Preparedness

The purpose of HSPD8 is to establish policies to strengthen the preparedness to prevent and respond to threatened or actual terrorist attacks, major disasters, and other emergencies.

An “all hazard” approach.

What is an EOP?

Document that:

- Assigns responsibility for carrying out specific actions
- Sets forth lines of authority
- Describes how resources will be protected and utilized
- Identifies personnel, equipment, facilities, supplies and other resources

Reasons to have an EOP?

- To take the necessary steps to protect the health and safety of people in your organization or jurisdiction.

Emergency Management

- Governments and organizations can fulfill their emergency management responsibilities by taking four interrelated actions:
 1. Mitigation
 2. Preparedness
 3. Response
 4. Recovery

Mitigation

- Reduction of exposure to
- Probability of
- or
- Potential loss from a hazard.

Preparedness

- Mitigation can make communities safer but does not eliminate risk and vulnerability for all hazards.
- Therefore, communities or organizations must be ready to face and respond to events.
- Accomplished through emergency planning.

Response

- Taking time-sensitive actions to save lives and property, and stabilize the situation.

Recovery

- Efforts to restore infrastructure and society and economic life of a community to normal.

EOP “the guiding document”

- Defines scope of preparedness activity
- Facilitates response and short-term recovery and sets the stage for long-term recovery
- Is flexible for all emergencies, including unforeseen events
- DOES NOT:
detail all aspects of the operation

Types of Plans

- Administrative – describe policies and procedures basic to support of a government endeavor. (Financial management, personnel management, records review, and labor issues.)
- Mitigation – Strategies for mitigating the hazards that may occur.

Types of Plans (cont)

- Preparedness Plans – Maintain existing emergency management capability
- Recovery Plans – Recovery actions such as: human needs, logistical support, mass care, federal assistance

Considerations

- Organization – user friendly
- Progression – elements of plan follow in an orderly manner
- Consistency – all sections of plan are developed in same manner
- Adaptability – can be used in unanticipated situations
- Compatibility – can coordinate with other jurisdictions

Planning Principles

Planning :

- Is an orderly, analytical process
- Guides preparedness activities
- Helps to deal with complex situations
- Addresses all hazards
- Does not need to start from scratch

- Identifies clear tasks
- Involves all partners
- Assigns tasks, allocates resources, establishes accountability, and identifies leadership
- Is influenced by time, risk and experience
- Tells people what to do, why to do it, and how to gain cooperation
- Is a tool to manage risk

Components of an EOP

- Basic Plan
- Functional Annexes
- Event or Hazard Specific Annexes
- Standard Operating Guidelines
- Appendices

Basic Plan

- Overview of the jurisdiction's approach to emergency operations.

Components:

1. Forward
2. Basic Plan

Forward Components

- Signed and dated by principal officer
- Register for changes
- Signature page for highest ranking officials
- A list of plan recipients
- Table of contents which lists all sections of the plan

Basic Plan

An overview detailing approach to emergency operations including:

- Purpose statement
- A list of planning assumptions used in developing the plan
- A concept of operations section, including ICS
- Line of succession by title and position

- Functions and responsibilities of organizations
- Maps or other GIS information
- Written mutual aid agreements, MOUs and MOAs
- Procedures how agency will request additional information

- Citations to legal authorities for emergency operations (isolation, quarantine, personnel issues)
- Plan development, review, and updating

Functional Annexes- ESF

Addresses how specified functions will be accomplished:

- Direction and Control
- Communication
- Warning and Emergency Information
- Public Information
- Disaster Intelligence/Surveillance
- Mass Care
- Evacuation
- Health and Medical
- Mortuary
- Resource Management

Functional Annexes

Required Information

Do not repeat information in basic plan

- Purpose of the function
- Description of situations that trigger implementation
- Assumptions that apply to the function
- Concept of operations
- Assignment of responsibility for annex maintenance, review and updating

Hazard or Event Specific Annexes

- Purpose of the plan
- Description of situations that trigger implementation
- Assumptions that apply to that hazard
- Concept of operations
- Assignment of responsibility for annex maintenance, review and updating

Appendices

- Provide detailed information applicable to the performance of a particular function
- Are attached to the relevant annex

SOGs

- Provide detailed instructions to the people fulfilling responsibilities and performing tasks assigned in the EOP

Checklists

- Job action sheets, or SOGs

- CPG 101 – FEMA Guide for all-hazard emergency operations planning