

NATURAL DISASTER: SEVERE WEATHER INCIDENT RESPONSE GUIDE



INCIDENT RESPONSE GUIDE

Mission: To safely manage the operations of the nursing home (including providing for the safety of residents, visitors, and staff) during a severe weather emergency such as an ice storm, snowstorm, rain, flooding, etc.

DIRECTIONS	
<input type="checkbox"/>	Read this entire response guide and review Incident Management Team Chart.
<input type="checkbox"/>	Use this response guide as a checklist to ensure all tasks are addressed and completed.
OBJECTIVES	
<input type="checkbox"/>	Account for all residents, visitors, and staff.
<input type="checkbox"/>	Minimize impact on nursing home operations.
<input type="checkbox"/>	Communicate situation to staff, residents, media, community officials, and regulatory agencies.
<input type="checkbox"/>	Maintain resident care management and safety.
<input type="checkbox"/>	Restore normal operations as soon as feasible.
IMMEDIATE ACTIONS (OPERATIONAL PERIOD 0-2 HOURS)	
COMMAND	
	<p>(Incident Commander):</p> <ul style="list-style-type: none"><input type="checkbox"/> Activate the facility Emergency Operations Plan.<input type="checkbox"/> Activate Command Staff and Section Chiefs, as appropriate.<input type="checkbox"/> Communicate with local emergency management and regulatory agencies regarding nursing home situation status, critical issues, and resource requests.<input type="checkbox"/> Communicate with local EMS, ambulance providers, and alternate transportation resources regarding the situation and possible need to evacuate or relocate residents.<input type="checkbox"/> Communicate with other health care facilities to determine:<ul style="list-style-type: none"><input type="checkbox"/> Situation Status<input type="checkbox"/> Surge Capacity<input type="checkbox"/> Resident transfer/bed availability<input type="checkbox"/> Ability to loan needed equipment, supplies, medications, personnel, etc.<input type="checkbox"/> Monitor weather conditions, structural integrity, and nursing home security.<input type="checkbox"/> Inform staff, residents, and families of situation status and provide regular updates.<input type="checkbox"/> Prepare media staging area.<input type="checkbox"/> Conduct regular media briefings in collaboration local emergency management, as appropriate.
(Safety Officer):	<p>(Safety Officer):</p> <ul style="list-style-type: none"><input type="checkbox"/> Evaluate safety of residents, family, staff and nursing home and recommend Protective and corrective actions to minimize hazards and risks.

NOTE: Section duties and responsibilities remain the responsibility of the Incident Commander unless delegated.

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IMMEDIATE ACTIONS (OPERATIONAL PERIOD 0-2 HOURS)	
	OPERATIONS <ul style="list-style-type: none"><input type="checkbox"/> Assess residents for risk, and prioritize care and resources, as appropriate.<input type="checkbox"/> Secure the nursing home and implement limited visitation policy.<input type="checkbox"/> Ensure continuation of resident care and essential services.<input type="checkbox"/> Prepare to implement emergency plans and procedures as needed (e.g., loss of power, cooling, water, HVAC, communications) including severe weather staffing plan.<input type="checkbox"/> Consider partial or complete evacuation of the nursing home, or relocation of residents and services within the nursing home.<input type="checkbox"/> Maintain communications systems and other utilities and activate redundant (back-up) systems, as appropriate.<input type="checkbox"/> Designate an area(s) to accommodate resident/staff family members seeking shelter in severe weather including those who may be electrically dependent or have medical needs.<input type="checkbox"/> Distribute appropriate equipment throughout the nursing home (e.g., portable lights), as needed.
<input type="checkbox"/>	PLANNING <ul style="list-style-type: none"><input type="checkbox"/> Establish operational periods and incident objectives, and develop the Incident Action Plan in collaboration with Nursing Home Incident Commander. Gather and validate situational information and projected impact.<input type="checkbox"/> Initiate tracking system for residents and arriving community boarders and visitors who will remain in the nursing home during the storm.
<input type="checkbox"/>	LOGISTICS <ul style="list-style-type: none"><input type="checkbox"/> Maintain utilities and communications and activate alternate systems as needed.<input type="checkbox"/> Obtain supplies, equipment, medications, food, and water to sustain operations.<input type="checkbox"/> Obtain supplemental staffing, as needed.<input type="checkbox"/> Prepare for transportation of evacuated residents, if activated.<input type="checkbox"/> Provide for water, food, and rest periods for staff.

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INTERMEDIATE (OPERATIONAL PERIOD 2-12 HOURS)

COMMAND	
	<p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to update external partners, authorities, and regulatory agencies regarding situation status. <input type="checkbox"/> Update and revise the Incident Action Plan and prepare for demobilization. <input type="checkbox"/> Monitor nursing home evacuation, if activated. <input type="checkbox"/> Continue to monitor weather reports and conditions. <input type="checkbox"/> Continue with briefings and situation updates with staff, residents, and families. <input type="checkbox"/> Continue resident information center operations. Assist with notification of residents' families about situation and evacuation, if activated. <input type="checkbox"/> Continue to communicate with local EOC and regulatory agencies regarding situation status and critical issues, and request assistance as needed. <input type="checkbox"/> Continue resident information center operations, in collaboration with PIO. <input type="checkbox"/> Continue communications with area nursing homes and facilitate resident transfers, if activated. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue to evaluate nursing home operations for safety and hazards, and take immediate corrective actions.
	<p>OPERATIONS</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue evaluation of residents and maintain resident care. <input type="checkbox"/> Prepare the staging area for resident transfer/evacuation. <input type="checkbox"/> Regularly perform nursing home damage assessments and initiate appropriate repairs. <input type="checkbox"/> Ensure the function of emergency generators and alternative power/light resources, if needed. <input type="checkbox"/> Continue or implement resident evacuation. <input type="checkbox"/> Ensure the transfer of residents' belongings, medications, and records upon evacuation. <input type="checkbox"/> Ensure provision of water and food to residents, visitors, and families. <input type="checkbox"/> Maintain nursing home security and restricted visitation. <input type="checkbox"/> Continue to maintain utilities and communications. <input type="checkbox"/> Monitor residents for adverse effects of psychological stress on resident health. <input type="checkbox"/> Prepare demobilization and system recovery plans.
	<p>PLANNING</p> <ul style="list-style-type: none"> <input type="checkbox"/> Continue resident, bed, and personnel tracking. <input type="checkbox"/> Continue to gather and validate situation information. <input type="checkbox"/> Prepare the demobilization and system recovery plans. <input type="checkbox"/> Plan for repatriation of residents. <input type="checkbox"/> Ensure documentation of actions, decisions, and activities.

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INTERMEDIATE (OPERATIONAL PERIOD 2-12 HOURS)	
<input type="checkbox"/>	LOGISTICS
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Contact vendors on availability of needed supplies, equipment, medications, food, and water. <input type="checkbox"/> Continue to provide staff for resident care and evacuation. <input type="checkbox"/> Monitor staff for adverse effects of psychological stress on health. <input type="checkbox"/> Monitor, report, follow-up on, and document staff or resident injuries. <input type="checkbox"/> Continue to provide transportation services for internal operations and resident evacuation.
<input type="checkbox"/>	FINANCE/ADMINISTRATION
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Continue to track costs and expenditures and lost revenue. <input type="checkbox"/> Continue to facilitate contracting for emergency repairs and other services.
DEMOBILIZATION/SYSTEM RECOVERY	
<input type="checkbox"/>	COMMAND
<input type="checkbox"/>	<p>(Incident Commander):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Determine nursing home status, and declare restoration of normal services and termination of the incident. <input type="checkbox"/> Notify regulatory agencies of sentinel event. <input type="checkbox"/> Communicate final nursing home status and termination of the incident to local EOC, area nursing homes, officials, and regulatory agencies. <input type="checkbox"/> Assist with the repatriation of residents transferred. <input type="checkbox"/> Conduct final media briefing and assist with updating staff, residents, families, and others of the termination of the event. <p>(Safety Officer):</p> <ul style="list-style-type: none"> <input type="checkbox"/> Ensure nursing home safety and restoration of normal operations.
<input type="checkbox"/>	OPERATIONS
<input type="checkbox"/>	<ul style="list-style-type: none"> <input type="checkbox"/> Restore normal resident care operations. <input type="checkbox"/> Ensure integrity of and/or restoration of utilities and communications. <input type="checkbox"/> Ensure nursing home repairs and restoration of utilities. <input type="checkbox"/> Repatriate evacuated residents. <input type="checkbox"/> Discontinue visitor limitations. <input type="checkbox"/> Ensure business continuity of operations and return to normal services.

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DEMOBILIZATION/SYSTEM RECOVERY	
	PLANNING
<input type="checkbox"/>	<ul style="list-style-type: none"><input type="checkbox"/> Finalize the Incident Action Plan and demobilization plan.<input type="checkbox"/> Complete a summary of operations, status, and current census.<input type="checkbox"/> Conduct after-action reviews and debriefing.<input type="checkbox"/> Write after-action report and corrective action plan for approval by Nursing Home Incident Commander.
	LOGISTICS
<input type="checkbox"/>	<ul style="list-style-type: none"><input type="checkbox"/> Restock supplies, equipment, medications, food and water.<input type="checkbox"/> Ensure communications and computer operations return to normal.<input type="checkbox"/> Conduct stress management and after-action debriefings and meetings, as necessary.
	FINANCE/ADMINISTRATION
<input type="checkbox"/>	<ul style="list-style-type: none"><input type="checkbox"/> Compile a final report of response costs and expenditures and lost revenue for approval by the Nursing Home Incident Commander.<input type="checkbox"/> Contact insurance carriers to assist in documentation of structural and infrastructure damage and initiate reimbursement and claims procedures.
DOCUMENTS AND TOOLS	
<input type="checkbox"/>	Nursing Home Emergency Operations Plan
<input type="checkbox"/>	Severe Weather Emergency Procedure
<input type="checkbox"/>	Business Continuity Plan
<input type="checkbox"/>	Emergency Communications Plan
<input type="checkbox"/>	Emergency Power Plan