



GEN: EMERGENCY PREPAREDNESS MANAGEMENT PLAN

A. Purpose

Hospice of the Western Reserve is committed to an Emergency Preparedness Program designated to provide a safe and expedient response to natural or manmade events which cause major disruption to the environment of patient care including the residential facility and home care. Each staff member will be trained as to their roles and responsibilities within the plan.

B. Objectives

The Emergency Preparedness Plan is a program that is designed to include internal resources as well as external resources in a coordinated, organized response to an event that potentially or actually disrupts patient care.

The Plan is also designed to identify major roles and responsibilities in response to an emergency and to minimize disruption and provide safe alternatives for patient, staff and public/local authorities.

C. Responsibilities

1. **President and CEO** - The CEO accepts responsibility for:

- a. Leadership of the program
- b. Constant review and improvement of the program
- c. Clear and updated means of communicating
- d. Managing space, supplies and security
- e. Maintaining resources necessary for implementation of the plan
- f. Evacuating the entire residential facility if the environment cannot continue to support patient care.
- g. Provide continued direction and support to the satellite offices

2. **CCO**

The CCO is responsible for the overall oversight of the Emergency Preparedness Plan and ensures appropriate clinical functions are executed. The CCO ensures the preparedness of the clinical teams as active participants in the program.

3. **Emergency Preparedness Response Team Coordinators and Emergency Response Team Members**

Emergency Preparedness Response Team Coordinators and Emergency Response Team Members are responsible for the overall implementation and management of the plan. It is the responsibility of the Emergency Preparedness Response Team Coordinators and Emergency Response Team Members to maintain a current plan as well as the annual evaluation for objectives, scope, performance and effectiveness of the plan.

Team members will be responsible for:

1. Acting in an advisory capacity on all matters pertaining to the Emergency Preparedness Plan.
2. Reporting in writing all pertinent findings and recommendations about the plan to the Emergency Preparedness Team Coordinators.
3. Conducting inspection for the purpose of discovering and correcting issues pertinent to the effectiveness of the plan.
4. Assemble a committee when necessary for developing, maintaining or addressing issues.
5. Determining effectiveness and the evaluation of the plan through individual interviews, surveillance tours, resource checks, drill critiques, etc.
6. Participating in conducting agency disaster drills.
7. Reporting to QAPI matters related to Safety and Emergency Preparedness.
8. Agency orientation, annual and other education related to safety and environment of care.

4. Directors, Coordinators, Team Leaders and Supervisors

Directors, Coordinators, Team Leaders and Supervisors are responsible for implementation of the emergency preparedness plain in their respective areas and teams. They set the example, develop team specific plans and effectively train staff members to the details of the plan.

5. Employees

Employees are responsible for cooperating with all aspects of the Emergency Preparedness Plan. This includes, but is not limited to, being responsible for achieving a competent level of understanding the details of the plan as it pertains to their defined roles and responsibilities.

D. Evaluation

The management team (clinical and non-clinical) will evaluate the level of application of the program at the individual level. The above will evaluate the overall effectiveness by on-site interviews of staff members and report any deficiencies or related issues to the Emergency Preparedness Team Coordinators or designee who will in turn report to the Emergency Preparedness Response Team and/or QAPI.

1. Take action to resolve identified problems

Routine monitoring and evaluation will assess follow-up on identified issues. The issues will be discussed with appropriate team(s), team leaders, and directors for reconsideration or notification of resolution.

2. Reappraisal

As part of the Emergency Preparedness assessment program, the objectives, scope, organization, implementation and effectiveness of the Emergency Preparedness Plan will be reviewed and evaluated annually by the Emergency Preparedness Response Team. Needed revisions will be recommended, improved and implemented.

3. Emergency Preparedness Drills

In addition to the annual evaluation, emergency preparedness drills will be conducted semi-annually and not within four months of each other. Responses to actual emergency incidents will be included