



Texas Health Care Association

Hurricane Tools

www.txhca.org

DISASTER PLAN FOR EVACUATION

By Meera Riner, Nexion Health

STAFF ROLES AND RESPONSIBILITIES

Key People that are to inaugurate proceedings to adequately care for the safety and comfort of the residents during this period of time:

- Administrator
- Director of Nursing
- Department Head Personnel
- Medical Director
- Additional designated key personnel

Floor Coverage

All available personnel from each shift are asked to report to the nursing home and to be present for the allotted period of time before, during, and after the hurricane. The Administrator, or their designee, will make the decision as to the length of time this level of coverage is necessary. Adequate staffing ratios will be maintained at all times.

Physical Facilities

Physical facilities are to be secured by facility personnel. All windows are to be checked and secured by each personnel working in the area. Extension cords with surge strips should be available for the emergency period in order to assure emergency electric for oxygen concentrators and feeding pumps, and periodically to adjust electric beds.

Tubs

All tubs will be filled and all pitchers filled with water. CNAs and Housekeeping should be assigned this task in advance.

Personnel Pool

The personnel pool consists of all personnel not specifically assigned duties, or who have completed their duties and are available. They will report to the designated area to await further instructions.

Business Office/Purchasing/Storeroom

Insure that all essential and emergency supplies are available as indicated by the Medical Director and the Director of Nursing. Provide 24-hour communication coverage for the switchboard or command post. Safeguard all resident files and company records. Be sure you have a complete data backup prior to the storm's onset

Transportation

The Administrator and/or other designated person will be responsible for coordinating transportation prior, during, and after the hurricane for support services, which include dietary, nursing, laundry, and others as needed.

Driver-Messenger

Assists with transportation services as needed. Check fuel, oil, and water level of vehicle. Other programs will also provide vehicles and drivers. After the storm, learn what routes to the hospital are open in case you have to transport individuals needing hospital care.

Transportation Vehicles

Transportation vehicles should be stored in the safest place possible. The transportation coordinator will accept keys, see that they are marked, that the vehicle has fuel and is parked for easy availability if needed for evacuation. Drivers will be given evacuation route maps and if time permits, will take a familiarization drive to and from the receiving site.

To all Departments, Positions and Staff Members

Once you arrive at the receiving facilities:

- The transferring facility shall be responsible to the Administrator of the receiving facility.
- Non-nursing personnel need to be available for resident assistance.
- The receiving facility will take all personnel and create a rotating shift schedule.

Supervisors

Each supervisor will be responsible to review and implement those sections of the disaster preparedness plan as needed to coordinate and update their activities with the command post.

All Department Heads

Review this plan with all personnel in your department.

DEPARTMENTAL ROLES

Administrator

The Administrator or their designee will designate the location of a Command Post. The Command Post will coordinate all activities of the facility and be a liaison with the Fire Department and Police if necessary. The Administrator or their designee will activate the disaster plan at the hurricane watch and ensure the required steps are taken as the storm intensifies and forecasting suggests. Progress of all tropical waves, storms and hurricanes may be tracked on-line now and downloaded for discussion and presentation to the staff and residents.

Administrator's Check List

The administrator, in any disaster situation, should:

- ✓ Track all potential threats.
- ✓ Notify all staff and residents about storms, the storm's strength and location, and about any other threats.
- ✓ Keep key supervisors informed and have them brief their departmental staff continually.
- ✓ Establish a "command post" or a "ground zero"
- ✓ Assign a staff person to monitor the radio.
- ✓ Have supervisors review staffing needs.
- ✓ Provide 24-hour Switchboard operation.
- ✓ Provide outside rounds until it is not safe to do so.
- ✓ Special purchases as required.
- ✓ Dietary Department should prepare alternate menus.
- ✓ Nursing should review resident needs.
 - Those residents that can be discharged to families should have left the facility with adequate medications.
- ✓ Medical Director will determine which residents need to be admitted to a hospital facility.
 - Occupational Therapy, Physical Therapy, etc. should have cancelled visits.
 - Maintenance should have secured the facility.
- ✓ Security Guards should be on duty.
- ✓ Steps should have been taken to save drinking water.
- ✓ Ice and coolers should have been purchased. Freeze as much water as you can.
- ✓ An alternate receiving site should have been selected and alerted.
 - Transportation should be available in order to evacuate residents if needed. Make sure drivers are available and know evacuation route (provide maps as necessary).
- ✓ Have the vehicles fueled and keys available.
- ✓ Transportation should be available to transport supplies.
 - Assign someone to coordinate transportation.
- ✓ Establish communications with AHCA and Emergency Management.
- ✓ Establish communications with FHCA.
 - Utilize volunteers.
 - Check the status of the laundry service.
- ✓ Alert alternate sites. Establish hospital arrangements for the seriously ill. Alert the ambulance service. Notify the evacuation site.
 - Notify the Medical Director and maintain communication.
 - Establish communication with local hospital(s).
 - Make sure extra back braces are available to those loading and unloading buses.
 - Check that buses are staffed, adequately supplied with money for tolls, destination maps and guidelines regarding what to do in an emergency, have cell phones.

- Establish communications with County Emergency Management and Public Safety Division.
- Oversee the notification of family/significant others.
- Administrator is in charge of the following steps in the Evacuation Process

Medical Director

The Medical Director will review any particular need of the resident coordinating recommendations with the physicians, Nursing Director, Administrator, as needed.

Nursing Department

Nursing

Provide normal routines to the extent possible:

- Prepare an initial resident list of who will remain after the Phase I evacuation is complete.
- Ensure that enough medications and medical supplies are on hand to care for the uninterrupted medical needs of the residents.
- Check all medical supplies periodically to make sure that the proper equipment for treating minor injuries is available.
- Make sure that all flashlights are in working order.
- Coordinate pharmaceutical needs with the pharmacist as early as possible while delivery service is still operating.
- The Nursing Office will be responsible for assigning nursing personnel to the various wings before, during, and after the Emergency period. Nursing and C.N.A. staff will be assigned to the extent possible, based on primary assignments and knowledge of the resident.

The Director of Nursing

The DON should:

- Assume administrator's position in the event of the administrator's absence.
- Assist the administrator in making executive decisions.
- Work with the Administrator to notify AHCA and FHCA of the intention to evacuate or when evacuation is complete.
- Provide lists of resident and staff names to both AHCA and FHCA.
- Review and prioritize resident health care requirements
- Coordinate staffing needs based on resident acuity and individualized needs
- Inform all in house personnel of possible intent to evacuate on a continual basis.
- Notify all nursing supervisory staff when to report to the facility.
- Designate nursing supervisory staff to contact nursing employees when needed.
- Establish a system to update emergency telephone numbers for staff, residents and families.
- Request all visitors leave the facility and supervise their removal if necessary. (Some facilities allow visitors to come to the facility in Phase I, consider how to address their needs.)

- Assist in the movement of residents from rooms to departure areas as needed. Assist in the transferring of residents into transport vehicles as needed.
- Supervise resident removal from the building and the flow of residents. Oversee staff to ensure an ongoing check of resident ID bands.
- Accompany residents to receiving facility and serve in any capacity deemed necessary, and remain until released by the administrator or executive in charge.
- Be available to serve in any capacity assigned by the administrator or executive in charge.
- Establish a Nursing Office for 24-hour periods. Administrative positions should be set as 12 hour with a back up during the rest period for the official DON or other administrative nurse. No one can effectively work 24/7.
- Assure availability of necessary clinical supplies and equipment needed for the provision of care.
- Review and/or revise Disaster procedures as needed, and communicate to staff and designated responsible parties that may be involved with the care and treatment of residents.

Assistant Director of Nursing or Administrative Designated Nurse

The Assistant Director of Nursing (ADON) should:

- Be available to assume the function and responsibilities of the DON in the event of that person's absence.
- Contact all nursing personnel regardless of shift to report for duty.
- Assist the DON in notifying staff members of the intent to evacuate.
- Assist in the supervision of resident transfer and coordination of flow to departure areas for evacuation.
- Maintain high visibility with nursing staff members to avoid confusion or panic.
- Assist in the allocation of medications and/or treatment supplies as necessary for evacuating residents.
- Assume the position of charge nurse and fulfill all charge nurse duties as needed.
- Be available to accompany residents to receiving facility, assist in any capacity necessary, and remain there until released by administrator or executive in charge.
- Be available to fulfill all duties assigned by the administrator or executive in charge.

Charge Nurse

When notified by the DON of the impending plan to evacuate, the Charge Nurse will:

- Be available to fulfill the functions of the Supervising Nurse if no supervisor is available.
- Gather all nursing assistants on the floor and inform them of the plan to evacuate.
- Supervise and direct the preparation of all residents directly under his/her charge.

- See that each resident has at least 3 days supply of medications.
- Prepare resident charts for evacuation.
- Conduct a walking check of all resident's rooms to be sure they are being properly prepared for evacuation.
- Accompany the appropriate team to the receiving facility in a nursing capacity and remain there until released by the administrator or executive in charge.
- Assist in duties and/or functions assigned by the administrator or executive in charge.

Nursing Staff (Non-Supervisory)

The Certified Nursing Assistants (C.N.A.) will:

- Upon notification of an evacuation, immediately report to his/her scheduled nursing station.
- The charge nurse or other supervisory staff member will assign him/her a number, which will correspond to the residents for whom he/she will be responsible.
- When informed by the charge nurse or other supervisory staff member, prepare assigned residents for evacuation.

Dietary Department

Kitchen Management

The Dietary Department will oversee Kitchen Management. Food will be furnished for all personnel on duty who remain in the facility over the given time necessary before normal operation goes into effect.

Water, Food, Supplies and Ice

Conserve. Storm effects may last for several days. If the water supply is interrupted, use emergency water supply (tubs, containers, etc.) very sparingly. Do not drink water from faucets until cleared by the command post. Make and store as much ice as possible. Ice will be needed, especially if power is out for a lengthy period of time.

- Make sure that at least a two-week supply of emergency food is available.
- Review menus of easily prepared meals.
- Be familiar with the facility's emergency water policy.

Dietary

- Do all possible clean up and preparations prior to the storm to conserve water supplies, electricity, etc. during the emergency period.
- Prepare alternate menus. In the event the power is interrupted, plan enough menus to serve residents nutritional substitutes as necessary - 3 meals per day.
- Plan to feed employees at least 3 meals, plus a midnight serving, which consists of at least sandwiches containing protein, crackers and a beverage.
- Ensure that adequate food for at least 7 days emergency operation is on hand for residents and staff.
- Use disposable utensils wherever possible.

Food Service Director

When evacuation is considered, report to the administrator or executive in charge to discuss food stores and needs. Initiate the following plan:

- Notify all dietary staff members of intent to evacuate.
- Contact all dietary staff members who are needed to report for duty.
- Supervise the movement and separation of food stores to staging area.
- Supervise and record the placement of all foods in departing vehicles.
- Supervise the assignment of dietary personnel to all receiving facilities.
- Be available to accompany residents to evacuation facilities and function in a dietary capacity remaining there until released by administrator or executive in charge as needed.
- Supervise the closing of the kitchen, store all equipment and secure the kitchen area.
- Assist in the movement of residents from rooms to departure areas as needed.
- Assist in the transferring of residents into departing vehicles as needed.
- Assist in the securing of the facility as needed.
- Assist in the closing of the facility as needed.

Dietary Supervisor

The Dietary Supervisor should:

- Be available to fulfill the duties of the Director of Food Service in the event he or she is unavailable.
- Supervise or assist the movement and separation of food from storage areas to staging areas.
- Supervise or assist the placement of foods into departing vehicles.
- Assist in the assignment of dietary personnel to receiving facilities.
- Assist or supervise the storage of kitchen equipment and secure kitchen area.
- Assist in the movement of residents from rooms to departure areas as needed.
- Assist in the transferring of residents into departing vehicles as needed.
- Be available to accompany residents to receiving facility, function in a dietary capacity and remain until released by the administrator or executive in charge as needed.
- Assist in any capacity as assigned by the administrator or executive in charge.