



Customizing Your All Hazards Emergency Plan

Model plans were reviewed from ten states and those features most important for emergency preparedness for long term care facilities in Kentucky were combined to create the KY model plan. Special recognition is given to the North Carolina Health Facilities Association, Florida Health Care Association, Masonic Homes of Kentucky Louisville, Mississippi State Department of Health, Pacific Northwest Preparedness Society, Mather Lifeways Institute on Aging PREPARE Program, Virginia Department of Health, Washington Health Care Association and Wisconsin Department of Health Services.

This plan was developed with grant support from the KY Department for Public Health by the Ohio Valley Appalachia Regional Geriatric Education Centers at the University of Kentucky College of Public Health and the University of Louisville Kent School of Social Work in collaboration with the Kentucky Association of Health Care Facilities (KAHCF), Kentucky Association of Homes and Services for the Aging (KAHSA), Kentucky Hospital Association, Regional Healthcare Planning Coalitions, Regional Subcommittees on Long Term Care and Kentucky Office of the Inspector General (OIG), Kentucky Long Term Care Ombudsman, the Kentucky Community Crisis Response Board (KCCRB).

The *Centers for Medicare & Medicaid Services (CMS) Emergency Preparedness for Every Emergency Survey and Certification Recommended Regulations Checklist* and the *USDHHS Long Term Care and Other Residential Facilities Pandemic Influenza Checklist* are included with this plan. To enhance compliance, each item in each checklist is cross referenced with the KY All Hazards LTC Plan to identify where each item is addressed.

An electronic version of the KY Long Term Care All Hazards Emergency Plan has been provided in order for you to customize it to be specific to your facility. Also included are appendices and a comprehensive resource list.

To customize your facility's Plan, begin by opening the Plan document on this CD in Microsoft Word (KY Long Term Care All Hazards Emergency Plan.doc). We recommend that you immediately do a "save as" to your own computer's hard drive with the name of your plan (for example, ABC Health Care Facility All Hazards Emergency Plan.doc). You may adjust the Plan by adding, changing and/or deleting text. Where there are lines to fill, delete the line and type in the information specific to your facility. You should be able to type into the boxes and charts where there are spaces. Please note: we have provided the document in sections to make it easier to edit and customize. Some sections of the Plan may be distributed to specific departments to make it more manageable and some of the resources in the Plan may serve as separate reference or resource documents. It is understood that corporate offices/ administrative units may have emergency preparedness procedures in place that differ from those proposed in this plan, and that plans will be customized accordingly.

When finished customizing your Plan, print the document, and you have a KY All Long Term Care Hazards Emergency Plan customized specifically for your facility.

— *Kentucky Department For Public Health
Cabinet for Health and Family Services*

PROMULGATION

This plan is promulgated as the _____ Emergency Response Plan providing policies and procedures to be followed in the planning and response of emergencies and disasters.

Adopted this _____ Day of _____, 20____

Administrator's Signature: _____

Plan Maintenance

1. Security and Control of the Plan

It is essential to maintain a master copy of the *All Hazards Emergency Plan* in a secure location within the facility. Copies of the plan should be distributed to appropriate units within the facility as well as to key members of the organization.

A master of copy of the plan should be kept securely filed in the following location within the facility:

2. Remote/Off Site Access to the Plan

It is essential to maintain a copy of the *All Hazards Emergency Plan* in a remote location that is secure and accessible in the event the facility is stricken by a crisis or disaster situation where copies of the plan are not accessible within the facility.

A copy of the plan should be kept securely filed in the following remote location that is off-site:

A copy of the plan is annually reviewed with and provided to the Kentucky Long Term Care Ombudsman program office that serves this facility:

3. Periodic Review and Updating

The *All Hazards Emergency Plan* should be reviewed and updated at a minimum annually to ensure its accuracy. However, the plan should be updated every time a portion of it is changed (i.e., contact information changes or additions to a policy or procedure).

Updated plans are provided at least annually to the Kentucky Long Term Care Ombudsman program that serves this facility and to the remote off site location.

Updates may occur for, but not limited to, the following:

- Regulatory change
- New hazards identified or changes in existing hazards
- Drills/exercises identify the necessity to make changes
- Actual disasters/emergency responses
- Changes to infrastructure
- Funding of budget-related changes
- Other _____

