



# **Emergency Preparedness**

The purpose of this presentation is to assist you in understanding your role within the Emergency Preparedness Plan (EPP). Your role in the EPP is critical to make sure you and our clients remain safe and healthy.

This presentation outlines the EPP procedures, communication plan flowcharts, and training/testing requirements. There are many responsibilities that you have in the event that the EPP is implemented, and the following information reviews the plan procedures as they relate to you in your role.

## **The office staff will notify you of an emergency.**

Do not ask questions when you receive the initial call. This will slow down the process of notification.

When you receive an assignment, you will receive all the necessary information about the emergency and those affected.

Wear your nametag so you will be easily recognized by other agencies.

Stay off the phone so emergency calls can come through uninterrupted.

Review emergency worksheets that were provided to you during orientation for safety tips.

# Notification of Emergency

If you are/are not working when the plan is implemented:

1. Call the office staff to let them know if you are available to help. If applicable, you will receive instructions or assignments at that time.
2. Remain at home until you receive an assignment (if applicable), unless conditions are unsafe to remain in the home environment.
3. If there are no working telephones, you can contact the office via text, email, or in person.
4. The office will inform you of an updated schedule, which may include your scheduled assignments, new emergency assignments, or a combination of both.
6. Call the office staff to notify them that you are unable to get to your assignment due to damaged, blocked, or impassible roads.
7. The office staff will try and assist you in finding an alternative route .  
If no alternative routes are available, do not attempt to pass. The office staff will coordinate with another field staff member to get to the shift.

## **Determine if there is a safety issue upon entering the home**

1. If there is a safety issue, report it to the office staff.
2. Continue to provide care to the individual while reporting to the office staff with any update.
3. Determine if the client needs to be moved to another site.

## Examples:

- The client needs to be moved but they are unharmed.
- You are unable to remain at your assignment.
- The client is unharmed, but the home is damaged or unsafe and the telephone is not working.

## You Then Need To:

1. Contact family or friends that the client may request and plan for the client's transportation.
2. If you cannot arrange transportation, contact the office staff for arrangements to be made.
3. Keep track of where the client is going and all necessary telephone numbers.
4. Refer to the client's intake paperwork for their individualized emergency plan.
5. Stay with the client until help arrives.

# Types of Hazards

- Flood
- Fire
- Winter Storms
- Tropical Storms, Tornadoes, and Thunderstorms
- Influenza (Flu) Pandemic
- Hazardous Materials Incident
- Earthquake/Landslide
- Nuclear Threat
- Terrorism
- Transportation Interruption
- Active Shooter
- Bomb Threat



# Sample Client Emergency Plan

EP Generic Skilled.pdf - Adobe Acrobat Pro

File Edit View Window Help

Open Create [Icons] Customize

1 / 1 [Navigation] 50% [Zoom] [Print] [Tools] Fill & Sign Comment

This file includes fillable form fields.  
You can print the completed form and save it to your device or Acrobat.com. Highlight Existing Fields

**Preferred**  
Home Health Care & Nursing Services

### EMERGENCY PREPAREDNESS PLAN

Skilled Patient

Patient: Mokey Mouse MR#: 12345

Your primary caregivers are:

Name: Martanne Mom Phone: 123.456.7890  
Name: Joe Dad Phone: 223.456.7890

If your emergency plan is activated, and you need to evacuate due to loss of power, flooding, threat, etc., you have the following shelters/facilities to go to (must include at least one local hospital):

Hospital Medical: 123 Clensley Way	723.456.7890
Hospital Jersey: 456 Hensley Walk	215.456.1234
Police: 609 123.4567	Fire: 215.678.9876

To be sustained for any length of time at a hospital, shelter, or facility, you must bring all your own equipment, medications, and supplies.  
Even hospitals in times of emergency will NOT have extra equipment to sustain your family member.  
Please bring with you any of the following equipment that is applicable in ADDITION to a blanket, clothes, diapers, and any other items you deem necessary.

You should bring enough supplies for at least 3 days.

<input checked="" type="checkbox"/> All medications and syringes	<input checked="" type="checkbox"/> Formula	<input checked="" type="checkbox"/> Farrel Bag
<input checked="" type="checkbox"/> Feeding bags	<input checked="" type="checkbox"/> Feeding pump, extension cords and plugs	<input checked="" type="checkbox"/> GT, JT, NGT spare
<input checked="" type="checkbox"/> GT extensions	<input checked="" type="checkbox"/> Syringes (different sizes)	<input type="checkbox"/> Oxygen and tubing
<input checked="" type="checkbox"/> Nasal cannula	<input checked="" type="checkbox"/> Ambu bag and mask	<input type="checkbox"/> Nebulizer and supplies
<input type="checkbox"/> Suction machine, plug, and supplies	<input type="checkbox"/> Suction catheters and supplies	<input type="checkbox"/> Saline bullets
<input type="checkbox"/> Adaptive equipment	<input type="checkbox"/> Seizure protection	

Additional items: wheelchair, change of clothes, ID cards

The best route out of your home is: through the front door

Call 911 in case of emergency.

Patient/ Family Signature: [Signature] Agency Representative: \_\_\_\_\_  
Date: \_\_\_\_\_

Windows Taskbar: Start, File Explorer, Word, Excel, PowerPoint, Chrome, Outlook, Acrobat, System Tray (11:30 AM 3/7/2019)

## EP Plan - At a Client's Home

- Look for the client-specific emergency preparedness plan.
- Review for emergency caregiver information.
- Note local hospitals, shelters, and police/fire that are listed.
- All supplies that need to be taken with you are listed.
- Notify the office if:
  - You require assistance
  - Where you are going
  - When you arrive
  - Status updates

## During the Event

- Notify the office where you are with the client.
- Let the emergency coordinator know if you or the client require any assistance.

## After the Event

Notify the office if you are returning to the client's home.

- Do you require assistance with transportation?
- Is the home safe? Check with local authorities.
- Report any changes or developments in the client's condition.
- A supervisor will contact you as soon as it is possible.
- Do not return to the client's home if it is not safe.

## We Appreciate You

- Natural and man-made disasters are not foreseeable.
- We appreciate all that you do to assist your clients during these unpredictable events.
- Always contact the office if/when an emergency event occurs so that we may advise you.
- Please keep your contact information up to date so that we can reach you by all contact methods in the event of an emergency.