

# EMERGENCY PREPAREDNESS CHEAT SHEET

## E-Tag

- 1 Comprehensive and Complete Emergency Prep Plan
- 4 Must Be Reviewed Annually
- 4 Must Be Individualized With Individual Hazards Identified
- 6 Basic Business Functions Must Be Planned and Identified
- 6 Must Identify Unforeseen Events and Make Arrangements With Other HC Providers
- 6 LTC Have A Plan For Missing Residents
- 6 LTC Must Have A Backup Evacuation To Be Implemented If The First Is Unavailable
- 7 All LTC Residents Must Be Considered At Risk And Therefor Their Needs Addressed
- 7 Must Include Types Of Service And Who's In Charge While Mgr./Admin En Route
- 9 Contact List Info Must Include Local Partners to Federal Contacts
- 13 Policies and Procedures Must Mirror Emergency Prep Plan
- 15 Shelter Plan Must Include: Food, H2O, Heat/Cool, E-Light, Fire Safety, And Sewage Disposal
- 15 Must Have Available Resources; Food, H2O...Until Evacuation Or Normal Business Resumes
- 15 Heating And Cooling Must Be Addressed If Sheltering In Place
- 15 Must Maintain Sewage Disposal And Have Necessary Services
- 18 Must Track All Residents And Staff At Any Location During An Evacuation
- 18 Medical Records Must Follow Resident Unless Departure Is Voluntary (documented)
- 20 Policies and Procedures Must Include: Care, Treatment, And Transportation for Critically Ill
- 20 Must Include Means Of Communicating During Emergencies When Main Phone Is Out
- 22 Must Include Alt Plan to Address System Failures; Fire Alarm, Phone, Call Lights etc.
- 23 Res records must accompany the res. & need to plan how that will happen
- 24 Volunteers Must Perform Within Their Scope Of Practice
- 24 Must Include Plan For Contacting Off Duty Staff And Increasing Available Staff
- 25 Must Have Prearranged Agreements To Send Or Receive Based On Res Needs
- 26 Must Include a Plan to Receive Additional Residents
- 26 President Issued State Of Emergency
- 29 Policy and Procedure Must Address Tracking Residents Relocated Regardless Of Distance
- 30 Must Maintain Current Contact Information As Outlined In E-30
- 30 Plan Must Include At Least One Other Like Fac. (SNF) And Be Reviewed Annually
- 31 P&P Must Include the Contact Info Of Everyone Listed In the Plan
- 31 Must Have Alternative Source Of Communication
- 32 If Alt. Source Of Commun. Is A Cell Phone-Is That Feasible?
- 33 Must maintain HIPAA, but have some leeway to contact responsible parties
- 33 Records Must Accompany The Resident During Evacuation
- 33 Plan Must Address How And When Families/Resp. Party Will Be Contacted
- 34 Must Be Able To Provide info to LEMA, SEMA, DHSS, CMS, And/Or FEMA
- 35 Must Share The Plan, Where Appropriate, With Residents And Families
- 36 Annual Training And Testing Needs Should Be Driven By Emerg Risk Plans
- 36 All Staff, Volunteers, And Contract Staff, Must Be Trained On Emergency Plans
- 37 Training Must Be Specific To Each Discipline
- 37 All Documentation Of Training Must Be Maintained
- 39 Must Have A Full Annual All Hazards and Tabletop Drill
- 41 Must Have Emergency Power To Run HVAC When Shelter In Place
- 41 If Have A Generator-Must Be Installed And Maintained Per NFPA 99 and 110
- 41 If Located In A Seismic Zone Must Have 96 Hours Of Fuel- OR Otherwise A Plan to Refuel
- 41 The Generator Must Run HVAC & LSC
- 42 Requirement Only Applies To Hospital Based SNF