

Emergency Management Plan

For

Name of Facility

Insert Address and Phone Number

Insert Photo

This emergency management plan was designed to develop cooperation and coordination between responding agencies within Dodge County and this facility. The purpose of this plan is to provide general guidelines for mitigation of and response to hazards that endanger the residents and staff of this facility. Specific guidelines, procedures and instructions are contained in facility plans and standard operating procedures.

Approval and Implementation

This plan is hereby approved for implementation and supersedes all previous editions.

Facility Administrator

Date

**Long Term Care Regulatory Program Manager
(Indicates coordination and receipt)**

Date

**Emergency Management Interim Director
(Indicates coordination and receipt)**

Date

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Name of Facility

Emergency Management Plan

I. AUTHORITY

II. PURPOSE

A. The purpose of this plan is to provide general guidelines for mitigation of and response to natural, technological and manmade hazards (see attachment 1) that endanger the residents and staff of **Name of Facility**. Specific guidelines, procedures and instructions are contained in facility plans and standard operating procedures.

B. This plan describes how **Name of Facility** mitigates, prepares for, responds to and recovers from the effects of an emergency or disaster¹. It also addresses services and resources that can be, may be or cannot be provided in certain situations.

C. This plan outlines methods for assisting the residents and staff of **Name of Facility** to mitigate and deal with the effects of disasters.

D. This document identifies **Name of Facility** resources in one of three categories.

1. Resources that are dedicated for use by the agency and not available to other facilities.

2. Resources that may or will be available to other facilities.

3. Resources that might be needed that are not readily available within the facility (projected unmet needs).

III. SCOPE

This plan is applicable in all emergency situations affecting the residents and staff of **Name of Facility**.

IV. SITUATION AND ASSUMPTIONS

A. SITUATION

1. **Name of Facility** is located in the city of _____ in Dodge County. The city/county has experienced a variety of emergencies and disasters. An analysis of emergencies and disasters that have the potential to affect this facility is located in Attachment 1 to this document.
2. Residents and staff of **Name of Facility** are at risk from hazards that have the potential for causing extensive loss of life, and damage to property and the environment. Additionally, some disaster increases the likelihood of and potential for a number of health and medical issues.
3. Prolonged or catastrophic events cause widespread disruption of day-to-day life and have an adverse impact on those affected by these events.
4. **Name of Facility** has no ability to control conditions. However, the facility must be prepared to address and provide comprehensive information on how disasters directly impact residents and staff and be able to ensure immediate action on behalf of those most severely affected.

B. ASSUMPTIONS

1. **Name of Facility** will implement appropriate and prudent agency plans and procedures when threatened by potential or actual disasters.
2. During emergencies, residents of **Name of Facility** may experience numerous health problems. Many of these problems are attributable to pre-existing medical conditions complicated by the emergency. Other problems arise as a direct result of the event.

3. The increased number of residents (and staff) needing medical help may burden the health and medical infrastructure. This increase in demand may require city, county and/or state-level assistance.
4. A catastrophic event may cause such widespread damage that the existing internal response capability is curtailed or destroyed.
5. Lack of potable water will increase health and sanitation problems. Disease outbreaks can spread quickly, especially among the medically fragile and other at-risk populations.
6. Proper sanitation may become a major problem if water supplies are gone or contaminated. Water treatment and wastewater treatment facilities may be hampered by any reduced water flow. Wells may become contaminated with silt and bacteria. Private sewage systems will not function properly.
7. Some disasters may affect electrical generation and distribution systems, causing a reduction or loss of power. This may reduce or disable our agency's ability to provide emergency life-saving services to our residents.
8. During some emergencies, it may be necessary to evacuate residents and staff from the affected area. Adequate medical mass transportation and/or shelter may not be available.

V. CONCEPT OF OPERATIONS

A. BACKGROUND

1. The concept of operations outlined in this plan presumes a severe, prolonged emergency is occurring or is imminent. Implementation of procedures will begin as soon as practical after the event is predicted or occurs. Mitigation efforts will be practiced on a year-round basis with emphasis on awareness and local preparedness. Staff involvement in planning, training and exercising is essential.
2. Staff efforts in awareness, alerts and notification, preventive measures and local responses are critical aspects of the overall strategy. Efforts will be made to foster individual involvement and to promote the idea of "**neighbors helping neighbors**" within the facility. Effective facility-wide participation by administration, health and medical professionals, other staff, volunteers, outside health and medical providers and city/county emergency management must be cultivated and sustained to ensure maximum protection of the residents and staff
3. Mitigation and response actions will vary according to the specific conditions. Generally, these actions will follow a phase in process based on the type of emergency. Four **recommended** readiness

VI. ORGANIZATIONAL INFORMATION, CAPABILITIES AND RESOURCES

A. MISSION STATEMENT

Examples of appropriate mission statements are located in the accompanying guidance document.

B. FUNCTIONAL ELEMENTS

Examples of the following functional elements are located in the accompanying guidance document.

1. *Direction and Control*
2. *Warning*
3. *Communications*
4. *Shelter/Mass Car*
5. *Evacuation*
6. *Transportation*
7. *Health and Medical*
8. *Resource Management*

VII. DEVELOPMENT AND MAINTENANCE

A. DEVELOPMENT

1. This plan is designed to identify a range of actions to be taken to support **Name of Facility** and coordinate assistance to residents and staff when events present an increase in demand for health and medical services. It provides general guidance for effectively managing response activities before, during and following the event. It identifies health and medical resources that may or may not be available.
2. This plan is based on certain assumptions and the existence of specific resources and capabilities that are subject to change. A

great deal of flexibility is built into this plan. Some variations in the implementation of the concepts identified in this plan may be necessary to protect the health and safety of residents and staff.

B. MAINTENANCE

Name of Facility will review and, if necessary, update this plan at least once per year. Revisions will reflect changes in procedures, improved methods, changes in availability of resources and corrections of any deficiencies or omission.

This plan was coordinated with the local Emergency Management Department. A copy of this plan is on file in the Emergency Management office.



ATTACHMENTS

Attachment 2 - Facility Resources and Unmet Needs

The following resource management chart identifies the current facility resource situation.

Resource	Status *	Comments
Beds and linens		
Non-essential medical supplies		
Emergency medical Transportation		
Fuel		
Communications equipment		
Vaccinations & inoculations		
Fans & heaters		
Wheelchairs		
Personnel		
Oxygen		
Drugs		
Food & water		
Blood & blood products		
Portable generators		

* Y - Sufficient resource on hand for at least 72 hours after disasterS - Resource on hand and will share if not needed
M - Resource on hand and may share depending on situation... U - Unmet need; depending on other sources for supply

Attachment 4 - Facility Procedures

Facility Layout Map