

Disaster Preparedness Starting The Plan

WebEvent 17-06-11 by:
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Objectives

- Development of the Plan
 - Four Phases Of Emergency Management
 - National Response Framework
 - Incident Command System
 - Hazard Vulnerability Assessment
-
- Have Your Sample Handy

Home Care and Hospice Role

- Preparedness
- Mitigation
- Response
- Containment

What are the challenges to the rule and industry?

No funding

- Home care providers are varied
- Different state regulations
- Varied nomenclature

Four Phases Of Disaster Management



Emergency Plan

- Develop strategies address each area identified by the risk assessment
- Address your specific patient population
- Continuity of Operations (COOP)
- Process for cooperation and collaboration with local, state, Tribal, federal preparedness officials
- Plan has to be reviewed and updated annually.

All Hazards Planning

A component of all-hazards planning is the development of the capacity to deal with multiple hazards through functional planning.

This is based on the assumption that certain core functions, such as warning, evacuation, and sheltering, will be needed in most disasters and will be to a large extent be handled the same way.

This creates a baseline capability that can not only deal with anticipated risk but can be modified to deal with the unexpected.

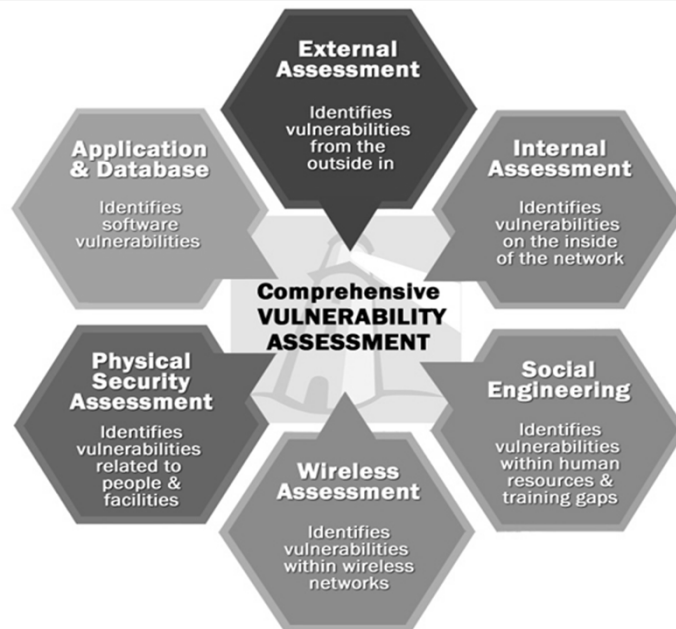
The All-Hazards Continuity-of-Operations Continuum



Threat Assessment

- What threats/ hazards may impact you agency
- List all possibilities

THREAT
ASSESSMENT



Criticality Assessment

- Identifies and evaluates an entity's assets or operations on the basis of a variety of factors, including the importance of an asset or function and the significance of a system in terms of national security, economic activity, and public safety.

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Criticality Assessment /Essential Functions

- Identifies and evaluates the organization's assets/ needs and essential functions necessary to perform patient care.
- Prioritize care by levels and what an agency needs to have in place to provide care

IT/software

Staff

Finances

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Vulnerability Assessment

What is the probability of this threat occurring? Or how vulnerable is the agency to the risks identified?

none (0)

low (1)

medium (2)

high (3)

Probability of an Event

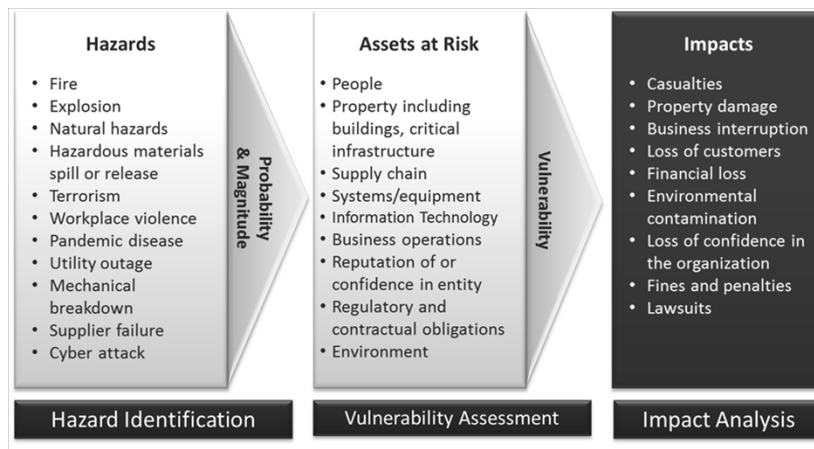
- The probability may be based on statistics and objective information but also may be intuitive and highly subjective.
- The following factors are often considered:
 - Known risk
 - Historical data
 - Manufacturer or vendor statistics.

Risk Assessment

How at risk are you for the threat to disrupt your essential functions?

- Low
- Medium
- High
- Is there a risk to life and health?

Risk Assessment



Risk Assessment

- The risk of an event is assessed based on:
 - Threat to life and/or health
 - Disruption of services
 - Damage for failure possibilities
 - Loss of community trust
 - Financial impact and legal issues

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Risk Assessment/Impact Analysis

- Probability of harmful consequences to life, infrastructure, safety

Score the probability as:

low disruption (1)
moderate disruption (2)
high disruption (3)

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Look At Your Sample



EVENT	PROBABILITY				RISK LIFE THREAT	HEALTH SAFETY	HIGH DISRUPT- TION	MOD DISRUPT- TION	LOW DISRUPT- TION	PREPAREDNESS			TOTAL
	H	M	L	N						P	F	G	
	I G H	R C	O B	O N E						O I R	A I R	O G	
SCENE	3	2	1	0	5	4	3	2	1	3	2	1	
NATURAL EVENTS													
Hurricane			1					2			2		5
Tornado				0								1	0
Severe Thunderstorm	3								1				5
Snow fall	3					4		2				1	10
Hizzard	3					4	3				2		11
Ice Storm	3					4		2			2		11
Earthquake			1					2				1	4
Tidal Wave				0									0
Temperature Extremes	3				5	4			1			1	14
Drought			1										1
Flood, External				0									0
Wild Fire				0									0
Landslide				0									0
Volcano				0									0
Epidemic			1			4		2			2		9

Potential Consequences

- People
- Environment
- Assets
- Reputation

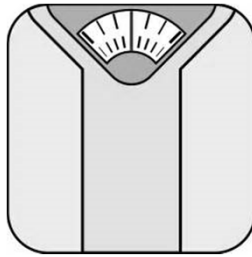


Preparedness

- Preparedness of the organization's ability to manage risks, can include items such as:
 - Status of current plans
 - Training
 - Insurance
 - Back up systems
 - Community resources

Scale

- 1-5 insignificant
- 6-10 minor
- 11-15 moderate
- 16-20 severe
- 21-25 catastrophic



Preparedness Assessment

- Poor
- Fair
- Good



Ready Prepares. Plans. Prep. Defers. **Family Emergency Plan**

Make sure your family has a plan in case of an emergency. Before an emergency happens, sit down together and decide how you will get in contact with each other, where you will go and what you will do in an emergency. Keep a copy of this plan in your emergency supply kit or another safe place where you can access it in the event of a disaster.

Out of Town Contact Name: _____ **Telephone Number:** _____
Email: _____ **Neighborhood Meeting Place:** _____ **Telephone Number:** _____
Regional Meeting Place: _____ **Telephone Number:** _____
Evacuation Location: _____ **Telephone Number:** _____

Fill out the following information for each family member and keep it in a safe place.

Name:	_____	Sex:	_____
Date of Birth:	_____	Social Security Number:	_____
Name:	_____	Important Medical Information:	_____
Date of Birth:	_____	Social Security Number:	_____
Name:	_____	Important Medical Information:	_____
Date of Birth:	_____	Social Security Number:	_____
Name:	_____	Important Medical Information:	_____
Date of Birth:	_____	Social Security Number:	_____
Name:	_____	Important Medical Information:	_____
Date of Birth:	_____	Social Security Number:	_____

Write down the names of all the schools, work, school and other places you frequent. Schools, daycare providers, workplaces and apartment buildings may have their own emergency plans that you and your family need to know about.

Work Location One:	_____	School Location One:	_____
Address:	_____	Address:	_____
Phone Number:	_____	Phone Number:	_____
Evacuation Location:	_____	Evacuation Location:	_____
Work Location Two:	_____	School Location Two:	_____
Address:	_____	Address:	_____
Phone Number:	_____	Phone Number:	_____
Evacuation Location:	_____	Evacuation Location:	_____
Work Location Three:	_____	School Location Three:	_____
Address:	_____	Address:	_____
Phone Number:	_____	Phone Number:	_____
Evacuation Location:	_____	Evacuation Location:	_____
Other place you frequent:	_____	Other place you frequent:	_____
Address:	_____	Address:	_____
Phone Number:	_____	Phone Number:	_____
Evacuation Location:	_____	Evacuation Location:	_____

Important Information	Name	Telephone Number	Policy Number
Doctors:			
Other:			
Chiropractic:			
Medical Insurance:			
Disasters/Retal Insurance:			
Veterinarian/Name(s) for pet(s):			

Call 911 for Emergencies

National Response Framework (NRF)

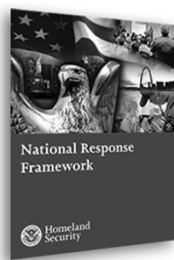
Key Concept

The Framework is always in effect, and elements can be implemented as needed on a flexible, scalable basis to improve response.



The National Response Framework allows for the rapid acceleration of response efforts without the need for a formal trigger mechanism.

NRF



- The purpose of the National Response Framework is to ensure that all response partners across the Nation understand domestic incident response roles, responsibilities, and relationships in order to respond more effectively to any type of incident.
- The Framework is written especially for government executives, private-sector and nongovernmental organization leaders, and emergency management practitioners.

NRF

- Incorporates lessons learned from exercises and real-world catastrophes.
- Articulates how we should ensure our long-term success by strengthening the homeland security foundation we have built.

NRF Emphasizes Partnerships

Federal Government Supports State

State Government Supports Local Response

Local Government First Response!

**Individuals and
Households**

**Private
Sector**

**Nongovernmental
Organizations**

Incident Command System Overview

How Does It Relate to Home
Care and Hospice?



What Is ICS?

ICS:

- *Is a standardized, on-scene, all-hazards incident management concept.*
- Enables a coordinated response among various jurisdictions and agencies.
- Establishes common processes for planning and management of resources.
- Allows for integration within a common organizational structure.

When Is ICS Used?

ICS can be used to manage:

- Natural hazards.
- Technological hazards.
- Human-caused hazards.
- Planned events.



Lessons Learned

Without ICS, incident responses typically:

- ***Lack accountability.***
- Have poor communications.
- Use unsystematic planning processes.
- Are unable to efficiently integrate responders.



Management by Objectives



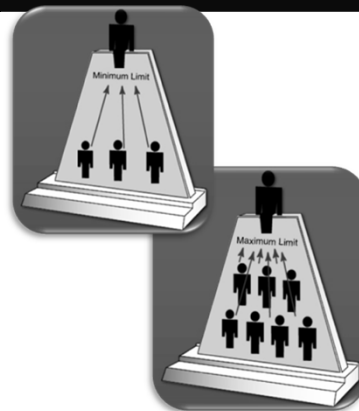
Priorities for incident objectives are:

- #1: Life Safety
- #2: Incident Stabilization
- #3: Property/ Environmental Preservation

ICS Management: Manageable Span of Control

ICS span of control for any supervisor:

- Is between 3 and 7 subordinates.
- Optimally does not exceed 5 subordinates.
- Is key to effective and efficient incident management

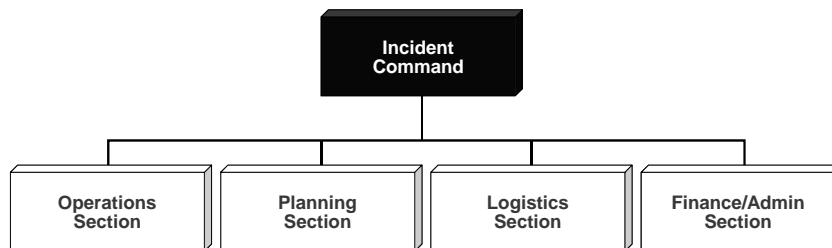


Incident Commander

The Incident Commander is responsible for all ICS management functions until delegated.



Delegating Incident Management Functions



The Incident Commander only creates those Sections that are needed. If a Section is not staffed, the Incident Commander will personally manage or have a backup for those functions.

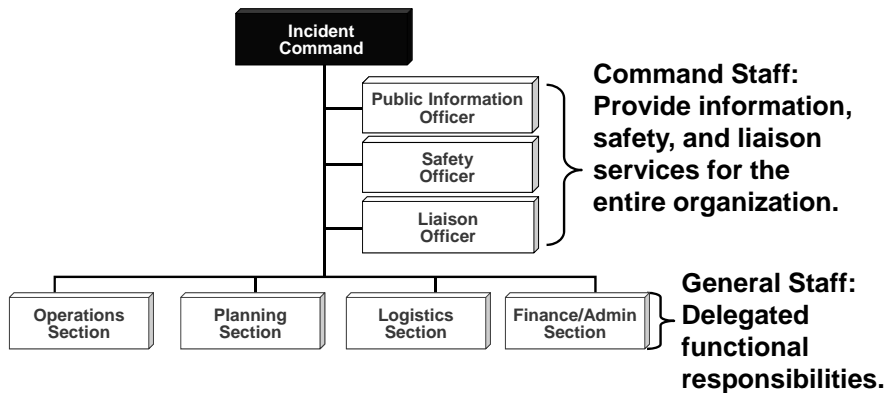
Incident Commander Responsibilities

The Incident Commander is responsible for:

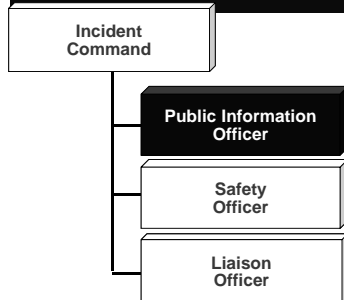
- Ensuring incident safety.
- Providing information to internal and external stakeholders.
- Establishing and maintaining liaison with other agencies participating in the incident.



Expanding the Organization



Public Information Officer (PIO)



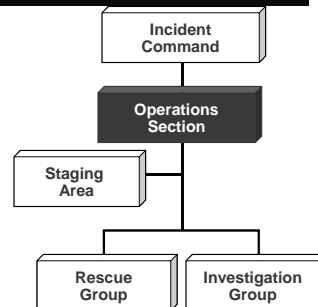
The Public Information Officer:

- Advises the Incident Commander on information dissemination and media relations.
- Obtains information from and provides information to the Planning Section, the community, and the media.

The Incident Commander approves information that the PIO releases.

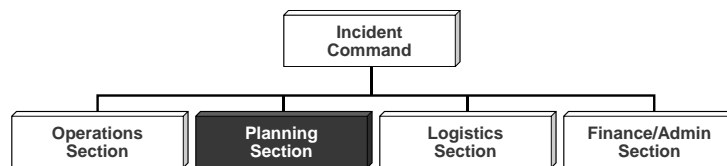
Operations Section: Major Activities

- Directs and coordinates all incident tactical operations.
- Is typically one of the first organizations to be assigned to the incident.
- Expands from the bottom up.
- Has the most incident resources.
- May have Staging Areas and special organizations.



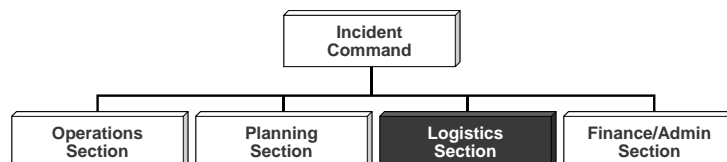
Planning Section

- Collecting, evaluating, and displaying incident intelligence and information.
- *Preparing and documenting Incident Action Plans.*
- *Tracking resources assigned to the incident.*
- Maintaining incident documentation.
- Developing plans for demobilization.



Logistics Section

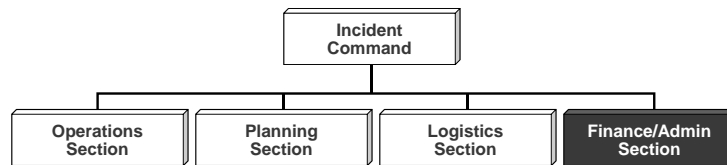
- *Ordering, obtaining, maintaining, and accounting for essential personnel, equipment, and supplies.*
- *Providing communication planning and resources.*
- Setting up food services for responders.
- Setting up and maintaining incident facilities.
- Providing support transportation.
- Providing medical services for injured personnel.



Finance Section

The Finance/Administration Section is responsible for:

- Contract negotiation and monitoring.
- Timekeeping.
- Cost analysis.
- *Compensation for injury or damage to property.*
- Documentation for reimbursement (e.g., under MOUs).



So When Beginning The Plan

- Review Existing documents
- Set up an incident command system within the agency
- Ensure everyone understands how the response system works.
- Begin to identify the local and state response groups and individuals , contact them, attend meetings, document
- Begin your hva
- Develop policies and procedures based on hva
- Orient, test and train based on hva

Agency Specific Planning

- Address your patient population
- Your Cultural Population
- Special Needs Population



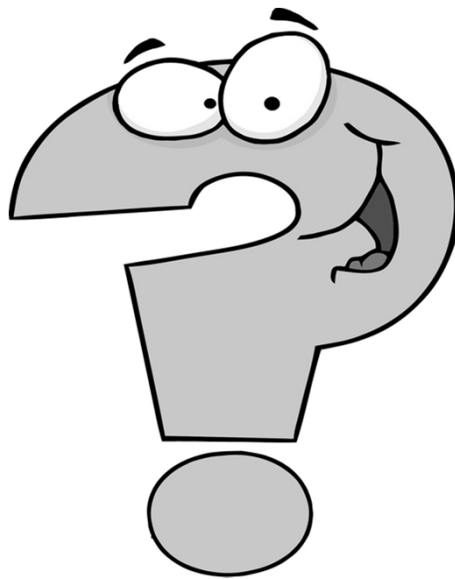
Developing The Plan

- Review Your Current Plan
- Review Current Communication
- Set up gantt chart of deficits and timeline
- Assess resources
- Communicate with HCOs to determine their expectations regarding the new regs
- Be realistic- no optimistic bias here in home care and hospice!!!

“Chance favors the prepared mind”

- Louis Pasteur

1822-1895



“Chance favors the prepared mind”

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1822-1895

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HAZARD VULNERABILITY ANALYSIS

The Joint Commission defines hazard vulnerability analysis as “the identification of hazards and the direct and indirect effect these hazards may have on the hospital.” Hazard vulnerability analysis is often based on an all hazards approach, which begins with a list of all possible disasters, regardless of their likelihood, geographic impact, or potential outcome.

We have included a completed hazard vulnerability analysis on the pages that follow courtesy of the VNA of Boston. Following this example, we have also included a blank hazard vulnerability analysis tool as a resource and a starting point for your organization to evaluate vulnerability to specific hazards. You may modify or change it in any way that is appropriate for your individual facility use.

This particular tool uses a quantitative method to evaluate vulnerability, which is also not required. You may find a qualitative method equally as effective. Using this tool, each potential hazard is evaluated as described above and scored as appropriate in the areas of probability, risk, and preparedness. The factors are then multiplied to give an overall total score for each hazard. Note that a hazard with no probability of occurrence for a given organization is scored as zero, and therefore will automatically result in a zero for the total score.

Listing the hazards in descending order of the total scores will prioritize the hazards in need of the facility’s attention and resources for emergency planning. It is recommended that your organization evaluate this final prioritization and determine a score below which no action is necessary. The focus will then be on the hazards of higher priority. Establishing a cutoff value, however, does introduce risk to your organization for those hazards falling below. Your facility has determined that there is some probability and risk of the event occurring, and has chosen to exclude it from the planning process. It must be noted that the acceptance of all risk is at the discretion of your organization.

Instructions

Evaluate every potential event in each of the three categories of probability, risk, and preparedness. Add additional events as necessary.

Issues to consider for probability include, but are not limited to:

1. Known risk
2. Historical data
3. Manufacturer/vendor statistics

Issues to consider for risk include, but are not limited to:



1. Threat to life and/or health
2. Disruption of services
3. Damage/failure possibilities
4. Loss of community trust
5. Financial impact
6. Legal issues

Issues to consider for preparedness include, but are not limited to:

1. Status of current plans
2. Training status
3. Insurance
4. Availability of backup systems
5. Community resources

Multiply the ratings for each event in the area of probability, risk and preparedness. The total values, in descending order, will represent the events most in need of organization focus and resources for emergency planning. Determine a value below which no action is necessary. Acceptance of risk is at the discretion of the organization.

HAZARD VULNERABILITY ANALYSIS: COMPLETED EXAMPLE													
<i>EVENT</i>	<i>PROBABILITY</i>				<i>RISK</i>					<i>PREPAREDNESS</i>			<i>TOTAL</i>
	<i>H I G H</i>	<i>M E D I U M</i>	<i>L O W</i>	<i>N O N E</i>	LIFE THREAT	HEALTH/ SAFETY	HIGH DISRUP- TION	MOD DISRUP- TION	LOW DISRUP- TION	<i>P O O R</i>	<i>F A I R</i>	<i>G O O D</i>	
<i>SCORE</i>	3	2	1	0	5	4	3	2	1	3	2	1	
NATURAL EVENTS													
Hurricane			1					2			2		5
Tornado				0									0
Severe Thunderstorm	3								1			1	5
Snow fall	3					4		2				1	10
Blizzard	3					4	3				2		11
Ice Storm	3					4		2			2		11
Earthquake			1					2				1	4
Tidal Wave				0									0
Temperature Extremes	3				5	4			1			1	14
Drought			1										1
Flood, External				0									0
Wild Fire				0									0
Landslide				0									0
Volcano				0									0
Epidemic			1			4		2			2		9

HAZARD VULNERABILITY ANALYSIS: COMPLETED EXAMPLE													
EVENT	PROBABILITY				RISK					PREPAREDNESS			TOTAL
	HIGH	MED	LOW	NONE	LIFE THREAT	HEALTH/SAFETY	HIGH DISRUPTION	MOD DISRUPTION	LOW DISRUPTION	POOR	FAIR	GOOD	
<i>SCORE</i>	3	2	1	0	5	4	3	2	1	3	2	1	
TECHNOLOGICAL EVENTS													
Electrical Failure		2						2			2		6
Transportation Failure			1					2				1	4
Fuel Shortage			1				3			3			7
Natural Gas Failure			1						1		2		4
Water Failure			1						1			1	3
Sewer Failure			1						1			1	3
Communications Failure			1					2					
Fire Alarm Failure			1						1			1	3
Information Systems Failure			1					2			2		5
Fire, Internal			1			4		2			2		9
Flood, Internal			1					2			2		5
HVAC Failure		2						2			2		6



Hazmat Exposure, Internal			1						1	3			5
Unavailability of Supplies			1					2			2		5
Structural Damage			1					2				1	4

HAZARD VULNERABILITY ANALYSIS: COMPLETED EXAMPLE													
EVENT	PROBABILITY				RISK					PREPAREDNESS			TOTAL
	HIGH	MED	LOW	NONE	L I F E	T H R E A T	HEALTH/ SAFETY	HIGH DISRUP- TION	MOD DISRUP- TION	LOW DISRUP- TION	POOR	FAIR	
SCORE	3	2	1	0	5	4	3	2	1	3	2	1	
HUMAN EVENTS													
Mass Casualty Incident (trauma)	1				5		3				3		12
Mass Casualty Incident (medical)			1					2			3		6
Mass Casualty incident (hazmat)		2			5	4	3				3		17
Hazmat Exposure, External		2				4		2			3		11



Terrorism, Chemical			1		5		3			3			12
Terrorism, Biological		2			5	4	3			3			17
VIP Situation		2						2				1	5
Infant Abduction				0									0
Hostage Situation			1						1	3			5
Civil Disturbance			1						1			1	3
Labor Action			1				3					1	5
Forensic Admission				0									0
Bomb Threat			1						1			1	3
Lost Patient			1			4			1	3			9
Scandal			1						1	3			5