

Patient/Family Emergency Preparedness

Planning ahead can help keep our patients safe if there's an emergency. Our patients and families should be prepared and ready to respond to emergencies no matter where they live. Preparing their home for the unexpected makes sense.

1. Teach our patients and families

Included in each admit pack will be information for us to teach our patients and families about preparing for emergencies. There will be information about emergency evacuation checklists, preparing an emergency supply kit, and making an emergency plan.

2. Document patient teaching in the patient's electronic medical record

After teaching our patients and families about preparing for emergencies we need to document patient teaching in the electronic medical record under the teaching tab.

3. Document the emergency plan in the patient's electronic medical record

When an emergency happens it is imperative we can access each patient's individual emergency plan in their electronic medical record. We need to document the patient's emergency plan (priority level and evacuation/transportation/special needs if applicable) in the "Emergency Preparedness Form" in the electronic medical record.

With these 3 simple steps our patients and families can be ready for the unexpected.



Teaching and Documentation

- One of the conditions of participation for homecare is to have a plan for each patient during a natural or manmade disaster. Individual plans for each patient must be included as part of the comprehensive patient assessment.
- Part of the patient's emergency plan is to set a priority level, to assess if the patient needs assistance with evacuation and what are the patient's transportation and special needs if they do need assistance with evacuation.
- It is critical we have this information completed in their electronic record in order to prepare our patients and families for a natural or manmade disaster such as the disasters in Texas, Florida and Puerto Rico.

Patient Priority Levels

Level 1/Priority 1 (High)

Patients need uninterrupted services and must have care. During EMP every possible effort must be made to see this patient. Patients are highly unstable and deterioration or inpatient admission is highly probable if the patient is not seen.

- ▶ No caregiver/support in the home or readily accessible support and cannot be left alone for extended periods of time
- ▶ Bedbound; paralyzed; ventilator dependent; unable to meet physiologic and safety needs
- ▶ Daily insulin-dependent diabetic, unable to self-administer; not well regulated
- ▶ Fresh wound or extensive wound care, no support/assistance
- ▶ Infusion therapy requiring daily visits
- ▶ Apnea monitoring
- ▶ Examples: death expected within 24 hours, suctioning, pressers, continuous oxygen or 3L of oxygen needed, chemo patients within cycle, hospice patients with unstable symptoms (agitation, pain, SOB)

Level 2/Priority 2 (Moderate)

Services for patients at this priority level may be postponed with telephone contact. A caregiver can provide basic care until the emergency situation improves. The patient's condition may be somewhat unstable and may require care that should be provided that day but could be postponed.

- ▶ Uses assistive device – wheelchair, walker; able to manage alone for period of time up to 24-48 hours
- ▶ Equipment used PRN – O₂, nebulization, PCA pump
- ▶ Diabetic, self-administers insulin; requires skilled monitoring of blood glucose less than every 24 hours
- ▶ Extensive wound care, with support/backup assistance
- ▶ Cardiac / Respiratory with multiple medication changes in the past 1-2 weeks

Level 3/Priority 3 (Low)

The patient may be stable and may have access to informal resources to help them. The patient can safely miss a scheduled visit with basic care provided by family or other information support.

- ▶ All others



PATIENT/FAMILY EMERGENCY EVACUATION CHECKLIST

If evacuation is necessary, take the Patient/Family Emergency Supplies Kit. The following ADDITIONAL items/steps should be taken:

DO The Following

- Wear long-sleeved shirts, long pants and sturdy shoes
- Remind all family members of “*Meeting Place*” location (if separated)
- Close and lock windows
- Shut all vents
- Lock the doors
- Check on neighbors
- Call family contact re: relocation and estimated arrival time
- Take the pets UNLESS going to a public shelter (*pets not permitted in public shelters*)
- Use travel routes specified by local authorities

BRING The Following

- Medications
- Change of clothes for each family member
- Sleeping bag/bedroll and pillow for each family member
- Walker, cane, wheelchair, crutches
- Personal items – toothbrush, deodorant, comb, dentures, hearing aids, etc.
- Books, puzzles, cards and games for entertainment
- Baby items (if app.) – diapers, formula, baby food
- Extra cash
- Important family documents (birth certificates, passports, licenses)
- Car and house keys
- Keys to the place you may be going (friend/relative’s home)

If immediate evacuation is NOT advised, DO the following to protect home/valuables:

- Leave natural gas on, UNLESS local officials advise otherwise
- Turn off propane gas service
- *If High Winds are Expected*, cover the outside of all windows
- *If Flooding is Expected*, consider use of sand bags to keep water away from home
- Cover the outside of windows with shutters/plywood
- Have visual or written records of all household possessions
- Bring items indoors: lawn furniture, trash cans, children’s toys, etc.
- Leave trees and shrubs alone (local departments/services will not have time to pick anything up)
- Look for potential hazards: un-ripened fruit, other objects in trees that could blow/break off
- Turn off electricity and water: electricity at main fuse/breaker, water at main valve
- Move objects that may be damaged by wind/water to safer areas of the house: TV’s, computers, electronic equipment, microwave (move them to higher levels of the house/away from windows)
- Wrap above objects in sheets/blankets/burlap

EMERGENCY PREPAREDNESS KIT (EPK) CONTENTS
PATIENT/FAMILY EMERGENCY SUPPLY KIT

The American Red Cross recommends the following items be included in a
 Home Emergency Supply Kit

Emergency Supplies	Date ✓	Date ✓	Date ✓	Date ✓
First Aid Kit				
Flashlight				
Battery-operated Radio				
Extra Batteries for Flashlight and Radio				
Bath size Towels				
Plastic Garbage Bags				
Wide Tape				
County and City Maps				
List of Family Medications				
List of Essential Telephone Numbers (Family Contact, MD's)				
Eyeglasses				
Call Letters/ Frequency of Local Radio Emergency Broadcast Station				
Non-Perishable Food/Snack Items for at Least 3 Days				
Bottled Water – At Least 3 Gallons per Person				
Other (list):				

****Water should be replaced every **3** months and food replaced every **6** months. Batteries should also be replaced regularly****

From “Disaster Supplies Kit.” Developed by the Federal Emergency Management Agency and the American Red Cross.

LOCATION OF KIT: _____



Family Communication Plan

Let them know you're OK!

Emergencies can happen at any time. Does your family know how to get in touch with each other if you are not all together?

Before an emergency happens, have a family discussion to determine who would be your out-of-state point of contact, and where you would meet away from your home — both in the neighborhood and within your town.

Pick the same person for each family member to contact. It might be easier to reach someone who's out of town.

Important Information

Fill in this information and keep a copy in a safe place, such as your purse or briefcase, your car, your office, and your disaster kit. Be sure to look it over every year and keep it up to date.

Out-of-Town Contact

Name: _____
Home: _____
Cell: _____
Email: _____
Facebook: _____
Twitter: _____

Neighborhood Meeting Place:

Regional Meeting Place:

Work Information

Workplace: _____
Address: _____
Phone: _____
Facebook: _____
Twitter: _____
Evacuation Location: _____

Workplace: _____
Address: _____
Phone: _____
Facebook: _____
Twitter: _____
Evacuation Location: _____

School Information

School: _____
Address: _____
Phone: _____
Facebook: _____
Twitter: _____
Evacuation Location: _____

School: _____
Address: _____
Phone: _____
Facebook: _____
Twitter: _____
Evacuation Location: _____

School: _____
Address: _____
Phone: _____
Facebook: _____
Twitter: _____
Evacuation Location: _____





Important Information *(continued)*

Family Information

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

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

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 Social Security Number: _____
 Important Medical Information: _____

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 Social Security Number: _____
 Important Medical Information: _____

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

Medical Contacts

Doctor: _____
 Phone: _____
 Doctor: _____
 Phone: _____

Pediatrician: _____
 Phone: _____

Dentist: _____
 Phone: _____

Dentist: _____
 Phone: _____

Specialist: _____
 Phone: _____

Specialist: _____
 Phone: _____

Pharmacist: _____
 Phone: _____

Veterinarian/Kennel: _____
 Phone: _____

Insurance Information

Medical Insurance: _____
 Phone: _____
 Policy Number: _____

Homeowners/Rental Insurance: _____
 Phone: _____
 Policy Number: _____

Text, don't talk!

Unless you are in danger, send a text. Texts may have an easier time getting through than phone calls, and you don't want to tie up phone lines needed by emergency workers.

