

ICF/MR Disaster Preparedness Plan Tool

FACILITY NAME: _____

DATE OF REVIEW _____

All ICF/MR are required by Federal regulations to “have detailed written plans and procedures to meet all potential emergencies and disasters, such as fire, severe weather, and missing clients” [CFR § 483.470 (h) W Tag 438]. California’s Health and Safety Code (H&S) and California Code of Regulations -Title 22 (T22), specify the “details” that are required in the facility emergency plan. To help you prepare for the external disaster plan review during the annual survey process, DHS has prepared the following optional self assessment tool for your use. For comments or questions regarding this tool, please contact Jocelyn Montgomery, Disaster Preparedness Coordinator, Licensing & Certification at jmontgo2@dhs.ca.gov.

- 1) YES___ NO___ The plan was developed and revised with the advice and assistance of local emergency authorities? T 22 §76563 (a) or 76928 (a)
- 2) When was the plan last updated? T 22 §76563 (c) or 76928 (c) _____
- 3) How is staff trained to the plan? CFR 42§ 483.470 (h)(2), T22 § 76563 (c) or 76928 (c)

- 4) YES ___ NO___ Disaster drills are held at least annually. T22 § 76563 (d) or 76928 (d)
- 5) YES___ NO ___ There is a written report of the facility’s participation. T 22 § 76563 (d) or 76928 (d) Date of last disaster drill _____.
- 6) How does the plan address: T22 § 76563 (b) (1) or 76928 (b) (1)

Sources of emergency utilities (power, gas, water): _____

Sources of emergency food: _____

Sources of essential medical supportive materials: _____

What does your plan identify as “essential medical supportive materials”? (i.e. meds, O2, battery packs for equip?) _____

How does the plan make provisions for the distribution of water in the event of a loss of normal supply? _____

What provisions have been made to ensure infection control practices are maintained in the absence of adequate water supplies? _____

7) What is the plan’s provision for assigning personnel and recalling off-duty staff? T22 § 76563(b) (2) or 76928 (b) (2)

8) What are the lines of authority in the event of an emergency? T22 § 76563(b) (3) or 76928 (b) (3)

9) How does the plan describe the moving of patients from damaged areas of the facility to undamaged areas? T22 § 76563 (b) (5) or 76928 (b) (5)

10) How does the plan address the conversion of useable space for the immediate care of emergency admissions? T 22 § 76563 (b) (4) or 76928 (b) (4)

11) What transportation will be provided for clients who need to be transferred in an emergency? T 22 §76563 (b) (6) or 76928 (b) (6)

12) YES ___ NO ___ Does the plan contain evacuation routes, emergency phone numbers of physicians, fire, police, local emergency services, state agencies and relatives who

need to be notified during an emergency? H&S code 1336.3 (a) (1), T 22 § 76563 (b) (9) or 76928 (b) (9)

13) What procedures are in place for maintaining a record of client relocation? T 22 § 76563 (b) (8) or 76928 (b) (8)

14) What procedure is in place to assure that all pertinent personal and medical information shall accompany each client who is moved, transferred, discharged or evacuated? T22 § 76563 (b) (10) or 76928 (b) (10)

15) What arrangements have been made for emergency housing where indicated? What agreements are in place with other facilities to provide temporary care for clients in an emergency? H&S Code 1336.3 (b), T22 § 76563 (b) (6) or 76928 (b) (6)

16) How does the plan address security of the plan during a disaster? T22 § 76563 (b) (11) or 76928 (b) (11) _____

17) YES ___ NO ___ Does the plan contain procedures for the emergency discharge of clients who could be discharge without jeopardy into the community? T22 §76563 (b) (7) or 77928 (b) (7)

18) YES ___ NO ___ Does the plan provide for the prompt medical assessment and treatment of clients who may have suffered adverse health consequences or require emergency care related to the disaster? H&S Code 1336.3(a) (3)

Additional Comments _____

Note: Not all the regulations dealing with disaster preparedness have been cited and addressed in this form

DHS/Licensing and Certification 11/04