

The background features several concentric circles, some solid and some dashed, in a light gray color. A large red speech bubble is centered on the page, containing the main title text. The speech bubble has a white outline and a small tail pointing downwards.

# Emergency Preparedness Survey Procedures

***What the Surveyor will do....***

<b>Interview</b>	<b>Ask</b>	<b>Verify</b>
<b>Identify the facility leadership and ask him/her/them to describe the facility's emergency preparedness program.</b>	<b>To see the facility written policy and documentation for the emergency preparedness program.</b>	<b>The emergency plan includes policies and procedures for the provision of subsistence needs including, but not limited to, <i>food, water and pharmaceutical supplies</i> for patients and staff by reviewing the plan</b>

<b>Interview</b>	<b>Ask</b>	<b>Verify</b>
<b>Clients - Residents and their families or representatives and ask them if they have been given information regarding the facility's emergency plan.</b>	<b>To see documentation of the individual analysis and response and how the facility updated its emergency program based on this individual analysis.</b>	<b>The emergency plan includes policies and procedures to ensure adequate alternate energy sources necessary to maintain:</b> <ul style="list-style-type: none"><li>➤ <b>Temperatures to protect patient health and safety;</b></li><li>➤ <b>Safe and sanitary storage of provisions;</b></li><li>➤ <b>Emergency lighting; and</b></li><li>➤ <b>Fire detection, extinguishing and alarm systems.</b></li></ul>

<b>Interview</b>	<b>Ask</b>	<b>Verify</b>
<p><b>Identify the facility leadership and ask him/her/them to describe the facility's emergency preparedness program.</b></p>	<p><b>To see documentation the facility identified a system that protects the confidentiality of client / resident information.</b></p>	<p><b>The emergency plan includes policies and procedures to provide for sewage and waste disposal.</b></p>
	<p><b>To see evidence the program has been reviewed and updated on, at least, an annual basis by asking for documentation of the annual review as well as any updates made.</b></p>	<p><b>The facility has the required emergency and standby power systems to meet the requirements of the facility's emergency plan and corresponding policies and procedures.</b></p>
	<p><b>To see evidence the plan includes arrangements for transportation to alternate care sites.</b></p>	<p><b>The emergency plan for "shelter in place" and evacuation plans. Based on those plans, does the facility have emergency power systems or plans in place to maintain safe operations while sheltering in place?</b></p>
	<p><b>To see documentation that the plan has used an 'all hazards approach' including missing client / resident.</b></p>	<p><b>** That ICF/IID emergency plans also meet the requirements for evacuation drills and training at §483.470(i).</b></p>

<b>Interview</b>	<b>Ask</b>	<b>Verify</b>
<b>Communication Plan</b>	<b>Communication Plan</b>	<b>Communication Plan</b>
<b>Identify the facility leadership and ask him/her/them to describe the facility's communication plan.</b>	<b>To see the written communication plan.</b>	<b>The facility has a written communication plan.</b>
	<b>To see the communications equipment or communication systems listed in the plan.</b>	<b>The communication plan includes primary and alternate means for communicating with facility staff, federal, state, regional and local emergency management agencies.</b>
	<b>Staff to demonstrate the method the facility has developed for sharing the emergency plan with residents or clients and their families or representatives.</b>	<b>The communication plan includes a method for sharing information and medical care documentation for clients under the facility's care, as necessary, with other health providers to maintain the continuity of care.</b>

<b>Interview</b>	<b>Ask</b>	<b>Verify</b>
<b>Communication Plan</b>	<b>Communication Plan</b>	<b>Communication Plan</b>
<b>Identify the facility leadership and ask him/her/them to describe the facility's emergency preparedness program.</b>		<b>The facility has developed policies and procedures that address the means the facility will use to release patient information to include the general condition and location of patients, by reviewing the communication plan.</b>
		<b>The communication plan includes a means of providing information about the facility's needs, and its ability to provide assistance, to the authority having jurisdiction, the Incident Command Center, or designee by reviewing the communication plan.</b>
		<b>The communication plan includes a means of providing information about their occupancy.</b>
		<b>The communication plan includes a method for sharing information from the emergency plan, and that the facility has determined it is appropriate with residents or clients and their families or representatives by reviewing the plan.</b>

<b>Interview</b>	<b>Ask</b>	<b>Verify</b>
<b>Training &amp; Testing Program</b>	<b>Training &amp; Testing Program</b>	<b>Training &amp; Testing Program</b>
<b>Identify the facility leadership and ask him/her/them to describe the facility's training and testing program.</b>	<b>For copies of the facility's initial emergency preparedness training and annual emergency preparedness training offerings.</b>	<b>The facility has a written training and testing program that meets the requirements of the regulation.</b>
<b>Various staff and ask questions regarding the facility's initial and annual training course, to verify staff knowledge of emergency procedures.</b>	<b>To see documentation of the annual tabletop and full-scale exercises (which may include, but is not limited to, the exercise plan, the AAR, and any additional documentation used by the facility to support the exercise.</b>	<b>A sample of staff training files to verify staff have received initial and annual emergency preparedness training</b>
<b>Various staff and ask them to describe the evacuation procedures and plan.</b>	<b>To see the documentation of the facility's efforts to identify a full-scale community based exercise if they did not participate in one (i.e. date and personnel and agencies contacted and the reasons for the inability to participate in a community-based exercise).</b>	
		<b>Current copies of CPR certifications for all staff, as applicable, are on file.</b>