

# Writing Disaster Plan in LTC

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## A Definition of “Plan”

A detailed document of the planning decisions, rationale, procedures, and resources which can guide emergency response and further planning.

## Planning Tools

**Template:** An outline of a plan (e.g., “Management Guide”)

**Prototype:** A sample plan with fill-in-the-blank formatting

**Protocol:** A document describing a sequence of actions to be taken

**Proposal:** A response or decision which has not been agreed upon, but advanced as a possible solution

## Purpose of Emergency Plans (1)

- Identify conditions likely to result in loss of life or property
- Identify likely event sequence and likely prevalent conditions (assumptions)
- Develop proposals for problem resolution
- Document
  - Decisions
  - Protocols/procedures
  - Technical information needed during response

## Purpose of Emergency Plans (2)

- Identify barriers and opportunities
- Identify resources needed
  - Physical resources (e.g., equipment)
  - Management resources (e.g., forms)
  - Human resources
- Assign response roles
- Identify consequences and recovery needs
- Obtain buy-in

## Planning as a Process

- Plans should be changing over time
  - Understanding of the issues change
  - Exercises identify weaknesses in the plan
  - Resources change
- Difference between “will do” and “will plan” statements
  - Will do: Activate Acme Bus Service MOU
  - Will plan: Determine who can transport (gap)
- Gap designation and resolution
- Making and vetting proposals

## Use of Plans During Disaster

- Reference document (esp. appendices)
- Access tools as needed
  - Job action sheets, protocols, procedures, etc.
- Most responders cannot read the plan during the response.
  - Planning section should be reading the plan

## Planning Process

- Define the issue
  - Planning for what? Influenza? Flood? Fire?
- Research the topic
  - A basic understanding of the issue helps (e.g., influenza: risk factors? incubation period? period of infectivity? presentation?)
- Define the stakeholders
  - Who needs to invest in creating the plan?
- Assess where plan fits in relation to other plans
- Develop template
  - See: Emergency Management Guide for Nursing Homes
- Write the plan and develop attachments

## Planning Process

- Hazard specific plans are preferred
- If a single plan is used for multiple hazards
  - Must include disaster specific information
  - Document when specific responses likely (e.g., sheltering in place, evacuation)
  - Risk assessment – What events pose risk? Why?

## Using the “Management Guide”

- Normally I build a template
  - What are the issues needing attention
  - Parse out the issues to specific decisions
- For example
  - Disaster staffing
    - Disaster impact on staff, their families and homes
    - Availability of staff and staff agreements
    - Staff compensation during disaster
    - Care of staff during prolonged event
- Management Guide already done this
- Use the template to create the plan

## Basic Elements of the Plan from ‘Management Guide’

## Basic Elements of the Plan

- Plan administration
  - Exec summary
  - Plan review and maintenance (updating)
  - Authorities and reference (e.g.,
    - Laws & regulations
    - Corporate policies
    - Decision-making hierarchy (e.g., ICS)

## Basic Elements of the Plan

### ■ Introduction

- Profile (institution stats, key personnel, contact info)
- Purpose
- Scope (who, where, when to use the plan),  
What specific events are covered?

## Basic Elements of the Plan

### ■ Situation

- Risk assessment – likely events in ND
  - Biological
  - Flood
  - Fire
  - Weather (ice, snow, wind, heat, cold)
  - Hazardous material
- Local points of interest or concern
  - Fire station, police, hospital
  - Chemical depot, rail, interstate, levee

## Basic Elements of the Plan

### ■ Situation (2)

- Expected resident vulnerability – severity, ventilator dependent, dialysis, bed bound, confusion, pain, behavior problems, infection control (VRE, MRSA), fall, wound, etc
- Planning assumptions
  - Some event specific – e.g., specific resources available, collateral events expected
  - Some non-event specific – e.g., capabilities, use of ICS

## Basic Elements of the Plan

### ■ Concept of Operations (Communications)

- Notification, activation
- Threat confirmation
- Alerting staff
- Alerting residents and families
- Alerting recipient institution (if evacuating)

## Functional Components from 'Management Guide'

### Functional Components

- Command and control activation
  - Organization, space, personnel (24/7)
  - Interaction with other commands (e.g., EM)
  - Data system integration (impact assessment, ability to assist response)
  - Tactical communications (external, internal)
  - Risk communications

## Functional Components

### ■ Evacuation

- Decision making
- Personnel assignments
- Care during evacuation (supportive, medical)
- Destination planning
- Resources (e.g., personal, sustenance, meds, equipment, transportation)
- Protocol
- Securing facility (e.g., records, computers)

## Functional Components

### ■ Sheltering in place

- Utilities (water (potable, service), electricity, HVAC, sewer)
- Utility replacement
  - Generators and switching equipment
  - Water storage
- Security
- Supplies (food, medical, linen)
- Staff sheltering, family, pets

## Appendices of the Plan from 'Management Guide'

### Appendices

- Appendices provide specific reference
  - Resources
  - Procedures
- Designed for rapid reference
- Often subject to change over time
- Does not duplicate base plan

## Appendices

- **Emergency Staffing**
  - Contact info
  - Detailed assignments
  - Written agreements
  - Call back procedures

## Appendices

- **Communications**
  - Protocols for information flow
  - Protocols for communication actions (e.g., data entry, contact to families)
  - Emergency alerting systems (e.g., alarms)
  - Back up equipment and instructions
  - Intra-facility communications
  - External partners (e.g., persons, contact info)
  - Media

## Appendices

- Special medical needs protocols
  - Dialysis
  - Respiratory
  - Pain
  - Behavior, cognitive, mental health impact
  - Infection control
  - Death and dying
  - Falls
  - Nutrition
  - Wound care

## Appendices

- Vendors
- Life safety and building vulnerability
- Security
- Resident identification
- Claims documentation, insurance
- Pre-planning materials (e.g., resident kits)
- Continuance of operations
- Supplies and oxygen
- Hazard specific information