

Emergency Management Plan

Nursing Facility

Facility Name _____

Facility Address _____

A. Scope of Plan/General Statement

1. Chain of command/Incident Command System (ICS)
2. Emergency phone list
3. Facility floor plans including:
 - a. Emergency exit locations
 - b. Fire pull alarm locations
 - c. Fire annunciator panel locations
 - d. Fire extinguisher locations
 - e. Fire sprinkler shut off location(s)
 - f. Fire department connection/standpipe location
 - g. Utility identification (main water, electric, gas, etc) locations
 - h. Key lock box location

B. NJDHSS regulation for emergency preparedness

(8:39-31.6)

C. Potential hazards for an evacuation

(8:39-31.6)(f1)

1. Fire/smoke
2. Weather related emergency
 - a. Cold
 - b. Heat
 - c. Snow
 - d. Hurricane/severe storm
 - e. Flood
 - f. Tornado
 - g. Earthquake
3. Disruption of utilities
 - a. Water
 - b. Gas
 - c. Electric
 - d. Sewage/sanitation
 - e. Communications capabilities
4. Nuclear or radiological incident
5. Hazardous chemicals/materials incident
6. Biological incident
7. Other terrorist incident
8. Bomb threat
9. Labor work stoppage
10. Civil disturbance
11. Structural damage

- D. Evacuation and relocation process/procedure** (8:39-31.6)(f2)
1. Memorandum of understanding (MOU) with other facilities for relocation
 2. Temporary holding facility for relocation (if necessary, i.e. school)
 3. Partial evacuation to another area of building
- E. Transportation for relocation** (8:39-31.6)(f3)
1. Agreement with transport providers
 2. Agreement with rescue departments
- F. Resident identification for relocation** (8:39-31.6)(f4)
- G. Medication, records, equipment, supplies for relocation** (8:39-31.6)(f5)
- H. Emergency staffing** (8:39-31.6)(f6)
- I. Emergency responsibilities** (8:39-31.6)(f7,8)
1. Administrator / Designee
 2. Nursing
 - a. Director of Nursing
 - b. Unit Nurse
 - c. Aides
 3. Medical Director
 4. Human Resources Department. or receptionist, if applicable
 5. Food Supervisor / staff as needed
 6. Physical Rehabilitation staff
 7. Maintenance Supervisor/ staff as needed
 8. Materials Management supervisor
 9. Social Services
 10. Admission
 11. Business Office Manager
- J. Incident Command System (ICS)** (8:39-31.6)(j)
- K. Resident care during relocation** (8:39-31.6)(l)
- L. Return of residents** (8:39-31.6)(m)
- M. Emergency community food supply** (8:39-31.6)(n)
- N. Memorandum of Understanding (MOU)
for accepting residents from other facilities** (8:39-31.6)(g)
- O. Memorandum of Understanding (MOU)
with emergency management officials (local, county, state)** (8:39-31.6)(h)
- P. Emergency Management/Disaster Planner's responsibilities** (8:39-31.6)(i)
- Q. Staff training** (8:39-31.6)(k)
- R. Evacuation drills** (8:39-31.6)(o)
- S. Crisis communication**