



Support Coordination and Provider Responsibilities for Emergency Preparedness

OAAS-TNG-17-005

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Support Coordination Responsibilities

- ▶ Ensure each participant has an individual plan to approach an emergency/disaster and to assist with identifying resources available.
 - Emergency Plan, OAAS-PF-09-004 is completed with each participant at least annually.
 - Support Coordinators (SCs) inquire at least monthly to review any possible changes in the supports that will assist the participant in the event of an emergency.
 - ◆ Provide all service providers updates to emergency plans as applicable.

Support Coordination Responsibilities (cont'd)

- ▶ Each agency should have an emergency plan to maintain continuity of the agency's operation in preparation for, during, and after an emergency or natural disaster.
- ▶ Execute emergency preparedness plan and cooperate with OAAS as well as local or parish Office of Homeland Security and Emergency Preparedness (OHSEP).

Note: This includes providing participant updates and information as requested by OAAS before, during and/or after incident.

Support Coordination Responsibilities (cont'd)

- ▶ Monitor weather warnings, watches, and evacuation orders.
- ▶ All agency employees should have an orientation and ongoing training in planned emergency or natural disaster preparedness drills.
- ▶ Submit a copy of agency's emergency plan and written summary, upon request from the department, attesting to:
 - How the plan was followed?
 - How was it executed?

Service Provider Responsibilities

- ▶ Ensure each participant has an individual plan to approach an emergency/disaster and to assist with identifying resources available.
- ▶ To have an emergency plan to manage the consequences of, and, maintain continuity of the agency's operation in preparation for, during, and after an emergency or natural disaster.

Service Provider Responsibilities

- ▶ Execute emergency preparedness plan which includes:
 - Provisions for delivery of essential services to each participant as identified in the individualized emergency plan, whether the participant is in a shelter or other location,
 - Provisions for the management of staff,
 - Provisions for back-up staff, and
 - Ensuring supplies, medication, clothing, and copy of service plan are sent with the participant, if evacuated.

Service Provider Responsibilities (cont'd)

Execute emergency preparedness plan which includes:

- ▶ The method used to notify the participant's family or caregiver if the participant is evacuated to another location either by the provider, or, with the assistance or knowledge of the provider.
- ▶ Notification information will include:
 - Date and time of evacuation,
 - The place the participant is evacuating to, including name, address and telephone number, and
 - Contact number for the family/responsible representative to call the provider for location or information related to the emergency.

Service Provider Responsibilities (cont'd)

Execute emergency preparedness plan which includes:

- ▶ The method or procedure that will be used to ensure the participant evacuates with identification information, which includes:
 - Current and active diagnosis,
 - Medications, including dosage and times administered,
 - Allergies,
 - Special Dietary Needs or restrictions, and
 - Next of kin, including contact information.

Service Provider Responsibilities (cont.'d)

- ▶ Ensure individual and agency emergency plans are executed during mandatory evacuations.
 - Provider cannot abandon a participant, and
 - Should not evacuate a participant to a shelter without ensuring staff and supplies remain with the participant at the shelter, in accordance with the participant's service plan.
- ▶ Review and update its emergency preparedness plan as well as each participant's emergency plan at least annually.

Service Provider Responsibilities (cont'd)

- ▶ Cooperate with the department as well as the local or parish OHSEP including providing information as requested.
- ▶ Monitor weather warnings, watches, and evacuation orders.
- ▶ All agency employees should have an orientation and ongoing training in planned emergency or natural disaster preparedness drills.

Service Provider Responsibilities (cont'd)

- ▶ Upon request from the department, providers will submit a copy of agency's emergency plan and written summary attesting to how the plan was followed/executed which includes at minimum:
 - Pertinent plan provisions and how the plan was followed/executed,
 - Provision that were not followed,
 - Reasons and mitigating circumstances for failure to follow/execute certain provisions,
 - Contingency arrangements made for those provisions not followed and,
 - A list of all injuries and deaths including date, time, causes and circumstances.
- ▶ Inactivation of License due to a declared disaster or emergency.

Adult Day Health Care Responsibilities

- ▶ Adult Day Health Care (ADHC) centers must have a written overall plan of emergency and safety procedures that includes:
 - Safe or sheltered area during evacuation,
 - Provisions for training staff and participants, as needed, in preventing, reporting, and responding to fires and other emergencies,
 - Provide means for ongoing safety program including continuous inspection of the center for possible hazards, continuous monitoring of safety equipment and investigation of all accidents or emergencies, and
 - Include provisions for training personnel in their emergency duties and use of any fire-fighting or other emergency equipment in their immediate work areas.

Adult Day Health Care Responsibilities (cont'd)

- ▶ To ensure the immediate accessibility of appropriate first aid supplies in kits that are to be located in the center's building and all vehicles.
- ▶ Have access to telephone services when participants are in attendance (emergency numbers posted for easy access including fire department, police, medical services, poison control, and ambulance).
- ▶ ADHC center must immediately notify LDH and other appropriate agencies of any fire, disaster, or other emergency which may present a danger to participant or require their evacuation from the center.
- ▶ Have a policy and procedure assuring the notification of family member or responsible parties when an emergency occurs.

Adult Day Health Care Responsibilities (cont'd)

- ▶ Upon identification of any non-responsiveness of a participant at the center, the ADHC staff will implement the emergency medical procedure, and notify the participant's family member, and other medical personnel.
- ▶ Conduct Emergency drills at least once every three months.
 - Make every effort to ensure that BOTH staff and participant recognize the nature and important of such drills.

LDH Emergency Preparedness Resources

<http://www.ldh.louisiana.gov/index.cfm/newsroom/detail/1422>

Emergency Preparedness Brochure

Emergency Preparedness Guide

Safety Protocols Resource Guide

Find a Safe Place Postcard

Find a Safe Place Video

Louisiana Department of Health

628 North 4th Street, Baton Rouge, Louisiana 70802

(225) 342-9500

Resources

▶ LAC 48:I.5063

▶ LAC 50:XXI.547