

Emergency Preparedness Plan (EPP)- Table of Contents

Records must be kept in a legible, organized, and professional manner so as to be understood by ACHP. Records are to be retained for at least 3 years and 7 years for all resident financial records.

Instructions: Use dividers with large clear tabs to separate & label each part of the EPP Table of Contents.

Part One

Emergency Preparedness Introduction, Gathering Documentation and Materials.

Part Two

Initial & Annual EPP Evaluation

Initial Evaluation: Completed at the time the EPP is developed for the first time. EPP must be in place even if there are no residents living in the home initially. All staff must be trained on the home's EPP.

Annual Evaluation: A re-evaluation of your home's emergency written plan is due every time there is an applicable change in the home and annually.

Tabletop Exercise: Practice of the Emergency Preparedness Plan, which includes a walk-through of duties or a discussion exercise dealing with a hypothetical event.

Part Three

Resident EPP Re-Evaluation

A re-evaluation of your home's emergency written plan is due every time there is an applicable change in the home, this includes a new resident admission, a change of condition for an existing resident and a resident no longer living in the adult care home.

Part Four

Resident Individual Emergency Evacuation Plan

Includes physical description of the resident that provides persons unknown to the resident the ability to identify each resident by name, and a current picture of the resident with the date taken.

Part Five

Relocation and Evacuation Supplies.

Go Bags are to be taken in case of evacuation and/or relocation, these include essential items for the individual's immediate safety and health, stored in an easily accessible place.

Resident Emergency Go Bag- Ready to Go! Label with resident's name. Items meet the individual needs and abilities of the resident. ***Do not*** include documents with confidential information or medication.

Operator/ Resident Manager Go- Bag- Ready to Go, easy to carry! Label with the provider's name. Includes essential items for the Operator's immediate safety and health.

Emergency Evacuation and Printed Map & Directions. Good quality copy of the home's floor plan.

Planned Relocation Site Page. Provide specific information for the chosen relocation site. Add two copies of the printed map and steps directions on how to get to the relocation site.

Relocated Posting. For purposes of alerting authorities once the home has been evacuated.

Relocation Notification Page. Use it to track appropriate parties of the relocation of residents.

Part Six

Shelter in Place. Shelter in Place Supplies should include enough provisions and sufficient supplies, such as sanitation, water and food supplies, when unable to relocate for a minimum of three days.

Utility Shut- Off & Safety Information. Includes labeled pictures of the valves and electric panel.

Part Seven

Staff Certification of Training. Caregiver, Backup Operator and Resident Manager training certification.

Part Eight

After a Home Relocation Information. Adult Care Home Relocation form to be completed within 24 hours of a relocation. Blank MAR pages to begin tracking medication administration after a relocation.