

**HAMILTON CENTER, INC.
ENVIRONMENT OF CARE MANUAL**

Section: **EMERGENCY PREPAREDNESS**

Policy No.: EC.15.01.00.00

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Policy: **EMERGENCY MANAGEMENT
PLAN**

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PURPOSE

To ensure that necessary operations at Hamilton Center, Inc. (HCI) continue in the event of a disaster or emergency in a manner that is the least disruptive to the individuals served and ensures the safety of staff, consumers and visitors.

POLICY

Hamilton Center, Inc. facilities have emergency management plans designed to manage the consequences of natural disasters or other emergencies that disrupt operations. Because such emergencies generally impact the community in which a program is located, HCI policies and procedures will include an internal and external response component for working together with other community agencies to coordinate response activities. The Chief Operations Officer will oversee the emergency management plan.

POLICY COMPONENTS

- A. HCI will focus on emergency management and the well-being of all involved. This plan contains processes for mitigation, preparedness, response, and recovery in the event of an emergency.
- B. Emergency management deals with preparing the organization to best protect employees, clients and visitors in the event of a disaster whether civil, manmade or of natural causes. The plan will test and evaluate communications, utilities, personnel, and resources.
- C. Provisions are made for the use of space, replenishment of supplies, and loss communications, utilities and security to provide a temporary means to shelter in place. Staff roles and responsibilities will be assigned based on HCI's Essential Personnel procedure. Methods for notifying staff of an emergency are specified in HCI's Disaster Communication procedure. Delegation of authority will also be assigned according to HCI's Essential Personnel policy.

- D. HCI emergency management responses will address modifying, or discontinuing services, transferring or moving consumers temporarily to other HCI locations or places in the community, and providing appropriate professional staff services.
- E. If an HCI facility is inoperable, arrangements will be made to continue services, at other appropriate sites where possible. Consumers receiving inpatient care will be transferred to an HCI residential facility and/or Union Hospital. Transportation arrangements will be made through the Operations department.
- F. Semi-annually the plan is implemented either in response to a real emergency or as a planned drill. The response is documented, reported to the Safety and Security committee and evaluated for effectiveness and possible improvement.
- G. Locations of emergency water, fuel and PPE will be kept by the Operations Department. Vendor agreements will also be kept in Operations Department for specific emergency needs. List of available resources through District 7 will also be maintained.
- H. The District 7 hospital agreement will be reviewed annually. The agreement covers the sharing of the following resources: supplies, medicine and equipment, personnel, space for evacuations and relocations.
- I. During and following an emergency, the Operations Department will notify a representative from District 7, Indiana State Department of Health, and the Federal Emergency Management Agency and document the contact and/or attempt including the method of communication (telephone, email, radio, face-to-face, voicemail, etc.) The Operations Department will utilize emergency plans to return systems back to normal.
- J. Release of information procedure will be utilized when necessary to provide patient names to healthcare organizations during an emergency.
- K. All supplies, i.e. water, fuel and PPE will be monitored by the Operations Department during an event and replenished as necessary.
- L. This Emergency Management Plan is reviewed annually by the Safety and Security Committee. Risk assessments will be completed annually to determine potential vulnerabilities and to plan objectives for the upcoming year. This information will be shared with District 7 hospitals.
- M. Annually, all staff will be trained on this plan and tested in response to a relevant simulated scenario through a table top exercise requiring an 80% score to pass. Any staff not passing will be required to retake the test.