



EMERGENCY PREPAREDNESS

NEIGHBORHOOD HOME
HEALTH SERVICES, INC.



INITIATING THE PLAN

- The plan will be initiated when it has been determined that a disaster or emergency has occurred or has the potential for occurring.

Definition of Emergency:

- An emergency is any unplanned event that can cause deaths or significant injuries to patients, staff or the public; or can shutdown the Agency, disrupt operations, cause physical or environmental damage or threaten the Agency's financial standing or public image.



MANAGEMENT OF PATIENTS DURING EMERGENCIES

- During an emergency event, supervisory and staff will contact active patients to evaluate and assist with the patient's arrangements concerning evacuation plans, if any.
- Patients are reminded at this time that Neighborhood Home Health Services, Inc. staff does not make home visits during a time of acute disaster and are instructed in arrangements provided by the county disaster team. Patients living in trailers or mobile homes are advised to leave for the nearest shelter.



PLAN ACTIVATION

- If the plan is to be activated, the Administrator or his/her designee will notify the staff
- The recovery phase will be initiated after a Damage Assessment has been conducted once the emergency is over.
- The recovery phase of the plan will be initiated by the Safety Officer or his/her designee.



NOTIFICATION OF PERSONNEL

- In an emergency which is so wide-spread to be considered a disaster (i.e. Hurricane, Tornado, etc.,) all Agency personnel, regardless of position are expected to report to the Agency for duty as soon as it is feasible to travel.
- The Agency maintains a current callback list of all employees.
- The Agency will initiate the callback list as necessary to notify personnel of current conditions and any pending work assignments.
- Personnel on duty during activation of the emergency management plan will be identified by picture identification nametag which is to be worn at all times, by all staff while on duty.



CONTINUING AND/OR RE-ESTABLISHING **OPERATIONS FOLLOWING AN EMERGENCY**

- Patient care and/or services will not resume until the appropriate authorities have announced that it is safe to resume normal business activities.
- All Personnel is to report to Neighborhood Home Health Services, Inc. by telephone or in person as soon as possible after the acute emergency has passed.
- The Administrator and/or Director of Operations or designee other will verify staff reporting in against the Active Employee List.
- As staff becomes available, the Administrator and/or Director of Operations or designee will assign staff to begin the assessment of patient circumstances.