Disaster Preparedness - Your Role in Planning an Emergency Response

A Video Guide for Long-Term Care Facilities and Caregivers

Facilitator’s Guide
Natural Disasters have the potential to create sudden and devastating consequences for staff and residents in long-term care facilities. When a disaster strikes, the time to prepare has past. However, when staff members take the time to develop a thorough disaster preparedness plan, outcomes improve significantly.

Disasters rarely come with advance warning. You often don’t have much time to plan for an emergency – which makes it even more important to have a plan that can be carried out immediately, in the event a disaster occurs.

In September 2016 the final rule on Emergency Preparedness Requirements for Medicare and Medicaid Participating Providers and Suppliers was published. Ensuring your organization fully understands and meets these requirements is crucial to ensure minimization of consequences and improving outcomes following a natural disaster. Through-out our training and discussions, we will become familiar with how natural disasters and emergency scenarios can change work conditions and life in your facility as well as learn to understand your role in disaster preparation in the workplace and how to respond to a specific disaster event.

The consequences of a natural disaster can be devastating. Residents are at increased risk of illness, injury or even death. Many of them may already be struggling with various physical ailments which
Floods, tornados, hurricanes and wildfires are just some of the natural disasters that people living and working in long-term care facilities are at risk of facing. National studies conducted in the last ten years have shown a measurable decrease in the percentage of nursing homes which met Federal regulations for emergency response plans and a deficiency in adequate training for staff and caregivers.

The planning and thought you invest now in an emergency response plan for your facility can literally save lives if a disaster happens.

This program will focus on defining the resources necessary to develop a general emergency plan. Some of these items include emergency preparedness manuals, emergency supply boxes, resident evacuation tracking forms and shelter-in-place plans, just to name a few. This facilitator’s guide will help you conduct sessions with the material in this video. Get to know your facility’s plans for a natural disaster response. Discuss these plans with your colleagues to make sure they are current and complete.
“Disaster Preparedness – Your Role in Planning an Emergency Response” is a video-based learning program. It supports the needs and motivations of health care professionals and staff that provide direct resident care.

Conduct learning sessions for:
- All CNAs
- All RNs
- All newly hired CNAs and RNs

“Disaster Preparedness – Your Role in Planning an Emergency Response” can positively influence care giving by helping staff and caregivers understand how to:
- Become familiar with how natural disasters can change work conditions and life in your facility
- Understand your role in disaster preparation in the workplace
- Describe response procedures your staff and caregivers must take to ensure safety for themselves and their residents.
“Disaster Preparedness – Your Role in Planning an Emergency Response” is a practical educational tool. It demonstrates important preparation activities necessary to help caregivers ensure a detailed response plan is in place to facilitate a thorough and effective response following a natural disaster. Disasters rarely come with advance warning. You often don’t have much time to plan for an emergency – which makes it even more important to have a plan that can be carried out immediately, in the event a disaster occurs.

Filled with practical information and useful instruction, this video training provides a unique and interactive learning experience. In addition to the valuable information contained in the video and the accompanying facilitator guide, the video in-service provides opportunities for facilitated discussion to help participants develop an emergency disaster response plan that control risks and help to minimize the impact of a natural disaster in long-term care settings.
Sample Group Session Agenda

Use the following sample agenda to structure a session featuring “Disaster Preparedness – Your Role in Planning an Emergency Response”

Length of videotaped program: approximately 25 minutes

Suggested length of session: 1 hour and forty minutes (including a 10-minute break)

Materials needed:
- This facilitator’s guide
- The “Disaster Preparedness – Your Role in Planning an Emergency Response” program
- Optional paper and pencils for participant note-taking
- Optional flipchart and markers for writing key ideas
<table>
<thead>
<tr>
<th>2 min</th>
<th>Welcome the group to your session.</th>
</tr>
</thead>
<tbody>
<tr>
<td>5 min</td>
<td><strong>INTRODUCE</strong> the “Disaster Preparedness – Your Role in Planning an Emergency Response” topic by leading this discussion:</td>
</tr>
<tr>
<td></td>
<td><strong>ASK:</strong> What do you know about potential natural disaster risks at your facility?</td>
</tr>
<tr>
<td></td>
<td><strong>ASK:</strong> What do long term care facilities need to consider in planning for a natural disaster response? How should we handle issues like transportation, alternative shelters and food and water?</td>
</tr>
</tbody>
</table>

**SUGGESTED SESSION AGENDA**

Review the learning objectives — after viewing this program you will be able to understand:

- The importance of planning annual drills and evacuations, so your residents and staff are adequately prepared when a natural disaster strikes
- How to use your skills to recognize and assess natural disaster risks for you and your residents
- Natural disaster response procedures in your facility
- Some special challenges that caregivers face when implementing an emergency response plan in long-term care.
**SUGGESTED SESSION AGENDA**

**ASK:** How are these learning objectives relevant in your facility?

**DISCUSS** prior knowledge of natural disaster and emergency response plans for residents in your facility. Try to understand the group’s prior knowledge so you can help reinforce good practices and change those that are incorrect. (Encourage discussion to help uncover staff knowledge). With this baseline, you can better understand how to focus later discussion and follow-up exercises. You can also realize how the learning sessions have helped to improve training.

**5 min** Show first module of video program — *Introduction*

**10 min** Engage viewers in a brief discussion about **MODULE 1.** If group members are slow to respond, consider briefly recapping the main ideas emphasized in the first module (or the key situations and behaviors with which you feel your group can most easily relate).

**ASK:** Why are residents in long-term care at increased risk in an emergency scenario or natural disaster event?

**ASK:** What are some of the most likely emergency scenarios or potential natural disasters for your geographic region?
SUGGESTED SESSION AGENDA

**DISCUSS** the four core elements that emergency plans must now include.

1. Risk Assessment and Emergency Planning
2. A Communication Plan
3. Policies and Procedures
4. Training and Testing

7 min Show second module of video program – Why plan?

15 min Engage viewers in a brief discussion about **MODULE 2** – focus on how natural disasters can change work conditions and life in your facility. If group members are slow to respond, consider briefly recapping the main ideas emphasized in the second module (or the key situations and behaviors with which you feel your group can most easily relate).

**DISCUSS** the challenges long-term care facilities face in the event of a natural disaster or emergency scenario. Encourage participants to talk about what they have seen and about their speculations. Discuss their role in identifying challenges and how they can help to prevent those risks from becoming actual hazards.
SUGGESTED SESSION AGENDA

**ASK:** How would your disaster response plan delegate responsibilities to individuals or departments in your facility?

**DISCUSS** disaster scenarios that could require an annual drill be organized at your facility.

**DISCUSS** how various natural disasters or emergency scenarios can change work conditions and life in your facility.

10 min  **BREAK**

1 min  Welcome the group back from the break.

6 min  Show third module of video program – *Know Basic Emergency Plans*

15 min  Engage viewers in a brief discussion about **MODULE 3**. If group members are slow to respond, consider briefly recapping the main ideas emphasized in the third module (or the key situations and behaviors with which you feel your group can most easily relate).
SUGGESTED SESSION AGENDA

ASK: Can you identify the location of your facility’s Emergency Preparedness Manuals and emergency supply box? Do you have a process for resident evacuation tracking?

DISCUSS how you could track the whereabouts of residents and staff during an emergency.

DISCUSS how arrangements could be made for things like medication, food and water, transportation and housing in the event of a natural disaster or emergency scenario.

DISCUSS how best to respond to various specific disaster events.

4 min Show fourth module of video program through end of video – Your Responsibilities

10 min Engage viewers in a brief discussion about MODULE 4. If group members are slow to respond, consider briefly recapping the main ideas emphasized in the fourth module (or the key situations and behaviors with which you feel your group can most easily relate).
SUGGESTED SESSION AGENDA

**DISCUSS** potential scenarios where it would be appropriate to shelter in place vs. evacuate a facility.

**DISCUSS** what personnel and equipment would be necessary to facilitate an evacuation of your facility. What other considerations would have to be made during a potential evacuation?

5 min  **In closing:**

**ASK:** For questions or additional comments from the group.

**DISCUSS** as appropriate.

Thank group members for their participation and conclude the session.
EXERCISES AFTER VIDEO

1. How do you rate your organization’s current disaster preparedness?

2. What are some examples of recent natural disaster or emergency scenarios you have read or heard about? How could these pose a threat to your residents, staff and facility?

3. Role-play:
   - How would you tell other staff members in your facility about being adequately prepared for a natural disaster or emergency scenario?
   - Assign someone in your group the responsibility of leading the group as the CNA. Have them delegate responsibilities to various members of the group based on their individual professional expertise.

Suggest that participants accept a follow-up assignment as a proactive step in improving their understanding of a planned response to a natural disaster or emergency scenario. For example,

   - Each participant might be asked to teach a resident about what they can do to contribute to the effectiveness of their facility’s emergency preparedness plan.
   - Assign each participant an aspect of disaster preparedness planning so they will prepare a five-minute refresher on that process (shelter-in-place, evacuation procedures, resident and staff tracking procedures) during a brief follow-up meeting.
Questions?

If you have questions about how to implement the “Disaster Preparedness – Your Role in Planning an Emergency Response” program, or if you would like information about other programs available from Video Pro Productions, call or write:

Video Pro Productions
5878 Cook Road,
Suite F
Milford, Ohio 45150
Phone: 800-505-3232

All video and print materials contained in this program are protected by federal copyright. It is against the law to reproduce by any means any portion of this program without prior written permission from Video Pro Productions. When you abide by the law, your cooperation and honesty allows us to serve you better and enables us to continue to offer high quality, affordable programs.

© MMXIX Video Pro Productions