

Dane County/Madison Metropolitan Area
Evacuation Plan
Appendix N
Long-Term Healthcare Facilities

July 2009

Long-Term Healthcare Facilities

PURPOSE

The purpose for appendix is to encourage the adoption of a consistent policy between different Long Term Healthcare Facilities (LTHFs) and to outline Dane County's role in supporting evacuation of LTHFs. A consistent evacuation policy between LTHFs will allow for a consistent set of functions by first responders allowing them to consistently train to a common set of tasks. Response efforts will become more efficient and effective with a common tasks that are easily adaptable between facilities.

CONCEPT OF OPERATIONS

LTHFs are responsible for maintaining their own safety related plans. Inclusive among those is a facility-specific evacuation plan. Similar to other healthcare facilities in Wisconsin, these facilities are responsible for the safety and well-being of all persons in their care.

Due to the specialized nature of long-term healthcare facilities, preparations for evacuation need to be made before an evacuation is required. Thorough planning efforts and consistent staff training can make the difference between a planned, organized response and crisis management.

In June 2006, a state expert panel recommended a "*Policy on Evacuation of Healthcare Facilities*" (the "*Policy*"). LTHFs are strongly encouraged to adopt the "*Policy*", along with providing adequate training and additional planning, to reduce the negative effects of an emergency situation among the long-term care facilities.

Dane County, supporting the Wisconsin Expert Panel for Long-Term Care Emergency Preparedness' June 2006 findings, encourages Dane County LTHFs adopt the "*Policy*" (see below) with only minimal changes to address site-specific issues. The "*Policy*" is intended to address the evacuation and shelter-in-place for an individual facility. Dane County Emergency Management will provide assistance upon the request of a LTHF to develop an evacuation policy.

LTHFs should integrate the "*Policy*" with any site specific changes into their current emergency plans. Local response agencies are a primary resource to assist with review of plans. Local response agencies should be included in the plan development process.

If a LTHF needs evacuation assistance, local first response organizations will support the needs of the LTHF. If the needs overwhelm those local first response organizations, Dane County will support the delivery of available resources to assist local first responders. Upon request, Dane County Emergency Management will

facilitate efforts to coordinate evacuation efforts between first response organizations, state resource requests, and privately held resources.

ASSUMPTIONS

- Local long-term healthcare facilities will invest their time and efforts to complete, train, exercise, and review the "Policy" to ensure the survival and sustainment of persons in their care.
- Local long-term healthcare facilities will not enhance the "Policy" beyond site-specific adjustments.
- Long term healthcare facilities will confer with their local first responders to develop the "Policy" for their facility to ensure it is consistent with local resources and capabilities.
- Should a long term healthcare facility need assistance evacuating their facility, all of the facility's resources will be committed (or at least committed within the immediate future) before assistance will be requested from the local first response agencies.

Supporting Documentation (see attachments)

Dane County – Long-Term Care Emergency Planning

<http://www.countyofdane.com/emergency/longtermcare.aspx>

The Policy on Healthcare Facility Patient Evacuation and Shelter-In-Place

<http://danedocs.countyofdane.com/webdocs/doc/EMS/EvacuationProcedureTemplate.doc>

Long-Term Care Facility Evacuation Checklist

<http://danedocs.countyofdane.com/webdocs/doc/EMS/EvacuationChecklist.doc>

Long-Term Care Facility Shelter-In-Place Checklist

<http://danedocs.countyofdane.com/webdocs/doc/EMS/SIPChecklist.doc>

External Support 24 /7 Contact List

<http://danedocs.countyofdane.com/webdocs/doc/EMS/SupportContactList.doc>

Alternate Care Site Contact Information

<http://danedocs.countyofdane.com/webdocs/doc/EMS/AlternateCareSite.doc>

Incident Command System

Suggested structure at a Healthcare Facility & Position Descriptions

<http://danedocs.countyofdane.com/webdocs/doc/EMS/CommandSystem.doc>

Job Actions & Descriptions

<http://danedocs.countyofdane.com/webdocs/doc/EMS/IncidentCommander.doc>

Wisconsin Dept. of Human Services – Emergency Preparedness

http://dhs.wisconsin.gov/rl_dsl/EmergencyPreparedness/EmPrepIndex.htm