



Emergency Management Planning & Compliance
 Review Criteria for Adult Day Care Facilities
 (Based upon AHCA Criteria dated July 2001)

Notice: Center must submit their plans with the appropriate page numbers shown in the left column. This information will help expedite the review process. The reviewer will show whether the minimum criteria checking ± the OK Column or placing an X in the Revise Column. The reviewer may provide additional comments at the end of this review to help the center in any revisions.

List Page Nos. Here	Criteria Item	OK ±	Revise X
	I. Introduction		
	A. Provide basic information concerning the center to include:		
	1. Name of center, address, telephone number, emergency contact telephone number and pager number if available, type of center, and license number: [_____]		
	2. Owner of center, address, telephone number		
	3. Year center was built, type of construction, and date(s) of any subsequent construction		
	4. Name of administrator, address, work/home telephone numbers, and the same information for their alternate in command		
	5. Name, address, work/home number of the person implementing the provisions of this plan		
	6. Name and work/home numbers of person(s) who developed this plan		
	7. Provide an organizational chart with key management positions identified		
	B. Provide an introduction to the Plan which describes its purpose, time of implementation, and the desired outcome that will be achieved through the planning process. Also provide any other information concerning the center that has bearing on the implementation of this plan.		
	II. Authorities and References		
	A. Identify the legal basis for plan development and implementation to include statutes, rules and local ordinances, etc.		
	B. Identify reference materials used in the development of the Plan.		
	C. Identify the hierarchy of authority in place during emergencies. Provide an organizational chart, if different from the previous chart required.		

	III. Hazard Analysis		
	A. Describe the potential hazards that the center is vulnerable to such as hurricanes, tornados, flooding, fires, hazardous materials, incidents from fixed center or transportation accidents, proximity to a nuclear power plant, power outages during severe cold or hot weather, etc. Indicate past history and lessons learned.		
	B. Provide site specific information concerning the center to include:		
	1. Licensed capacity		
	2. Maximum number of staff on site		
	3. Type of residents/patients served by the center to include but not limited to: a. Participants with dementia b. Participants requiring special equipment or other special care, such as oxygen or dialysis c. Participants who are non-ambulatory d. Participants who require assistance e. Participants who do not require assistance f. Other - list types		
	4. Identification of hurricane evacuation zone center is in.		
	5. Identification of which flood zone center is in as identified on Flood Insurance Rate Map.		
	6. Proximity of center to a railroad or major transportation artery		
	7. Identify if center is located within 10 mile or 50 mile emergency planning zone of a nuclear power plant		
	IV. Concept of Operations		
	A. Direction and Control		
	1. Identify, by name and title, who is in charge during an emergency, and one alternate, should that person be unable to serve in that capacity.		
	2. Identify the chain of command to ensure continuous leadership and authority in key positions.		
	3. State the procedures to ensure timely activation and staffing of the center in emergency functions. What are the provisions for emergency workers' families?		
	4. State the operational support roles for all center staff. [This will be accomplished through the development of Standard Operating Procedures which must be attached to this plan.]		
	5. State the procedures to ensure the following needs		

	<p>are supplied.</p> <ul style="list-style-type: none"> a. Food and water b. Emergency power, natural gas or diesel. If natural gas, identify alternate means should loss of power occur which would affect the natural gas system. What is the capacity of emergency fuel system? c. Transportation (may be covered in the evacuation section). d. oxygen, if required for participants 		
	B. Notification		
	1. Define how the center will receive warnings, to include off hours and weekends/holidays		
	2. Define how key staff will be alerted		
	3. Describe the procedures and policy for staff reporting to work		
	4. Define how participants will be alerted and the precautionary measures that will be taken		
	5. Identify alternative means of notification should the primary system fail		
	6. Identify procedures for notifying those centers to which center residents will be evacuated to		
	7. Identify procedures for notifying families of residents that center is being evacuated		
	C. Evacuation		
	1. Identify the individual responsible for determining if and when evacuation is required.		
	2. Identify the individual responsible for implementing center evacuation procedures.		
	3. Identify all arrangements made through mutual aid agreements or understandings that will be used to evacuate residents (copies of the agreements must be attached as annexes).		
	4. Describe transportation arrangements for logistical support to include moving records, medications, food, water, and other necessities.		
	5. Identify the pre-determined locations where residents will evacuate to. <ul style="list-style-type: none"> a. Regional Evacuation Plan 		
	6. Provide a copy of the mutual aid agreement that has been entered into with a center to receive residents/patients (current, signed each year).		
	7. Identify evacuation routes that will be used and secondary routes that would be used should the primary route be impassable.		
	8. Specify the amount of time it will take to		

	successfully evacuate all patient/residents to the receiving center. Keep in mind that in hurricane evacuations, all movement should be completed before the arrival of tropical storm winds (40 mph winds).		
	9. What are the procedures to ensure center staff will accompany evacuating participants?		
	10. Identify procedures that will be used to keep track of participants once they have been evacuated (to include a log system).		
	11. Establish procedures for responding to family inquires about participants who have been evacuated.		
	12. Establish procedures for ensuring all participants are accounted for and are out of the center.		
	13. Specify at what point the mutual aid agreements for transportation and the notification of alternate center will begin.		
	D. Re-entry		
	1. Identify who is the responsible person(s) for authorizing reentry to occur.		
	2. Identify procedures for inspection of the center to ensure it is structurally sound.		
	V. Information, Training, and Exercises		
	A. Identify how key workers will be instructed in their emergency roles during non-emergency times.		
	B. Identify a training schedule for all employees and identify the provider of the training.		
	C. Identify the provisions for training new employees regarding their disaster related roles(s).		
	D. Identify a schedule for exercising all or portions of the disaster plan on an annual basis.		
	E. Establish procedures for correcting deficiencies noted during training exercises.		
	F. Describe the method by which family members of participants will be made aware of the center's emergency plan prior to a disaster.		
	ANNEXES		
	A. Roster of employees and companies with key disaster related roles. 1. List the names, addresses, and telephone numbers of all staff with disaster related roles. 2. List the name of the company, contact person, telephone number and addresses of emergency service providers such as transportation, emergency power, fuel, water, police, fire, Red Cross, etc.		

