Emergency Preparedness

1. At admission, clients are educated on the risks of disasters and the importance of emergency planning. As part of the comprehensive assessment, the admitting clinician will develop a client specific emergency plan. At each reassessment, the Client Specific Emergency Plan will be reviewed with the client or responsible party and updated, if necessary.

2. Upon admission, the Clinical Manager or admitting therapist evaluates and assigns a priority level to every client, based on his or her level of acuity and social support. The priority level is also evaluated at each assessment. **See number 8 for a description of the priority levels.

3. The following elements are a part of the office emergency plan:

    - All Hazards Risk Assessment
    - Communication Plan
    - Client Specific Emergency Plan
    - Notification procedures to local and state officials

4. BAYADA's Emergency Management Plan policy includes the following:
    - Standards for Office Specific Emergency Management Planning
    - Strategies to be included in the Emergency Management Plan
    - Emergency Plan drills and testing
    - Clinical Documentation during an emergency
    - Orientation and annual training requirements for Emergency Management plan

5. When completing an All-Hazards Risk Assessment, the office must consider the following when determining their risk level:
    1. Potential Hazards (natural or man-made) most likely to occur in its location and service area

2. Probability, vulnerability and preparedness of the natural or man-made emergencies to cause the office to cease or limit operations.

   A high risk level score requires additional planning & preparation.

6. Each office-specific Emergency plan will include procedures to follow up with on duty staff and clients to determine services that are needed, in the event that there is an interruption in services during or due to an emergency. The office-specific plan will also include procedures for informing local and state officials of any on-duty staff or clients that they are unable to contact.

7. The All Hazards Risk Assessment identifies the natural and man-made disasters that pose the greatest risk to an office's location and services.

8. The following are the priority levels that the Clinical Manager will assign to their cases:
   - Priority Level 1: Clients, who need to have care, cannot be alone and have no caregivers in the home. This may include but is not limited to clients with infusions, ventilators/trachs and those receiving around the clock care.
   - Priority level 2: Clients whose need for service can be delayed because they are temporarily able to perform their own care or have a qualified care giver in the home.
   - Priority level 3: Clients who have good social supports, trained caregivers and/or can be left alone until the emergency subsides.