



**EMERGENCY PREPAREDNESS
 ITEMS NEEDED FOR SURVEY – HOME HEALTH**

INFORMATION NEEDED		Please flag these specific P & P for review:
	Policies and Procedures for Emergency Preparedness Program	1) Delegation of authority and succession plan
	Emergency Plan	2) Procedures to follow-up with staff and patients to identify needs in an emergency
	Annual Review of Emergency Plan or other updates	3) Procedure to inform state and local officials about patients in need of evacuation from their residences
	Risk Assessment – Facility based and Community based all-hazards	4) Procedure for informing state / local officials of staff or patients they are unable to contact
	Documentation of efforts to collaborate with local / regional / state officials	5) Medical record documentation system to preserve patient information and secure and maintain availability of records
	Communication Plan (include list of required contacts with primary and alternate contact information)	6) Use of volunteers and other staffing strategies
	Show surveyors communication equipment or communication systems listed in the plan	
	Annual Review of Communication Plan and process for review / update of contact information	
	Emergency Preparedness Training Program – content of initial training and plan for on-going training	
	Annual review of Training Program or other updates	
	Documentation of annual tabletop exercise and after action report	
	Documentation of annual full-scale exercise and after action report	