INTRODUCTION

Individuals living in LTC settings are among the most vulnerable people during an emergency event. Therefore, it is important to prepare our stakeholders, contractors, and employees to respond promptly to the event.

Since the transition from County owned to Corporate owned, the organization’s policy and procedure were transmuted entirely. One of them being the organization’s Emergency Operations Plan (EOP).

CURRENT KNOWLEDGE OF TASK

In order to align our stakeholders, contractors, and employees in the same direction, the EOP needs to be updated and reviewed annually.

- Transfer and shelter agreements are due for renewal
- The EOP templates provided by corporate can be tailored towards the organization
- Employee turnover and new hires affects the preparedness and response of an emergency

METHODOLOGY

Figure 1 depicts the top probable events occurring at AEOJ. Events that scored a 10 or above requires action.
- Probability → known risk, historical data, manufacturer/vendor statistics
- Risk → threat to life/health, disruption of services, failure/damage, loss of community trust
- Preparedness → status of current plans, training status, insurance, community resources

- TTX is a staged event where management meet in an open forum to discuss actions for response to specific emergency scenarios

SUMMARY

Accomplishments:
- Increased awareness in individual roles and responsibilities including the Incident Command System (ICS) per NIMS guidelines which is depicted in Figure 2. The ICS is used to assist all operations during an emergency event.
- Emergency transportsations are now provided by the County via Environmental Management Director of Jefferson County.

TTX Evaluation/Results:
- Opportunity to strengthen Communication Systems (Policy & Procedure)
  - Invest in reliable walkie talkies vs using current walkie talkies
- Opportunity to strengthen Resident Accountability (Policy & Procedure)
  - Operations Chief (Director of Nursing) to assign duties to RCC, ADON, and charge nurses and conduct quarterly trainings
- Currently undergoing work – Shelter Agreements
  - The staging area is the Activities Center in Jefferson, WI
  - Temporary placement at home for residents whose responsible party agrees upon admission (paperwork)

RECOMMENDATIONS

Some recommendations are as followed:
- Administrator or Designee to review sections of the EOP monthly with the EMT in preparation of the annual review
- Conduct TTX, workshop, seminars as necessary
- Department Heads to review roles and responsibilities with their staff quarterly
- Continue quarterly/ in-season drills with frontline staff

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