

**MILLE LACS BAND OF OJIBWE
HEALTH AND HUMAN SERVICES POLICY & PROCEDURE**

Department: Behavioral Health-Four Winds

Policy Number: HHS-BH-FW 4747

Policy Title: Emergency Preparedness Management Plan

Attachments:

Revision History: New policy

Revised by/Date: 4/16/2019 Hannah Schiemann

Approved by:

Date:

Lindsay Misquadace-Berg, Treatment Director (Interim)



7-23-19

Approved by:

Date:

Nicole Anderson, Commissioner of HHS



7-26-2019

POLICY STATEMENT: The Emergency Management Plan is designed to assure appropriate staff response to a wide variety of emergency situations. The primary emphasis is on short-term management of critical clients and business operation disruptions. The program is designed to address the emergency response needs of all clients, employees and visitors throughout Four Winds Lodge.

PURPOSE: The purpose of the Emergency Management Plan is to provide resources for the continuation of services during a variety of emergencies that may disrupt operations.

PROCEDURE:

I. FUNDAMENTALS

- a) Emergencies will occur. Effective planning reduces the impact of emergencies on the quality of care for clients at Four Winds Lodge and increases the facility's ability to continue to provide necessary services.
- b) Many types of emergencies can be identified from past organizational or community experiences. Evaluating the past experiences provides a baseline of likely threats in future emergencies. The Safety Committee completes a Hazard Vulnerability Analysis annually. The results of the analysis are considered when planning future drills, exercises and responses to these likely situations.
- c) Planning considers facilities, space, personnel, supplies, communications and other resources needed to provide essential services under less than ideal conditions.
- d) Planning considers on-duty and off-duty employees and other resources when determining staffing levels to maintain essential services.
- e) Planning considers conditions that may require modifications of normal Four Winds Lodge routines, including treatment. The conditions may require discontinuation of services, client transfer, facility evacuation or discharge of clients.

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- f) Drills and actual implementations of the Emergency Preparedness Plan are observed, documented and critiqued to identify opportunities for improvement. Actions taken to address deficiencies are documented and tested during subsequent drills. Summaries of the Emergency Preparedness Plan activities are presented to leadership and the Safety Committee for review and recommendations.

II. GOALS AND OBJECTIVES

- a) At least two emergency preparedness drills are conducted each year. Fire drills are performed on a monthly basis.
- b) Drills or actual events are documented and critiqued. Findings are used to identify opportunities to improve the planning process, the emergency preparedness plan, employee training, or the resources available during emergency situations.
- c) Identification of key problems, failures, and user errors requiring attention and action are documented and followed through to completion by the Safety Committee.
- d) The Safety Committee identifies performance improvement standards and collects and analyzes data.
- e) The Safety Committee identifies opportunities to improve emergency preparedness performance, planning, response and employee training.
- f) The Safety Officer conducts an annual evaluation of the objectives, scope, performance and effectiveness of the Emergency Preparedness plan and reports the results to the Safety Committee and local management team.

III. ORGANIZATION AND RESPONSIBILITY

- a) Leadership receives regular reports of the current status of the Emergency Preparedness program through the Safety Committee. Leadership reviews the reports and, as necessary, communicates concerns about key issues and regulatory compliance to the compliance officer. Leadership will establish operating and capital budgets for the Emergency Preparedness program.
- b) The Safety Officer works under the general direction of the Executive Director of Health and Human Services. The Safety Officer provides leadership information regarding emergency preparedness issues which may necessitate changes in policies, procedures, orientation or education.

IV. PROCESSES OF THE EMERGENCY PREPAREDNESS PLAN

- a) Program Elements:
 - i) Plans are in place for responses to a variety of emergencies that may impact on the ability of Four Winds Lodge to provide services.
 - ii) When it is necessary to obtain additional employees to assist with an increased load, the employees are contacted by supervisory staff.
 - iii) When sufficient employees are not available for all roles during an implementation of the plan, the incident command staff will assure that most critical jobs are filled with available staff and staff returning to the facility to fill less critical jobs.

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- iv) Local law enforcement agencies cooperate in control of traffic and exterior area security, if available.
 - v) As appropriate to the time and shift, additional employees may be designated to assist in provision of supplies and materials as requested by incident command staff.
 - vi) An evacuation of the building; for situations which render the facility no longer capable of providing necessary client activities, will be handled in cooperation with the County Emergency Management System. They will be notified as soon as the potential for the need to evacuate is considered and will be kept updated on an ongoing basis, to begin the process for identification of the availability of space to move the clients. As practical, clients will be moved to sites where their Four Winds Lodge can be continued and the clients will be safe.
 - vii) As is practical, clients being moved to alternate Four Winds Lodge facilities will be moved with their client records and available medications.
 - viii) Alternate sources for utility supplies are available to assure client safety and continued services. In some cases, such as electrical power, backup systems are in place and tested regularly by State operated services. In other cases, plans include the process for obtaining and connecting backup sources for systems or alternatives to those systems.
 - ix) There are several backup systems for key communication systems. The computer network may be used to send e-mail messages and cellular telephones may also be used as a backup during emergencies. The computer system is backed up by use of telephones for key client data.
- b) Orientation and Education:
- i) The RN Supervisor has overall responsibility for coordinating the Orientation and education program for each of the functions associated with Management of the Environment of Four Winds Lodge. The RN Supervisor in cooperation with the other program supervisors, is responsible for managing the Emergency Preparedness Orientation and education programs.
 - ii) Each new employee participates in a general Orientation program that includes an overview of the Emergency Preparedness program. The overview introduces new employees to the general concept of the plan and the circumstances under which it is activated.
 - iii) The RN Supervisor facilitates the general Orientation training and tracks attendance to ensure compliance. The RN Supervisor also maintains records of participation during Orientation.
 - iv) Each new employee also participates in a department and job-specific orientation. Department supervisors are responsible for providing new personnel with a department-specific orientation to the Emergency Preparedness program. The goal of the department-specific orientation is to provide new personnel with current emergency preparedness information and skills regarding departmental roles and responsibilities, job-specific roles, emergency communications and information on how supplies and equipment are obtained during an emergency. New employees are expected to complete departmental orientation within thirty days of employment.

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- v) Individual personnel are responsible for learning and following job and task-specific procedures for emergency response.

- c) Performance Improvement Standards
 - i) The Safety Officer has overall responsibility for coordinating the performance improvement process for each of the functions associated with the management of the Environment of Four Winds Lodge.

 - ii) The Safety Officer is responsible for establishing performance improvement standards to objectively measure the effectiveness of the Emergency Preparedness program. The Safety Officer, in collaboration with the Safety Committee, determines appropriate data sources; data collection methods; data collection intervals; analysis techniques and report formats for the performance improvement standards.

- d) Annual Evaluation
 - i) The Safety Officer has overall responsibility for the annual evaluation process with each of the functions associated with management of the Environment of Four Winds Lodge.

 - ii) The scope, objectives, performance and effectiveness of the Emergency Preparedness Plans are evaluated on an annual basis. The annual evaluation uses a variety of information sources including internal policy and procedure review, incident report summaries, Safety Committee meeting minutes and reports and other summaries of activities. In addition, findings by outside agencies such as accrediting or licensing bodies are used. The annual review examines the objectives, scope, performance and effectiveness of the Emergency Preparedness program. The report provides a balanced summary of the Emergency Preparedness program performance over the preceding 12 months. Strengths are noted and deficiencies are evaluated to set goals for the next year or longer term.

 - iii) The annual review is presented to the Safety Committee and Leadership for review and approval. The annual evaluation is also distributed to others as appropriate. Once the review is finalized, the supervisors are responsible for implementing the recommendations in the report as part of the performance improvement process.

Internal and/or External References	
Compliance - Posting Date	7/26/2019
Replaces – Policy Number	
Next Review - Due Date	7/26/2020