

Emergency Preparedness Program – Policies and Procedures AD.E12

POLICY:

Lifesong Hospice and Palliative Care implements emergency preparedness policies and procedures based on its emergency preparedness plan, risk assessment and communication plan that are reviewed and updated annually.

PROCEDURE:

1. Lifesong Hospice and Palliative Care's Emergency Preparedness Plan is based on and includes a documented community-based risk assessment, utilizing an all-hazards approach.
2. Emergency preparedness policies and procedures must include, but are not limited to:
 - a. Procedures for contacting on-duty staff and current patients during an emergency and informing State and local officials of any staff or patients that cannot be contacted;
 - b. Procedures to inform State and local officials about hospice patients in need of evacuation from their residences during an emergency according to Assisted Living Facility Guidelines;
 - c. A system of medical documentation that preserves patient information, protects confidentiality of patient information, and secures and maintains the availability of records;
 - d. The use of hospice employees in an emergency and other emergency staffing strategies, including the process and role for integration of State and Federally designated health care professionals to address surge needs during an emergency; and
 - e. The development of arrangements with other hospices and other providers to receive patients in the event of limitations or cessation of operations to maintain the continuity of services to hospice patients.

Created:	Reviewed:	Revised:	Effective:
9/2018	11/2018		4/2019