
Emergency Preparedness Program – Training and Testing AD.E13

POLICY:

Lifesong Hospice and Palliative Care maintains an emergency preparedness training and testing program that is based on its emergency plan, emergency preparedness policies and procedures and the emergency preparedness communication plan.

PROCEDURE:

1. Lifesong Hospice and Palliative Care’s Emergency Preparedness Training Program provides for the following:
 - a. Initial training in emergency preparedness policies and procedures for all new hospice employees, volunteers, and individuals providing services under arrangement, consistent with their expected roles;
 - b. Demonstration of staff knowledge of emergency procedures;
 - c. Ongoing annual emergency preparedness training for all staff;
 - d. Periodic review and rehearsal of the Emergency Preparedness Plan with hospice employees (including nonemployee staff), with special emphasis placed on carrying out the procedures necessary to protect patients and others; and
 - e. Documentation of all emergency preparedness training.

Testing

2. The hospice conducts exercises to test the Emergency Plan at least annually.
3. Emergency preparedness testing includes:
 - a. Participation in a full-scale exercise that is community-based or, when a community-based exercise is not accessible, an individual, facility-based exercise.
 - b. If the hospice experiences an actual natural or man-made emergency that requires activation of the Emergency Plan, Lifesong Hospice and Palliative Care is exempt from engaging in a community-based or individual, facility-based full-scale exercise for 1 year following the onset of the actual event.

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

- c. Conducting an additional exercise that may include, but is not limited to the following:
 - i. A second full-scale exercise that is community-based or an individual, facility-based exercise; and
 - ii. A tabletop exercise that includes a group discussion led by a facilitator, using a narrated, clinically-relevant emergency scenario, and a set of problem statements, directed messages, or prepared questions designed to challenge an emergency plan.
 - d. Analyze the hospice's response to and maintain documentation of all drills, tabletop exercises, and emergency events, and revise the hospice's emergency plan, as needed.
4. Lifesong Hospice and Palliative Care's emergency preparedness training and testing programs must be reviewed and updated at least annually.

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