

Checklist #15

**Functional Area: Emergency Preparedness
 and Response**

Yes = In Compliance
 No = Further Action

Objective: Ensure facilities are prepared in the event of fire, explosion, flood, earthquake, high wind, or other emergency.

Specific Criteria	Yes	No
<p>Policy and Procedure: IDAPA 16.03.22.153.02</p> <p>1. Do you have policies and procedures to instruct staff how to respond during the following emergency situations:</p> <ul style="list-style-type: none"> a. Medical and psychiatric emergencies? b. Resident absence? c. Criminal situations? d. Presence of law enforcement officials at the facility? <p style="text-align: right;">{IDAPA 16.03.22.153.02}</p>		
<p>Policy and Procedure: IDAPA 16.03.22.153.06</p> <p>1. Do you have policies and procedures to instruct staff how to intervene to ensure resident and staff safety during unsafe situations-physical or behaviorally caused?</p> <p style="text-align: right;">{IDAPA 16.03.22.410.01}</p>		
<p>Policy and Procedure: IDAPA 16.03.22.154</p> <p>1. Have you developed an emergency preparedness plan to follow in the event of fire, explosion, flood, earthquake, high wind, or other emergency?</p> <p style="text-align: right;">{IDAPA 16.03.22.154}</p>		
<p>2. Do you have written procedures outlining steps to be taken in the event of an emergency, including:</p> <ul style="list-style-type: none"> a. Who is to respond? b. Each person's responsibilities? c. Where and how residents are to be evacuated? d. Notification of emergency agencies? <p style="text-align: right;">{IDAPA 16.03.22.154.01}</p>		
<p>Requirements: IDAPA 16.03.22.410</p> <p>1. Are you prepared to implement your emergency preparedness plan in the event of fire, explosion, flood, earthquake, high wind, or other emergency?</p> <p style="text-align: right;">{IDAPA 16.03.22.410}</p>		
<p>2. Do you have a written agreement between the facility and a location to which residents would be moved to in the event the building cannot be reoccupied?</p> <p style="text-align: right;">{IDAPA 16.03.22.410.01}</p>		
<p>3. Do you have at least 1 unannounced fire drill per shift per quarter in which personnel and residents participate?</p> <p style="text-align: right;">{IDAPA 16.03.22.410.02}</p>		

Specific Criteria	Yes	No
<p>4. Are you prepared to make a separate report of each fire incident occurring within the facility, as follows:</p> <ul style="list-style-type: none"> a. Report to the Licensing and Survey Agency within 30 days of the occurrence? b. Submit your report using the reporting form, "Facility Fire Incident Report," issued by the Licensing and Survey Agency? c. Include specific data concerning date, origin, extent of damage, method of extinguishment, and injuries, if any? (A fire incident is considered any activation of the building's fire alarm system other than a false alarm, during testing of the fire alarm system, or during a fire drill.) {IDAPA 16.03.22.410.03} 		
<p>Record Keeping or Documentation: IDAPA 16.03.22.705.07 Emergency Condition Advisory.</p> <p>1. Do you have documentation indicating that the resident has been advised of actions required under emergency conditions? {IDAPA 16.03.22.705.07}</p>		

The check lists can be used as a quality improvement tool and are offered as a helpful guide. They do not take the place of the rule requirements. It is highly recommended that the check lists be used in conjunction with the rules themselves.