

## Appendix A.5: Supplemental Document for Group Homes, Home Care and Hospice

### Introduction

This document has been created to help illuminate the differences between larger facilities/agencies and smaller ones and/or ones without a brick-and-mortar building. Each section listed below follows the order of the base plan and gives additional resources for group homes, home care, and hospice facilities/agencies to facilitate better planning. The base plan, appendixes and annexes are still great resources for smaller facilities/agencies and are customizable to each specific facility/agency. The information listed below is an additional resource, and other information to consider adding to your emergency preparedness plan when you are part of a smaller facility/agency.

- See Appendix A: MDH Appendix Z Crosswalk for requirements based on facility type.

**Plain language** – Same as base plan.

### Continuity of operations plan & succession planning

- Resident – Who are your backup care givers.

### Hazard vulnerability analysis

- Resident – What are the specific hazards near where the resident lives. General data can be obtained from regional and county Hazard Vulnerability Analysis (HVA).

### Communications

- Internal communication with staff and external communication with residents, their families and public.
  - External communication with emergency preparedness officials of residents who need assistance with evacuation due to an emergency.
  - Have a method to communicate with on-duty staff during an emergency to ensure they are safe and if unable to reach them inform emergency preparedness officials.
- Resident – How are you communicating?
  - Text first. It takes less band width.
  - Text family members **'SAFE'** to let them know you are safe.
- See Appendix C2 – External & Internal Contacts (Excel Spreadsheet)
- Have an Emergency Document for the resident. See Appendix A.6 – Resident Emergency Preparedness Information.

## Incident command system

- This may be your business organization structure, but who has the power to make decisions 24/7?
- See Appendix D – Incident Command System (ICS) Organization Chart – Hospital ICS Quick start.

## Facility/agency information and contact information

- Resident don't forget to have copies of Insurance and Vital Records. These can be stored in the cloud for reference later.
- See Appendix E – Facility/Agency Contact list.

## Building specific information

- Resident – Where is the power, gas (fuel oil, propane) water shutoffs? Identify them by labeling each one and writing down where they are at.
  - **CAUTION** – If you turn off the gas for any reason, a qualified professional must turn it back on. NEVER attempt to turn the gas back on yourself.
  - Resident – Are you on a private well and septic system or city water and sewer? If on private well when was the last time you tested your water? Protect your well from flood waters.
    - [Water Quality/Well Testing/Well Disinfection - MN Dept. of Health \(https://www.health.state.mn.us/communities/environment/water/wells/waterquality/index.html\)](https://www.health.state.mn.us/communities/environment/water/wells/waterquality/index.html)
    - [Flood Precautions For Private Water Wells - MN Dept. of Health \(https://www.health.state.mn.us/communities/environment/water/wells/natural/floodprecautions.html\)](https://www.health.state.mn.us/communities/environment/water/wells/natural/floodprecautions.html)
- If you live in a flood-prone area, consider purchasing flood insurance to reduce your risk of flood loss.
- See Appendix F – Building specific information.

## Decision making

- Resident – Who is your emergency contact?
  - Do you have a Durable Power of Attorney for Health Care?
  - Do you have a Living Will?
  - Do you have a Durable Power of Attorney for Finances?

## HIPAA/1135 waiver in emergent situations – Same as base plan.

## Ethical guidelines

- Ethical guidelines include crisis standards of care. In the base plan there are links to several documents.

## Infection control

- Make sure you have an infection control plan and base on the resident or Federal/State guidelines follow them.
- Stay home when sick, cover your cough and wash your hands.
  - [Cover Your Cough - MN Dept. of Health](https://www.health.state.mn.us/people/cyc/index.html) (<https://www.health.state.mn.us/people/cyc/index.html>)

**Crisis staffing** – Same as base plan.

**Volunteers** – Same as base plan.

## Shelter-in-place

- Based on the disaster shelter-in-place in the best and safest location for you. This may not be in the basement. For example, in a flood don't shelter-in-place in the basement.
- Do you have a basement room with no windows, can the resident get there?
  - What about an interior bathroom with no windows?
  - Maintain a seven-day supply of non-perishable food and water.
  - Be prepared to close, lock and board/seal windows and doors in necessary.
  - Have an emergency supply kit. [Build A Kit | Ready.gov](https://www.ready.gov/kit) (<https://www.ready.gov/kit>)
- A "bedside kit" has items you will need if you are trapped in or near your bed and unable to get to other parts of your home.
- A "carry-on-you" kit for the essential items, such as medications, contact names and phone numbers, health information, your ID, etc. You need to keep this with you at all times.
- Keep important items in a consistent, convenient, and secured place, so you can quickly and easily get to them. (Items such as teeth, hearing aids, prostheses, canes, crutches, walkers, wheelchairs, respirators, communication devices, artificial larynx, sanitary aids, batteries, eyeglasses, contact lens with cleaning solution, etc.)

## Evacuation

- Does the resident winterize the house by enclosing it in plastic and having hay bales at the foundation? Are all the exits still accessible?
- Have a "Grab Bag" prepared. "Grab-and-go" kits are easy to carry kits you can grab if you must leave home (or school, workplace, etc.) in a hurry. They have the things you cannot do without but are not so big or heavy that you cannot manage them. Here is a link on what can go into a kit. [Build A Kit | Ready.gov](https://www.ready.gov/kit) (<https://www.ready.gov/kit>)
- Arrange for assistance if you are unable to evacuate by yourself.

**Evacuation transportation** – Do you have an accessible vehicle the resident can get in? Does the resident have a vehicle that can be used? Keep a full tank of gas in your car. Have a kit for your vehicle. [Car Safety | Ready.gov](https://www.ready.gov/car) (<https://www.ready.gov/car>)

**Evacuation destination information** – Are there family member that will take the resident? Work with the County Emergency Manager for an evacuation site location. Let others know where you are evacuating to and have a back-up in case your original location is not available.

**Evacuation staffing** – Who will care for the resident. Staff/family?

## Special considerations

### Additional information on Ready.gov

- [People with Disabilities | Ready.gov](https://www.ready.gov/disability) (<https://www.ready.gov/disability>)
- [Older Adults | Ready.gov](https://www.ready.gov/older-adults) (<https://www.ready.gov/older-adults>)

### Pets

- Have a care plan for your pet. Extra food and/or medications, leashes, carriers, bowls, ID tags etc. Check if your evacuation location will accept pets. [Prepare Your Pets for Disasters | Ready.gov](https://www.ready.gov/pets) (<https://www.ready.gov/pets>)

### Speech or communication issues

- If you use a laptop computer for communication, consider getting a power converter that plugs into the cigarette lighter, and a battery back-up.

### Hearing issues

- Have a pre-printed copy of key phrase messages handy, such as “I use American Sign Language (ASL),” “I do not write or read English well,” “If you make announcements, I will need to have them written simply or signed.”
- Consider getting a weather radio, with a visual/text display that warns of weather emergencies.
  - FEMA Mobile Products - [FEMA Mobile Products | FEMA.gov](https://www.fema.gov/about/news-multimedia/mobile-products) (<https://www.fema.gov/about/news-multimedia/mobile-products>)

### Vision issues

- Mark your disaster supplies with fluorescent tape, large print, or Braille.
- Have high-powered flashlights with wide beams and extra batteries.
- Place security lights in each room to light paths of travel.

### Assistive device users

- Label equipment with simple instruction cards on how to operate it (for example, how to ‘free wheel’ or ‘disengage gears’ of your power wheelchair), attach the cards to your equipment.
- If you use a cane, keep extras in strategic, consistent, and secured locations to help you maneuver around obstacles and hazards.
- Keep a spare cane in your emergency kit.
- Know what your options are if you are not able to evacuate with your assistive device.

**Memorandum of understanding** – Same as base plan.

## Recovery plan

- Resident – If your dwelling has been damaged. Take pictures and contact you Insurance Provider.

**Staff care** – Same as base plan.

**Behavioral health** – Same as base plan.

## **Exercise, evaluation, and improvement planning**

- Resident – test your communication and evacuation plans.
- Can you call important people on someone else's phone or are all your important numbers in your phone contacts. See Communication section above.

**Resources and support agencies** – Same as base plan