

Conducting a Home Care Emergency Preparedness Assessment

Once you have assessed your hazard vulnerability, you must evaluate your company’s preparedness status. You can use the tool provided in Exhibit B to complete this step.

This quick assessment will help you identify your company’s preparedness in case of an emergency. This list is not inclusive of all items an agency may need to assess when preparing an emergency plan. An agency needs to consider their unique differences and specialties.

Exhibit B: Home Care Emergency Preparedness Assessment Tool

	Yes	No
Do you have access to updated patient census?		
Do you identify patients’ acuity/risk levels?		
Do you update patients’ acuity/risk levels?		
Do you have written emergency preparedness education for patients?		
Have you completed a hazard vulnerability assessment?		
Have you set up an incident command?		
Do you have an emergency preparedness plan and policy?		
Do you have a current list of employee contact information?		
Do you have your employees’ emergency contact information?		
Have you provided education to all staff on the agency’s emergency preparedness policy?		
Have you held an emergency preparedness drill?		
Have you identified your community emergency preparedness contacts? <i>(See list in back of this manual)</i>		
Have you communicated with your community emergency preparedness team?		
Do you have a plan for securing medical supplies during an extended emergency?		
Do you have a plan for transportation in case of emergency?		
Have you created a business continuity plan?		

If you answered no to any of these questions then **NOW** is the time to review, update or create a comprehensive emergency preparedness manual.