

Dialysis Facility Disaster Plan Template

The following is a list of action items recommended that a dialysis facility take in order to prepare a comprehensive disaster plan. More detail on how to implement these actions can be found in the CMS Manual *Emergency Preparation for Dialysis Facilities*.

Action Steps	Date Completed
Mitigation and Preparation Before An Emergency Happens	
Determine Which Kinds Of Disasters You Are Likely To See In Your Facility	
Prioritize your disaster planning to respond to the most significant threats first.	
Prepare mitigation strategy for each disaster that may affect your dialysis facility: Hurricane, earthquake, winter storm, flood, etc.	
Develop A Relationship With Your Local and Regional Disaster Planners	
Know where local shelters will be set up	
Know who to contact for providing patient transportation	
Have contact numbers available to you at all times (in your cell phone or PDA is best)	
Develop A Relationship With Local Utilities	
Send annual letter to water, electricity and natural gas providers	
Know the person at each utility that would serve as the contact person in an emergency.	
If you have an electrical generator on site, make sure that you have an adequate supply of fuel and a signed contract with a vendor to deliver more if needed.	
If you decide you will rent an electrical generator, make arrangements in advance with a vendor. Have a signed contract assuring that they will provide this to you if it is needed. They will need to come to your facility to assess what will be needed to install a generator in advance of an emergency.	
Create a back plan to provide water to your dialysis facility. Talk with a local milk or soft drink bottling company and learn if you can get water from them. You will probably have to have an adapter made in advance so that you can hook you water system up to the 4 inch fitting on the tanker truck. Often times the fire hydrants are on separate feed line, and these could be used if pre-arranged	
For both back up water and electricity plans, calculate the requirements in	

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advance so you know how much electricity and/or water you will need.	
Secure The Facility To Prevent Injuries During A Disaster	
Ceiling TV's secured to prevent them from coming loose during an earthquake. Make sure that patients are not seated below TV's.	
Make it a policy that dialysis machine and chair wheels are locked during dialysis treatments to prevent needle dislodgement in the event of an earthquake.	
Oxygen tanks are secured to prevent them from tipping over during an earthquake.	
Water treatment components are secured to prevent major damage from them falling over in an earthquake.	
Secure storeroom shelves to the floor or wall. Load heavier items on the lower shelves.	
Provide Education To Your Patients On :	
Evacuation procedures	
3-Day Emergency Diet	
Emergency contact information	
Shelter information	
Who to contact for transportation	
Keeping track of med lists and dialysis orders	
Staff Disaster Plan Training	
Evacuation procedures taught to staff	
Hold evacuation drills and evaluate you performance	
Test communication plan periodically	
Evacuation Plan	
Develop a procedure for getting patients off of dialysis quickly (Clamp & Cut)	
Clamp & Cut kits should be readily available. Some facilities have found that it is most reliable to have a box of these kits available for staff to pass out in the event of an emergency. Kits attached to the machine tend to get lost over time.	
Procedure should be taught to patients and reviewed at least quarterly. Patients should practice at the end of a dialysis treatment. This should be performed on bloodlines (not needle lines) so that saline can be administered later if necessary.	
Items should be rotated regularly so that they do not expire	

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Designate someone to take the AED with you	
Assign evacuation duties based on staff role	
Have a pre-determined location outside of your facility where patients and staff will meet. Someone should be assigned to make sure that all patients and staff are accounted for. Charge nurse to take daily assignment sheet for roll call in safe zone.	
Assess patients for hypertension due to blood loss, administer saline as needed.	
Flush and heparinize catheters first, as they are more likely to clot	
If it is possible, copies of patient's recent treatment orders and med lists should be placed in the emergency evacuation kit, and replaced with updated versions monthly, or when treatment orders change.	
Provide patients with information on where they should go for their next treatment, or for continued treatment if it is necessary. Provide them with treatment orders and med lists if it is possible that they will have to go somewhere else for treatment.	
Disaster Organizational Structure	
Name a person or title to take charge during a disaster	
Designate someone to take the emergency evacuation box	
Designate someone to call the utilities- Program numbers into cell phones ahead of time.	
Create A Communications Plan	
Staff communication plan (How will they contact each other)	
Patient communication plan (How will you contact them or visa versa?)	
Make sure you are aware of the Network Disaster Communication Plan	
Have an "Out of Area" contact number	
Backup Facility Plan	
Make a written agreement with another dialysis facility to dialyzer your patients in the event you facility is inoperable. Include how you will: Share staff Share supplies Bill for treatments	
Make sure the Backup Facility has the capacity to take on your patients	
Consider having a second backup agreement with another facility farther away from you in the event there is a widespread disaster.	

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Disaster Response	
Danger Assessment	
Assess immediate threat to patients	
Call emergency services (911)	
Evacuate patients and staff as necessary, prioritized based on <ol style="list-style-type: none"> 1. Greatest risk (proximity to fire, etc) 2. Self sufficient (those that can get themselves out) 3. Patients requiring assistance 	
Meet in designated area outside of building	
Take emergency supply box	
Take emergency patient information	
If necessary, search for victims (trained responders only). Establish first aid stations and morgue if required	
Functionality Assessment	
Assess building for damage with the goal of determining if the facility is able to function and dialyze patients (you may need to bring in a professional depending on the extent of damage)	
Assess utilities – water, electricity, sewer and gas	
Assess risk from exposure to hazardous chemical (Renalin or formaldehyde)	
Assess status of water treatment equipment, dialysis machines and supplies	
Communication	
Notify facility management of the situation	
Notify insurance company. Document and photograph damage before cleanup starts	
If necessary, call in needed expertise to evaluate damage and begin repairs	
If necessary, make contact with backup facility and arrange to transfer patients	
Communicate facility status with patients	
Inform the ESRD Network if facility not completely operational (especially in a wide spread disaster)	
Security	
Determine if the facility needs to be secured to prevent further losses	
Secure all entrances and exits	
Contact security services as needed	

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Recovery	
Take Care of Patients First	
Make arrangements to dialyze patients. If your facility is closed, send your patients to your backup facility	
Assure that patient transportation plan is working effectively	
Communicate with, and provide assistance to BU facility	
Ration treatment times if required by patient load	
Use generic treatment orders if needed due to unknown orders or supply availability	
Provide staff to the backup facility. Keep accurate time records	
Keep accurate records of supplies borrowed and loaned	
Physical Damage Assessment	
Assess the building for structural damage after clearance is received from authorities. Do not enter a building until it has been declared safe! (See damage assessment tools in the CMS Manual)	
Implement measures necessary to secure usable assets	
Thoroughly document all damage to physical facility and its contents	
Physical Facility Recovery	
Hire the necessary contractors to start repairs after you have received clearance from your insurance company	
Estimate reopening date, and notify requires regulatory agencies	
Equipment Damage Assessment	
Evaluate the status of the dialysis machines and water treatment system	
If the equipment has been exposed to a fire or flood, take action to prevent the corrosion of electronic components	
Validate the functionality of non-damaged equipment	
Repair or replace equipment that was damaged	
If the water treatment system has been idled for a prolonged period, the system will need to be disinfected prior to use	
Reopen dialysis facility	
Building Permits signed off by inspectors	
Regulatory resurvey completed if necessary	
Staff notified of opening date	
Patients notified of opening date and their treatment schedule	