

Emergency Contingency Staffing Plan

Policy:

This facility has implemented this policy and procedure in order to ensure each resident in the facility is cared for by sufficient staff to provide the daily essential care and needs. This plan establishes contingency strategies to staff and operate this facility within statutory requirements in lieu of staffing shortages occurring during an emergency situation.

Procedures:

- The facility's Incident Commander will assign staffing levels to the Director of Human Resources to ensure adequate staffing is available and provided to care for the needs of each resident residing in the facility
 - The Director of Human Resources will coordinate staffing with each department director
- Each department director will be responsible to ensure that all cares and tasks are assigned/reassigned to ensure all staff are providing cares consistent with the staff member's level of licensure/certification and some duties may be reassigned which do not require a certification for appropriate completion of the task/duty/responsibility
- The Director of Human Resources will maintain a current and accurate list of all employees and emergency contact numbers for all staff members at all times
- Per the facility Emergency Preparedness Plan, the facility may consider the following plan to enhance staffing:
 - Activate the facility Emergency Plan to temporarily discontinue some day-to-day services in order to free up staff for sheltering operations including but not limited to:
 - Transportation to non-essential appointments
 - Day care
 - Respite care
 - Marketing tours
 - Non-essential environmental re-modeling/construction
 - Any/all community services not provided in facility including congregate meals
 - Notify local practitioner and hospitals to alert the entities that is a staffing crisis occurs, the facility will transfer residents to acute care centers or other facilities with staffing capacity in order to provide continuity of care
 - Staffing coordinators will schedule relief staff (PRN) that are unassigned or that can be re-assigned

- Staffing coordinators will review and revise scheduled shift times to ensure staffing is provided at all times in the highest efficiency levels during all times of the day
- All staff will be called into duty and all previously requested time off or vacation time will be cancelled
- All staff will be contacted to determine his/her level of interest or willingness to work
- The Director of Human Resources will maintain a list of all licensed and certified staff from the State Health Occupation Credentialing Department and the State Board of Nursing and will contact area persons to work
- The Director of Nursing/designee will review staffing models to align with the resident population and expand staff:resident ratio and use less nurses and more non-clinical personnel
- Collaborate with neighboring counties within a twenty-five (25) mile radius to implement multi-county shelters to allow facilities to pool personnel, equipment and supplies to provide services to a larger area and reduce the number of personnel needed for some aspects of operations
 - Working with other facilities require signed Memorandum of Understanding prior to implementation
- Augment local staffing with Hospitals, Hospice providers, local Home Health providers, local clinics and practitioner offices, National Guard or volunteers through community partnerships
- Augment staff with contract nursing staff from a local area vendor
- Co-locate facility with other facilities in community through Memorandums of Understanding
- If part of a corporation, contact corporate staff for reassignment of staff from other facilities within same corporate and geographic areas
- Contact facility's professional association(s) for support

Date Approved:	
Approved By:	