**Table of Contents**

Signature Page 1

Record of Changes 2

**Record of Distribution 3**

I. INTRODUCTION 4-5

1. Purpose 4

2. Scope 4-5

3. Assumptions 5

4. Demographics 5

II. EMERGENCY PLAN 5-7

1. Risk Assessment 5-6

2. Command and Control 6-7

 Table 1: Delegation of Authority 6

 Table 2: Orders of Succession 6

 Table 3: Receiving Facilities 7

3. Coordination 7

III. POLICIES AND PROCEDURES 7-10

1. Facility Lock Down 7-8

2. Shelter in Place (SIP) Plan 8

3. Evacuation Plan 8

4. Suspension of Services 9

5. Documentation 9

6. Medications 9-10

7. Volunteers 10

8. Infectious Diseases 9-10

IV. COMMUNICATION Plan

1. Internal 10

 Table 4: Communication Systems 10

2. External 10

3. Communications with Patients and Visitors 11

4. Patient Records and Maintenance 11

5. Surge Capacity and Shared Resources 11

6. Requesting Assistance 11

V. TRAINING 12

 1. Training Program 12

 2. Testing 12

**VII. ATTACHMENTS**

A. Facility Map

B. Facility Floor plan

C. Hazard and Vulnerability Assessment Tool

D. Organizational Chart

E. External Contacts

F. Notification Call List

G. Vendor Contacts

H. Facility Profile

I. Exercise Documentation

VIII. SITUATIONAL RISKS

Hazard 1:

Hazard 2:

Hazard 3:

Hazard 4:

Hazard 5: