**POLICY**

Each Ohio Living home health and hospice will maintain an emergency preparedness communication plan that complies with Federal, State and local laws.

**PROCEDURE**

1. The names and contact information for:
	1. Staff will be downloaded from the current payroll system.
	2. Entities providing services under arrangement such as but not limited to: contract therapy, contract temporary staffing, contract dietician, Medical Director, etc. will be kept in a conspicuous area identified by each individual Ohio Living office location.
	3. Patient’s physicians: the “Clients by Physician” report will be generated from the electronic medical record. The site personnel will click on the Report Manager tab, then search for physician, double click on “Clients by Physician” report.
	4. Surrounding home health and hospice providers as listed.
2. The contact information for:
	1. Federal Emergency Preparedness (FEMA): 202-646-2500
	2. Ohio Emergency Management Agency: 614-889-7150
		1. Executive Director: Sima Merick
	3. Local Emergency Management Agencies
		1. Ohio Living Cleveland (Lake County): 440-350-5499
		2. Ohio Living Cincinnati (Clinton County): 937-382-6673
		3. Ohio Living Dayton (Shelby County): 937-492-5635
		4. Ohio Living Youngstown (Trumbull County): 330-675-6601
		5. Ohio Living Cincinnati (Hamilton County): 513-263-8200
		6. Ohio Living Cincinnati (Butler County): 513-785-5814
		7. Ohio Living Youngstown (Mahoning County): 330-740-2200
		8. Ohio Living Akron (Summit County): 330-643-2558
		9. Ohio Living Columbus (Delaware County): 740-833-2180
		10. Ohio Living Toledo (Lucas County): 419-213-6531
		11. Ohio Living Columbus (Franklin): 614-794-0213
	4. Ohio Office of Health Assurance and Licensing: 614-466-4627
	5. American Red Cross
		1. Central Ohio: (614) 253-2740
			1. Ohio Living Columbus
		2. Northwest Ohio: 419-329-2900
			1. Ohio Living Toledo
		3. Greater Cincinnati/Ohio River Valley Chapter: 513-579-3000
			1. Ohio Living Cincinnati
		4. Northern Miami Valley Region: 937-332-1414
			1. Ohio Living Dayton
		5. Northeast Ohio Region, Youngstown: 330-392-2551
			1. Ohio Living Youngstown
		6. Northeast Ohio Region, Cleveland: 216-431-3010
			1. Ohio Living Cleveland
		7. Northeast Ohio Region, Akron: 330-535-6131
			1. Ohio Living Akron
3. The following means of communication will be used for:
	1. Staff
		1. Primary means for communication: Telephone
		2. Alternate means for communication: Email, Text, GETS, through local radio and television stations
	2. Emergency management agencies:
		1. Primary means for communication: Telephone
		2. Alternate means for communication: Fax, email, texting, GETS, social media
4. Ohio Living home health and hospice will inform State and local officials of any on-duty staff or patients that they are unable to contact.
5. In the case of a disruption to the day-to-day operations, the home health and hospice staff will continue operations at the nearest unaffected Ohio Living Community or nearest designated emergency location.
6. If a patient’s medical information must be shared with another health care provider in the event of an emergency, that provider will be granted electronic access to the patient’s web-based electronic medical record to maintain continuity of care.
7. Ohio Living will exercise professional judgment when providing information about the general condition and location of patients under the home health and hospice’s care in accordance with 45 CFR 164.510(b)(4).