

## Emergency Planning Policy

- 1 When there is an identified emergency or disaster in the community, staff will implement the medical documentation plan.
- 2 If staff must evacuate the home during an emergency, they will transport the medication and medication log/MARS binder.
  - 2.1 Each ICF-ID/H program has a backpack “go kit” to take in the event of an emergency. The binder contains medical and emergency information on each person served.
  - 2.2 All measures possible will be taken to secure the medication and medical information by whatever means possible given the unique circumstances of the emergency. Medication and medical information will be stored in a container equipped with a lock or in a locked vehicle in which only staff has access.

Adopted: October 2017

## **Emergency Planning Policy**

Medical Documentation Plan

Policy No. 400.5

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