

STATE OF COLORADO

Bill Ritter, Jr., Governor
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Dedicated to protecting and improving the health and environment of the people of Colorado

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Colorado Department
of Public Health
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As of today the second toolkit for Long Term Care Facilities is available on the www.healthfacilities.info web site. The Basic Plan Toolkit and correlating documents will help facilities prepare for emergencies and disasters by using the information from the Hazard Analysis Toolkit to determine how the facility will recover from hazards it faces most frequently.

The Basic Plan Toolkit sets the operational parameters for the facility. The guidelines HFEMSD is providing are in the most current federal and state style, and must be adapted to the facilities' needs. A Collaborative Planning Team (CPT) is recommended for the emergency planning process.

The Base Plan functions as an informational resource for facilities developing an Emergency Operations Plan (EOP). Where applicable, sample forms are included. This document provides explanations of what each component of the EOP is, the purpose it serves, and it offers hints and suggestions for how best draft the facility's own plan. It is written to compliment additional resources offered by state and federal agencies and seeks to pull health-care specific planning considerations into a single resource, but it is not intended to replace state and federal agency resources. It offers guidelines, not templates. Facilities must still accept responsibility for developing, adopting, practicing and maintaining their own facility plans.

We encourage facilities to begin working on emergency preparedness as soon as possible. Planning and preparedness cannot be accomplished overnight. The toolkits HFEMSD is providing will help facilities with these processes so they will be better prepared to respond to emergencies if and when they happen. No emergency planning and preparedness is complete without including local, county and regional emergency managers and agencies in the process. The information and Toolkits HFEMSD is providing will help facilities and community emergency managers work and communicate with one another on a common level and in a collaborative way.

Sincerely,

John Schlue
Deputy Director
Health Facilities and Emergency Medical Services Division