



Disaster & Emergency Manual

Community Name

Community Address:

Community Phone Number:

The Disaster and Emergency procedures in this manual were developed according to current recommendations from the Federal Emergency Management Agency (FEMA), American Red Cross and other agencies. Relias and the authors of this course have attempted to offer useful information and tools that have been accepted and used by professionals. Nevertheless, changes in regulations, standards, and medical technology will alter the application of some concepts and techniques presented. Relias and the authors of this course disclaim any liability loss, injury, or damage incurred as a consequence, directly or indirectly, of the use and application of any of the concepts in this manual.

Instructions for Use: This manual is designed for you to customize and make unique to your community. There are a number of forms that should be completed before considering this manual complete and ready for staff training and use. There are also a number of checklists provided for your use in evaluating your readiness and providing a framework for response in the case of a specific type of emergency. Note that best practice requires an annual evaluation of your disaster plan and modifications and training as appropriate to maintain a current, accurate plan.

Copyright © 2018

All rights reserved. No part of this manual may be reproduced or utilized in any form, by any means, electronic or mechanical, including photocopying, recording, or any information storage and retrieval system, without permission in writing from Relias.

RELIAS
ACADEMY • 800.321.1727 • www.careandcompliance.com

Table of Contents

Disaster and Emergency Manual	1
Table of Contents	3
Introduction	8
Purpose of This Manual	9
What Is a Disaster?	10
Chain of Command	11
Resources	14
Emergency Contacts and Communication	16
Emergency Contacts: Internal	17
Emergency Contacts: External	18
Local Emergency Response Agencies	19
Communication During and After a Disaster	21
Alternative Methods of Communication	24
Disaster Preparedness Cell Phone and Email Request Letter	25
1135 Waivers	27
Shut-Offs and Controls	28
Map of Emergency Shut-Offs and Controls	29
Main Gas Shut-Off	30
Kitchen Appliances Gas Shut-Off	32
Main Electrical Shut-Off	34
Water Valve Turn-Off	36
Fire Sprinkler Shut-Off	38
Fire Alarm Panel	40
Elevator Machine Control Rooms	42
Emergency Generators	44
Disaster Procedures	48
Fire on the Premises	49
Wildfires	51

Disaster Checklist: Wildfire	54
Earthquakes	57
Disaster Checklist: After an Earthquake	60
Hurricanes	61
Disaster Checklist: Hurricane	64
Tornadoes	67
Disaster Checklist: Tornadoes	70
Floods.....	73
Disaster Checklist: Floods	76
Pandemic Disease.....	78
Disaster Checklist: Pandemic Disease	80
Power Failure.....	82
Disaster Checklist: Power Failure	84
Cyberattack	85
Disaster Checklist: Cyberattack	87
Elevator Failure.....	90
Disaster Checklist: Elevator Failure	92
Active Shooter	93
Disaster Checklist: Active Shooter	95
Bomb Threats	97
Disaster Checklist: Bomb Threats.....	98
Gas Explosions.....	99
Nuclear Detonation.....	101
Disaster Checklist: Nuclear Detonation.....	103
Evacuations	105
Primary Emergency Assembly Point (EAP)	106
Secondary Emergency Assembly Point.....	108
Evacuations	110
How to Evacuate.....	112
How to Perform a Two Person Carry	115

Relocation.....	116
Temporary Relocation Procedure	117
Transportation Resources	126
Rosters	127
Resident Roster	128
Visitor Sign-In and Sign-Out	130
Employee Sign-In and Sign-Out	131
Resident Care During a Disaster.....	132
Responding to Resident Needs During a Disaster.....	133
Medication Management During a Disaster	134
Powered Assistive Devices.....	135
Identifying and Meeting Special Needs.....	136
72 Hour.....	139
Self-Reliance.....	139
72 Hour Self-Reliance.....	140
Emergency Lighting	142
Provision of Emergency Power	143
Emergency Supplies.....	145
Disaster Supplies Checklist	147
Disaster Supplies Checklist	148
Disaster Supplies Checklist	149
Disaster Supplies Checklist	150
Disaster Supplies Checklist	151
Disaster Supplies Checklist	152
Staff Training	153
Disaster and Emergency Training Record	154
Emergency Procedures Training DVD:.....	155
Instructor Guide	155
Disaster Drills.....	159
Disaster Drill Record.....	160

Emergency Procedures Training DVD: Quiz	162
Emergency Procedures Training DVD: Quiz Key	164
Forms and Checklists	166
Emergency Contacts: Internal	167
Emergency Contacts: External	168
Local Emergency Response Agencies	169
Map of Emergency Shut-Offs and Controls	172
Main Gas Shut-Off	173
Kitchen Appliances Gas Shut-Off	174
Main Electrical Shut-Off	175
Water Valve Turn-Off	176
Fire Sprinkler Shut-Off	177
Fire Alarm Panel	178
Elevator Machine Control Rooms	179
Emergency Generators	180
Emergency Generator	181
Emergency Generator	182
Emergency Generator	183
Disaster Checklist: Wildfire	184
Disaster Checklist: After an Earthquake	187
Disaster Checklist: Hurricane	188
Disaster Checklist: Tornadoes	191
Disaster Checklist: Floods	194
Disaster Checklist: Pandemic Disease	196
Disaster Checklist: Power Failure	198
Disaster Checklist: Cyberattack	199
Disaster Checklist: Elevator Failure	202
Disaster Checklist: Active Shooter	203
Disaster Checklist: Bomb Threats	205
Disaster Checklist: Nuclear Detonation	206

Primary Emergency Assembly Point (EAP)	208
Secondary Emergency Assembly Point.....	209
Resident Roster	214
Visitor Sign-In and Sign-Out	216
Employee Sign-In and Sign-Out	217
Disaster Supplies Checklist	218
Disaster Supplies Checklist	219
Disaster Supplies Checklist	220
Disaster Supplies Checklist	221
Disaster Supplies Checklist	222
Disaster Supplies Checklist	223
Disaster and Emergency Training Record	224
Disaster Drill Record.....	225

APPENDICIES:

-

Introduction

- A. Purpose of this Manual
- B. What is a Disaster?
- C. Chain of Command
- D. Resources

Purpose of This Manual

The purpose of this Emergency and Disaster Manual is to prepare and guide the staff and residents of the community in the event of an emergency or disaster. This manual is supplemental to other operational, regulatory, and clinical policies and procedures.

The safety of every resident, employee, and visitor is a priority for the community. Leadership is committed to creating a safe environment and implementing necessary disaster and emergency response procedures. This manual provides a framework for disaster and emergency preparedness, including policies, emergency procedures, training recommendations, and checklists.

This manual does not cover every factor, situation, or difference in buildings, infrastructure, or other environmental features that might be of interest. Always consult with your supervisor as well as state and other applicable regulations regarding your unique circumstances or questions.

REVIEW

The full contents of this manual should be reviewed by all community personnel at the time of initial presence in the community and again at least annually. During review, administration and leadership personnel will provide or arrange for training and instruction based on the policies and procedures described in this manual.

This manual must be verified for applicability to your community and resident needs.

AVAILABILITY

The manual should be readily available to all community personnel at all times. To ensure easy access to the manual it will be stored at/in the:

What Is a Disaster?

For the purposes of this manual, emergencies and disasters refer to occurrences or situations causing destruction, distress, or threat to life and safety of one or more residents and personnel of this community. Disaster can be the result of internal or external events, and can be man-made or the results of natural acts.

The Federal Emergency Management Agency (FEMA) lists the following examples of possible disasters:

- Floods
- Thunderstorms and lightning
- Winter storms and extreme cold
- Earthquakes
- Landslides and debris flow
- Fires
- Hazardous materials incidents
- Nuclear power plant emergencies
- Biological threats
- Nuclear blasts
- Hurricanes
- Tornadoes
- Extreme heat
- Volcanoes
- Tsunamis
- Wildfires
- Household chemical emergencies
- Explosions
- Chemical threats
- Radiological dispersion device events

Consult with your local Office of Emergency Services and local American Red Cross Chapter regarding the natural hazards and emergencies that may strike your community, the risks you face from those hazards, and your plans for warning and evacuation.

For the purposes of this manual, emergencies and disasters DOES NOT include individual resident medical or mental health emergencies (such as heart attacks, seizures, etc.). Refer to your first aid training and other policies and procedures to address these issues.

Chain of Command

The goal of safety and effective disaster and emergency response can only be achieved if everyone involved takes the appropriate responsibility and accountability to carry out these procedures. To clarify roles and responsibilities all community personnel are grouped into three “Disaster and Emergency” chain of command categories. Rather than using traditional titles/job duties, these three categories are referred to throughout the remainder of this manual.

Disaster Leader This is the individual that takes charge during the emergency and disaster. This person will serve as the leader throughout all procedures and will be the primary contact for emergency services. This is typically the person in charge of the community, such as the General Manager, Manager, or Manager on Duty (nights, weekends, and holidays).

Safety Supervisor This role is normally used only in larger communities (such as those over 50 residents). This position is important when the size of the community requires that it be divided into zones for safe and effective evacuation.

Safety supervisors are typically Department Heads or Supervisors (such as Health Services Directors, Culinary Directors, Maintenance Directors, etc.) and during a disaster or emergency are responsible for overseeing their personnel and applicable areas of the community. The Culinary Director, for example, would ensure that all food service areas are evacuated and that all food service personnel are accounted for.

In smaller communities that do not have Department Heads or Supervisors, the duties of the Safety Supervisor are assumed by the Disaster Director.

Safety Monitors Safety monitors are the direct line staff in the community, such as caregivers, housekeepers, food servers, etc. They are to report to and follow the direction of their Safety Supervisor and Disaster Leader.

Leadership and organization are critical during a disaster. The following chain of command is implemented in the community during an emergency or disaster:

DISASTER LEADER

General Manager, Manager, or Manager on Duty (nights or weekends)

Name(s): _____



SAFETY SUPERVISOR

Applicable to large communities, Department Heads, Department Managers

Name(s): _____



SAFETY MONITORS

Line staff, Caregivers, Housekeepers, Food Service Staff

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Resources

More information regarding emergencies and disasters can be obtained from the following organizations and government agencies:

GOVERNMENT AGENCIES

Be Ready Campaign	www.ready.gov
Agency for Toxic Substances and Disease Registry	www.atsdr.cdc.gov
Centers for Disease Control and Prevention	www.cdc.gov
Department of Commerce	www.doc.gov
Department of Energy	www.energy.gov
Department of Health and Human Services	www.hhs.gov/disasters
Department of Homeland Security	www.dhs.gov
Department of Interior	www.doi.gov
Department of Justice	www.justice.gov
Environmental Protection Agency	www.epa.gov
Federal Emergency Management Agency	www.fema.gov
National Weather Service	www.nws.noaa.gov
The White House	www.whitehouse.gov/response
U.S. Fire Administration	www.usfa.fema.gov
U.S. Geological Survey	www.usgs.gov
U.S. Office of Personnel Management	www.opm.gov/emergency
USDA Forest Service Southern Research Station	www.wildfireprograms.com

NATIONAL ORGANIZATIONS

American Red Cross

www.redcross.org

Center for Excellence in Assisted Living

www.theceal.org

Institute for Business and Home Safety

www.ibhs.org

National Fire Protection Association

www.nfpa.org

National Center for Assisted Living

www.ncal.org

Argentum Senior Living Association

www.argentum.org

Emergency Contacts and Communication

- A. Emergency Contacts
- B. Local Emergency Response Agencies
- C. Communication During and After a Disaster
- D. Alternative Communication Methods
- E. Cell Phone and Email Request Letter

Emergency Contacts: Internal

CALL 911 IN AN EMERGENCY

(NOTE: Update this roster at least annually or when a change occurs)

Corporate Office Direct Line: _____	General Manager/Executive Director Home Phone: _____ Cell Phone: _____
Maintenance Director Home Phone: _____ Cell Phone: _____	Health Services Director Home Phone: _____ Cell Phone: _____
Business Office Manager Home Phone: _____ Cell Phone: _____	Culinary Director Home Phone: _____ Cell Phone: _____
Housekeeping Director Home Phone: _____ Cell Phone: _____	Life Enrichment Director Home Phone: _____ Cell Phone: _____
Marketing Director Home Phone: _____ Cell Phone: _____	Concierge Home Phone: _____ Cell Phone: _____
Other: _____ Home Phone: _____ Cell Phone: _____	Other: _____ Home Phone: _____ Cell Phone: _____

Emergency Contacts: External

CALL 911 IN AN EMERGENCY

Police Direct Line: _____	Sheriff Direct Line: _____
Fire Department Direct Line: _____	Hospital Direct Line: _____
Hospital Direct Line: _____	Ambulance Service Direct Line: _____
Local Licensing Office Direct Line: _____	Telephone Company Direct Line: _____
Electric Company Direct Line: _____	Gas Company Direct Line: _____
Transportation Service Direct Line: _____	Generator Supplier Direct Line: _____
Irrigation/Landscaping Company Direct Line: _____	Call System Company Direct Line: _____
Elevator Maintenance Company Direct Line: _____	Local American Red Cross Direct Line: _____
Local Office of Emergency Services Direct Line: _____	Emergency Door Company Direct Line: _____
Search and Rescue Direct Line: _____	Other: _____ Direct Line: _____

Local Emergency Response Agencies

CALL 911 IN AN EMERGENCY

The Disaster Leader makes contact and establishes a working relationship with local emergency response personnel well in advance of any disaster.

Local Fire Station

Fire Chief / Main Contact:

Phone:	Email:		
Address:	City:	State:	ZIP:

Local Policy/Sheriff Department

Chief / Main Contact:

Phone:	Email:		
Address:	City:	State:	ZIP:

Local Assisted Living/Residential Care Licensing Office

Main Contact/Title:

Phone:	Email:		
Address:	City:	State:	ZIP:

Local Office of Emergency Services

Main Contact/Title:

Phone:

Email:

Address:

City:

State:

ZIP:

Local American Red Cross

Main Contact/Title:

Phone:

Email:

Address:

City:

State:

ZIP:

Communication During and After a Disaster

Communication is a critical component of disaster and emergency preparedness and response. The Disaster Leader takes the lead role in communication, particularly when the communication is with local, state, or federal emergency services personnel. However, all members of the disaster response team play a role in communicating with key stakeholders throughout the disaster response cycle.

KEY STAKEHOLDERS

Stakeholders are those individuals or agencies who have an interest or relationship with the community, the staff, and/or the residents. Key stakeholders will include, but are not limited to:

- Residents
- Employees
- Family/responsible parties of residents
- Family/responsible parties of employees
- Hospice providers
- Home health providers
- Physicians and other members of the healthcare community
- Local, state, and federal emergency services agencies/personnel
- State licensing authorities

Communication takes place with all key stakeholders during the disaster response cycle. The exact priority and time of contact is based on several factors, including the nature of the disaster, the condition of the residents, the need to evacuate, and the availability of the stakeholder. Below is a brief description of when/how communication should take place with key stakeholders during the disaster response cycle.

Residents

Primary Point(s) of Contact: Disaster Leader and/or Safety Supervisors
Methods of Communication: Door-to-door notices, group meetings, written communication, use of in-house communication systems (e.g. in-house TV channels, intercoms, etc.)
Information Shared: Only facts of the situation are shared. Focus on community response and coordination with emergency services personnel. Respect confidentiality at all times.

Employees/Staff Members

Primary Point(s) of Contact: Safety Supervisor
Methods of Communication: Direct contact via in-person meetings, phone, walkie-talkie
Information Shared: All information necessary for employees to carry out the duties and fulfill disaster response responsibilities.

Local, State, and Federal Emergency Services Personnel

Primary Point(s) of Contact: Disaster Leader
Methods of Communication: Direct contact via in-person meetings, phone, and/or email
Information Shared: Full disclosure to ensure appropriate response and prioritization of services.

Family/Responsible Parties

Primary Point(s) of Contact: Disaster Leader
Methods of Communication: Phone, email, direct contact
Information Shared: Only facts of the situation are shared. Focus on community response and coordination with emergency services personnel. Respect confidentiality at all times.

Hospice, Home Health Agencies, and Other Healthcare Providers

Primary Point(s) of Contact: Disaster Leader and/or Safety Supervisors

Methods of Communication: Phone, email, direct contact
Information Shared: Only facts of the situation are shared. Focus is on coordinating provision of services to residents during/after the disaster. Identify priority care concerns and relay this information to emergency service personnel.

State Assisted Living/Residential Care Licensing Authority

Primary Point(s) of Contact: Disaster Leader
Methods of Communication: Phone, email, direct contact
Information Shared: Full disclosure to ensure appropriate response and prioritization of services.

Alternative Methods of Communication

PHONES

Landline telephones may be unusable during disasters and may be unavailable during an evacuation. The Disaster Leader and Safety Supervisors will carry a cell phone at all times and list those numbers on the Internal Emergency Contacts page in this manual.

WALKIE-TALKIES

The Disaster Leader, Safety Supervisors, and Safety Monitors utilize walkie-talkies for internal communication within the community. The walkie-talkies allow for rapid communication and response among team members, but they do not interface with the communication systems used by emergency service agencies/personnel.

EMAIL

Email will be used to communicate with key stakeholders during and after a disaster when available, and when appropriate. The Disaster Leader will maintain a current email contact list of all key stakeholders so that an email can be easily “broadcast” to all key stakeholders during and after a disaster. On the following page is a sample letter that may be used to request cell phone and email information from key stakeholders.

Disaster Preparedness Cell Phone and Email Request Letter

The following letter/form serves as a model you can customize with your community information, copy to company letterhead, and sent to key stakeholders to request their emergency contact information.

EMERGENCY CONTACT INFORMATION REQUEST

Dear Sir or Madam,

As part of our disaster preparedness plan we are updating our emergency contact information for all key stakeholders (families, emergency personnel, etc.) related to our community. As part of this we are also asking for your cell phone number and email address to give us additional communication options in the unlikely event we would lose landline telephone service during a disaster.

Please fill in the information below and return to us via mail, email, or fax.

Name / Title (if applicable):			
Relationship to Community: ☐ Family of Resident ☐ Family of Employee ☐ Emergency Agency ☐ Other: _____			
Name of Agency/Organization (if applicable):			
Phone:		Email:	
Address:	City:	State:	ZIP:

Thank you for taking the time to provide us with this essential information. In the unlikely event of a disaster, we will attempt to contact you through the most effective method possible. Please monitor your phone, cell phone, and email. You may also check our website at _____ for updates.

Regards,

John Doe
General Manager

Name of Community
Address, City, State, ZIP
Phone: (555) 555-1212 • Fax: (555) 555-1212 • Email:
Web address

1135 Waivers

When the President declares a disaster or emergency and the HHS Secretary declares a public health emergency, the Secretary can (under section 1135 of the Social Security Act) temporarily waive or modify certain Medicare, Medicaid, and Children's Health Insurance Program (CHIP) requirements.

These "1135 Waivers" can be used to relax the requirements of participation in Medicare, relax State licensing requirements for health care professionals, adjust deadlines and timetables for care, relax limitations on out-of-network providers, etc.

Waivers apply only to Federal requirements and only during the emergency period unless terminated sooner or until 60 days from the date the waiver is first published.

The person(s) in charge of coordinating with the implementation of an 1135 Waiver is:
Name(s): _____

Once an 1135 Waiver is authorized, health care providers must submit requests to operate under that authority to the **State Survey Agency or CMS Regional Office:**

The requests should include a justification for the waiver and expected duration of the modification requested. Providers are asked to keep careful records of beneficiaries to whom they provide services in order to ensure that proper payment may be made. Requests should also include provider type/name, full address, Medicare provider number, contact person and contact information, brief and specific summary of why the waiver is needed, and type of relief you are seeking.

Shut-Offs and Controls

- A. Map of Emergency Shut-Offs and Controls
- B. Emergency Shut-Offs and Controls

Map of Emergency Shut-Offs and Controls

INSERT/ATTACH MAP OF COMMUNITY, NOTING LOCATIONS
OF MAJOR SHUT OFFS AND CONTROLS, INCLUDING:

Gas shut-off, electrical shut-off, water valve shut-off, fire sprinkler shut-off, fire alarm panel, elevator machine rooms, and any other applicable shut-offs or controls.

Main Gas Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Kitchen Appliances Gas Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Main Electrical Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Water Valve Turn-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Fire Sprinkler Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Fire Alarm Panel

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Elevator Machine Control Rooms

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Emergency Generators

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

Disaster Procedures

- A. Fire on the Premises
- B. Wildfire
- C. Earthquakes
- D. Hurricanes
- E. Tornadoes
- F. Floods
- G. Power Failure
- H. Elevator Failure
- I. Bomb Threats
- J. Explosions

Fire on the Premises

Follow the “R.A.C.E.” acronym if there is a fire or suspected fire:

Rescue - Alarm - Contain - Extinguish

1. Rescue

- a. Immediately stop what you are doing and remove anyone in immediate danger from the fire to a safe area.
 - i. Ambulatory persons should be instructed to leave under their own power and report to the Emergency Assembly Point (identified in the *Evacuations* section of this manual).
 - ii. Persons that require assistance with ambulation should be assisted to the Emergency Assembly Point.
- b. Get out as safely and quickly as possible. The less time you and others are exposed to poisonous gases, heat, or flames, the safer everyone will be.
- c. Assist/ensure evacuation per instructions from the Disaster Leader and according to the *Evacuations* section of this manual.

2. Alarm

- a. Activate the nearest fire alarm pull stations (if applicable).
- b. Call 911 and/or the Concierge (if applicable) to report the location and current extent of the fire. The Concierge is notified so that the entire disaster response team can be quickly notified.

3. Contain

- a. Close all doors and windows that you can safely reach to contain the fire.
- b. During evacuation close the doors behind you.

4. Extinguish

- a. Only attempt to extinguish the fire if it is safe for you to do so.

b. Retrieve the nearest fire extinguisher and follow the “P.A.S.S.” procedure:

P = Pull the pin breaking the plastic seal;

A = Aim at the base of the fire;

S = Squeeze the handles together; and

S = Sweep from side to side.

Wildfires

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

Before evacuation from a Wildfire

1. Mark the entrance to the community with address signs that are clearly visible from the road.
2. Create defensible space by thinning trees and brush within 30 feet around the property. Beyond 30 feet, remove dead wood, debris, and low tree branches.
3. Keep lawns trimmed, leaves raked, and the roof and rain gutters free from debris such as dead limbs and leaves.
4. Plan several different escape routes from your community.
 - a. The Disaster Leader contacts local emergency services agencies to confirm the emergency evacuation routes available.
5. Keep a hose(s) on hand that is long enough to reach any area of the property.
6. Inform all residents and staff members of the impending wildfire.
7. Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary.
8. Prepare to evacuate the property. Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the wildfire.
9. Have cash on hand for the possible need to pay for services, supplies and clean up..
10. For insurance purposes, take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.
11. Listen to emergency radio for evacuation information.

During a Wildfire

If a wildfire threatens your community and time permits, take the following precautions:

1. Shut off gas at the meter. Only a qualified professional can safely turn the gas back on.
2. Turn off propane tanks.
3. Seal attic and ground vents with pre-cut plywood or commercial seals.
4. Place combustible patio furniture inside.
5. Connect a hose to outside taps. Place lawn sprinklers on the roof and near above-ground fuel tanks. Wet the roof.
6. Wet or remove shrubs within 15 feet of your residence.
7. Gather fire tools such as a rake, axe, handsaw or chainsaw, bucket, and shovel.
8. Move vehicles into a position that is facing the direction of your escape route.
 - a. Shut doors and roll up windows.
 - b. Leave the key in the ignition and the car doors unlocked.
9. Close garage windows and doors, but leave them unlocked. Disconnect automatic garage door openers.
10. Open fireplace damper. Close fireplace screens.
11. Close windows, vents, doors, blinds or noncombustible window coverings, and heavy drapes.
12. Move flammable furniture into the center of the building away from windows and sliding-glass doors.
13. Close all interior doors and windows to prevent drafts.
14. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans.
15. Evacuate when notified by emergency services agencies or when necessary. Do not delay!
 - a. If evacuation is necessary, follow procedures in the *Evacuations* section of this manual.

After a Wildfire

1. Attend to any urgent medical needs and/or injuries.

2. Only return to the building when authorized by emergency services agencies.
3. Check for immediate hazards, such as gas or water leaks and electrical shorts.
4. Turn off damaged utilities.
5. Have the fire department or gas and electric companies turn the utilities back on when the area is secured.
6. Communicate with key stakeholders regarding the current condition of the community and your residents.

Disaster Checklist: Wildfire

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Clearly mark entrance to community with address			
Create defensible space at least 30 feet around the property			
Keep lawns trimmed			
Keep leaves raked			
Roof and rain gutters free of debris			
Plan several escape routes from your community.			
Keep a hose that is long enough to reach any area of the property			
WHEN A WILDFIRE IS THREATENING THE AREA			
Protect all resident records			
Backup electronic data and take it with you if evacuation is necessary			
Prepare to evacuate			
Listen for local emergency advisories or special instructions			
Have cash on hand for service, supplies, and clean up			
Take photos of valuables, equipment, grounds, trees, outdoor furniture, roof, out-buildings, parking lot, and then inside starting at entry, reception area, common areas, typical resident rooms/unites, hallways, and kitchen areas.			
Seal attic and ground vents with pre-cut plywood or commercial seals.			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
DURING A WILDFIRE			
Shut off gas at the meter			
Turn off propane tanks			
Place combustible patio furniture inside			
Connect a hose to outside taps			
Place lawn sprinklers on the roof and near above ground fuel tanks			
Wet the roof			
Gather fire tools, such as a rake, axe, handsaw, bucket, and shovel			
Move vehicles into position that is facing the direction of your escape routes - Shut doors - Roll up windows - Leave key in the ignition			
Close garage doors and windows - Leave unlocked			
Disconnect automatic garage door openers			
Open fireplace damper, close fireplace screens			
Close windows, vents, doors, blinds, and heavy drapes			
Move flammable furniture to center of building, away from windows and sliding glass doors			
Close all interior doors and windows			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
If evacuation is necessary, follow procedures in the <i>Evacuations</i> section of this manual			
AFTER A WILDFIRE			
Attend to any urgent medical needs or injuries			
Check for immediate hazards, such as gas or water leaks, electrical shorts, etc.			
Turn off damaged utilities			
Have the fire department or utility company turn the utilizes back on			

Continues...

[illegible]

Earthquakes

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

During an Earthquake: Indoors

1. Take cover under a sturdy desk, table, or bench or against an inside wall, and hold on. Instruct/assist residents to take cover as well.
 - a. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay in bed—if you are there when the earthquake strikes—hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
4. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
5. Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects when entering into or exiting from buildings.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
7. DO NOT use the elevators.

During an Earthquake: Outdoors

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.

During an Earthquake: In a Moving Vehicle

1. Stop as quickly as safety permits and stay in the vehicle.
 - a. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped, and watch for road and bridge damage.

If You Become Trapped Under Debris

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available.
 - a. Shout only as a last resort—shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

1. Attend to any urgent medical needs and/or injuries.
2. Be prepared for aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures.
3. Evacuate the building if a dangerous condition exists.
 - a. Keep calm. Do not run.
 - b. Watch for falling debris or electrical wires when leaving the building.
 - c. Assist/ensure evacuation per instructions from the Disaster Leader and according to the *Evacuations* section of this manual.
4. Open cabinets cautiously. Beware of objects that can fall off shelves.
5. Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations.
6. Don't use lanterns, torches, lighted cigarettes, or any open flames as there may be gas leaks.
7. Telephones are reserved for emergency use only. Do not call 9-1-1 unless an emergency exists.
8. Be aware of possible tsunamis if you live in coastal areas.

9. Communicate with key stakeholders regarding the current condition of the community and your residents.

Disaster Checklist: After an Earthquake

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
AFTER AN EARTHQUAKE			
Attend to any urgent medical needs and/or injuries			
Be prepared for aftershocks			
Evacuate the building if a dangerous condition exists according to the <i>Evacuations</i> section of this manual			
Open cabinets cautiously. Beware of objects that can fall off shelves			
Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations			
Don't use lanterns, torches, lighted cigarettes, or any open flames as there may be gas leaks			
Reserve telephones for emergency use only			
Be aware of possible tsunamis if you live in coastal areas			
Communicate with key stakeholders regarding the current condition of the community and your residents			
ADDITIONAL PROCEDURES			

Hurricanes

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

Before a Hurricane

1. Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation.
2. Inform all residents and staff members of the hurricane.
3. Ensure that sewers and drains for floodwater removal are in working order.
4. Brace or check the bracing of storage tanks and all outer structures that may be vulnerable to high winds.
5. If permanent storm shutters are installed, close and secure them appropriately.
 - a. Otherwise, board up windows using marine plywood.
6. Secure all outdoor equipment.
7. Be sure trees and shrubs around the community are well-trimmed. Clear loose and clogged rain gutters and downspouts.
8. Ensure necessary supplies are on-hand according to the 72-hour self-reliance section of this manual.
9. Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary.
10. Prepare to evacuate the property. Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the storm.
11. Have payment method on hand for the possible need to pay for services, supplies and clean up.
12. For insurance purposes, take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.

13. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans

During a Hurricane

1. Listen to the radio or TV for information.
2. Turn off utilities if instructed to do so. Otherwise, turn refrigerator thermostats to the coldest setting and keep its doors closed as much as possible.
3. Turn off propane tanks.
4. Avoid using the phone, except for serious emergencies.
5. Evacuate if you are directed by local authorities to do so, or if dangerous conditions exist.
 - a. Assist/ensure evacuation per instructions from the Disaster Leader and according to the *Evacuations* section of this manual.
7. If local emergency services agencies instruct you to Defend in Place:
 - a. Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual.
 - b. Move resident beds and chairs to a safe area, away from windows, on the lowest level of the building.
 - c. Stay indoors during the hurricane and away from windows and glass doors.
 - d. Close all interior doors—secure and brace external doors.
 - e. Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm—winds will pick up again.
 - f. Lie on the floor under a table or another sturdy object.

After a Hurricane

1. Attend to any urgent medical needs and/or injuries.
2. Perform an immediate damage assessment.
 - a. Take photos of damaged and undamaged areas following the same guidelines from the Before a Hurricane section of this policy.
3. Check the building for fires

- a. If fire alarms and/or protection equipment are not functioning properly, implement a fire watch.
4. Temporarily repair any damage or holes in walls or the roof of the building.
5. Stay away from downed power lines, and report them to the power company.
6. Clear roof drains of debris.
7. Follow recommendations from local emergency services agencies.
8. Communicate with key stakeholders regarding the current condition of the community and your residents.

Disaster Checklist: Hurricane

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
BEFORE A HURRICANE			
Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation			
Inform all residents and staff members of the hurricane			
Ensure that sewers and drains for floodwater removal are in working order			
Brace or check the bracing of storage tanks and all outer structures that may be vulnerable to high winds			
If permanent storm shutters are installed, close and secure them appropriately. Otherwise, board up windows using marine plywood.			
Secure all outdoor equipment			
Be sure trees and shrubs around the community are well-trimmed			
Clear rain gutters and downspouts			
Ensure necessary supplies are on-hand according to the <i>72 Hour Self-Reliance</i> section of this manual			
Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary			
Prepare to evacuate the property			
Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the storm			
Have cash on hand for the possible need to pay for services, supplies and clean up			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
DURING A HURRICANE			
Listen to the radio or TV for information			
Turn off utilities if instructed to do so			
Turn off propane tanks			
Avoid using the phone, except for emergencies			
Evacuate if you are directed by local authorities to do so, or if dangerous conditions exist, according to the <i>Evacuations</i> section of this manual			
IF INSTRUCTED TO DEFEND IN PLACE If local emergency services agencies instruct you to defend in place			
Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual			
Move resident beds and chairs to a safe area, away from windows, on the lowest level of the building			
Stay indoors during the hurricane and away from windows and glass doors			
Close all interior doors			
Secure and brace external doors			
Keep curtains and blinds closed			
Lie on the floor under a table or another sturdy object			
AFTER A HURRICANE			
Attend to any urgent medical needs and/or injuries			
Perform an immediate damage assessment. Take photos of damaged and undamaged areas following the same guidelines from the <i>Before a Hurricane</i> section of this policy.			
Check the building for fires			

Continues...

[illegible]

Tornadoes

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

During a Tornado Watch

1. Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation.
2. Inform all residents and staff members of the tornado watch.
3. Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual.
4. Protect all resident records; back up all electronic data if time allows.
5. Turn off utilities if time permits.
6. Stay inside the building.
7. Watch the sky for funnel-shaped clouds.
 - a. If a funnel-shaped cloud is sighted, call 911 and inform staff and residents.
 - b. If a funnel-shaped cloud is sighted, move to the tornado warning procedure immediately.
8. For insurance purposes, take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.
9. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans.

During a Tornado Warning

1. If you are under a tornado warning, seek shelter immediately! Guide/assist your residents to shelter.
2. Indoors:

- a. Go to the pre-designated shelter area (e.g., safe room, basement, storm cellar, or the lowest building level).
 - b. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
 - c. Get under a sturdy table and use your arms to protect your head and neck, and/or use pillows and blankets for protection from flying debris.
 - d. Do not open windows.
3. If you are in a vehicle, trailer, or mobile home:
- a. Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.
4. If you are outside with no shelter:
- a. Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
 - b. Do not get under an overpass or bridge. You are safer in a low, flat location.
 - c. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
 - d. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

After a Tornado

1. Attend to any urgent medical needs and/or injuries.
2. Check the building for fires.
 - a. If fire alarms and/or protection equipment are not functioning properly, implement a fire watch.
3. Check the building for damage.
4. Do not turn on utilities until instructed to do so.
5. Follow recommendations from local emergency services agencies.
6. Communicate with key stakeholders regarding the current condition of the community and your residents.

Disaster Checklist: Tornadoes

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
DURING A TORNADO WATCH			
Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation			
Inform all residents and staff members of the tornado watch			
Ensure necessary supplies are on-hand according to the <i>72 Hour Self-Reliance</i> section of this manual			
Protect all resident records; back up all electronic data if time allows			
Turn off utilities if time permits			
Stay inside the building			
Watch the sky for funnel-shaped clouds. If a funnel-shaped cloud is sighted, call 911, inform staff and residents, and move to the tornado warning procedure immediately.			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
Take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.			
DURING A TORNADO WARNING			
Seek shelter immediately!			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
DURING A TORNADO WARNING: INDOORS			
Go to the pre-designated shelter area (e.g., safe room, basement, storm cellar, or the lowest building level)			
If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls			
Get under a sturdy table and use your arms to protect your head and neck, and/or use pillows and blankets for protection from flying debris			
Do not open windows			
DURING A TORNADO WARNING: IN A VEHICLE, TRAILER, OR MOBILE HOME			
Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter			
DURING A TORNADO WARNING: OUTSIDE WITH NO SHELTER			
Lie flat in a nearby ditch or depression and cover your head with your hands			
Be aware of the potential for flooding			
Do not get under an overpass or bridge. You are safer in a low, flat location			
Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter			
Watch out for flying debris			
AFTER A TORNADO			
Attend to any urgent medical needs and/or injuries			
Check the building for fires			
If fire alarms and/or protection equipment are not functioning properly, implement a fire watch			
Check the building for damage			
Do not turn on utilities until instructed to do so			
Follow recommendations from local emergency services agencies			
Communicate with key stakeholders regarding the current condition of the community and your residents			

Continues...

Floods

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

If a Flood Is Likely in the Area

1. Listen to the radio or television for information.
2. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
3. Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
4. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans

If You Must Prepare to Evacuate

1. Secure the community.
 - a. If you have time, bring in outdoor furniture.
 - b. Move essential items/equipment to an upper floor.
2. Establish a command post on higher ground, if necessary.
3. Turn off utilities at the main switches or valves if instructed to do so.
 - a. Disconnect electrical appliances.
 - b. Do not touch electrical equipment if you are wet or in water.
4. Follow procedures in the *Evacuations* section of this manual.

During Flood Evacuations

1. Do not walk through moving water.
 - a. Six inches of moving water can make you fall.
 - b. If you must walk in water, walk where the water is not moving.

- c. Assist residents.
 - d. Use a stick to check the firmness of the ground in front of you.
- 2. Do not drive into flooded areas.
 - a. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
- 3. Do not take residents through water if they are in a motorized cart/scooter. Use a backup wheelchair and provide assistance.

After a Flood

- 1. Attend to any urgent medical needs and/or injuries.
- 2. Listen for news reports to learn whether the community's water supply is safe to drink.
- 3. Avoid floodwaters.
 - a. Water may be contaminated by oil, gasoline, or raw sewage.
 - b. Water may also be electrically charged from underground or downed power lines.
- 4. Avoid moving water.
- 5. Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
- 6. Stay away from downed power lines, and report them to the power company.
- 7. Return to the community only when authorities indicate it is safe.
 - a. Stay out of any building if it is surrounded by floodwaters.
 - b. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
- 8. Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
- 9. Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
- 10. Follow recommendations from local emergency services agencies.
- 11. Do not allow residents back into building until approved by the appropriate emergency services agency.

12. Communicate with key stakeholders regarding the current condition of the community and your residents.

Disaster Checklist: Floods

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
IF A FLOOD IS LIKELY IN THE AREA			
Listen to the radio or television for information			
If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
IF YOU MUST PREPARE TO EVACUATE			
Secure the facility			
If you have time, bring in outdoor furniture			
Move essential items/equipment to an upper floor			
Establish a command post on higher ground, if necessary			
Turn off utilities at the main switches or valves if instructed to do so			
Disconnect electrical appliances. Do not touch electrical equipment if you are wet or in water.			
Follow procedures in the <i>Evacuations</i> section of this manual			
Do not walk through moving water			
Do not drive into flooded areas			
AFTER A FLOOD			
Attend to any urgent medical needs and/or injuries			
Listen for news reports to learn whether the community's water supply is safe to drink			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Avoid floodwaters			
Avoid moving water			
Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car			
Stay away from downed power lines, and report them to the power company			
Return to the community only when authorities indicate it is safe			
Stay out of any building if it is surrounded by floodwaters			
Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations			
Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible			
Clean and disinfect everything that got wet			
Follow recommendations from local emergency services agencies			
Do not allow residents back into building until approved by the appropriate emergency services agency			
Communicate with key stakeholders regarding the current condition of the community and your residents			
ADDITIONAL PROCEDURES			

Pandemic Disease

Preparation and Prevention:

A pandemic or wide-spread infection would put a massive strain on every level of healthcare, causing widespread shortages of medicine, supplies, and staff. Your community will need to be as self-sufficient as possible.

1. Establish plans for disruptions to the supply chain of goods and services – designate staff in charge of seeking out alternate means of securing scarce supplies
2. Meet with your supply-vendors to discuss their pandemic plans and strategies to keep you supplied during a six- to eight-week outbreak
3. Identify alternate sources should the normal procurement channels be disrupted.

Alternative sources could include:

- a. Emergency resources through the city or county stockpiles
- b. Local sources in place of regional vendors
- c. Re-use of materials when safe to do so
- d. Homemade substitutes, as safety permits
4. Establish a system of communication with the CDC and local health agencies
5. Plan ahead for how you will distribute limited vaccines and other medical supplies to your community
6. Establish surge-capacity plans in the event that other hospitals need to use your community to house the uninfected
7. Keep alert to the news and any announcements from public health authorities

During a pandemic:

1. Local public health will issue guidelines for reporting cases and conducting surveillance – follow this guidance.
2. Follow the news and any announcements from public health authorities.
Communicate with other communities in the area

3. Enforce rigorous hand hygiene, cough etiquette, and use of PPE.
4. Reduce social interaction
 - a. Isolate infected individuals or cohort the sick in a special section of your community
 - b. Minimize social activities like communal dining and recreation
5. Self-isolate the community
 - a. Restrict visitors – Issue notices like “If you are sick or have been exposed to someone who is, PLEASE STAY OUT. If you MUST enter, please wear a mask, wash your hands frequently and avoid breathing or coughing/sneezing near anyone else. Please leave as soon as possible.”
 - b. Shelter in place until your community has been vaccinated or the pandemic has passed

Disaster Checklist: Pandemic Disease

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Establish plans for disruptions to the supply chain of goods and services			
Designate staff in charge of seeking out alternate means of securing scarce supplies during pandemic			
Meet with supply-vendors to discuss their pandemic plans and strategies to keep you supplied during a six- to eight-week outbreak			
Identify alternate sources should the normal procurement channels be disrupted. Alternative sources could include:			
a. Emergency resources through the city or county stockpiles			
b. Local sources in place of regional vendors			
c. Re-use of materials when safe to do so			
d. Homemade substitutes, as safety permits			
Establish a system of communication with the CDC and local health agencies			
Plan ahead for how you will distribute limited vaccines and other medical supplies to your community			

Establish surge-capacity plans in the event that other hospitals need to use your community to house the uninfected			
Keep alert to the news and any announcements from public health authorities			
DURING A PANDEMIC INFECTION			
Follow the guidance of public health agencies			
Follow the news and any announcements from public health authorities.			
Communicate with other communities in the area			
Enforce rigorous hand hygiene, cough etiquette, and use of PPE.			
Isolate infected individuals or cohort the sick in a special section of your community			
Minimize social activities like communal dining and recreation			
Restrict visitors – Issue notices like “If you are sick or have been exposed to someone who is, PLEASE STAY OUT. If you MUST enter, please wear a mask, wash your hands frequently and avoid breathing or coughing/sneezing near anyone else. Please leave as soon as possible.”			
Shelter in place until your community has been vaccinated or the pandemic has passed			
ADDITIONAL PROCEDURES			

Power Failure

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

1. Retrieve flashlights and provide one to at least the Disaster Leader, Safety Supervisor, and Safety Monitors. Do not use candles or open flames for additional lighting.
2. If the building is equipped with emergency power generators, they should start automatically. If it does not, follow the manufacturer's instructions to start it manually.
3. If you are in an elevator at the time of the power failure, do not push the emergency stop button. The elevator will automatically return to the first floor.
 - a. Check all elevators for trapped persons if the elevator car does not automatically return to the first floor.
 - b. Contact the elevator maintenance company and/or emergency services for assistance.
4. The Disaster Leader and Safety Supervisors will coordinate all staff duties during the power outage.
5. To reassure residents and to accommodate for call buttons that may be inoperable during a power failure, direct care staff will perform a check on residents assigned to them every 15 minutes until power is restored.
6. Residents that use assistive devices that require power will be assisted to change to emergency backup devices if emergency power generators are not available or not working.
 - a. Oxygen concentrators: Residents using an oxygen concentrator will have appropriate backup oxygen tank available for power failures. During a power failure the resident will be assisted to switch to the backup oxygen tank.
 - b. Motorized scooters: Backup wheelchairs, or other assistive device as recommended by the resident's physician, will be available for residents that

require a powered scooter for ambulation. During a power failure the resident will be assisted to use the wheelchair, or other assistive device if the battery in his/her scooter doesn't have sufficient charge, and as recommended by their physician.

- c. Motorized beds for repositioning: Residents that use an electric "hospital-style" bed for repositioning purposes will be assisted to reposition as necessary. Some beds have optional mechanical controls that may be used during power failures; otherwise, wedges and pillows will be used for positioning, as appropriate to the resident's needs.

Disaster Checklist: Power Failure

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Retrieve flashlights and provide one to at least the Disaster Leader, Safety Supervisor, and Safety Monitors. Do not use candles or open flames for additional lighting.			
Ensure generators have started (if applicable). If it does not, follow the manufacturer's instructions to start it manually.			
Check all elevators for trapped persons if the elevator car does not automatically return to the first floor.			
Contact the elevator maintenance company and/or emergency services for assistance.			
The Disaster Leader and Safety Supervisors will coordinate all staff duties during the power outage.			
Direct care staff perform resident checks every 15 minutes until power is restored			
ASSISTIVE DEVICES			
Assist residents to change to backup assistive devices if necessary			
Switch oxygen concentrators to backup oxygen tanks			
Switch motorized scooters to backup wheelchairs, or other assistive device as recommended by the resident's physician			
ADDITIONAL PROCEDURES			

Cyberattack

Preparation:

Work with your community's Information Technology staff to install security features on electronic systems, including:

- Unique identification of system users
- Automatic logoff of system users
- Required use of strong passwords
- Passcodes for mobile devices
- Use of intrusion detection systems
- Encryption of wireless networks
- Encryption of laptops/workstations
- Encryption of removable storage media
- Encryption of mobile devices
- Mobile device data wiping
- Prevent the installation of any peer-to-peer software applications
- Install and regularly update anti-virus software on all network computers

Mitigation:

- Train staff to use non-electronic methods when possible, such as written discharge instructions, care planning and medical records
- Print pre-written discharge instructions based on common or recurring patient care
- Perform annual risk analysis to identify security vulnerabilities
- Perform annual infrastructure security assessment
- Identify lost or stolen laptops and devices immediately; establish appropriate procedures to report lost items for employees
- Wipe content on all devices before they are discarded or transferred to others
- Backup data regularly
- Identify critical data, networks, or services for the greatest protection

In the event of a cyberattack:

1. Make an **initial assessment**: was the incident a malicious attack or a technical glitch? Using login information, attempt to identify the affected systems, the origin of the attack, and any malware used in the attack.

Record and document any communication received that might be related to the attack. Suspicious calls, emails, or other requests for information should be considered part of the attack.

2. **Minimize continuing damage:** reroute network traffic, shut down non-essential computer systems and switch to paper documentation as much as possible, or restore networks to prior state through backup files.
3. **Record and collect information:** Using the assistance of law enforcement or IT professionals, attempt to copy and preserve all affected data in its current state. Restrict access to this data to prevent tampering. Keep detailed records of all steps taken in attempting to fix the attack.
4. **Notify:** All relevant personnel within your community, law enforcement, the National Cybersecurity & Communications Integration Center (NCCIC), and other potential victims whose data may have been breached in connection with your community.

Following a cyberattack:

1. Do not use the compromised system to communicate.
2. Do not attempt to hack into a network that has been compromised – doing so may make things worse and may actually be illegal.
3. Remain vigilant – intruders often attempt to re-hack systems after they have been fixed.
4. Perform a review of the attack to identify and fix security gaps and vulnerabilities.

Disaster Checklist: Cyberattack

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION AND MITIGATION			
Work with your community's Information Technology staff to install security features on electronic systems, including:			
Unique identification of system users			
Automatic logoff of system users			
Required use of strong passwords			
Passcodes for mobile devices			
Use of intrusion detection systems			
Encryption of wireless networks			
Encryption of laptops/workstations			
Encryption of removable storage media			
Encryption of mobile devices			
Mobile device data wiping			
Prevent the installation of any peer-to-peer software applications			
Install and regularly update anti-virus software on all network computers			

Train staff to use non-electronic methods when possible, such as written discharge instructions, care planning and medical records			
Print pre-written discharge instructions based on common or recurring patient care			
Perform annual infrastructure security assessment and risk analysis to identify security vulnerabilities			
Identify lost or stolen laptops and devices immediately			
Wipe content on all devices before they are discarded or transferred to others			
Identify critical data, networks, or services for the greatest protection. Backup data regularly			
DURING A CYBERATTACK			
Make an initial assessment: Attempt to identify the affected systems, the origin of the attack, and any malware used in the attack.			
Record and document any communication received that might be related to the attack.			
Reroute network traffic			
Shut down non-essential computer systems and switch to paper documentation			
Restore networks to prior state through backup files.			
Record and collect information: Copy and preserve all affected data in its current state.			
Keep detailed records of all steps taken in attempting to fix the attack.			
Notify personnel within your community			
Notify law enforcement			

Notify the National Cybersecurity & Communications Integration Center (NCCIC)			
Notify other potential victims whose data may have been breached in connection with your community.			
AFTER A CYBERATTACK			
Do not use the compromised system to communicate.			
Do not attempt to hack into a network that has been compromised			
Remain vigilant			
ADDITIONAL PROCEDURES			

Elevator Failure

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

Inside the Elevator

If you are trapped inside the elevator car during an elevator failure:

1. Remain calm. Elevators have mechanical safety brakes, which will operate in all situations, even during power failures.
 - a. Reassure residents if they are with you.
2. Make sure you have selected a floor to go to.
3. Push the door open button. If the doors open and you are level with the floor, carefully exit the elevator car.
 - a. Never attempt to jump or crawl out of the elevator if it is not at floor level. This could result in injury or falling down the elevator shaft.
 - b. Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by an untrained person may result in injury.
4. If the doors do not open, or you are not able to exit the elevator car:
 - a. Pull out the red stop button on the operation panel.
 - b. Use the emergency telephone to call for help.

Outside the Elevator

If you are outside the elevator during an elevator failure and someone is trapped inside:

1. The emergency phone inside the elevator will ring directly to the appropriate emergency response personnel (Concierge, fire department, emergency service, etc.).
2. Tell the person(s) trapped inside to remain calm and reassure them that help is on the way.
3. Call the elevator maintenance company and inform them that someone is trapped inside the elevator. Do not attempt to repair the elevator yourself.

4. Call 911 or other emergency services if necessary.

Disaster Checklist: Elevator Failure

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
OUTSIDE THE ELEVATOR			
Attempt to communicate with the person trapped inside. The emergency phone inside the elevator will ring directly to the appropriate emergency response personnel (Concierge, fire department, emergency service, etc.).			
Tell the person(s) trapped inside to remain calm and reassure them that help is on the way			
Call the elevator maintenance company and inform them that someone is trapped inside the elevator			
DO NOT attempt to repair the elevator yourself.			
Call 911 or other emergency services if necessary			
ADDITIONAL PROCEDURES			

Active Shooter

Preparation and Prevention:

1. Scout “Pre-Planned Areas of Refuge” and effective shelter-in-place locations in your community – rooms that can be locked or barricaded with thick walls, minimal interior windows, etc.
2. Share your community’s Emergency Plan with local first responders – include building schematics and photos of the buildings, information about door and window locations, pre-planned areas of refuge, locks and access controls, and locations of patients who may be unable to evacuate, such as the operating room, critical care units, etc.
3. Select family reunification points that will minimize congestion after the event.
4. Select evacuation assembly areas that are far enough from the community to remove everyone from harm’s way

During an active shooting:

If there is a shooter in the building, remember:

Run - Hide - Fight

1. Run – Immediately evacuate the area
 - a. Leave personal belongings behind
 - b. Avoid escalators and elevators
 - c. Alert others if it does not put you at risk. Yell “Gun, Get Out!”
 - d. Take others with you but do not stay behind because others won’t go
 - e. Alert law enforcement
2. Hide – Seek a secure place where you can hide or keep the shooter out
 - a. Have everyone get on the floor and hide

- b. Lock and barricade doors
 - c. Close blinds or cover the windows
 - d. Turn off the lights
 - e. Evacuate if it is safe to do so
- 3. Fight – Where lives are at risk, you may make the personal decision to try to attack and incapacitate the shooter

After a shooting:

- 1. Provide care for the wounded
- 2. Evacuate as much as possible
- 3. Keep your distance from suspicious packages and notify law enforcement of suspected improvised explosive devices (IEDs).
- 4. Notify family members and stakeholders
- 5. Restore care services as soon as possible.
- 6. Follow instructions of law enforcement, who may need to clear the community.

Disaster Checklist: Active Shooter

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Scout "Pre-Planned Areas of Refuge" and shelter-in-place locations in your community			
Select evacuation assembly areas that are far enough from the community to remove everyone from harm's way			
Select family reunification points that will minimize congestion after the event.			
Share Emergency Plan with local first responders			
DURING A SHOOTING			
RUN			
Leave personal belongings behind			
Avoid escalators and elevators			
Alert others if it does not put you at risk. Yell "Gun, Get Out!"			
Take others with you but do not stay behind because others won't go			
Alert law enforcement			
HIDE			

Seek a secure place where you can hide or keep the shooter out			
Have everyone get on the floor and hide			
Lock and barricade doors			
Close blinds or cover the windows			
Turn off the lights			
Evacuate if it is safe to do so			
FIGHT			
Where lives are at risk, you may make the personal decision to try to attack and incapacitate the shooter			
AFTER A SHOOTING			
Provide care for the wounded			
Evacuate as much as possible			
Keep your distance from suspicious packages and notify law enforcement of suspected improvised explosive devices (IEDs).			
Communicate with key stakeholders regarding the current condition of the community and your residents.			
Restore care services as soon as possible.			
Follow instructions of law enforcement, who may need to clear the community.			
ADDITIONAL PROCEDURES			

Bomb Threats

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

1. All threats are taken seriously.
2. If it is a telephoned bomb threat, do not hang up the phone!
 - a. Keep the caller on the line and record as much information as possible.
 - b. If your phone system has caller ID, write down the number.
3. Get as much information from the person as possible.
4. If an unidentified package, bag, or other item is left unattended and raises suspicion, report it to the police department immediately.
5. Immediately notify the police and your Disaster Leader.
6. If directed to do so, evacuate the building according to the procedures in this manual.
7. Follow recommendations from local emergency services agencies.

Disaster Checklist: Bomb Threats

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Take ALL threats seriously			
If it is a telephoned bomb threat, do not hang up the phone!			
Keep the caller on the line and record as much information as possible			
If your phone system has caller ID, write down the number			
Get as much information from the person as possible.			
Immediately notify the police and your Disaster Leader			
If an unidentified package, bag, or other item is left unattended and raises suspicion, report it to the police department immediately			
If directed to do so, evacuate the building according to the <i>Evacuations</i> section of this manual			
Follow recommendations from local emergency services agencies			
ADDITIONAL PROCEDURES			

Gas Explosions

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

If You Suspect a Gas Leak

1. Evacuate the area immediately and contact 911.
2. Follow the procedures in the *Evacuations* section of this manual.
3. Shut off the gas at the meter, if it is safely accessible. Only a qualified professional can safely turn the gas back on.
4. Control ignition sources.
 - a. Shut off electricity at the outside breakers, if it is safely accessible.
5. Contact the fire department or gas and electric companies turn the utilities back on when the area is secured.

Preventing a Gas Explosion

1. All gas devices, appliances, and piping will be utilized and maintained according to manufacturer instructions.
2. Before digging outside around or near gas lines, the gas company will be contacted to confirm it is safe to dig in the area.

After a Gas Explosion

1. Evacuate the building, if necessary, according to the procedures in the *Evacuations* section of this manual.
2. Address any fires that have started using the R.A.C.E. procedures described in this manual.
2. Attend to any urgent medical needs and/or injuries.
3. Only return to the building when authorized by emergency services agencies.
4. Check for immediate hazards, such as gas or water leaks and electrical shorts.
5. Turn off damaged utilities.

6. Have the fire department or gas and electric companies turn the utilities back on when the area is secured.
7. Communicate with key stakeholders regarding the current condition of the community and your residents.

Nuclear Detonation

Preparation:

1. Identify adequate shelter locations in your community
 - a. Radiation is penetrating, so the best shelter will be provided by heavy materials (concrete walls, earth, etc.) and distance from fallout particles on the ground.
 - b. The best place to find protection in the middle or basement of a building
 - c. Even with broken windows, buildings can provide the best shelter.

During a Nuclear Detonation:

If you are near the blast when it occurs:

1. Turn away and close and cover your eyes to prevent damage to your sight.
2. Drop to the ground face down and place your hands under your body.
3. Remain flat until the heat and two shock waves have passed.

If you are away from the blast:

1. Recognize the signs of a nuclear detonation:
 - a. An abrupt blinding flash visible over a large area
 - b. Widespread disruption of electronic devices
 - c. Thermal damage and burn victims well away from the blast location
 - d. A mushroom shaped cloud may *not* be generated or visible

After the blast:

1. Take shelter immediately – you have several minutes before fallout arrives
2. Remember, radiation is penetrating – shelter in areas underground or with thick walls
3. Exposure due to contamination depositing on clothing and skin, inhalation, and ingestion are secondary concerns.
 - a. Simple respiratory protection, such as a layer of cloth over the nose and mouth, can mitigate contamination. Cover your mouth and nose until the fallout cloud has passed.
 - b. Particularly if you were outside during the blast, remove outer clothing and shoes upon entry to shelter. If possible, wipe or wash hair and exposed skin to remove fallout particles.
 - c. Shut off ventilation systems and seal doors or windows until the fallout cloud has passed. However, after the fallout cloud has passed, unseal the doors and windows to allow some air circulation.

4. Take shelter from fallout even if you are not in blast-damaged areas. Levels of fallout that can induce sickness from an outdoor exposure may extend 20 miles or more downwind.
5. Stay inside until authorities say it is safe to come out. Do not attempt immediate evacuation unless you are certain the population can be out of the area before fallout arrives.
 - a. Unless advised otherwise, shelter for at least the first hour unless threatened by fire, building collapse, medical necessity or other immediate threats.
6. Listen to the local radio or television for information and advice. Authorities may direct you to stay in your shelter or evacuate to a safer place away from the area.
7. Use stored food and drinking water. Do not eat local fresh food or drink water from open water supplies.
8. Treat the wounded. Emergency Care should take precedence over decontamination. Medical workers providing care to contaminated victims are unlikely to exceed the occupational dose limits for a radiation worker.
9. Once you have decided to **evacuate**:
 - a. Seek instructions and information on the location of dangerous fallout areas. Listen to the radio or television for information about evacuation routes, temporary shelters, and procedures to follow.
 - b. Identify the shortest possible evacuation route that avoids high levels of contamination. Consider tunnels, building lobbies, or other evacuation routes protected by earth, heavy building materials, and/or distance from fallout.
 - c. Seek local collection points (with adequate shelter) for evacuation by mass transit.
 - d. Before you leave, close and lock windows and doors and turn off air conditioning, vents, fans, and furnace. Close fireplace dampers.
 - e. Take disaster supplies with you (such as a flashlight and extra batteries, battery-operated radio, first aid kit and manual, emergency food and water, nonelectric can opener, essential medicines, cash and credit cards, and sturdy shoes).
 - f. Remember your neighbors may require special assistance, especially infants, elderly people, and people with disabilities.

Disaster Checklist: Nuclear Detonation

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Identify adequate shelter locations in your community and neighborhood			
AFTER A NUCLEAR DETONATION			
Take shelter immediately in areas underground or with thick walls.			
Cover your mouth and nose until the fallout cloud has passed.			
Remove outer clothing and shoes upon entry to shelter. If possible, wipe or wash hair and exposed skin to remove fallout particles.			
Shut off ventilation systems and seal doors or windows until the fallout cloud has passed.			
Stay inside until authorities say it is safe to come out unless threatened by fire, building collapse, medical necessity or other immediate threats.			

Evacuations

- A. Emergency Assembly Points
- B. When to Evacuate
- C. How to Evacuate
- D. Relocation
- E. Temporary Relocation Procedure
- E. Transportation Resources

Primary Emergency Assembly Point (EAP)

The Primary EAP is located: _____

INSERT/ATTACH MAP OF
PRIMARY EMERGENCY ASSEMBLY POINT HERE

Secondary Emergency Assembly Point

The Secondary EAP is located: _____

INSERT/ATTACH MAP OF
SECONDARY EMERGENCY ASSEMBLY POINT HERE

Evacuations

The community will be evacuated when directed to do so by the Disaster Leader or emergency services agencies/personnel. The decision to evacuate will be based on the severity of the disaster or emergency, the proximity of the threat to the building, and the construction of the community. In some situations, the building is actually the safest place to be, particularly in larger buildings that are constructed according to more stringent fire and building codes. However, when in doubt, it is best to evacuate the building if necessary to protect the safety of the residents and staff.

DEFEND IN PLACE OR EVACUATE?

There are disasters and emergency situations that are best handled with a “defend in place” strategy in which residents remain in their rooms and Safety Monitors perform frequent safety checks. Examples would be infectious diseases, violent crimes, etc. Community Leadership and the safety committee will discuss these situations in cooperation with local emergency services agencies/personnel in advance to clarify the appropriate response.

TYPES OF EVACUATIONS

There are three types of evacuations that may be used depending on the size and type of building and the nature and extent of the disaster or emergency:

Zone Evacuation

Move residents and personnel away from immediate danger to areas within the same fire zone. This usually involves the movement of a few people away from the fire to a safer area within the same section of the building. An example of this would be removing people from the kitchen if a pan catches on fire.

Floor Evacuation

Move residents and personnel to another floor, generally to the floor below the affected area. This is usually required when there is a need to remove personnel to a safer level, but the threat does not require evacuation of the building, such as moving everyone to a central common area during a hurricane warning.

Full Building Evacuation

Move residents and personnel completely out of the building and to the designated Emergency Assembly Point (EAP). Smaller residential buildings will require full building evacuations as they are not constructed in a manner that can contain fire to one zone.

EVACUATION ROUTES

At least two evacuations routes out of the building will be identified and evacuation routes/maps will be posted throughout the building as required.

How to Evacuate

GENERAL PROCEDURES

1. Do not use elevators. Use the stairs.
2. If your escape route is filled with smoke, use your second way out.
 - a. If you must escape through smoke, get low and go under the smoke to your exit.
 - i. Close doors behind you.
3. If you are escaping through a closed door, feel the doorknob and the space around the door before opening the door.
 - a. If it is cool and there is no smoke at the bottom or top, open the door slowly.
 - b. If you see smoke or fire in your exit path, close the door and use your second way out.
 - c. If the doorknob or the space around the door is hot, use your second way out.
4. Assist residents to evacuate safely.
 - a. Ambulatory persons should be instructed to leave under their own power and report to the Emergency Assembly Point.
 - b. Persons that require assistance with ambulation should be assisted to the Emergency Assembly Point (see *Evacuating Nonambulatory Persons* section below).
5. Proceed directly to the Primary Emergency Assembly Point (EAP). If the Primary EAP is unsafe or inaccessible, proceed to the Secondary EAP.
6. Once at the EAP the Disaster Leader coordinates a head count of all residents, staff, and visitors using the Resident Roster, Visitor Sign-In/Out Sheet, and Employee Sign-In/Out Sheet.
 - a. If it is safe to do so, the appropriate Safety Supervisors conduct a sweep of their areas of the building to locate any individuals not accounted for during the head count.

EVACUATING NONAMBULATORY PERSONS

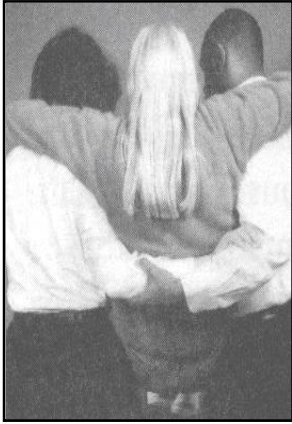
1. Nonambulatory residents are identified on the resident roster.
2. Methods of assisting nonambulatory persons with evacuation:
 - a. Use wheelchairs, if available.
 - b. If the resident's bed has wheels and can fit through doorways all the way to the Emergency Assembly Point, it can be used for evacuation.
 - c. Use a Two-Person Carry, if necessary (see instructions below).
 - d. As a last resort, gently assist the resident onto a blanket or sheet and carefully drag the resident out.
3. DO NOT injure yourself in the process! You are of no help to anyone if you are hurt during an emergency. Ask another person for assistance as needed.
4. To perform a Two-Person Carry:
 - a. The carriers stand on opposite sides of the resident to be lifted.
 - b. The arms of the resident to be lifted are wrapped around the shoulders of the carriers.
 - c. The carriers grasp forearms behind the resident being lifted at the small of the back.
 - d. The carriers reach under the resident's knees with their other arms and grasp wrists.
 - e. Carry partners lean in close to the person and lift on the count of three.
 - f. Gently press into the person being carried for additional support.
 - g. Carry the person to the evacuation meeting point.

IF SMOKE, HEAT, OR FLAMES BLOCK ALL EXIT ROUTES

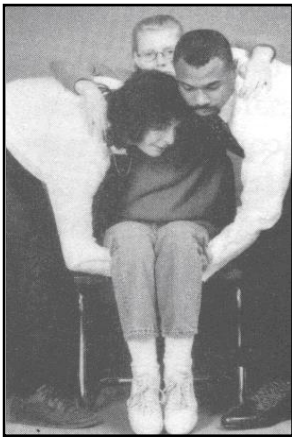
1. If smoke, heat, or flames block your exit routes and you cannot get outside safely:
 - a. Stay in the room with the door closed.
 - b. Open the window a few inches at the top and bottom for ventilation, turn on a light, and hang a light-colored object outside the window to alert firefighters to your presence.
 - c. If there is a phone in the room, call 911 and tell them where you are.

- d. Seal around doors and vents with duct tape, towels, or sheets to help slow the entry of deadly smoke into the room.
- e. Wait by the window for help.

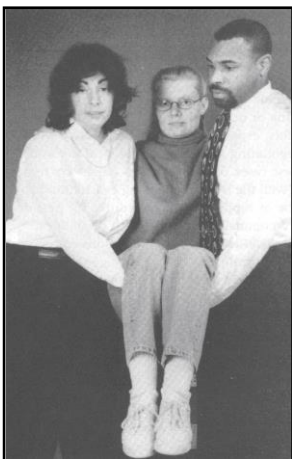
How to Perform a Two Person Carry



1. The carriers stand on opposite sides of the resident to be lifted.
2. The arms of the resident to be lifted are wrapped around the shoulders of the carriers.
3. The carriers grasp forearms behind the resident being lifted at the small of the back.



4. The carriers reach under the resident's knees with their other arms and grasp wrists.
5. Carry partners lean in close to the person and lift on the count of three.



6. Gently press into the person being carried for additional support.
7. Carry the person to the evacuation meeting point.

Relocation

An evacuation may escalate to offsite relocation during large scale emergencies or disasters, or if the building cannot be safely occupied.

Situations that necessitate temporary relocation may include, but are not limited to:

1. When authorized emergency service agencies mandate relocation.
2. When the building is uninhabitable (e.g., leaking roof, smoke damage, water damage, etc).
3. When there is no power for needed heat or air conditioning.
4. When the generator supplying heat or air conditioning runs out of fuel or when the gas company shuts off the gas lines.
5. When food and water are no longer available.
6. When toilets cannot be flushed or sewers begin to back up.
7. When wildfire or other approaching disasters threaten the safety of the community and occupants inside.

DECIDING TO RELOCATE

For disasters with forewarning (e.g., hurricanes, brush fires, flooding), staff may be instructed by emergency agencies to temporarily relocate in earlier phases of the disaster. Temporary relocation in these circumstances should follow the temporary relocation procedure below steps.

The evacuation decision is ideally made by an authorized emergency management office, such as the police, fire department, or local FEMA office and/or manager on duty.

For disasters with no forewarning (internal fire), staff follow the evacuation steps as rehearsed during fire drills.

Temporary Relocation Procedure

Should it be necessary to move residents to a temporary relocation site, the following procedures are followed:

The Disaster Leader notifies Safety Supervisors to prepare their Safety Monitors, residents, and other persons in the building to prepare for relocation.

PRE-RELOCATION COMMUNICATION

1. The Disaster Leader coordinates all relocation efforts with appropriate emergencies services agencies.
2. The Disaster Leader notifies residents' families/responsible parties and emergency contacts to the fullest extent possible, including informing them of the relocation site.
3. The Disaster Leader notifies local Licensing agencies to the fullest extent possible, including informing them of the relocation site.
3. The Disaster Leader uses the most efficient methods of communication possible, including email, cell phones, and the community website.

RESIDENT RECORDS

1. Resident care staff will ensure that resident records for relocation and back up all electronic data if time allows.
 2. The following personnel are responsible for ensuring resident records are relocated:
-

MEDICATIONS

1. Resident care staff will ensure that resident medications are prepared for relocation if time allows.
2. The following personnel are responsible for ensuring resident medications are relocated: _____

3. All medications will be transferred to transportation bins that are kept on hand at all times. The bins will have closable lids and will be appropriately labeled.
4. An appropriately sized cooler is kept on hand to transport medications that require refrigeration.
 - a. Refrigerated medications will be placed into zip-top plastic bags that are labeled and then placed on top of the ice in the cooler.
 - b. After arriving at the temporary relocation site the refrigerated medications will be transferred to a separate secured refrigerator as soon as possible.
5. The person responsible for ensuring relocation of the medications will supervise them at all times during relocation.
6. Upon arrival at the temporary relocation site, the regular medication management policies and procedures will be followed.

IDENTIFICATION OF RESIDENTS

1. To ensure easy identification, residents will be identified with hospital-style identification bands around their wrists prior to boarding the transportation vehicle.
2. Identification bands will include at least the following information:
 - a. Name of the resident
 - b. Name of the community
 - c. Phone number of the community
 - d. Name of the family/responsible party
 - e. Phone number of the family/responsible party
3. If hospital-style identification bands are not available the resident's name will be written on his/her back shoulder blade using a "Sharpie-style" marker.

TRANSPORTATION

1. The Disaster Leader and Safety Supervisors coordinate transportation of residents, personnel, and visitors to the designated temporary relocation site according to the *Transportation Resources* section of this manual.
2. As residents, personnel, and visitors board the transportation vehicle it is noted on the Resident Roster, Visitor Sign-In/Out Sheet, and Employee Sign-In/Out Sheet.
 - a. If it is safe to do so, the appropriate Safety Supervisors conduct a sweep of their areas of the building to locate any individuals not accounted for during the boarding process.
3. At least one Safety Monitor will travel in any vehicle transporting residents offsite. If residents require more supervision or assistance, it will be provided or arranged for to the extent possible.

ARRIVING AT THE RELOCATION SITE

1. Upon arrival at the designated temporary relocation site the Disaster Leader coordinates a head count of all residents, personnel, and visitors using the Resident Roster, Visitor Sign-In/Out Sheet, and Employee Sign-In/Out Sheet.
2. Once all residents, personnel, and visitors have arrived at the designed temporary relocation site, the Disaster Leader updates all contacts identified in the *Communication* section above regarding their current whereabouts and condition.

ONGOING COMMUNICATION

1. The Disaster Leader stays in regular contact with emergency services agencies to determine when it is safe to return to the community.
2. The Disaster Leader stays in regular contact with residents' families/responsible parties to keep them informed of their whereabouts and condition.
3. The Disaster Leader stays in regular contacts with local Licensing agencies to the fullest extent possible to keep them informed of the whereabouts and condition of the residents in care.

RETURNING TO THE COMMUNITY

1. No one will return to the community until authorized to do so by the appropriate emergency services agency.
2. Before returning residents to the community the Disaster Leader, Safety Supervisors, and appropriate inspectors will conduct a walkthrough of the community to ensure it is appropriate for the residents to return.
3. The Disaster Leader will coordinate transportation services to assist residents returning to the community.

TEMPORARY RELOCATION SITES

The community has agreements with the relocations sites indicated on the following pages.

Temporary Relocation Site #1

Main Contact:				
Phone:		Cell Phone:		Email:
Address:		City:		State: ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #1

Temporary Relocation Site #2

Main Contact:				
Phone:		Cell Phone:		Email:
Address:		City:		State: ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #2

Temporary Relocation Site #3

Main Contact:				
Phone:	Cell Phone:		Email:	
Address:		City:	State:	ZIP:

Transportation Resources

The Disaster Leader and Safety Supervisors coordinate transportation of residents to the designated temporary relocation site during emergency temporary relocation.

1. Community Vehicles

- a. Community vehicles may be used for transportation during emergency temporary relocation if it is safe to do so, and appropriately licensed drivers are available.

2. Emergency Services Agencies

- a. Emergency services agencies may be able to assist with transportation. Confirm in advance with your local agencies if this service is or will be available.

3. Transportation Companies

- a. The community will establish a relationship with appropriate transportation companies that may be used during emergency temporary relocation.
- b. The transportation company must offer a copy of an appropriate license, certificate of insurance, and a written agreement to serve the community as a priority in an emergency or disaster.
- c. The community has written agreements with the following suitable transportation companies:

Transportation Company #1

Name of Company: _____

Primary Contact: _____

Phone: _____

Transportation Company #2

Name of Company: _____

Primary Contact: _____

Phone: _____

Rosters

The following forms can be used to keep a record of who is in the community at all times.

Resident Roster

KEY/INSTRUCTIONS

Ambulatory Status: Indicate "ambulatory" or specify assistance/device required
 Special Needs: Indicate any special care needs required, such as oxygen, hospice, cognitive impairment, etc.
 It is recommended that you highlight any residents with special care needs.

Resident	Emergency Contact	Physician	Hospice/Home Health
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name:	Name:	Name:	Name:
	Address:	Address:	Address:

Room #: Ambulatory Status: Special Needs:			
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:

Visitor Sign-In and Sign-Out

Please sign in and out when visiting. Thank you.

This roster is used to determine who is in the building in the unlikely event of an emergency or disaster.

Date	Name	Reason for Visit	Time In	Time Out

Employee Sign-In and Sign-Out

Please sign in and out when on-duty. Thank you.

This roster is used to determine who is in the building in the unlikely event of an emergency or disaster.

Date	Name	Department	Time In	Time Out

Resident Care During a Disaster

- A. Responding to Resident Needs
- B. Medication Management
- C. Powered Assistive Devices
- D. Identifying and Meeting Special Needs

Responding to Resident Needs During a Disaster

In the event that call buttons (if applicable) are inoperable during a power failure or other disaster, direct care staff will perform a check on residents assigned to each staff member every 15 minutes until power is restored.

Medication Management During a Disaster

LOSS OF POWER

1. An appropriately sized cooler is kept on hand to store medications that require refrigeration during a power outage.
 - a. Refrigerated medications will be placed into zip-top plastic bags that are labeled and then placed on top of the ice in the cooler.
 - b. The cooler will be stored in a secure location.

TEMPORARY RELOCATION

1. Resident care staff will ensure that resident medications are prepared for relocation if time allows.
2. The following personnel are responsible for ensuring resident medications are relocated: _____
3. All medications will be transferred to transportation bins that are kept on hand at all times. The bins will have closable lids and will be appropriately labeled.
4. An appropriately sized cooler is kept on hand to transport medications that require refrigeration.
 - a. Refrigerated medications will be placed into zip-top plastic bags that are labeled and then placed on top of the ice in the cooler.
 - b. After arriving at the temporary relocation site, the refrigerated medications will be transferred to a separate secured refrigerator as soon as possible.
5. Sufficient medication supplies are kept on hand, including medication cups, graduated plastic med cups, syringes, etc.
6. The person responsible for ensuring relocation of the medications will supervise them at all times during relocation.
7. Upon arrival at the temporary relocation site, the regular medication management policies and procedures will be followed.

Powered Assistive Devices

Residents who require assistive devices that require power will be immediately assisted to use emergency backups if emergency power generators are not available or not working.

OXYGEN CONCENTRATORS

Residents using an oxygen concentrator will have appropriate backup oxygen tank available for power failures. During a power failure the resident will be assisted to switch to the backup oxygen tank.

MOTORIZED SCOOTERS

Backup wheelchairs, or other assistive device as recommended by the resident's physician, will be available for residents that require a powered scooter for ambulation. During a power failure the resident will be assisted to use the wheelchair, or other assistive device as recommended by his/her physician, as necessary.

MOTORIZED BEDS FOR REPOSITIONING

Residents that use an electric "hospital-style" bed for repositioning purposes will be assisted to reposition as necessary. Some beds have optional mechanical controls that may be used during power failures, otherwise wedges and pillows will be used for positioning, as appropriate to the resident's needs.

CPAP MACHINES

Sufficient backup batteries will be maintained and charged for residents using CPAP machines. The physician will be consulted for recommendations for alternative equipment to be used during long term power failure.

Identifying and Meeting Special Needs

SPECIAL NEEDS

For the purposes of disaster and emergency preparation special needs may include, but are not limited to:

1. Hospice services

2. Home health services
3. Dementia, Alzheimer's disease, or other cognitive impairment
4. Visual impairment
5. Hearing impairment
6. Ambulatory restriction
7. Oxygen administration
8. Incontinence
9. Catheters

IDENTIFICATION OF RESIDENTS WITH SPECIAL NEEDS

1. All residents will be listed on the *Resident Roster*.
2. The *Resident Roster* will be updated as necessary to keep it current (e.g., move-ins, move-outs, etc.).
3. The resident roster identifies the following for each resident:
 - a. Name
 - b. Room number
 - c. Ambulatory status
 - d. Emergency contact information (e.g., family or responsible party)
 - e. Special needs

HOSPICE AND HOME HEALTH SERVICES

The appropriate Safety Supervisor will immediately contact the resident's hospice and/or home health supervisor to coordinate services during the disaster, evacuation, and/or relocation.

DEMENTIA, ALZHEIMER'S DISEASE, OR OTHER COGNITIVE IMPAIRMENT

Residents with cognitive impairments will be directly supervised by appropriate safety monitors throughout the disaster, evacuation, and/or relocation. If the resident's family or responsible party is in the area, they will be asked to assist during evacuations and relocations when possible.

VISUAL OR HEARING IMPAIRMENT

1. Safety Monitors will ensure residents bring vision aides with them during an evacuation or relocation.
2. Safety monitors will ensure that residents have hearing aids in place during an evacuation or relocation.
3. Devices will be labeled with the resident's name when possible, prior to any disaster or emergency.

AMBULATORY RESTRICTIONS

1. Safety Monitors will ensure residents bring assistive devices (cane, walker, wheelchair, etc.) with them during an evacuation or relocation.
2. Devices will be labeled with the resident's name prior to any disaster or emergency.
3. See the *Evacuations* section of this manual for information on assisting nonambulatory residents with evacuations and relocation.

OXYGEN ADMINISTRATION

1. Safety Monitors will ensure residents bring portable oxygen tanks and supplies with them during an evacuation or relocation.
2. Devices will be labeled with the resident's name prior to any disaster or emergency.

72 Hour Self-Reliance

- A. 72 Hour Self-Reliance
- B. Emergency Lighting
- C. Provision of Emergency Power
- D. Emergency Supplies

72 Hour Self-Reliance

The following procedures outline a plan for the community to be self-reliant for at least 72 hours in the event of a major disaster or emergency, including a long-term power failure.

The role of community personnel in this situation is to make residents as comfortable as possible, while continuing to provide the same level of care, supervision, and services normally provided by the community, to the extent possible.

COMMUNICATION

1. The Disaster Leader immediately and on an ongoing basis communicates with the appropriate emergency services agencies to discuss evacuation and relocation decisions.
2. The Disaster Leader immediately and on an ongoing basis communicates with residents, personnel, and key stakeholders to keep them apprised of the situation.
3. The Disaster Leader immediately and on an ongoing basis communicates with local assisted living or residential care Licensing representatives to keep them apprised of the situation.

RESIDENT CARE SERVICES

1. The appropriate safety supervisor coordinates ongoing provision of resident care services, including coordination with home health, hospice, pharmacy, medical suppliers, and other agencies/vendors.
2. Resident care staff checks resident medication supplies and contact the pharmacy if there is not at least three (3) day supply of medication available for every resident.
3. Residents are discouraged from going outside.

HOUSEKEEPING SERVICES

1. The appropriate safety supervisor checks supplies for blankets and pillows as the supply may have been depleted. If supplies are depleted or not sufficient for 72 hours, additional supplies are purchased from local department or discount store, if needed and if possible.

MAINTENANCE SERVICES

1. The appropriate safety supervisor secures the building:
 - a. Remove loose objects from outside or on the side of the building or affix with bungee cords, tapes or tie-downs.
 - b. Tape up windows to keep rain from blowing in or utilizing plywood coverings (if warranted).
3. Check for a supply of fresh batteries and flashlights.

FOOD SERVICE

1. The appropriate safety supervisor checks to ensure at least a three day supply of food and water. If not, personnel will obtain additional supplies from the nearest grocery store if it is safe to do so.

MEDICATIONS

At least a 72-hour supply of medications will be kept on hand at all times, including necessary supplies and equipment to assist with medication management.

Emergency Lighting

1. Candles or open flames are NOT used for emergency lighting.
2. The Disaster Leader ensures that an appropriate supply of flashlights and fresh batteries are on hand all times.
3. Safety Supervisors ensure that their staff are aware of the location of emergency lighting.

Provision of Emergency Power

COMMUNITY EQUIPPED WITH EMERGENCY GENERATORS

If the community is equipped with an emergency generator, the appropriate Safety Supervisor ensures that sufficient fuel is on hand at all times.

NOT EQUIPPED WITH EMERGENCY GENERATORS

If the community is not equipped with an emergency generator, identify at least the local rental companies that can rent an appropriate generator to the community during an emergency or disaster:

Generator Supplier #1

Company Name:

Main Contact:

Phone:

Email:

Address:

City:

State:

ZIP:

Generator Supplier #2

Company Name:

Main Contact:

Phone:

Email:

Address:

City:

State:

ZIP:

Emergency Supplies

Examples of emergency supplies that should be on hand include, but are not limited to the following:

1. 5 Day Supply of Food, examples include but are not limited to:
 - a. Ready-to-eat canned meats, fruits, and vegetables
 - b. Canned juice, milk, and soup
 - c. High-energy foods, such as peanut butter, jelly, salt-free crackers, and energy bars
 - d. Trail mix
 - e. Comfort foods, such as hard candy, sweetened cereals, candy bars, and cookies
 - f. Instant coffee, tea bags
 - g. Compressed food bars
 - h. Dried foods
 - i. Freeze-dried foods, with water for reconstitution
 - j. Whole-grain cereals (oatmeal, granola, multi-grain)
 - k. Instant meals (e.g., cups of noodles, cups of soup, etc.)
 - k. Snack-sized canned goods
 - l. Prepackaged beverages
2. Water
 - a. At least three gallons per person
3. Portable, battery-powered radio or television and extra, fresh batteries
4. Flashlight and extra, fresh batteries
5. First aid kit
6. Map of the area marked with relocation sites and their telephone numbers
7. Kitchen accessories
 - a. Manual can opener
 - b. Disposable cups, plates, and utensils
 - c. Utility knife

- d. Sugar and salt
- e. Aluminum foil, plastic wrap, or reseal-able plastic bags
- 8. Sanitation and hygiene items
 - a. Household liquid bleach
- 9. Dust masks
- 10. Blankets or sleeping bags
- 11. Entertainment
 - a. Games
 - b. Books
- 12. Roll of duct tape (10 millimeters thick)
- 13. Scissors
- 14. Plastic sheeting pre-cut to fit shelter-in-place room openings
- 15. Whistle

Supplies sufficient for the number of residents and personnel typically in the community will be on hand at all times:

Emergency storage should be inspected at least quarterly to ensure sufficient supplies are on hand and to verify expiration dates have not passed.

Disaster Supplies Checklist

First Aid Supplies	Community	Vehicle (if applicable)
Adhesive bandages, various sizes		
Adhesive bandages, various sizes		
5" x 9" sterile dressing		
Conforming roller gauze bandage		
Triangular bandages		
3" x 3" sterile gauze pads		
4" x 4" sterile gauze pads		
Roll 3" cohesive bandage		
Germicidal hand wipes or waterless, alcohol-based hand sanitizer		
Antiseptic wipes		
Medical grade, non-latex gloves		
Tongue depressor blades		
Adhesive tape, 2" width		
Antibacterial ointment		
Cold pack		
Scissors (small, personal)		
Tweezers		
Assorted sizes of safety pins		
Cotton balls		
Thermometer		
Tube of petroleum jelly or other lubricant		
First aid manual		

Disaster Supplies Checklist

[illegible]

Disaster Supplies Checklist

Equipment and Tools	Community	Vehicle (if applicable)
Portable, battery-powered radio or television and extra batters		
NOAA Weather Radio, if appropriate for the area		
Flashlights and extra batteries		
Signal flares		
Matches in a waterproof container		
Shut off wrenches, pliers, shovel, and other tools		
Duct tape and scissors		
Plastic sheeting		
Whistle		
ABC-type fire extinguisher		
Work gloves		
Paper, pens, and pencils		
Needles and thread		
Battery-operated travel alarm clock		

Disaster Supplies Checklist

Kitchen Items	Community	Vehicle (if applicable)
Manual can opener		
Paper cups		
Paper plates		
Plastic utensils		
All-purpose knife		
Household liquid bleach to treat drinking water		
Sugar, salt, and pepper		
Aluminum foil and plastic wrap		
Resealable plastic bags		
Small cooking stove and cooking fuel (if emergency food must be cooked)		

Disaster Supplies Checklist

[illegible]

Disaster Supplies Checklist

[illegible]

Staff Training

- A. Disaster and Emergency Training Record
- B. Instructor Guide for Emergency Procedures DVD
- C. Quiz (and Key) for Emergency Procedures DVD
- D. Disaster Drills

Disaster and Emergency Training Record

Name: _____ Date of Hire: _____

	Supervisor Initials	Employee Initials
Location of Emergency Manual		
Location of Emergency Supplies		
Location of Shut-Offs and Controls		
Roles and Responsibilities and the Chain of Command		
Communication with Key Stakeholders		
Disaster Procedures		
Evacuations		
72 Hour Self-Reliance		
Resident Care During an Emergency or Disaster		
Fire Safety		
Using a Fire Extinguisher		
Disaster Drill		

Supervisor Signature Date

Employee Signature Date

Emergency Procedures Training DVD:

Instructor Guide

VIDEO:	"Emergency Procedures" 17 mins.
---------------	---------------------------------

INSTRUCTOR NOTE:	It is imperative that this module incorporates community-specific procedures. This should include a walk through to orient staff on types of and locations of your emergency equipment, emergency exits, alarms, etc. Practice all procedures discussed in the module as well as any community specific procedures. This should include the use of fire extinguishers, fire pulls/alarms, fire/emergency drills, etc. Perhaps invite a representative of your fire department or other safety consultant to augment this module.
-------------------------	--

KEY LEARNING COMPONENTS

1. The safety of your residents and employees is always the highest priority during an emergency.
2. Types of emergencies that we may encounter.
3. Procedures to follow during an emergency.
4. Use of fire extinguishers

DISCUSSION QUESTIONS

1. The safety of staff and residents is our main concern at all times. When making choices and deciding on actions, always consider what is the best choice and best plan of action to ensure their safety.
2. Let's begin by talking about possible emergencies that we may face at our community. We must be ready to face all or some of the these:
 - a. A fire in the community.
 - b. An outdoor fire in the vicinity of the community that is an immediate threat.

- c. An outdoor fire that is spreading and may become a threat to the community.
- d. Earthquake
- e. Flood
- f. Epidemic
- g. Medical emergency
- h. Hurricane or tornado
- i. Bomb threat
- j. Workplace violence
- k. Natural disasters that may occur in your geographical area

3. What are your basic emergency procedures?

Who is in charge in an emergency? Discuss your community protocols. For example, who is in charge on each shift? It may be the General Manager during the day shift and a shift supervisor during the evening and overnight shifts. Who would take responsibility should the assigned staff member not be in the building?

Where is your central reporting location in the community as well as outside the community should building evacuation be required?

Each staff member must know their individual responsibilities during an emergency. Are the staff present at this in-service aware of their responsibilities? Who assists residents? Who contacts emergency services?

Who is responsible for removal of medications, resident charts, etc.? When is evacuation necessary? For example, an electrical short in the kitchen may require evacuating the kitchen while a spreading fire would require building evacuation. Ensure that residents and staff are removed from any area of danger. Discuss your community-specific procedures.

When you see or suspect an emergency or hear about an imminent emergency on the radio or television, the first step is to report it so that staff can take action. Immediately notify your supervisor and the appropriate emergency agency (if appropriate). Always remember, do not hesitate to call 911 in an emergency.

We will now discuss our communication procedures. When is it necessary to contact families, physicians, state licensing agency? Discuss your community specific procedures.

4. Let's discuss a few scenarios. What is the first thing you would do? (Instructor note: Every community has its own categories of natural disasters. Make sure to discuss emergency scenarios you may encounter in your area.)
 - a. You smell smoke or see smoke coming out under the door of a room.
 - b. Our building begins to shake and you suspect an earthquake?
 - c. A staff member who is bleeding from the arm approaches you.
 - d. The fire alarm sounds.
 - e. You find a resident lying on the floor in his/her room.
 - f. You enter a room and see a fire in a trash can.
5. Fires are a severe threat. What are some steps we can take to reduce the risk of a fire? (Instructor note: Stress that staff should never ever attempt to take an action if they feel it may pose a hazard to himself/herself unless it is their only choice.)
 - a. Smoke only in designated areas and ensure that you dispose of cigarette butts appropriately.
 - b. Store combustible items appropriately. Discuss your storage policies, items that may be a hazard in your community, and specific locations and policies on storage of these items.
 - c. Electrical fires can be caused by improper use of electrical appliances or overloading circuits. Make sure all staff is properly trained on the use of appliances. Do not use extension cords as permanent wiring.
 - d. Can all staff members identify where the fire extinguishers are located in the community? Who conducts monthly inspections of the extinguishers?

Ensure that fire extinguishers are present in known locations and they are properly charged and in good repair. (Instructor note: Have an extinguisher on hand and review the procedures for checking proper charge, checking expiration dates, and observing for any problems with the extinguisher (e.g., broken hose.).

e. Know the proper use of fire pulls, alarms or any other safety alert devices.

f. Conduct regular fire/emergency drills.

6. Let's talk about our residents during an evacuation of the building. The resident's ambulatory status and cognitive ability will affect how we assist that resident. Discuss here a few scenarios with residents with whom the inservice attendees are familiar. How would they assist them taking into account the abilities of that particular resident? Practice actual evacuation techniques including escorting ambulatory residents, removal by wheelchair, two-person rescue carry, and gently lowering the resident to the ground and carrying out on a blanket.

7. Other than staff and residents, what are your community policies on what should be removed from the community during an evacuation, if it is safe to do so?

Medications

Resident records

Community records

Personal belongings

8. One of the most important actions we can take during an evacuation is to perform a headcount to ensure no one is missed and may remain in a dangerous area. Discuss your community's policy and procedures on headcounts.

Disaster Drills

FREQUENCY

Disaster drills will be conducted in accordance with state and local regulations, but at least once every 6 months, on each shift. Local emergency services agencies will be asked to participate in disaster planning and drills.

WALK-THROUGH DRILLS

Disaster drills will be walk-through drills in which members of the disaster team actually perform/simulate their emergency response functions. During walk-through drills additional personnel will play the role of simulated residents to allow team members to simulate evacuation procedures. Drills will not be limited to fire drills, but will simulate procedures for all types of disasters likely to affect the community, and will include simulated evacuations.

EVACUATION DRILLS

Personnel walk the evacuation route to a designated area where procedures for accounting for all personnel are tested. Participants are asked to make notes as they go along of what might become a hazard during an emergency, e.g., stairways cluttered with debris, smoke in the hallways, etc. Plans are modified accordingly.

“TABLETOP DRILLS”

Residents are not required to participate in walk-through drills (unless required by state or local regulations), but will be part of the disaster and emergency planning and preparedness process through the use of “tabletop drills”.

During a tabletop drill, members of the disaster team, including the Disaster Leader and Safety Supervisors, meet with residents in a group setting to discuss their responsibilities and how they would react to emergency scenarios.

Disaster Drill Record

General Information	
Person Conducting Drill:	
Date of Drill:	Time of Drill:
Type of Drill: ☐ Fire ☐ Wildfire ☐ Earthquake ☐ Hurricane ☐ Tornado ☐ Flood ☐ Power Failure ☐ Elevator Failure ☐ Bomb Threats ☐ Other: _____	

Roster of Participants	

Summary

Emergency Procedures Training: Quiz

1. A fire extinguisher with an “ABC” rating is designed to be used on what types of fires?
 - a. Electrical fires only.
 - b. Wood fire only.
 - c. Wood and paper fires only.
 - d. Flammable liquid fires only.
 - e. Wood, electrical, paper & flammable liquid fires
2. Complete community evacuation is the first step in any emergency scenario.
 - a. True
 - b. False
3. Overloading electrical circuits can cause electrical fires.
 - a. True
 - b. False
4. During an emergency evacuation, which of the following should you do?
 - a. Follow the chain of command
 - b. Ensure your safety and the safety of the residents
 - c. Assist and supervise resident evacuation
 - d. Stay calm
 - e. Remove predetermined items such as medications & records if safe to do so
 - f. Meet at a predetermined assembly point.
 - g. Follow directions from emergency personnel.
 - h. All of the above.

5. 911 should never be called unless directed to by a supervisor, even if you feel it is necessary.
- a. True
 - b. False
6. Fire extinguishers should be inspected by community staff _____ for good operating condition.
- a. Annually
 - b. Quarterly
 - c. Monthly
7. Fire extinguishers should be inspected by an appropriate fire services company _____ and recharged and retagged if necessary.
- a. Annually
 - b. Quarterly
 - c. Monthly
8. When using a fire extinguisher, remember the term PASS. PASS stands for:
- a. Pull the pin, arm the extinguisher, squeeze the handle to release the chemical, and saturate the fire.
 - b. Pull the pin, aim at the base of the fire, squeeze the handle to release the chemical, and sweep the hose back and forth at the base of the fire.
 - c. Pull the pin, aim at the base of the fire, saturate the fire, and sweep up any ashes.

Emergency Procedures Training DVD:

Quiz Key

1. A fire extinguisher with an “ABC” rating is designed to be used on what types of fires?
 - a. Electrical fires only.
 - b. Wood fire only.
 - c. Wood and paper fires only.
 - d. Flammable liquid fires only.
 - e. Wood, electrical, paper & flammable liquid fires**

2. Complete community evacuation is the first step in any emergency scenario.
 - a. True
 - b. False**

3. Overloading electrical circuits can cause electrical fires.
 - a. True**
 - b. False

4. During an emergency evacuation, which of the following should you do?
 - a. Follow the chain of command
 - b. Ensure your safety and the safety of the residents
 - c. Assist and supervise resident evacuation
 - d. Stay calm
 - e. Remove predetermined items such as medications & records if safe to do so
 - f. Meet at a predetermined assembly point.
 - g. Follow directions from emergency personnel.
 - h. All of the above.**

5. 911 should never be called unless directed to by a supervisor, even if you feel it is necessary.
- a. True
 - b. False**
6. Fire extinguishers should be inspected by community staff _____ for good operating condition.
- a. Annually
 - b. Quarterly
 - c. Monthly**
7. Fire extinguishers should be inspected by an appropriate fire services company _____ and recharged and retagged if necessary.
- a. Annually**
 - b. Quarterly
 - c. Monthly
8. When using a fire extinguisher, remember the term PASS. PASS stands for:
- a. Pull the pin, arm the extinguisher, squeeze the handle to release the chemical, and saturate the fire.
 - b. Pull the pin, aim at the base of the fire, squeeze the handle to release the chemical, and sweep the hose back and forth at the base of the fire.**
 - c. Pull the pin, aim at the base of the fire, saturate the fire, and sweep up any ashes.

Forms and Checklists

This section contains an additional copy of forms located throughout the manual. For more information on the form and its use, refer to the appropriate section of the manual.

Emergency Contacts: Internal

CALL 911 IN AN EMERGENCY

Corporate Office Direct Line: _____	General Manager Direct Line: _____ Cell Phone: _____
Maintenance Director Direct Line: _____ Cell Phone: _____	Health Services Director Direct Line: _____ Cell Phone: _____
Business Office/HR Director Direct Line: _____ Cell Phone: _____	Culinary Director Direct Line: _____ Cell Phone: _____
Housekeeping Director Direct Line: _____ Cell Phone: _____	Life Enrichment Director Direct Line: _____ Cell Phone: _____
Marketing Director Direct Line: _____ Cell Phone: _____	Concierge Direct Line: _____ Cell Phone: _____
Other: _____ Direct Line: _____ Cell Phone: _____	Other: _____ Direct Line: _____ Cell Phone: _____

Emergency Contacts: External

CALL 911 IN AN EMERGENCY

Police Direct Line: _____	Sheriff Direct Line: _____
Fire Department Direct Line: _____	Hospital Direct Line: _____
Hospital Direct Line: _____	Ambulance Service Direct Line: _____
Local Licensing Office Direct Line: _____	Telephone Company Direct Line: _____
Electric Company Direct Line: _____	Gas Company Direct Line: _____
Transportation Service Direct Line: _____	Generator Supplier Direct Line: _____
Irrigation/Landscaping Company Direct Line: _____	Call System Company Direct Line: _____
Elevator Maintenance Company Direct Line: _____	Local American Red Cross Direct Line: _____
Local Office of Emergency Services Direct Line: _____	Emergency Door Company Direct Line: _____
Search and Rescue Direct Line: _____	Other: _____ Direct Line: _____

Local Emergency Response Agencies

CALL 911 IN AN EMERGENCY

The Disaster Leader makes contact and establishes a working relationship with local emergency response personnel well in advance of any disaster.

Local Fire Station

Fire Chief / Main Contact:

Phone:

Email:

Address:

City:

State:

ZIP:

Local Policy/Sheriff Department

Chief / Main Contact:

Phone:

Email:

Address:

City:

State:

ZIP:

Local Assisted Living/Residential Care Licensing Office

Main Contact/Title:

Phone:

Email:

Address:

City:

State:

ZIP:

Local Office of Emergency Services

Main Contact/Title:

Phone:

Email:

Address:

City:

State:

ZIP:

Local American Red Cross

Main Contact/Title:

Phone:

Email:

Address:

City:

State:

ZIP:

EMERGENCY CONTACT INFORMATION REQUEST

Dear Sir or Madam,

As part of our disaster preparedness plan we are updating our emergency contact information for all key stakeholders (families, emergency personnel, etc.) related to our community. As part of this we are also asking for your cell phone number and email address to give us additional communication options in the unlikely event we would lose landline telephone service during a disaster.

Please fill in the information below and return to us via mail, email, or fax.

Name / Title (if applicable):			
Relationship to Community: ☐ Family of Resident ☐ Family of Employee ☐ Emergency Agency ☐ Other: _____			
Name of Agency/Organization (if applicable):			
Phone:		Email:	
Address:	City:	State:	ZIP:

Thank you for taking the time to provide us with this essential information. In the unlikely event of a disaster, we will attempt to contact you through the most effective method possible. Please monitor your phone, cell phone, and email. You may also check our website at _____ for updates.

Regards,

John Doe
General Manager

Name of Community
Address, City, State, ZIP
Phone: (555) 555-1212 • Fax: (555) 555-1212 • Email:
Web address

Map of Emergency Shut-Offs and Controls

INSERT/ATTACH MAP OF COMMUNITY, NOTING LOCATIONS
OF MAJOR SHUT OFFS AND CONTROLS, INCLUDING:

Gas shut-off, electrical shut-off, water valve shut-off, fire sprinkler shut-off, fire alarm panel, elevator machine rooms, and any other applicable shut-offs or controls.

Main Gas Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Kitchen Appliances Gas Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Main Electrical Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Water Valve Turn-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Fire Sprinkler Shut-Off

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Fire Alarm Panel

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Elevator Machine Control Rooms

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Emergency Generators

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Emergency Generator

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Emergency Generator

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Emergency Generator

LOCATION:	
TOOLS REQUIRED:	
INSTRUCTIONS:	

ATTACH PHOTO AND MAP OF LOCATION HERE

Disaster Checklist: Wildfire

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Clearly mark entrance to community with address			
Create defensible space at least 30 feet around the property			
Keep lawns trimmed			
Keep leaves raked			
Roof and rain gutters free of debris			
Plan several escape routes from your community.			
Keep a hose that is long enough to reach any area of the property			
WHEN A WILDFIRE IS THREATENING THE AREA			
Protect all resident records			
Backup electronic data and take it with you if evacuation is necessary			
Prepare to evacuate			
Listen for local emergency advisories or special instructions			
Have cash on hand for service, supplies, and clean up			
Take photos of valuables, equipment, grounds, trees, outdoor furniture, roof, out-buildings, parking lot, and then inside starting at entry, reception area, common areas, typical resident rooms/unites, hallways, and kitchen areas.			
Seal attic and ground vents with pre-cut plywood or commercial seals.			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
DURING A WILDFIRE			
Shut off gas at the meter			
Turn off propane tanks			
Place combustible patio furniture inside			
Connect a hose to outside taps			
Place lawn sprinklers on the roof and near above ground fuel tanks			
Wet the roof			
Gather fire tools, such as a rake, axe, handsaw, bucket, and shovel			
Move vehicles into position that is facing the direction of your escape routes - Shut doors - Roll up windows - Leave key in the ignition			
Close garage doors and windows - Leave unlocked			
Disconnect automatic garage door openers			
Open fireplace damper, close fireplace screens			
Close windows, vents, doors, blinds, and heavy drapes			
Move flammable furniture to center of building, away from windows and sliding glass doors			
Close all interior doors and windows			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
If evacuation is necessary, follow procedures in the <i>Evacuations</i> section of this manual			
AFTER A WILDFIRE			
Attend to any urgent medical needs or injuries			
Check for immediate hazards, such as gas or water leaks, electrical shorts, etc.			
Turn off damaged utilities			
Have the fire department or utility company turn the utilizes back on			

Continues...

Disaster Checklist: After an Earthquake

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
AFTER AN EARTHQUAKE			
Attend to any urgent medical needs and/or injuries			
Be prepared for aftershocks			
Evacuate the building if a dangerous condition exists according to the <i>Evacuations</i> section of this manual			
Open cabinets cautiously. Beware of objects that can fall off shelves			
Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations			
Don't use lanterns, torches, lighted cigarettes, or any open flames as there may be gas leaks			
Reserve telephones for emergency use only			
Be aware of possible tsunamis if you live in coastal areas			
Communicate with key stakeholders regarding the current condition of the community and your residents			
ADDITIONAL PROCEDURES			

Disaster Checklist: Hurricane

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
BEFORE A HURRICANE			
Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation			
Inform all residents and staff members of the hurricane			
Ensure that sewers and drains for floodwater removal are in working order			
Brace or check the bracing of storage tanks and all outer structures that may be vulnerable to high winds			
If permanent storm shutters are installed, close and secure them appropriately. Otherwise, board up windows using marine plywood.			
Secure all outdoor equipment			
Be sure trees and shrubs around the community are well-trimmed			
Clear rain gutters and downspouts			
Ensure necessary supplies are on-hand according to the <i>72 Hour Self-Reliance</i> section of this manual			
Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary			
Prepare to evacuate the property			
Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the storm			
Have cash on hand for the possible need to pay for services, supplies and clean up			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
DURING A HURRICANE			
Listen to the radio or TV for information			
Turn off utilities if instructed to do so			
Turn off propane tanks			
Avoid using the phone, except for emergencies			
Evacuate if you are directed by local authorities to do so, or if dangerous conditions exist, according to the <i>Evacuations</i> section of this manual			
IF INSTRUCTED TO DEFEND IN PLACE If local emergency services agencies instruct you to defend in place			
Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual			
Move resident beds and chairs to a safe area, away from windows, on the lowest level of the building			
Stay indoors during the hurricane and away from windows and glass doors			
Close all interior doors			
Secure and brace external doors			
Keep curtains and blinds closed			
Lie on the floor under a table or another sturdy object			
AFTER A HURRICANE			
Attend to any urgent medical needs and/or injuries			
Perform an immediate damage assessment. Take photos of damaged and undamaged areas following the same guidelines from the <i>Before a Hurricane</i> section of this policy.			
Check the building for fires			

Continues...

Disaster Checklist: Tornadoes

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
DURING A TORNADO WATCH			
Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation			
Inform all residents and staff members of the tornado watch			
Ensure necessary supplies are on-hand according to the <i>72 Hour Self-Reliance</i> section of this manual			
Protect all resident records; back up all electronic data if time allows			
Turn off utilities if time permits			
Stay inside the building			
Watch the sky for funnel-shaped clouds. If a funnel-shaped cloud is sighted, call 911, inform staff and residents, and move to the tornado warning procedure immediately.			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
Take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.			
DURING A TORNADO WARNING			
Seek shelter immediately!			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
DURING A TORNADO WARNING: INDOORS			
Go to the pre-designated shelter area (e.g., safe room, basement, storm cellar, or the lowest building level)			
If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls			
Get under a sturdy table and use your arms to protect your head and neck, and/or use pillows and blankets for protection from flying debris			
Do not open windows			
DURING A TORNADO WARNING: IN A VEHICLE, TRAILER, OR MOBILE HOME			
Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter			
DURING A TORNADO WARNING: OUTSIDE WITH NO SHELTER			
Lie flat in a nearby ditch or depression and cover your head with your hands			
Be aware of the potential for flooding			
Do not get under an overpass or bridge. You are safer in a low, flat location			
Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter			
Watch out for flying debris			
AFTER A TORNADO			
Attend to any urgent medical needs and/or injuries			
Check the building for fires			
If fire alarms and/or protection equipment are not functioning properly, implement a fire watch			
Check the building for damage			
Do not turn on utilities until instructed to do so			
Follow recommendations from local emergency services agencies			
Communicate with key stakeholders regarding the current condition of the community and your residents			

Continues...

Disaster Checklist: Floods

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
IF A FLOOD IS LIKELY IN THE AREA			
Listen to the radio or television for information			
If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.			
Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans			
IF YOU MUST PREPARE TO EVACUATE			
Secure the community			
If you have time, bring in outdoor furniture			
Move essential items/equipment to an upper floor			
Establish a command post on higher ground, if necessary			
Turn off utilities at the main switches or valves if instructed to do so			
Disconnect electrical appliances. Do not touch electrical equipment if you are wet or in water.			
Follow procedures in the <i>Evacuations</i> section of this manual			
Do not walk through moving water			
Do not drive into flooded areas			
AFTER A FLOOD			
Attend to any urgent medical needs and/or injuries			
Listen for news reports to learn whether the community's water supply is safe to drink			

Continues...

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Avoid floodwaters			
Avoid moving water			
Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car			
Stay away from downed power lines, and report them to the power company			
Return to the community only when authorities indicate it is safe			
Stay out of any building if it is surrounded by floodwaters			
Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations			
Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible			
Clean and disinfect everything that got wet			
Follow recommendations from local emergency services agencies			
Do not allow residents back into building until approved by the appropriate emergency services agency			
Communicate with key stakeholders regarding the current condition of the community and your residents			
ADDITIONAL PROCEDURES			

Disaster Checklist: Pandemic Disease

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Establish plans for disruptions to the supply chain of goods and services			
Designate staff in charge of seeking out alternate means of securing scarce supplies during pandemic			
Meet with supply-vendors to discuss their pandemic plans and strategies to keep you supplied during a six- to eight-week outbreak			
Identify alternate sources should the normal procurement channels be disrupted. Alternative sources could include:			
a. Emergency resources through the city or county stockpiles			
b. Local sources in place of regional vendors			
c. Re-use of materials when safe to do so			
d. Homemade substitutes, as safety permits			
Establish a system of communication with the CDC and local health agencies			
Plan ahead for how you will distributed limited vaccines and other medical supplies to your community			

Establish surge-capacity plans in the event that other hospitals need to use your community to house the uninfected			
Keep alert to the news and any announcements from public health authorities			
DURING A PANDEMIC INFECTION			
Follow the guidance of public health agencies			
Follow the news and any announcements from public health authorities.			
Communicate with other communities in the area			
Enforce rigorous hand hygiene, cough etiquette, and use of PPE.			
Isolate infected individuals or cohort the sick in a special section of your community			
Minimize social activities like communal dining and recreation			
Restrict visitors – Issue notices like “If you are sick or have been exposed to someone who is, PLEASE STAY OUT. If you MUST enter, please wear a mask, wash your hands frequently and avoid breathing or coughing/sneezing near anyone else. Please leave as soon as possible.”			
Shelter in place until your community has been vaccinated or the pandemic has passed			
ADDITIONAL PROCEDURES			

Disaster Checklist: Power Failure

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Retrieve flashlights and provide one to at least the Disaster Leader, Safety Supervisor, and Safety Monitors. Do not use candles or open flames for additional lighting.			
Ensure generators have started (if applicable). If it does not, follow the manufacturer's instructions to start it manually.			
Check all elevators for trapped persons if the elevator car does not automatically return to the first floor.			
Contact the elevator maintenance company and/or emergency services for assistance.			
The Disaster Leader and Safety Supervisors will coordinate all staff duties during the power outage.			
Direct care staff perform resident checks every 15 minutes until power is restored			
ASSISTIVE DEVICES			
Assist residents to change to backup assistive devices if necessary			
Switch oxygen concentrators to backup oxygen tanks			
Switch motorized scooters to backup wheelchairs, or other assistive device as recommended by the resident's physician			
ADDITIONAL PROCEDURES			

Disaster Checklist: Cyberattack

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION AND MITIGATION			
Work with your community's Information Technology staff to install security features on electronic systems, including:			
Unique identification of system users			
Automatic logoff of system users			
Required use of strong passwords			
Passcodes for mobile devices			
Use of intrusion detection systems			
Encryption of wireless networks			
Encryption of laptops/workstations			
Encryption of removable storage media			
Encryption of mobile devices			
Mobile device data wiping			
Prevent the installation of any peer-to-peer software applications			
Install and regularly update anti-virus software on all network computers			

Train staff to use non-electronic methods when possible, such as written discharge instructions, care planning and medical records			
Print pre-written discharge instructions based on common or recurring patient care			
Perform annual infrastructure security assessment and risk analysis to identify security vulnerabilities			
Identify lost or stolen laptops and devices immediately			
Wipe content on all devices before they are discarded or transferred to others			
Identify critical data, networks, or services for the greatest protection. Backup data regularly			
DURING A CYBERATTACK			
Make an initial assessment: Attempt to identify the affected systems, the origin of the attack, and any malware used in the attack.			
Record and document any communication received that might be related to the attack.			
Reroute network traffic			
Shut down non-essential computer systems and switch to paper documentation			
Restore networks to prior state through backup files.			
Record and collect information: Copy and preserve all affected data in its current state.			
Keep detailed records of all steps taken in attempting to fix the attack.			
Notify personnel within your community			
Notify law enforcement			

Notify the National Cybersecurity & Communications Integration Center (NCCIC)			
Notify other potential victims whose data may have been breached in connection with your community.			
AFTER A CYBERATTACK			
Do not use the compromised system to communicate.			
Do not attempt to hack into a network that has been compromised			
Remain vigilant			
ADDITIONAL PROCEDURES			

Disaster Checklist: Elevator Failure

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
OUTSIDE THE ELEVATOR			
Attempt to communicate with the person trapped inside. The emergency phone inside the elevator will ring directly to the appropriate emergency response personnel (Concierge, fire department, emergency service, etc.).			
Tell the person(s) trapped inside to remain calm and reassure them that help is on the way			
Call the elevator maintenance company and inform them that someone is trapped inside the elevator			
DO NOT attempt to repair the elevator yourself.			
Call 911 or other emergency services if necessary			
ADDITIONAL PROCEDURES			

Disaster Checklist: Active Shooter

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Scout "Pre-Planned Areas of Refuge" and shelter-in-place locations in your community			
Select evacuation assembly areas that are far enough from the community to remove everyone from harm's way			
Select family reunification points that will minimize congestion after the event.			
Share Emergency Plan with local first responders			
DURING A SHOOTING			
RUN			
Leave personal belongings behind			
Avoid escalators and elevators			
Alert others if it does not put you at risk. Yell "Gun, Get Out!"			
Take others with you but do not stay behind because others won't go			
Alert law enforcement			
HIDE			

Seek a secure place where you can hide or keep the shooter out			
Have everyone get on the floor and hide			
Lock and barricade doors			
Close blinds or cover the windows			
Turn off the lights			
Evacuate if it is safe to do so			
FIGHT			
Where lives are at risk, you may make the personal decision to try to attack and incapacitate the shooter			
AFTER A SHOOTING			
Provide care for the wounded			
Evacuate as much as possible			
Keep your distance from suspicious packages and notify law enforcement of suspected improvised explosive devices (IEDs).			
Communicate with key stakeholders regarding the current condition of the community and your residents.			
Restore healthcare services as soon as possible.			
Follow instructions of law enforcement, who may need to clear the community.			
ADDITIONAL PROCEDURES			

Disaster Checklist: Bomb Threats

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
Take ALL threats seriously			
If it is a telephoned bomb threat, do not hang up the phone!			
Keep the caller on the line and record as much information as possible			
If your phone system has caller ID, write down the number			
Get as much information from the person as possible.			
Immediately notify the police and your Disaster Leader			
If an unidentified package, bag, or other item is left unattended and raises suspicion, report it to the police department immediately			
If directed to do so, evacuate the building according to the <i>Evacuations</i> section of this manual			
Follow recommendations from local emergency services agencies			
ADDITIONAL PROCEDURES			

Disaster Checklist: Nuclear Detonation

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this community.

Only perform procedures when it is safe to do so.

PROCEDURE	ASSIGNED TO	DONE	NOT DONE
ADVANCE PREPARATION			
Identify adequate shelter locations in your community or neighborhood			
AFTER A NUCLEAR DETONATION			
Take shelter immediately in areas underground or with thick walls			
Cover your mouth and nose until the fallout cloud has passed.			
Remove outer clothing and shoes upon entry to shelter. If possible, wipe or wash hair and exposed skin to remove fallout particles.			
Shut off ventilation systems and seal doors or windows until the fallout cloud has passed.			
Stay inside until authorities say it is safe to come out unless threatened by fire, building collapse, medical necessity or other immediate threats.			

Primary Emergency Assembly Point (EAP)

The Primary EAP is located: _____

INSERT/ATTACH MAP OF
PRIMARY EMERGENCY ASSEMBLY POINT HERE

Secondary Emergency Assembly Point

The Secondary EAP is located: _____

INSERT/ATTACH MAP OF
SECONDARY EMERGENCY ASSEMBLY POINT HERE

Temporary Relocation Site #1

Main Contact:

Phone:

Cell Phone:

Email:

Address:

City:

State:

ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #1

Temporary Relocation Site #2

Main Contact:

Phone:

Cell Phone:

Email:

Address:

City:

State:

ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #2

Temporary Relocation Site #3

Main Contact:

Phone:

Cell Phone:

Email:

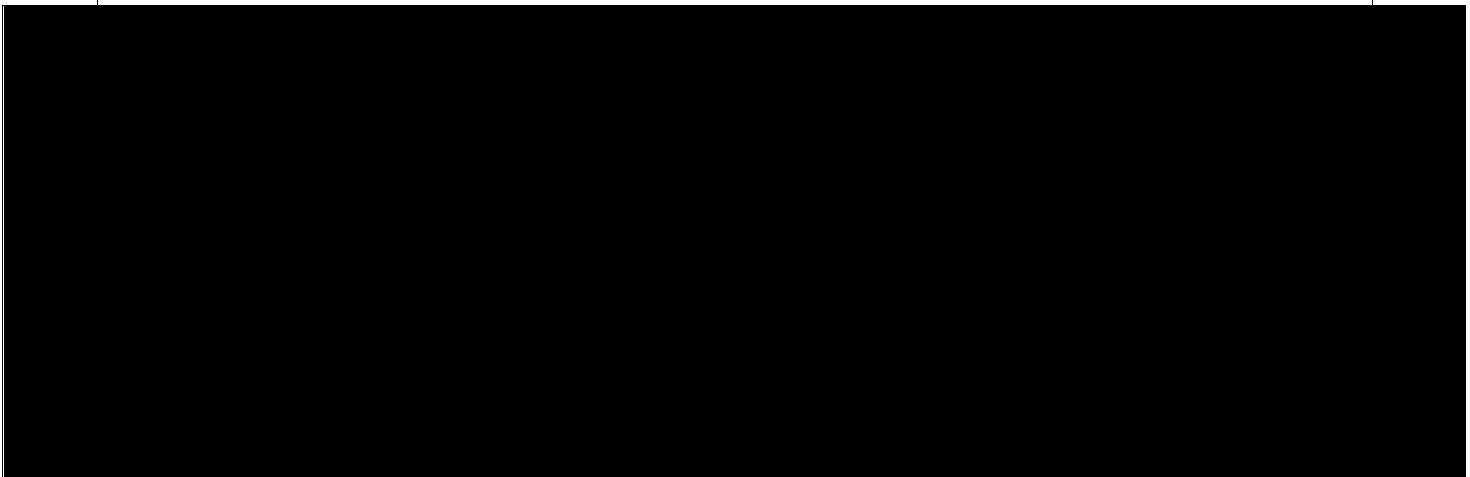
Address:

City:

State:

ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #3



Resident Roster

KEY/INSTRUCTIONS

Ambulatory Status: Indicate "ambulatory" or specify assistance/device required
 Special Needs: Indicate any special care needs required, such as oxygen, hospice, cognitive impairment, etc.
 It is recommended that you highlight any residents with special care needs.

Resident	Emergency Contact	Physician	Hospice/Home Health
Name:	Name:	Name:	Name:
	Address:	Address:	Address:
Room #:	Phone:	Phone:	Phone:
Ambulatory Status:	Cell:	Cell:	Cell:
Special Needs:	Email:	Email:	Email:
Name:	Name:	Name:	Name:
	Address:	Address:	Address:
Room #:	Phone:	Phone:	Phone:
Ambulatory Status:	Cell:	Cell:	Cell:
Special Needs:	Email:	Email:	Email:
Name:	Name:	Name:	Name:
	Address:	Address:	Address:
Room #:	Phone:	Phone:	Phone:
Ambulatory Status:	Cell:	Cell:	Cell:
Special Needs:	Email:	Email:	Email:
Name:	Name:	Name:	Name:
	Address:	Address:	Address:
Room #:	Phone:	Phone:	Phone:
Ambulatory Status:	Cell:	Cell:	Cell:
Special Needs:	Email:	Email:	Email:
Name:	Name:	Name:	Name:
	Address:	Address:	Address:
Room #:	Phone:	Phone:	Phone:
Ambulatory Status:	Cell:	Cell:	Cell:
Special Needs:	Email:	Email:	Email:
Name:	Name:	Name:	Name:

Room #: Ambulatory Status: Special Needs:	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:
Name: Room #: Ambulatory Status: Special Needs:	Name:	Name:	Name:
	Address:	Address:	Address:
	Phone:	Phone:	Phone:
	Cell:	Cell:	Cell:
	Email:	Email:	Email:

Visitor Sign-In and Sign-Out

Please sign in and out when visiting. Thank you.

This roster is used to determine who is in the building in the unlikely event of an emergency or disaster.

Date	Name	Reason for Visit	Time In	Time Out

Employee Sign-In and Sign-Out

Please sign in and out when on-duty. Thank you.

This roster is used to determine who is in the building in the unlikely event of an emergency or disaster.

Date	Name	Department	Time In	Time Out

Disaster Supplies Checklist

First Aid Supplies	Community	Vehicle (if applicable)
Adhesive bandages, various sizes		
Adhesive bandages, various sizes		
5" x 9" sterile dressing		
Conforming roller gauze bandage		
Triangular bandages		
3" x 3" sterile gauze pads		
4" x 4" sterile gauze pads		
Roll 3" cohesive bandage		
Germicidal hand wipes or waterless, alcohol-based hand sanitizer		
Antiseptic wipes		
Medical grade, non-latex gloves		
Tongue depressor blades		
Adhesive tape, 2" width		
Antibacterial ointment		
Cold pack		
Scissors (small, personal)		
Tweezers		
Assorted sizes of safety pins		
Cotton balls		
Thermometer		
Tube of petroleum jelly or other lubricant		
First aid manual		

Disaster Supplies Checklist

[illegible]

Disaster Supplies Checklist

Equipment and Tools	Community	Vehicle (if applicable)
Portable, battery-powered radio or television and extra batters		
NOAA Weather Radio, if appropriate for the area		
Flashlights and extra batteries		
Signal flares		
Matches in a waterproof container		
Shut of wrenches, pliers, shovel, and other tools		
Duct tape and scissors		
Plastic sheeting		
Whistle		
ABC-type fire extinguisher		
Work gloves		
Paper, pens, and pencils		
Needles and thread		
Battery-operated travel alarm clock		

Disaster Supplies Checklist

Kitchen Items	Community	Vehicle (if applicable)
Manual can opener		
Paper cups		
Paper plates		
Plastic utensils		
All-purpose knife		
Household liquid bleach to treat drinking water		
Sugar, salt, and pepper		
Aluminum foil and plastic wrap		
Resealable plastic bags		
Small cooking stove and cooking fuel (if emergency food must be cooked)		

Disaster Supplies Checklist

[illegible]

Disaster Supplies Checklist

[illegible]

Disaster and Emergency Training Record

Name: _____ Date of Hire: _____

	Supervisor Initials	Employee Initials
Location of Emergency Manual		
Location of Emergency Supplies		
Location of Shut-Offs and Controls		
Roles and Responsibilities and the Chain of Command		
Communication with Key Stakeholders		
Disaster Procedures		
Evacuations		
72 Hour Self-Reliance		
Resident Care During an Emergency or Disaster		
Fire Safety		
Using a Fire Extinguisher		
Disaster Drill		

Supervisor Signature Date

Employee Signature Date

Disaster Drill Record

General Information	
Person Conducting Drill:	
Date of Drill:	Time of Drill:
Type of Drill: ☐ Fire ☐ Wildfire ☐ Earthquake ☐ Hurricane ☐ Tornado ☐ Flood ☐ Power Failure ☐ Elevator Failure ☐ Bomb Threats ☐ Other: _____	

Roster of Participants	

Summary

Appendices: