AGEIA HEALTH SERVICES

FIRE SAFETY & DISASTER PLAN

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Introduction

This plan establishes and assigns responsibilities necessary to deal with disaster situations. If a disaster happens during daytime hours, the Executive Director, Director of Health Services, Business Office Manager, or Supervisor will take charge until 911 personnel arrive. If a disaster should happen in the evening or nighttime, the lead Med Aide will be in charge until 911 personnel arrive. The lead Med Aide is the one with the most experience on each shift, unless otherwise designated by the supervisor.

Once 911 personnel arrive, they are in charge and staff will follow their instructions.

All department directors must familiarize themselves and their staff members with the details of this plan to assure successful management of potential disasters and continued care of those already in the facility. All employees must participate in Fire & Disaster Drills which are scheduled and overseen by the Executive Director.

Plan Development and Updates
The Executive Director of the facility is the leader of the emergency preparedness committee. The emergency preparedness committee has responsibility for overall disaster planning and, in conjunction with the corporate Safety Director develops the comprehensive emergency preparedness plan. This plan is reviewed or updated annually or as necessitated by changes in staff assignments, occupancy, or the physical arrangement of the building. Fire safety and evacuation plans are available in the workplace for reference and reviewed by staff during in-service training. Copies will be furnished to the fire code official for review upon request.

Standard Procedures

- The basic plan relies on described positions and functions rather than individuals. It reflects an extension of the usual operation of the residence during an emergency.

- When an emergency or disaster signal has been given, the Executive Director or the person in charge will implement the area of this Plan that pertains to the specific emergency. All key personnel on duty will remain. Supervisors and other personnel will be contacted to return to work. These personnel may bring their immediate family (spouse and children) to a central emergency area at the Facility, which will be established by the Executive Director.

- In the event of a disaster/emergency, the residents will be notified by the fire alarm; if the alarm system is not working properly, residents will be notified in person by resident care staff. They will go door-to-door to facilitate evacuation of our residents.

- This facility maintains a minimum 3 day disaster supply which includes all essential supplies needed in the event of an emergency.

Hazard Analysis
This facility is exposed to various hazards, which have the potential to disrupt the community, cause damage, and create casualties. Possible natural hazards include earthquake, fire and severe weather. The population we serve is vulnerable to pandemic. We are not near to any fixed hazardous material facilities or nuclear power plants; therefore, these do not pose any immediate threats. Fire or utility failures are the threats we are most likely to encounter.

Valley View Senior Living has (check all that apply) ✅ Assisted Living ✅ Memory Care

Independent residents. Our capacity is 52 residents. Occupancy rate is typically 85%
RACER

IF YOU DISCOVER A FIRE, REMEMBER:

R.A.C.E.R. METHOD:

RESCUE
ALARM
CONFINE
EXTINGUISH
RELOCATE

RESCUE
Remove all Residents in Immediate Danger from the Fire Area

ALARM
Notify the Fire Department & Announce

CONTAIN
Contain the Fire by Shutting Doors and Windows

EXTINGUISH
Extinguish the Fire if safe to do so

RELOCATE
Relocate Residents to a point of safety beyond nearest fire doors. Do not begin mass evacuation until the order is given by a person authorized to do so. (Refer to the Relocation and Total Evacuation Sections of this manual.)
Procedure in Case of Fire

Until assistance arrives, the efforts to extinguish the fire are under the direction of the person in charge at the Community. The employee finding the fire is responsible for initiating the fire procedure and will respond in the following manner:

- Remove any residents in immediate danger. Close the door and windows to the room with the fire. If oxygen is present, remove it from the apartment.
- Pull the fire Alarm & notify the front desk of the fire location.
- Contain the fire; (complete R, A and C before moving to the next step below).
- Extinguish the fire.
- Relocate residents from the area of the fire into the nearest smoke compartment, exit enclosure, or exterior exit.

The person at the front desk will call the Fire Department by dialing 911.
- Provide the address: 112 NW Valley View Drive John Day Oregon 97845
- Give the location of the fire within or outside of the building.
- Describe the size and extent of the fire and material(s) burning.
- Speak in a clear, moderate voice so as not to cause alarm or confusion. Do not hang up until you are told to by 911 personnel.

At this point, a staff member should make an overhead announcement; “Code Red in room ____,” or “Code Red in _____ area…” of the Community.

The supervisor will respond in the following manner:
- Report the site of the emergency. The first supervisor on the scene takes charge until the fire department arrives.
- Assign someone to the front door to direct the Fire Department to the location of the fire.

Other employees who hear the alarm will respond as follows:
- Stay on the floor you are currently on. Check in by walkie talkie or phone to let the front desk know your location. You may be asked to use the stairs and check another floor and reassure residents and guests.
- Clear halls, close doors and direct residents to stay in their apartments with the door closed until told to do otherwise. Do not go through the fire doors without checking them for heat; if they feel hot, do not go through the door.
- Maintenance personnel are to report to the fire area with additional fire extinguishers brought from other locations.
- DO NOT USE ELEVATORS unless directed by the Fire Department.
- When the Fire Department arrives, they are in charge. Follow their instructions.

EVENING PLAN—AFTER 5:00 PM
- The first person finding the fire is responsible for initiating RACER.
- If the alarm sounds prior to finding a fire then the Med Aide will read the panel to find out where the fire is. He or she will initiate RACER.
- Make sure the fire department is met at the front door.
- Notify the Executive Director if he/she is not present.
- Other staff will call in on the walkie talkies or phones to report their locations.
- You may be asked to use the stairs to check other floors and reassure residents and guests.
- When the Fire Department arrives, they are in charge. Follow their instructions.

NOC PLAN
- The first person finding the fire is responsible for initiating RACER.
• If the alarm sounds prior to finding a fire then the Med Aide will read the panel to find out where the fire is. He or she will initiate RACER.
• Make sure the fire department is met at the front door.
• Notify the Executive Director if he/she is not present.
• **When the Fire Department arrives, they are in charge.** Follow their instructions.

**WEEKENDS AND HOLIDAYS**
• The first person finding the fire is responsible for initiating RACER.
• If the alarm sounds prior to finding a fire then the Med Aide will read the panel to find out where the fire is. He or she will initiate RACER.
• Make sure the fire department is met at the front door.
• Notify the Executive Director if he/she is not present.
• Other staff will call in on the walkie talkies or phones to report their locations.
• You may be asked to use the stairs to check other floors and reassure residents and guests.
• Weekend and holiday NOC plan is the same as the regular NOC plan.
• **When the Fire Department arrives, they are in charge.** Follow their instructions.

**GENERAL INSTRUCTIONS**
• Keep calm.
• When location of the fire has been determined, only enter if the door is cool to the touch and no smoke is evident.
• Avoid loud talking and use of the word "FIRE."
• If a fire is in your area and becomes out-of-control:
  • Close the windows and doors.
  • Stuff wet rags, towels, etc., under doors.
  • Turn off machinery, especially air conditioning.
• Do not crowd to the scene of the fire.
• Be prepared in your area—a fire can happen in any area of the Community at any time.
• The Executive Director must report to the company President and VP of Operations.
• The doors between the wings of the Community are fire doors; in the event of fire,
  • they serve as smoke barriers. Residents can be moved from one area to another and be protected from smoke by the closing of the fire doors.
• The building is well equipped with fire extinguishers—be sure you know where they are and how to use them.

▷ **REMEMBER:**
Everyone working in the Community has an obligation to protect our residents by helping to prevent fires. Furthermore, "the life you save may be your own." No matter how small the fire, even if you think you will be able to extinguish the blaze, notify the person in charge and implement **R.A.C.E.R.**

**Fire Extinguishers:** Learn how to **P A S S**
• **P**ull the Pin
• **A**im the Nozzle
• **S**queeze the Handle
• **S**weep the Fire

*[Visualize what you will do when you handle the extinguisher]*

**Pull the pin.** Some units have a lock latch to release, a puncture lever to press or other motion.
Aim the extinguisher’s nozzle (horn or hose) at the base of the fire. Squeeze the handle. Sweep the hose from side to side at the base of the fire until it goes out. Release the handle of the extinguisher. Watch for reflassh and sweep again if necessary. Foam and water extinguishers require slightly different action. Read the instructions carefully.

☐ KNOW YOUR FIRE EXTINGUISHERS  
☐ KNOW WHERE THEY ARE  
☐ KNOW HOW TO USE THEM

Each Community is responsible for attaching Fire Extinguisher Information Sheets for your property and training staff in proper use of the fire extinguishers.

Fire Prevention Awareness

General

The best fire control is prevention; all personnel must be alert in noting and reporting fire hazards. Carelessness in disposing of lighted cigarettes is a frequent cause of fire.

• Smoking anywhere inside the Community is prohibited.
• Residents and personnel may smoke only in the outside designated areas; refer to smoking policies.
• Flammable trash and rubbish will not be permitted to accumulate in any area of the building; it will be collected in non-flammable receptacles and emptied when full or at least once each day.
• Paints, oils, gasoline, kerosene and other combustible materials will be stored only in approved containers and approved storage locations—open paint containers will not be permitted in apartments, offices, or general storage rooms.
• Hot plates, coffee makers, space heaters, and all other electrical appliances can be used only after being inspected and approved by management.
• “OXYGEN IN USE” signs shall be posted on all areas where oxygen is stored or used, including resident rooms, storage rooms, medication rooms, etc.
• (Your local fire department should be notified of any and all locations of oxygen in the building as soon as they arrive.)
• Make certain that there is a minimum of a three-foot clearance around all electrical breaker boxes.
• Vehicle parking is prohibited within fifteen (15) feet of fire hydrants.
• Cylinders containing compressed gases and cans containing volatile liquids shall be kept away from all sources of heat and out of proximity of cylinders containing oxidizing gases, such as oxygen—all cylinders containing compressed gases must be secured in an approved manner.
• Good housekeeping and constant alertness are the two most important phases of active fire prevention.
• Keep corridors clear of obstructions.
• It is part of everyone’s job to safeguard the lives and property entrusted to the care of the Community.

Department Heads and Supervisors

Advise new staff members of responsibility with regard to fires and fire safety. Show them the location of the main electrical switch panel, exits, fire alarms, fire extinguishers, and fire escape floor plans. Do not wedge open or block accesses to these exits.
Teach new personnel to recognize the fire signal and what to do when they hear it.
Teach new residents to recognize the fire signal and what to do when they hear it.
Be alert to small, as well as large, danger signals. Make your staff conscious of them and see that they are reported to the proper persons, so that they can be corrected. A contracted service company (M & O Fire) will inspect fire extinguishers and fire equipment bi-annually, (i.e., twice a year). If you notice problems with equipment, call the contracted fire equipment service company. (See the Evacuation Plan section of this manual, form FSE-6, for their phone number.) It is your responsibility to be fire conscious at all times. You are the person who can help prevent a fire – do not take this responsibility lightly.

REMEMBER: Fires can get out of hand quickly and become DANGEROUS to staff and residents alike.

Relocation Within Community

In the event of a fire, or by order of the fire department, residents in immediate danger and residents that could become trapped if the fire spreads should be moved to a safe area, which is defined as an area that has been cleared as “safe” by the Executive Director or, in his/her absence, the individual in charge.

Example: In the event of a fire, the area past the nearest fire doors should be checked and, if “safe,” should be so declared; residents can then be moved to that “safe” area.

The recommended priorities for evacuating residents from danger are as follows:

- First (1), remove residents in and around the danger area.
- Second (2), remove ambulatory residents.
- Third (3), remove residents who routinely use wheelchairs.
- Fourth (4), remove residents routinely confined to bed.

  - These residents can be transferred to gurneys if not in immediate danger.
  - If they are in immediate danger, they can be initially transported using emergency carries.
  - Primary method of carry is single person carry equipment.
  - Secondary methods of carry are the two-man swing carry and three/four-man blanket carries.

The Executive Director or person in charge should personally check each room to determine that all residents have been evacuated.

Notify the Executive Director if he/she is not present.

Notify off-duty personnel as required, using “Staff Emergency Call List;” (see the Evacuation Plan section of this manual, form FSE-5 for these phone numbers).

Do not permit re-entry into the danger area until it is declared safe by the fire department.

If possible keep a staff member with the residents at all times in the “safe” area. This is so those residents will not try to return to the danger area.

The preceding steps are for evacuation or relocation of residents within the building.

For complete evacuation from the building see, “Total Evacuation of Community.”

Total Evacuation

Total Evacuation of the Community
Upon order from the Executive Director, highest-ranking supervisor, or Fire Department to evacuate the Community, the following actions will be taken:

All residents shall be assembled at the triage area located at: Flag Pole outside the Community, prior to being transported to the evacuation center.
Initiate the Evacuation Center Receiving Plan; (see the Evacuation Plan section in this manual, form FSE-3).
Residents should remain in their rooms or a designated area of the Community, ready for evacuation; visitors should remain with residents or leave the Community.
Notify the Executive Director if he/she is not present.
Maintain communication with Public Safety Departments; (see the Evacuation Plan section of this manual, form FSE-6, for these phone numbers).
Notify off-duty personnel, as required, using the Staff Emergency Call List; (see the Evacuation Plan section of this manual, form FSE-5, for these phone numbers).
Gather essential resident, employee and Facility records.

The recommended priority for evacuating residents is:
- First (1), remove residents in and around the danger area.
- Second (2), remove ambulatory residents.
- Third (3), remove residents who routinely use wheelchairs.
- Fourth (4), remove residents routinely confined to bed.
  - These residents can be transferred to gurneys if not in immediate danger.
  - If they are in immediate danger, they can be initially transported using emergency carries.
  - Primary method of carry is single person carry equipment.
  - Secondary methods of carry are the two-man swing carry and three/four-man blanket carries.
An accounting of all Community staff and residents shall be conducted prior to transporting to the evacuation center.

Residents will be transported in the Community bus and/or staff vehicles and/or by local transportation agencies pre-arranged by the Community to the evacuation center. Contact Emergency Support agencies as necessary; (see the Evacuation Plan section in this manual, form FSE-6, for these phone numbers).
As rooms are evacuated and cleared, staff should place a pillow in front of the door so that time will not be wasted by re-checking of rooms. The pillow indicates that the room has been checked and evacuated.
The Executive Director or charge person will personally check each room to determine that all residents have been removed.

Position Specific Responsibilities

The Resident Care Coordinator/DHS actions include:
- Assure critical care is maintained (oxygen, medications, etc.)
- Assure the continued safety and security of all residents.
- Assign Caregivers and other employees to perform essential functions.
- Make a list showing type(s) of transportation required for residents and any special requirements (i.e., oxygen).
- Gather essential medical and pharmaceutical records.
- Temporarily relocate residents to areas of safety within the building, as needed.
- Prepare drug carts and other residents’ essentials for transportation.
- Establish and implement procedures for ensuring that case, service and treatment plans and/or records will be maintained during the emergency evacuation.

Maintenance is primarily responsible for assuring the continuation of essential building and utility services. Immediate actions include:
• Continue and/or restore electrical service; monitor operating conditions; and monitor fuel supply for generator.
• Assist in gathering and transporting the emergency kits, oxygen cylinders, drug carts and essential supplies.
• Support responding emergency agencies with building security and traffic control.
• Set up the evacuation center.

Housekeeping is responsible for maintaining a healthy and sanitary environment. Immediate actions include:
• Respond to any environmental emergencies such as sewer backups or leaking pipes.
• Assist in distributing extra linens, blankets, trash can liners, etc.
• Assist in gathering and transporting supplies to evacuation center.
• Set up evacuation center for operations; arrange for waste disposal; arrange for soiled linen collection; set up cots, chairs, and tables; and maintain sanitary restroom facilities.
• Arrange for infectious waste disposal.

The Food Service Department is responsible for meeting the adequate nutritional needs of the residents and employees. Immediate action includes:
• Take action required to protect the emergency food and food disposal supplies.
• Protect and gather for transport vital nutritional resident and department records.
• Collect and prepare for transport needed food, water, cooking utensils and disposal materials, based on the available facilities at the evacuation site.
• Notify vendors to deliver supplies to evacuation site.
• Arrange for food service to residents.

Add this section to housekeeping (we don’t have laundry dept)
The Laundry Department is responsible for assuring an adequate supply of personal clothing and linens. Immediate action includes:
• Take actions to safeguard all linens and arrange for transportation to evacuation site.
• Establish distribution and collection systems for linens at evacuation site.
• If the residents’ clothing cannot be transported, arrange with commercial sources for hospital gowns, scrubs, etc. (Items shall be available at evacuation site.)

Administrative employees (receptionists, Office Manager etc.) are responsible for the continuation of essential business services and record keeping. Immediate action includes:
• Protect and gather vital business records for transport.
• As directed by Administration, notify families/guarantors and medical staff.
• Keep records of all emergency actions taken, notifications and resident transfers.
• Establish procedures for business and financial record keeping, communications, photocopying and keeping medical records at evacuation site.
• Assure transfer of vital records for residents transferred to other medical facilities.

All other employees will be assigned tasks by the Executive Director or person in charge. Immediate actions include:
• Remove any residents in immediate danger.
• Shut off any unnecessary utilities.
• Prepare to assist in residents’ transfers.
• As directed, report to alternate facilities to prepare for receiving residents.

If a resident chooses to leave the Community during or after the evacuation process, the resident should notify the Executive Director or person in charge and sign out prior to leaving.
All Community personnel should wear facility name badges, plus any special identification provided by law enforcement or other supervising agencies.
Should it prove impossible to return residents to the Community within three days, they can be transferred to other long-term care facilities or to hospitals, depending on the level of care required.
This process should be coordinated with the County Public Safety Department, Emergency Services Department, Senior Services, and/or other appropriate agencies; (see the Evacuation Plan section of this manual form FSE-6 for these phone numbers).
Electrical Outage Procedure

- In the event of an electrical power failure, the emergency lighting system should start functioning within seconds.

- Contact the local Power Company and explain that we have frail residents and we need to have power restored as quickly as possible. Obtain the following information;
  - Source of the outage.
  - Expected duration of the outage.
  - Any assistance available to the Community.

- Notify the Executive Director, if he or she is not present.

- If your community is equipped with an emergency back-up generator it will power the common area heating, lighting and the electrical outlets that are orange; also, the common area heat pumps will function from the generator to keep residents warm during the outage. Note that the resident room heat pumps will not function from the generator; therefore, the residents’ apartments may be cool during extended power outages.

- All residents on oxygen must be switched to portable packs. Be sure there are enough available small tanks for each resident. Call supplier for additional tanks, if necessary.

- Make sure residents are warm and gather extra blankets

- Dining services may need to transfer to emergency menus without electricity. Community will have necessary supplies on hand to serve residents for 3 days, if necessary.

- Without electricity we do not have an alarm system and all residents need to be checked at least hourly by caregivers and need to be asked if they need additional help. Supervisors may need to assist with security checks.

- Without electricity, office workers cannot do their jobs. They can be put to work helping in the kitchen, finding flashlights, security checks, and/or calming residents.

- Activity personnel and anyone else available to help should attempt to entertain fearful residents with games, reading, reminiscence, etc.

- Maintain communication with local Emergency Services; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone numbers).

- If the electrical outage is to be of extended duration, the Community may need to be evacuated; (see “Total Evacuation of Facility).
Gas Outage / Gas Leak Procedure

Gas Leak
Natural gas may be used for heating and cooking. Any time you think you smell gas, please notify your supervisor. Gas smells like rotten eggs.

A. UPON FINDING A GAS LEAK:

1. Immediately evacuate all non-essential employees and all residents from the area.

2. Notify the Fire Department - 911.

3. DO NOT TURN ANY LIGHTS OR APPLIANCES ON OR OFF!

4. Notify the Executive Director or Designee to implement the Fire Plan.

5. SHUT OFF GAS VALVE LOCATED AT. NO GAS LINE AT FACILITY

6. Notify gas company: __________________________ Ph. # __________________________

7. Keep all personnel out of the area until the Fire Department and Gas Utility advises it is safe to return.

B. Implement other contingency plans, as needed, such as: Evacuation, etc.

Gas Outage
Contact the local Gas Company to obtain the following information; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone number):

- Source of the outage.
- Expected duration of the outage.
- Any assistance available to the Community.

• Notify the Executive Director if not present.

• Maintain communication with local Emergency Services; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone numbers).

• If the outage is to be of extended duration, the Community may need to be evacuated; (see “Total Evacuation of Facility”)
Water Loss/Shortage

A. WATER SHORTAGE PROCEDURES:
   1. Notify the Executive Director and/or Designee of the situation.

   NOTE: The Executive Director or Designee is to contact the water utility company and/or plumbing contractor to expedite a speedy repair. The Executive Director or Designee must also notify the Fire Department and Health Department.

   2. Inform the staff, residents and visitors to please refrain from using water.
   3. Shut down the main water supply valve. DO NOT shut down the water needed for fire protection (automatic fire sprinkler system).

B. INVENTORY THE IN-HOUSE WATER SUPPLIES:
   1. Potable drinking water may be obtained from hot water tanks, water coolers, icemakers and water remaining in the pipes, which is to be collected and stored by the Dietary Department with the assistance of the Housekeeping Department.
   2. Non-potable water, which can be used for sanitation purposes, may be found in toilet tanks, etc.
   3. Non-potable water is to be controlled and allocated by the Director of Health Services to maintain the minimum standards of sanitation and hygiene.
   4. Potable drinking water is to be collected and controlled.

C. RESIDENT CARE:
   1. Resident fluid intake shall be maintained by offering canned or bottled juices or liquids, as permitted.
   2. Direct residents to use portable commodes or urinals.
   3. Containers should be lined with plastic bags.
   4. Place used bags in a closed container outside the building.
   5. Use full-strength bleach for sanitation and odor control.
   6. Request additional waste removal.

D. HOUSEKEEPING DEPARTMENT ACTIONS:
   1. Assist in collecting potable water from internal plumbing system and take to the Dietary Department.
   2. Maintain sanitation by using cleaning agents without water. Employees must exercise caution (i.e., wear gloves, eye protection, etc.) when using full-strength chemicals.
   3. Assist with human waste disposal.
   4. Advise the Executive Director or Designee of the current supply of clean linens.
   5. Gather and provide disposables to the Health Services Department.

E. DIETARY DEPARTMENT ACTIONS:
   1. Determine if food supply is adequate to prepare meals without cooking water.
   2. Maintain basic sanitation procedures such as hand cleaning.
   3. Use disposable supplies.
   4. Provide potable drinking water in suitable containers, such as coffee urns.
   5. Collect and melt ice.
   6. Ensure an adequate supply of canned or bottled juices, milk, etc.
F. ALTERNATE WATER SUPPLY SOURCES:
   1. Phone a local company to arrange for bottled water delivery.
      a. PEPSI COLA BOTTLING CO Ph: 541-575-1594
   2. Other sources may include:
      a. Fire Department: Ph: 911 OR 541-575-1855
      b. National Guard: Ph: 541-573-2800 BRUNS OR

NOTE: In the event of an area-wide water shortage, the above sources may not be available. In such a case, contact the local or state Civil Defense, Red Cross or Emergency Services Office.

G. WATER PURIFICATION:

   1. Any “suspect” water should be boiled for at least five minutes before using for cooking or drinking.
   2. Large quantities of water may be purified for drinking by adding, at least, 1-2 ppm of chlorine.

NOTE: DO NOT ADD ANY PRODUCTS SUCH AS: POWDERED MILK, KOOL-AID, TANG OR GATORADE TO CHLORINATED WATER.

   3. Commercial chlorine bleach may be added to purify water for drinking, as follows:
      a. To 5 gallons of water, add 0.4 cc.
      b. To 30 gallons of water, add 2.4 cc.

   4. Decontamination of large areas due to flooding or sewage backup, (NOT for drinking) may be accomplished with commercial chlorine bleach.
      a. To 25 gallons of water, add 12.8 ounces of bleach.
      b. To 250 gallons of water, add 1 gallon of bleach.
Fire Protection During Water Loss

A. WHEN AUTOMATIC FIRE SPRINKLER SYSTEM is out of service:

1. Immediately notify local Fire Department using the non-emergency number.
   Ph: 541-575-1855

2. Contact Alarm Monitoring company
   Ph: 1-800-722-0264

3. Contact Automatic Sprinkler System repair company.
   Ph: 541-403-4666

B. If the sprinkler system is to be out of service for an extended time while being worked on, additional protective measures must be taken:

1. Establish a routine “Fire Watch” throughout the Facility, concentrating on potentially hazardous areas. The fire watch will have one person dedicated to patrolling the facility. Rounds will be made every 15 minutes.

2. Contact your Fire Extinguisher contractor for additional units:

3. Consult with the local Fire Department for additional measures.
Flood: Interior Or Exterior

A. UPON FINDING A FLOOD AND/OR WATER LEAK:

Assess where the water is coming from.

For a toilet leak:

- Turn the shut off valve off (shut off valves are behind the toilet near the floor).
- Use towels to absorb water.
- Get shop vacuum from mechanical room and remove the rest of the water.
- Notify the Executive Director or Designee.

Other flood source:

- There is a shut-off valve for each source of water in resident apartments.
- Turn off the source of flooding.
- Follow the above procedure to remove water.
- Notify the Executive Director or Designee.

B. SEVERE FLOOD:

- Remove any residents, visitors or employees in immediate danger.
- Shut off or unplug all electrical utilities to the affected area.
- Notify Executive Director or Designee.
- If flood is outside and water line seems to have broken, call the utility company.
- Protect essential medical supplies, pharmaceutical and resident records.
- Housekeeping and resident care personnel will bring all available mops, buckets, wringers and spare mop heads to the affected area.
- Large plastic trashcans may be used to collect wet mop heads.
- A wet/dry vacuum and/or extractor will be used to pick up the water.
- The Executive Director or Designee will determine if outside help is needed to clean up the flood and will contact such help if needed.
Stormwater Emergency Response Plan

In an event of severe rain the amount of water entering city’s drainage system may exceed what the drainage network is capable of handling and stormwater run offs may become a source of water from higher elevations, the drains will begin to overflow and contribute additional water to the surrounding area. These events can result in a significant amount of water ponding which will inundate low lying areas.

During stormwater flood threat

- Stay tuned to local television and radio and listen for the latest advisories
- Notify Executive Director or Designee
- Monitor stormwater drain area located in ________________________________ for excess water
- Move all residents inside and reassure and keep them calm
- Move inside or otherwise secure outdoor objects such as outdoor furniture, trash cans and tools to prevent them from floating
- Check auxiliary power and/or fuel sources for use should there be a power outage
- Protect essential medical supplies, pharmaceuticals, resident records and facility computers/equipment by securing them at higher levels or moving them to a safe area
- Check roof, floor and yard drains to see if they are clear, then continuously monitor them to make sure they stay clear
- Prepare flood barriers: free sand bags may be obtained at local hardware supply stores

During stormwater flood

- Maintain communication with local Emergency Services to learn if an evacuation of the community will be necessary (see the Evacuation Plan section of this manual, form PSE-6, “Emergency Support Call List” for their phone numbers)
- Evacuate residents as necessary
- Shut off or unplug all electrical utilities
- Shut off gas
- Place floodwater barriers around possible entry points and vital protection equipment such as the fire pump house
- Contact FM Global to review precautions taken

After the flood

- The Executive Director or charge person in coordination with local Emergency Services will inspect the Community for structural damage and report findings
- Check for flammable liquids, contaminants etc, remove before other work begins
- Remove standing water from facility, remove flood debris
• Clean and dry equipment
• Check, clean and test all electrical equipment
• Return any impaired fire protection systems to service promptly. Test any system potentially affected by flood.
• Dehumidify damp areas
• If necessary Executive Director or designee will contact repair companies to fix damages
Windstorm Procedure

During a Windstorm:

- Stay tuned to the television or radio and listen for the latest advisories.
- Move all residents inside; reassure and calm them as necessary.
- Move inside or otherwise secure outdoor objects such as outdoor furniture, trash cans, and tools to prevent them from becoming airborne and causing damage.
- Assigned personnel will be responsible for taping, boarding up, or installing shutters on all windows, if possible.
- Check auxiliary power and/or fuel sources for use should there be electric power failure.
- Emergency supplies such as flashlights, batteries, and first aid items should be available.
- Store records in a safe, locked place.
- Maintain communication with local Emergency Services to learn if the evacuation of the Community will be necessary; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone number).
- If necessary, move residents into hallways or closets (away from windows).
- Notify the Executive Director, if he or she is not present.
- Notify off-duty personnel as required; (see the Evacuation Plan section of this manual, form FSE-5, “Staff Emergency Call List,” for their phone numbers).
- Evacuate residents as necessary; (see “Relocation of Residents Within Facility,” or “Total Evacuation of Facility,”

After windstorm subsides:

- If necessary, the Executive Director or charge person, in coordination with the local Emergency Services, will inspect the Community for structural damage and report findings.
- For electrical outage, see “Electrical Outage”
- For water outage, see “Water Outage”
Earthquake Procedure

An earthquake is a shaking or trembling of the earth which is caused by underground volcanic forces or sudden breaking and/or shifting of rock beneath the earth’s surface. It occurs without warning and lasts for a few seconds to several minutes.

During shaking:

- Keep calm and remain indoors, away from windows, and away from objects that could fall.
- Keep residents inside and preferably in the halls.

After shaking:

- Stay tuned to the television or radio and listen for the latest advisories.
- Reassure and calm residents as necessary; explain that aftershocks may occur.
- If necessary, turn off utilities; (see “Location of Master Controls, Gas” in the Facility Controls section of this manual, form FSE-9, “Location of Master Controls, Electricity” in the Facility Controls section of this manual, form FSE-8, and “Location of Master Controls, Water” in the Facility Controls section of this manual, form FSE-10).
- Check auxiliary power and/or fuel sources for use should there be electric power failure.
- Emergency supplies such as flashlights, batteries, and first aid items should be available.
- Store records in a safe, locked place.
- Maintain communication with local Emergency Services to learn if the evacuation of the Community will be necessary; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone number).
- If necessary, move residents into hallways or closets (away from windows).
- Notify the Executive Director, if he or she is not present. Notify off-duty personnel as required; (see the Evacuation Plan section of this manual, form FSE-5, “Staff Emergency Call List,” for their phone numbers).
- Evacuate residents as necessary;
Bomb Threat

IF YOU RECEIVE A TELEPHONE BOMB THREAT
   a. Prolong the conversation
   b. Attempt to have the caller say when and where the device is to go off.
   c. Notice if the caller seems to be familiar with the operation and/or layout of the Facility.
   d. Pay close attention to background noises such as motors running or music playing that may help pinpoint where they’re calling from.
   e. Listen also for any unusual accent or speech impediments.

Immediately after the caller has hung up, call 911.
Give this message: we have received a telephone warning that a bomb has been planted in our facility, (if the caller gave you the time of detonation and location, relay that information to 911).

Call the Executive Director if he or she is not present.

Fill out Bomb Threat Call Record (see form) while the information is still fresh. Give the call record to the Fire or Police Department when they respond.

If you have been given the location of the bomb, remove the residents from the general area. Do not attempt to disarm the bomb or move it if found, as it may explode. If you find a strange or suspicious object or package, do not touch it. If you have seen a stranger in the facility, report this to the authorities.

Do not make general evacuations of the building until ordered to do so by one of the following: police, fire department or Executive Director.

Allow the police to organize a search through the Community for the suspected bomb.

If you don’t know the location of the bomb, proceed as directed under the conditions of a fire. Move residents to their rooms and close the doors. Keep residents out of the halls, dining rooms, etc. Employees must stay out of such areas as kitchens, mechanical room, laundry room and other necessary service areas.

Do not run, yell or act in any way that could cause panic with the residents or employees. Usually perpetrators allow time for evacuations. The majority of calls are false, but take threat seriously and follow the safety procedures.
Bomb Threat Call Record

It is the responsibility of the staff member who receives the bomb threat phone call to fill out this form. Every attempt should be made to gain all of the following information, as it will greatly increase the chance that no one will be injured.

1. **When will the bomb explode?** Time: __________ AM/PM  Date: ______________

2. **Where is the bomb?**

3. **What kind of bomb is it?**
   - □ Pipe:
   - □ Dynamite:
   - □ Other: ____________________________

4. **What does the bomb look like?** ____________________________

5. **Why was the bomb placed?** ____________________________

6. **Who is calling?** ____________________________

7. **Time call received:** __________ AM/PM

8. **Exact words of caller:** ____________________________

9. **Description of caller's voice:** ____________________________

10. **Background noise present:** ____________________________

11. **Is the voice familiar? If so, who does it sound like?** ____________________________

12. **Other comments:** ____________________________

__________________________

__________________________

__________________________
Suspicious Object Found Procedure

- Call the Executive Director, if not present.
- Executive Director or person in charge will make the decision to call 9-1-1 and give the description and location of the object; follow the instructions given by the bomb control personnel at this time.
- Evacuate residents as necessary; (see “Relocation of Residents Within Facility,” or “Total Evacuation of Facility”).

Internal Security Procedure

Under certain circumstances, it may be necessary to increase the internal security of the Community by restricting entry to specific persons. Those to whom it might be necessary to deny entry to the Community could range from an excess of well-meaning relatives to unruly participants involved in civil disturbances. In any case, the following procedure will apply:

- All personnel will constitute an internal security force.
- Determine which doors will be authorized entries; all other doors should be secured.
- Determine who will be permitted to enter the Community.
- Determine what identification will be required to enter the Community.
- Notify the local Police Department; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone number).
- Notify the Executive Director, if not present.

Explosion /Building Damage Procedure

In the event of an explosion, the following procedures apply:

- Call 911
  - If necessary, turn off utilities; (see “Location of Master Controls, Gas” in the Facility Controls section of this manual, form FSE-9, “Location of Master Controls, Electricity” in the Facility Controls section of this manual, form FSE-8” and “Location of Master Controls, Water” in the Facility Controls section of this manual, form FSE-10).
  - Evacuate residents as necessary; see “Relocation of Residents Within Facility,” or “Total Evacuation of Facility”).
  - Notify the Executive Director, if not present.
  - Notify off-duty personnel as required; (see the Evacuation Plan section of this manual, form FSE-5, “Staff Emergency Call List,” for their phone numbers).
  - Maintain communication with local Emergency Services; (see the Evacuation Plan section of this manual, form FSE-6, “Emergency Support Call List,” for their phone numbers).
Pandemic

In the event of Pandemic (Influenza or other) in the region, the following measures will be taken:

To prevent or delay pandemic virus entry into the facility

- Control of visitors
  - Signs will be posted at the entrance to the facility restricting entry by persons who have been exposed to or have symptoms of pandemic virus.
  - Personnel will verbally and visually screen visitors for respiratory symptoms at points of entry to the facility.
  - Provide a telephone number where persons can call for information on measures used to prevent the introduction of pandemic influenza.
- Control of personnel
  - Personnel will be screened for influenza-like symptoms before they come on duty. Symptomatic personnel will be sent home until they are physically able to return to duty.

To prevent the spread of pandemic virus in the facility

- Limit contact between infected and non-infected persons
  - Isolate infected persons
  - Limit contact between nonessential personnel and other persons and patients who are ill. This may include closing the facility to outside visitors.
  - Promote spatial separation in common areas (i.e., sit or stand as far away as possible—at least 3 feet—from potentially infectious persons) to limit contact between symptomatic and non-symptomatic persons.
- Persons who must be in contact should:
  - Wear a surgical or procedure mask for close contact with infectious patients.
  - Wear gloves (gown if necessary) for contact with respiratory secretions.
  - Perform hand hygiene after contact with infectious patients.
- Contain infectious respiratory secretions:
  - Instruct persons who have “flu-like” symptoms to use respiratory hygiene/cough etiquette.
  - Promote use of masks by symptomatic persons in common areas.
Fire Drill In-Service & Training

STAFF IN-SERVICE & FIRE SAFETY TRAINING

Community staff shall be instructed and trained in various fire and life safety procedures and devices. Examples of training subjects include, but are not limited to:

- Evacuation techniques and procedures.
- Fire extinguisher operation.
- Community fire protection features, i.e., fire alarm system, sprinkler system, exit routes, safe areas, etc.
- Community emergency procedure/disaster plan.
- Fire prevention.

A fire drill or in-service staff training session is required on each shift, every month, on the following schedule:

Fire Drill
Fire drills must be conducted once per quarter on each shift.

In-Service Training
Training must be conducted every month on each shift, except in the month in which the fire drill was conducted.

<table>
<thead>
<tr>
<th>SHIFT</th>
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Documentation of Drills and Training

Documentation of drills and training shall include what was done, date, shift, names of staff involved, and a written evaluation of the drill effectiveness, including staff feedback. All documentation shall be kept in a permanent file and shall be available for inspection by those in authority and having jurisdiction.

(See the Fire Drill Checklist, form FSE-1 and the In-Service & Fire Drill Documentation, form FSE-2 in the Fire Drill Procedure section of this manual.)
Fire Drill Procedure

Community staff shall participate in fire drills as indicated on the previous page. The purpose of the fire drill is to test and train staff in the following areas:

- Efficiency;
- Knowledge; and
- Response to a fire emergency.

These skills can only be acquired through practice and repetition.

- If appropriate, try to include your local fire department in each of your fire drills; they normally welcome the opportunity to help you create a fire-safe facility.

  If the fire department cannot participate in the fire drill, call your local 911 center and fire department before and after the drill to let them know that you will be conducting a fire drill.

- The person conducting the drill must also notify the monitoring company.

  Before and after the drill call Ph.# 1-800-722-0364 and give the monitoring company your account # 439731: (simply let them know that you will be conducting a fire drill).

- Place a simulated fire (sign or cloth) with a written description of the fire problem placed in the simulated fire location.

- Emphasize orderly action under proper discipline, rather than speed.

- To set off the fire alarm have a staff person pull a pull station or spray “canned smoke” into one of the Community’s smoke detectors; prior to setting off the alarm, have a staff member stationed at the main control panel ready to silence and reset the fire alarm system after staff have appropriately responded.

- The responsibilities of the person who finds the fire are as follows:

  Step 1: Rescue residents in immediate danger.
  Step 2: Alarm initiation.
  Step 3: Confine the fire.
  Step 4: Extinguish the fire.
  Step 5: Relocate residents from the area of the fire.

- Upon hearing the fire alarm or the announced Code Red and location of fire, all staff not assisting in the R.A.C.E.R. method should report to the predetermined central location, , and bring all available fire extinguishers. The Executive Director or person in charge should instruct each staff member to do one of five things:

  - Report to the fire area with a fire extinguisher.
  - Assist in evacuating just the residents residing in the simulated fire area to the closest designated “safe” area.
  - Clear the hallways of equipment that may be blocking access.
  - Remove any oxygen tanks present in the fire area.
• Staff the unaffected section(s) of the building.

• The fire drill should be conducted in conjunction with the required alarm test that necessitates the setting off of the fire alarm system.

• The fire drill procedure is the same as for a real fire, and is outlined in the Fire Safety and Evacuation Plan Procedure in greater detail.

  • All Community staff is required to receive, read and understand the Fire Safety and Evacuation Plan Procedures.

• Complete the Fire Drill checklist for each fire drill; (see the Fire Drill Procedure section of this manual, form FSE-1, for a copy of the Fire Drill Checklist).

• Complete the Fire Drill In-Service & Training Documentation for each fire drill and for each in-service training; (see the Fire Drill Procedure section of this manual, form FSE-2 for a copy of the Fire Drill In-Service & Training Documentation form).

**NOTE:** To avoid disturbing residents, drills conducted between 9 P.M. and 6 A.M. may use a coded announcement instead of the audible fire alarm system; also, staff should check all residents after the fire alarm sounds to make certain that they are calm and understand that there is no danger to them.
FORMS
Fire Drill Check List
This checklist should be used for evaluating the personnel, fire alarm system, fire doors, and the fire control panel for functioning as intended.

1. Was the Security Control Monitoring Company notified before the drill? __________

2. Was the Security Control Monitoring Company notified after the drill? __________

3. Was a simulated fire with instructions placed in a room? __________

4. Was the door closed after simulating the fire condition? __________

5. Was the fire alarm pulled or "canned smoke" sprayed? __________

6. Was Code Red and location of simulated fire announced? __________

7. Were the residents removed/evacuated from the fire area to the designated safe area? (Mandatory) __________

8. Were the doors on either side and across from the fire closed first? __________

9. Were all other doors in the fire area closed? __________

10. Did all other staff members report to code panel? __________

11. Did the fire doors close automatically? __________

12. Did the fire alarms function properly? __________

Resident Apts effected (list numbers) __________________________________________________________________________

Number of occupants evacuated __________________________________________________________________________

Escape route used to safe area, __________________________________________________________________________

Residents who resisted or failed to participate __________________________________________________________________

Evacuation time needed __________________________________________________________________________

Location of simulated fire __________________________________________________________________________

Drill Conducted By: __________________________________________________________________________

Date: ______________________________________________________________________

Ageia Health Services FSE-1 2-2015
Fire Drill In-Service & Training Documentation

Regulations require that fire drills be conducted once every 90 days per shift. Fire safety and Awareness In-Service Training are required on alternate months.

Fire Drill: (Shift Conducted) __________________________ Date: ____________
Comments: __________________________________________________________________________________________

_______________________________________________________________________________________________

Instructor _____________________________

In-Service: (Shift Conducted) ________________ Date: ____________
Comments: __________________________________________________________________________________________

_______________________________________________________________________________________________

Instructor _____________________________

In-Service: (Shift Conducted) ________________ Date: ____________
Comments: __________________________________________________________________________________________

_______________________________________________________________________________________________

Instructor _____________________________

Staff Roster
(If additional space is needed, attach a blank sheet)

<table>
<thead>
<tr>
<th>Day-Shift</th>
<th>Eve-Shift</th>
<th>Night-Shift</th>
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Evacuation Center Receiving Plan

1. Evacuation will be to: Seventh Day Adventist Church OR Blue Mountain Nursing Home.

(See map in the Evacuation Plan section of this manual).

2. The following person(s) can be contacted to arrange for entrance to your evacuation center:

<table>
<thead>
<tr>
<th>Name: Seventh Day Adventist Church</th>
<th>Name: Blue Mountain Nursing Home</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ph. #: 541-576-2914</td>
<td>Ph. #: 541-820-3341</td>
</tr>
<tr>
<td>Ph. #:</td>
<td>Ph. #:</td>
</tr>
</tbody>
</table>

3. Part of the Community staff will go to the evacuation center to receive the residents. If possible, equipment, supplies, and records should be transferred simultaneously.

4. Upon arrival at the evacuation center, each resident will be evaluated to determine nursing care needs. The resident will then be assigned to one of the following areas:

   a. Independent Care Area
   b. Minimum Nursing Care Area
   c. Maximum Nursing Care Area

5. A Nurse station should be established adjacent to both the minimum and maximum care areas.

6. A Community-employed Caregiver or RN is to be in charge at the evacuation center. During the day shift, the Executive Director should be present.

7. Staff remaining at the Community will stay there until all residents are evacuated and all necessary equipment, supplies, and records are transferred to the evacuation center. The Executive Director or charge person then will instruct the remaining staff to report to the evacuation center, if the shift is not completed.

8. Telephones or mobile communication should be available for communication between the Community and the evacuation center.

9. Maintain communication with your County Public Safety Department, the County Chapter of the American Red Cross or other Community Support Agencies. (See the Emergency Support Call List for these emergency numbers, located in the Evacuation Plan Section of this manual.)
Map & Directions to the Evacuation Center

Name & Address of Center:  
- Seventh Day Adventist Church, 110 Valley View Drive, John Day OR  
- Blue Mountain Nursing Home 112 E. 5th Street, Prairie City OR

Written directions:  
- Seventh Day Adventist Church is located East of Property  
- BMNH- Located on the corner of 5th and main street in Prairie City OR

(Insert Facility specific MapQuest direction and map from Facility to Evacuation Center, here.)
Staff Emergency Call List

Call the first person on the list. If you are unable to reach him or her, call each succeeding person until you contact someone on the list below:

Executive Director
Ph. # 541-620-4233

Director of Health Services
Ph. # 541-620-2084

Business Office Manager
Ph. # 541-620-2894

Dietary Manager
Ph. # 541-306-7869

Maintenance
Ph. # 541-377-2311

In the event that the phones are out of order, it will be expected for the department heads to come to the Community.
Emergency Support Call List

Local Fire Department                        911
Fire and Rescue                             911
Local Police                                911
Fire System Monitoring Company              1-800-722-0364

Fire Equipment Service Company              M&O Fire
Elevator Service Company (24 hours)         N/A
Local Senior Services Office                
American Red Cross Disaster/Emergency Services
County Health Department                    
Hospital                                    
Pharmacy: LEN'S DRUG                       
Power Company: OR TRAIL ELECTRIC           
Water Service Problems CITY OF JOHN DAY     
Flooding and Storm Drain PUBLIC WORKS       
Telephone Company CENTURY LINK              

account # 739731
Ph. # 1-800-722-0364
Ph. # 541-403-4666
Ph. # 541-575-0255
Ph. # 1-888-895-1099
Ph. # 541-575-0429
Ph. # 541-575-1311
Ph. # 541-575-0629
Ph. # 541-575-0161
Ph. # 541-575-0028
Ph. # 541-575-0753
Ph. # 1-800-201-4102
How to Silence & Reset the Fire Alarm System

After a power outage or a false alarm, follow these steps to silence and/or reset the alarm system.

The Fire Control Panel is located: Maintenance Room on wall to the right

If it is a false alarm:
Call Alarm Monitoring at 1-800-722-0364 to report false alarm.
Give our account # 439731 Code: Valley View
To acknowledge the alarm: Open Red Fire Alarm Panel Box on wall and PRESS "SILENCE" on the key pad located in the upper right hand corner of panel
If the alarm does not silence a mechanical or electrical problem exists, call maintenance.
Do Not Reset the Alarm

If the system needs to be reset following a power outage, follow these steps.
Note: The power must be back on before performing this procedure. If power has been out for an extended period of time, the batteries may need to be recharged before beeping can be silenced.

List all steps necessary to reset the alarm: Open the red Fire Alarm Panel Box on wall in the Maintenance Room. KEY PAD is located in upper right Hand Corner below little lights in this order: CLEAR, RESET, ALARM, CLEAR MEMORY, ENTER.
If this does not work, Contact alarm company.
MASTER CONTROLS – FIRE ALARM SYSTEM

LOCATED IN MAINTENANCE ROOM

SEE NEXT PAGE FOR DIRECTIONS
MASTER CONTROLS – ELECTRIC

LOCATED IN MAINTENANCE ROOM
MASTER CONTROLS – WATER
LOCATED IN MAINTENANCE ROOM

MAIN WATER LINE VALVE
LOCATED OUTSIDE, IN FRONT OF BUILDING
ON THE GRASS ISLAND BY STREET
BY THE “VALLEY VIEW” SIGN

THE SHUT OFF VALVES ARE ON BOTH SIDES OF THE WATER METER

IF SHUT OFF TAKES LARGER TOOL THAN WE HAVE:
CALL CITY OF JOHN DAY AT: 575-0028 AND ASK FOR SHUT OFF
Location of Master Controls for Electricity

Please fill in the following chart with information regarding the location and description of all electrical panels in your facility.

<table>
<thead>
<tr>
<th>Location in Facility Where the Power Affects</th>
<th>Breaker Panel Location</th>
<th>Panel Label &amp; Direction</th>
</tr>
</thead>
<tbody>
<tr>
<td>1st Floor</td>
<td>Maintenance Room</td>
<td>Panel 1 K</td>
</tr>
<tr>
<td>Kitchen</td>
<td>Maintenance Room</td>
<td>Panel K, South Wall</td>
</tr>
<tr>
<td>S.E. Hallway</td>
<td>Maintenance Room</td>
<td>Panel 1 E</td>
</tr>
<tr>
<td>S.W. Hallway</td>
<td>Maintenance Room</td>
<td>Panel 1 A</td>
</tr>
<tr>
<td>N.W Hallway</td>
<td>Maintenance Room</td>
<td>Panel 1 B</td>
</tr>
<tr>
<td>N.E. Hallway</td>
<td>Maintenance Room</td>
<td>Panel 1 C</td>
</tr>
<tr>
<td>MCU</td>
<td>Maintenance Room</td>
<td></td>
</tr>
</tbody>
</table>

NOTE: To go to (Electrical Panel Room):

<table>
<thead>
<tr>
<th>Space 1</th>
<th>Space 2</th>
<th>Space 3</th>
<th>Space 4</th>
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</tbody>
</table>
Location of Master Controls for Gas

In the space provided below, give a detailed description of where your Community’s main gas line shut-off valve is located, how to shut off the gas flow, and where the tool for the gas shut off is located.

A. The main gas line shut off valve for our facility is located: ________________________________

NO GAS LINE TO FACILITY

B. To shut off the gas flow: _______________________________________________________

C. The tool needed for the gas valve is located: ________________________________

NOTE: Gas is the source of power to the following Community equipment: ________

NONE

Location of Master Controls for Water

In the space provided below, give a detailed description of where your Community’s main water line valve is located and how to shut off the water flow.

Enter Maintenance Room and turn left around the corner. The water shut off for the Sprinkler system is located against the wall. Turn LEVER to shut off water.

Master Water Control is in grass area by street in front of the facility where the flag pole is.
Emergency Dietary Procedure

1. The Food Service Director will coordinate the function of the Dining Services.
2. Department in the event of a disaster. If the Food Service Director is unavailable, the Executive Director or charge person will assign this task to another person.
3. The Food Service Director will initiate the emergency menu plan (see below).
4. Off-duty Dietary staff should be notified and asked to report to the Community as necessary.
5. There should be enough disposable dishes, utensils, and other such items available for three days.
6. Vendors should be notified of the disaster and of any special facility needs.
7. Community staff may be requested to pick up dietary supplies if delivery is not possible.

List available food sources in your community in the space below:

Vendor Name: Chester's Thriftway Ph#: 541 575 1899
Vendor Name: Pepsi Cola Ph#: 541 575 1594
Vendor Name: Huffman's Select Market Ph#: 541 820 3588
Vendor Name: __________________________ Ph#: __________________________

Is a kitchen available for use at the evacuation center? Yes ______ No ______

Emergency Menu Plan

<table>
<thead>
<tr>
<th>Regular Diet</th>
<th>Diabetic</th>
<th>Pureed</th>
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<tbody>
<tr>
<td>4 Oz Juice</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>6 Oz Hot Or Cold Cereal</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>1 Slice Bread With Jelly</td>
<td>Diet Jelly</td>
<td>Same</td>
</tr>
<tr>
<td>1 Egg</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>8 Oz Milk</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>2 Oz Meat</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>1/2 Cup Starch Food Or</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>1 Slice Bread</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>1/2 Cup Vegetable</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>1/2 Cup Canned Fruit</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>8 Oz Milk</td>
<td>Same</td>
<td>Same</td>
</tr>
<tr>
<td>Sandwich With 2 Slices Bread and</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>2 Oz Meat, Cheese, Filling</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>1/2 Cup Canned Fruit</td>
<td>Same</td>
<td>Pureed</td>
</tr>
<tr>
<td>1/2 Cup Pudding</td>
<td>Sugarfree</td>
<td>Same</td>
</tr>
</tbody>
</table>
General Information Regarding Emergency Menu Pattern

1. Repeat meal pattern for three days.

2. Use foods on hand and perishable items first.

3. Use perishable items, especially milk products, within 24 hours.

4. If the refrigerator is not functioning, frozen foods should stay frozen for approximately 72 hours (if door is not opened excessively).

5. Non-fat dry milk can be used if safe water is available.

6. Certain items like hot cereal and eggs should only be used if a functioning stove is available.

7. Crackers and juice can be used for snacks.