Comprehensive Emergency Management Plan
The purpose of this Plan is to provide procedures to guide the staff in the event of an emergency.

This plan is designed to:
- Minimize human suffering
- Minimize property damage
Senior living communities may face any number of hazards. The risk of certain natural and man made hazards may depend on your community’s location.

Natural hazards may include:
• Flood
• Earthquake
• Wild fire
• Severe weather

Other hazards include:
• Gas leaks
• Fire
• Bomb threats
• Utility failure
• Pandemic
In an emergency situation, time is of the essence. Having a plan in place and practicing it ensures that everyone is able to react quickly to the danger and take the actions necessary to minimize the loss of life and property.
Who’s in charge?

- Your Executive Director is in charge.
- If the director is not on the premises, the lead med aide or nurse is in charge.
- When fire and life safety officials arrive, the incident commander will take charge.
All staff will be instructed how to respond to fire alarms prior to starting work.

Within 30 days staff shall be trained in fire prevention, evacuation and fire safety.
Our buildings are equipped with fire systems to:
- alert staff and residents in the event of fire,
- help to control the spread of fire, and;
- to fight fire.
Fire Systems

- Fire Doors help to control the spread of fire
- Automatic Sprinkler System can aid in putting out a fire
- Smoke detectors detect the presence of smoke and sound an alarm.
Fire Systems

- Strobe Lights
- Alarm “Pull Stations”
  Strobe lights and pull stations signal a warning of fire.

- Fire Extinguishers aid in fighting a small fire
When it comes to fires, time and panic are the enemies.

In minutes, flames, heat and toxic smoke can sweep through a structure.

Because every second counts, it is essential to know what to do before a fire strikes.

Fire safety training, including fire drills, can save lives.
There are five major causes of fires in Assisted Living Communities:

- Smoking
- Kitchen Fires
- Laundry Fires
- Improper storage of combustible materials
- Electrical/equipment fires
Responding to a Fire Alarm

- Check the alarm box to determine the zone of the fire. Alert other staff of the location.
- Go to the location to see if there is actually a fire.
- Evaluate the situation. (Touch door, smell for smoke). Do not open a closed door.
Responding to a Fire Alarm

- If it is a false alarm, call 911 to stop the fire trucks.
- Call the alarm company and provide the account number and the code word.
- Maintenance will clean the detectors.
If there is an actual fire, implement **R A C E R** protocol then call 911.
R – RESCUE

Rescue persons in immediate danger
A – ALARM

Pull the nearest fire alarm.

Announce “Code Red” and fire location using loudspeaker.
C – CONFINE

Contain the fire to the area where it started. Close doors to isolate the fire.
If people are safely out of the area and the fire department has been notified, assess the fire to determine if it is small enough to be extinguished with a portable extinguisher. If yes, use the P.A.S.S. procedure to extinguish:

P - pull the pin to release the trigger
A - aim at the lowest part of fire (floor)
S - squeeze the trigger
S - sweep the spray back and forth in a rocking motion

DO NOT cross any fire lines.
R - RELOCATE

Relocate all patients from the area of the fire into the nearest smoke compartment, exit enclosure, or exterior exit.
Evacuation to an Outside Location

- Do not evacuate until order has been given.
- Be familiar with the posted Fire Evacuation Maps.
- Hallway Fire Doors can be opened if necessary to exit away from fire and smoke source.
- Use Stairwell- NOT THE ELEVATORS!
- Evacuate in order of independent to dependent.
- Check every room within apartment and leave doors unlocked. Place a pillow outside the entry door to indicate room has been evacuated.
All staff will be given assignments in order to provide the residents with the necessary emergency medical treatment and emotional support to reduce the potential for further incident. If able, the following equipment and supplies will be evacuated from the facility by the staff:

- MARS
- Vitals equipment
- Resident Face Sheets
- Resident Roll Call Sheet
- Resident Sign Out Book
- Employee Roll Call Sheet
- Portable Oxygen
- Warming Blankets
- Transport Wheelchair
Your community has agreements in place with other facilities to house our residents in the event of an emergency that requires total evacuation.

The decision to evacuate will be made by the Executive Director or by the police or fire department.
Evacuation to alternate site

- Transportation may be provided by the community’s van, school district buses, staff and volunteer vehicles or through the use of another community’s van.

- A staff member will accompany each group of evacuating residents and that person will be responsible for the whereabouts and safety of each person in his/her unit until the residents are returned to their home community.
Evacuation to alternate site

- Each resident will be issued a red identification band that they will wear throughout the emergency.

The Executive Director or designee will compare the current census to the residents who have evacuated and ensure all residents are accounted for.
Evacuation to alternate site

- The Executive Director or designee will notify family members via telephone or email.

- The Executive Director or VP of Operations will be the community’s spokesperson to the media and will designate a location where media may congregate that will not interfere with community operations.
Regardless of when the event occurs, all staff will have specific duties to perform. You must remain on duty to assist in the evacuation.

The resident care director assures critical care is maintained: oxygen, medications, etc.

- He/She will assign caregivers and other employees to perform essential functions.
- The lead med aide will prepare the medication cart and MARS for transportation.
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 emergency kits, oxygen cylinders, medication carts and essential supplies.
- Assist at the evacuation site to get it set up for our residents.
Your Role in an Evacuation

Housekeeping and Laundry personnel are responsible for maintaining a clean environment and assuring an adequate supply of clothing and linens.

- Arrange for transportation of personal clothing and linens to evacuation site.
- Set up evacuation site to receive our residents.
Your Role in an Evacuation

Dietary personnel are responsible for meeting the nutritional needs of our residents.

- Protect the emergency food and supplies.
- Gather for transport vital nutritional and department records.
- Notify vendors to deliver supplies to alternate facility.
Administrative employees are responsible for the continuation of essential business services and record keeping.

- Protect and gather vital business records for transport.
- As directed by the Executive Director, notify families.
- Keep records of all emergency actions taken, notifications made and resident transfers.
- Assure transfer of vital resident records to evacuation site.
All other personnel will be assigned tasks by the ED or designee to include:

- Assist in preparing residents for transport.
- Shutting off unnecessary utilities.
- Reporting to alternate facilities to prepare for receiving our residents.
How to respond in other hazardous situations

If the Executive Director is not on the premises, he/she should be notified of the situation and he/she shall return to the building immediately.

Hazardous situations other than fire and evacuation may occur. In all situations report to the Executive Director or person in charge for specific instructions.
Power Outage

- Notify power company: Explain that we have fragile, elderly residents and we need power restored as soon as possible.
- All residents on oxygen must be switched to portable tanks.
- Emergency lights, powered by the generator, will operate in the common areas.
- Make sure residents are warm. They must be checked at least every hour during the outage.
The dietary staff may need extra help and may need to transfer to emergency menus.

Office staff will be unable to do their usual jobs. They can assist in the kitchen, perform security checks and aid in calming residents.

Activity personnel and anyone else available should attempt to entertain fearful residents with games, reading, reminiscence, etc.
**Gas Leak**

- Immediately evacuate all non-essential personnel and residents from the area.
- Call 911 to notify the fire department.
- Do NOT turn any appliances on or off.
  - The Executive Director or person in charge will implement the fire plan.
  - Shut off the gas valve.
  - Telephone the gas company.
  - All personnel and residents stay out of the area until the fire department advises it’s safe to return.
• Call 911
• Evacuate the building following the fire procedures.
• Check for fire, smoke, toxic gases and chemical spills.
• Check for live electrical wires and gas leaks.
• Shut off gas valve. Extinguish small fires if it can be done safely.
Bomb Threat

The person receiving the call should:

- Prolong the conversation
- Attempt to have the caller say when and where the device is to go off.
- Tell the caller that the building is occupied by frail elderly people who could be injured or killed.
- Notice if the caller seems to be familiar with the operation and/or layout of the building.
- Pay close attention to any background noises such as music playing, motors running, etc. that may help pinpoint where the call is coming from.
- Listen for any accents or speech impediments.
Immediately after the caller has hung up, call 911.

Relay 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 the 911 operator.

Call the Executive Director

Fill out the Bomb Threat Check List
If the location of the bomb was given, remove the residents from the general area.

Do not attempt to disarm or move a suspicious object if found.

Do not make a general evacuation of the building unless directed to do so by the police or fire department.

If you don’t know the bomb location, move residents to their rooms and close the doors.

Do not run, yell or act in a way that could cause panic.

Most threats are false but follow the safety procedures.
Weather Emergencies

In the event of severe weather/storms

- Monitor radio for changing conditions
- Distribute flashlights to staff
- Secure all outside furniture, trashcans, etc.
  - Make available: First aid supplies, emergency oxygen, medications and essential resident information.
  - Take an accounting of all residents and employees.
  - Be prepared to implement other emergency procedures.
Water Loss/Shortage

- Administrator or designee will notify water company and/or plumbing contractor to expedite a speedy repair.
- Refrain from using water
- Shut down main water supply. Do not shut down water needed for fire protection.
- Potable water (water that’s ok to drink) may be obtained from hot water tanks, water coolers, icemakers and water remaining in the pipes.
- The Dietary Department, with the assistance of Housekeeping, will collect and store the potable water.
- Phone a local company for bottled water delivery.
When automatic fire sprinkler system is out of service:

- Notify fire department using non-emergency number.
- Contact sprinkler company.

If the sprinkler system is to be out of service for an extended time, additional protective measure must be taken.

- Establish a Fire Watch. Make rounds every 15 minutes.
- Obtain additional fire extinguishers.
- Consult with local Fire Department for additional measures.
Upon finding a water leak or flood:
- Assess where the water is coming from.
- For a toilet leak, turn the shut off valve to the off position.
- Clean up water with towels and the shop vacuum.
- Notify maintenance to fix the leak.

Other flood source:
- There is a shut-off valve for each source of water in resident apartments. Turn off the source of flooding.
- Clean up the water.
- Notify Executive Director or designee.
Severe Flood

- Remove any residents, visitors, or employees in immediate danger.
- Shut off or unplug all electrical utilities to the affected area.
- If flood is outside and water line seems to be broken, call the utility company.
- Protect essential medical supplies and resident records.
- The executive director will determine if outside help is needed to clean up and will contact such help if needed.
If Sprinkler System Activates

- The fire alarm will sound
- Lead Med Aide will prepare the medication cart as if there were a fire.
- All caregivers go to their assigned sections to discover the activated sprinkler.
- Turn off the water supply to the sprinkler system.
- Lead med aide calls the fire department and informs them that the alarm was due to a faulty sprinkler.
Earthquake

Actions to take during tremors:

- Remain calm, reassure residents
- Watch for falling ceiling tiles, light fixtures and other objects.
- Try to get into an “inside” room; stay away from windows.
- Be alert for furniture sliding or falling.
- Stand against an inside wall, in a doorway or get under a sturdy piece of furniture such as a desk, table or bed.
- If outdoors, lie flat on the ground.
Earthquake

Follow up Actions

- Check the immediate area for hazards from downed wires, leaking water or gas pipes, spilled chemicals, falling debris, etc.

- Survey all resident and employees for injuries requiring attention.

- The Executive Director and maintenance person will determine the structural integrity and habitability of the building.

- Implement other emergency procedures as required.
If a resident is suspected to be missing, the “Missing Resident Alert” will be implemented immediately by the Executive Director, designee or lead med aide:

- The person responsible for answering the telephone during the day shift and on the evening or night shift, and the medication aide will check the sign in/sign out log to determine if the resident has been taken out of the community by family members.
If a Resident is Missing

- Caregivers and activity staff will initiate a systematic room by room search of all rooms (including bathrooms and closets) in the entire community until the resident is located or until it is determined that the resident is not physically in the building.

- Maintenance and housekeeping staff who are on duty will search the immediate grounds for the missing resident.

- If Maintenance or housekeeping staff are not on duty, the Medication Aide will assign one caregiver to search the immediate grounds for the missing resident.
If a Resident is Missing

- If the search of all rooms and the immediate grounds fails to locate the missing resident the following will be initiated:
  - If sufficient staff are available to initiate a close neighborhood search, 4 people will search for no longer than 20 minutes by driving through the immediate neighborhood.
  - If sufficient staff are not available to initiate a close neighborhood search simultaneously in each direction any available staff will be sent to search in first a north, then south, then east, then west direction. At the same time the police will be notified and asked to assist.
  - Notify police that community staff have begun a search and that their search is starting toward the north, then south, etc.
If a Resident is Missing

- Business Office staff if on duty, or Medication Aide if no Business Office staff are on duty, will locate a picture of the resident and make it available for the police.
- Give the police a physical description of the resident including a description of the clothing the resident is thought to be wearing.
- Notify the resident’s family.
- Notify other applicable persons such as the owner, corporate or regional staff.
Once resident is found the Administrator or designee:

- Notifies the family
- Documents event in the resident’s care record.
- Notifies the resident’s physician of the event if resident was exposed to extremes in heat or cold or lack of water or food that could place them at risk for adverse health outcomes.
- Initiates an incident report.
- Investigates the incident to determine the cause or contributing factors.

Administrator or nurse will:

- Assess resident for further elopement risk.
- Implement elopement risk interventions.
- Provide direction to caregiving staff through the resident’s service plan and other company systems.
If a Resident is Missing

If resident is not found the Administrator or designee will:
- Notify the resident’s family, if they are not already aware.
- Notify the resident’s physician.
- Notify DSHS
- Initiate an incident report.
- Investigate the incident to determine the cause or contributing factors that may exist that could place other residents at risk.
- Implement elopement risk interventions as needed.
- Notify the owner, corporate staff or regional staff as applicable for direction regarding:
  - Any physical plant issues that contributed to the elopement needing to be corrected.
  - How to handle media inquiries.
  - How to handle family concerns.
A Pandemic is an epidemic of infectious disease across a large region. Normal flu isn’t a pandemic.

In the event of Pandemic in the region, the following measures will be taken:

To prevent or delay entry of the pandemic virus 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.
To prevent or delay entry of the pandemic virus into the facility

- **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.
What Have I Learned???

Time for your competency test
This is a placeholder for your Snap! Quiz

Your quiz will appear on this slide when you publish or preview your presentation. To make changes to the quiz, select Quiz from the Snap! ribbon or menu.

Note: Do not add images or text to this slide. They will not appear when you publish your presentation.