

Introduction

The purpose of a Disaster Policy and Procedure guide is to inform the facility's employees of the steps that should be taken in the event of a disaster.

At a time of a disaster, it is imperative that the Administrator be contacted in order to give staff proper direction. This policy and procedure is written so that there are clear guidelines for providing resident care and ensuring their safety in the event of a disaster.

Sound judgment and common sense are the best practices in an emergency. Therefore, the Administrator will have to make the best judgment at that time.

*Every effort has been made to provide the best possible information available. However, all lists and procedures may not be possible or necessary in all situations.

Purpose:

This plan addresses the eight core functions of emergency management which, which are:

- Direction and Control,
- Warning (how the facility will be notified of emergencies and who they will notify),
- Communication (with whom and by what mechanism),
- Sheltering Arrangements,
- Evacuation (destination, routes),
- Transportation,
- Health and medical needs and
- Resource management (supplies, staffing, emergency equipment, records)

Natural Disasters, Human Hazards, Industrial Disasters, Biological Disasters, Transportation Disasters, and Infrastructure Breakdowns, are a part of this manual.

This Plan and Procedures Manual will be reviewed and employee training held upon hire and on an annual basis. Any change in administrator, construction or emergency phone numbers will require the facility to review and possibly modify the disaster plan. All reviews of this disaster plan will be documented including any modifications onto the Record of Changes located in this manual.

This Disaster and Emergency Planning is manual is located at all Nurses Stations with copies provided to all Department Heads as well as in the Administrators Office.

Organization of this Disaster and Emergency Planning is as follows:

- Introduction
- Facility/Corp. Emergency Contacts and Phone Numbers
- Direction and Control
- High Hazard Wind, Hurricane and Flood Prone Areas
- State Disaster Histories
- Evacuation
 - ❖ On Site (Internal Refuge)
 - ❖ On Premises (External)
 - ❖ Off Site
 - ❖ Designated Evacuation Destinations
 - ❖ Transportation
 - ❖ Receiving Facility
 - ❖ Evacuation Routes
- Return To Facility
- Shelter In Place

- Threats and Disasters
 - ❖ Bomb Threats
 - ❖ Chemical Spills (Internal and External)
 - ❖ Electrical Outage
 - ❖ Fire
 - ❖ Flood
 - ❖ Influenza
 - ❖ Tornadoes
 - ❖ Water Shortage
 - ❖ Winter Storms
 - ❖ Workplace Violence