



# **DISASTER AND EMERGENCY PLANNING**

Our staff is prepared to react quickly and efficiently in emergency situations. Having clear policies and procedures is the first step, followed by regular training and practice drills to ensure they can be applied during the stress of an actual emergency.

Emergency and disaster plans are reviewed and updated annually, based on guidelines from FEMA, Ready.gov, and state health and safety codes. Updates, if needed, take into consideration changes in floor plans, changes in number of residents, and updates to community-wide emergency response procedures.

Our emergency and disaster plans are available to all staff on all shifts, residents and their responsible parties, The Community Care Licensing Division of the Department of Social Services, the local long-term care ombudsman, and local emergency responders.

## **EMERGENCY PROCEDURES**

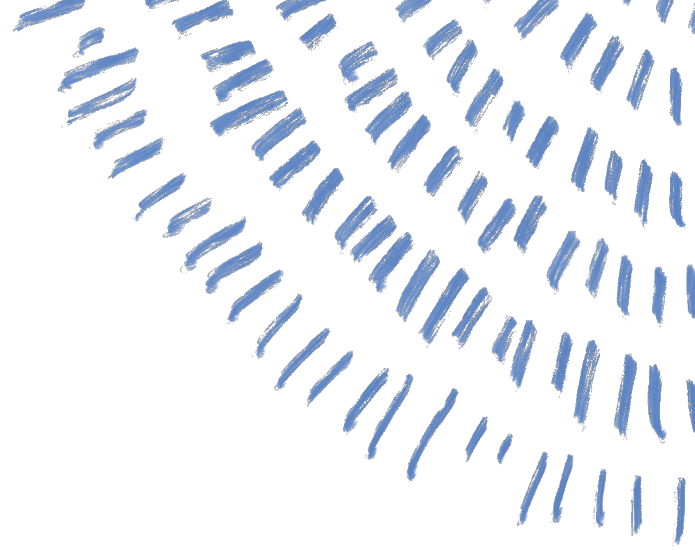
Includes detailed information and instructions on: self-reliance up to 72 hours, risk assessment, managing an emergency, confirming the location of residents during an emergency, responding to resident needs, communication, preservation of medications, assistance with medications during an emergency or disaster, identifying residents with special needs, shelter locations, emergency power, active shooter, bomb threats including telephone procedures, earthquakes, explosions, floods, fires, wildfires, snowstorms and extreme cold, landslides, terrorism, tornado, tsunamis, hazardous material incident, nuclear emergency, medical emergency, location of utility shut off of electricity, gas and water.

## **EVACUATION PROCEDURES**

Includes detailed information and instructions on: pre-evacuation, evacuation checklist, chain of command by shift, emergency notification tree, emergency assembly points map, temporary relocation sites, call for assistance, evacuation orders, completing evacuation and emergency equipment.

## **TRANSPORTATION**

Includes detailed information and instructions on: use of vehicles (facility, contracted, volunteers, responsible parties), location of keys (if applicable), evacuation route map and communications.



## **CONTACT LIST**

Includes facility employees, fire, police, office of emergency services, state patrol, county police, local hospital, medical transport, the Department of Social Services, state licensing agency, local long-term care ombudsman, transportation providers, utility providers, animal control, the Red Cross and Salvation Army.

## **TRAINING**

Employees receive training in accordance with state regulations that includes detailed information and instructions on: staff responsibilities, evacuation drills, emergency assembly point, shelter in place, evacuation for persons with disabilities, carry techniques, fire response, fire extinguisher use, cooking safety, heating safety, electrical safety, smoking safety, procedures for medical emergencies and getting help.

## **DRILLS**

Drills are conducted quarterly or more often if required, for employees on all shifts.

Drills simulate the types of disaster and emergencies likely to impact the community, but at a minimum include: active shooter, bomb threat, evacuation to onsite emergency assembly point, evacuation to temporary relocation site, evacuation chairs (if applicable, only in state of California), evacuation of non-ambulatory residents, extreme heat/cold, fire, flood, gas leak, and utility failure.