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|  EMERGENCY ACTION PLAN | NO. 495 |
| EMERGENCY ACTION PLAN FOR WINNING WHEELSCHAIN OF COMMANDIn the event of a plant emergency, the following individuals will coordinate the work of theEmergency Response Team:*Primary Coordinator:* Administrator*Secondary Coordinator:* Director of NursingThe Emergency Response Team Coordinator is responsible for the following:* Assessment of the situation to determine if activating emergency procedures is necessary.
* Direction of efforts to contain the emergency, evacuate personnel, and minimize property loss.
* Ensure that outside emergency services have been alerted, such as ambulance, hospital and fire departments.
* Direct the shutdown of facility operations if necessary.

REPORTING OF EMERGENCIESIn case of fire, employees are instructed to notify the nearest Supervisor *immediately.* When notified, the Supervisor or Coordinator is instructed to do the following:1. Announce the fire to their department
2. Activate the fire alarm pull station and notify the front office.
3. The facility will be notified by the office, through the public address system and by the sound of the alarm.

FIRST AIDFirst Aid cases will be handled at either of the nurses stations. |
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| EMERGENCY RESPONSE TEAM PROCEDURESIn the event of an emergency, the Emergency Response Team will assess the situation and take appropriate action. In the event of a fire, an attempt will be made to put out the fire by using extinguishers by qualified employees, as the remaining occupants begin exiting the building. If it is determined that the fire cannot be extinguished safely, thenresidents andpersonnel shall leave the building immediately.EVACUATION PROCEDURESIf evacuation is deemed necessary, employees shall exit to the NEAREST SAFE EXIT as shown on the floor plan diagram. Employees are to assemble at the designated areas they have been instructed, so a head count can be made. It is vital that employees gather in the proper areas, so a false assumption is not made that the worker is still inside, and another life is put at risk during a rescue attempt.The Supervisor will account for employees in their department, and report missing personnel to the Coordinator. The Administrator, Assistant Administrator and Director of Nursing are responsible for shut down of critical facility operations and for organizing the search for missing personnel.TRAININGEmployees will be properly trained to respond to facility emergencies, including the following:* Emergency reporting procedures
* Alarm systems and signals
* Location of emergency exits
* Proper shutdown of equipment prior to evacuation, if applicable
* Evacuation procedures
* Evacuation assembly points
* Types of emergencies

Training will be provided when:* New plans are implemented
* For new employees
* When changes in facility, equipment, materials or processes are made
* When the emergency response procedures are revised
* When drills or exercises demonstrate that emergency response must be improved.
* Annually
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| DRILLSSafety drills will be conducted at least annually to familiarize employees with the proper procedures. Management will evaluate the effectiveness of the procedures. Changes will be made in the plan to correct any observed deficiencies.REVIEW AND UPDATEThis plan will be reviewed annually during in-service training and will be revised as necessary to ensure adequate response personnel and program efficiency. The plan will be updated if changes to key personnel occur or if changes to facility, equipment or methods affect the response plan.LIFE/SAFETY COMMITTEEThe following personnel constitute the Life/Safety Committee:1. Administrator 6. Transdisciplinary Team Personnel2. Director of Rehabilitation 7. CNA’S3. Maintenance Personnel 8. Director of Nursing4. Dietary Director 9. Individual(s) designated by the Administrator5. Housekeeping Director 10. Staff Development Coordinator/HRDUTIES OF LIFE/SAFETY COMMITTEEAdministrator: Verifies the extent of disaster, assumes control of emergency actions, conveys news releases to news media and handles inquiries from residents’ relatives.Director of Nursing: In the absence of the Administrator, assumes control of emergency actions and initiates recall of nursing unit personnel as required. Is responsible for notification of next of kin in case of death. Checks Discharge Plan for mortuary choice and advises the Administrator.Dietary Supervisor: Insofar as possible, secures foodstuffs, utensils, etc. for a sufficient period of time to feed residents and staff until emergency ends. Keeps the Administrator informed.Maintenance Supervisor: Inspects and evaluates utility services as directed and advises the person in charge of problems. Makes sure power sources are available according to disaster. Maintains stand-by generator and emergency equipment.Housekeeping Director: Assists nursing in the relocation of residents. Provides necessary personal belongings. |
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| PUBLIC INFORMATIONInformation to the news media or to the public concerning emergency activities at the facility will be released by the Administrator or a designated person. This is necessary to prevent the release of misinformation about casualties, serious injuries, etc. Inquiries of this nature must be referred to the Administrator.CARE OF DISASTER CAUSED FATALITIESIf a resident is declared dead by a physician or coroner, the Director of Nursing will be responsible for:1. Notifying next of kin.
2. Completing the following records:
	* + 1. Chart
			2. Discharge Summary
		1. Making mortuary arrangements with the mortuary preferred by the next of kin.
		2. Keeping Administrator informed so press releases can be prepared if necessary.

LOCATION OF MAIN CONTROLS FOR UTILITIES – See diagramDepartment Heads, Nurses, and Maintenance personnel will know the location and operations of the main controls for shutting off the gas, electricity, water and oil leading into or within the facility.Electricity – Main electrical switch is located with the main fuse box located in the center of the Equipment Room.Water – The main water shut-off valves 2 are located in the Equipment Room approximately 23 feet inside the entrance door, straight ahead, and are clearly marked with RED PAINT.Gas – The main gas shut-off valve 3 is located outside the rear entrance approximately 74 feet to the North and around the corner five feet, approximately eight inches above the ground. Shut-off valves are clearly marked by RED PAINT and a special wrench, PAINTED RED, is located in the boiler room.In the event of a disaster affecting these utilities, you might be the only person on duty available to alleviate the danger. For location of controls, see section entitled “Utility Controls”. |
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| OPERATION OF UTILITY SYSTEMSThe Maintenance Supervisor is responsible for maintaining the emergency generator, emergency gas and/or oil systems in operating condition and will notify the City Utilities if need of emergency water supply. The Maintenance Supervisor will post clear and concise instructions on how to turn on, activate and maintain these emergency systems in the event they are not available.TRAINING AND DRILLSThe Administrator and Safety Coordinator shall ensure that personnel in departments are familiar with the contents and instructions contained in this Disaster Plan.Fire Drills will be conducted quarterly each shift, under the supervision of the Maintenance Supervisor and they shall be documented.REVIEW AND UPDATING OF DISASTER PLANAs circumstances warrant, changes will be issued, in writing, concerning this Disaster Plan. It is imperative that changes be entered immediately upon receipt. |
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