

## E35 – Resident and Family Notification of EP Plan

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Effective: October 2017

**Policy:** It is the policy of the facility that detailed plans and procedures are developed and maintained to meet all potential emergencies and disasters, assuring prompt action is taken to protect the lives of residents, staff and visitors as well as property in the event of a man-made or natural disaster, for which all employees have been trained and practice regularly.

**Purpose:**

- 1) To establish national emergency preparedness requirements to ensure adequate planning for both natural and man-made disasters, and coordination with federal, state, tribal, regional and local emergency preparedness systems.
- 2) To ensure the safety and well-being for the residents, visitors and staff during the event of a disaster requiring implementation of our plan.

### **Policy Specifications:**

1. The facility complies with all fire and safety standards, including the rules of the Department of Fire and Building Services in which the facility operates and the NFPA.
2. The Facility Fire and Disaster Manual shall include an Emergency/Disaster Relocation Plan with specific policies and procedures regarding relocation and sheltering in place.
3. Our plan is developed and maintained with the assistance of qualified fire, safety and other appropriate experts.
4. Our Plan will be reviewed and revisions approved at least annually by the Quality Assurance Committee. Review will include evaluation of the objectives, scope, performance and effectiveness of all aspects of the plan. Changes in the plan will be reported to the Safety Sub-Committee.
5. Our Disaster Plans includes processes for the following:
  - a. Implementation of specific procedures for a variety of disasters including severe weather, earthquakes, radiation, bomb threats, internal and external emergencies which disrupt resident care, loss of utilities and hazardous material emergencies.
  - b. Definition and as appropriate, integration of the facility's role in community-wide emergency disaster preparedness efforts. (See local community plan.)
  - c. Notification of external authorities and facility personnel when emergency measures are initiated.
  - d. Assignment of available personnel to cover all necessary staff positions.
  - e. Management of space, supplies, security alternative utilities and provision of back-up communication system in the event of failure during emergencies.
  - f. Evaluation and relocation of residents with provisions to manage care including resident information and transporting residents.
  - g. Facilities for radioactive or chemical isolation and decontamination.

- h. Communication to Families and Residents' Representatives when necessary and safe to do so.
  
6. Our Fire (Life Safety) Plan will include processes for the following:
  - a. Protecting residents, personnel, visitors, and property from fire, smoke and other products of combustion.
  - b. Process for maintaining compliance with Life Safety Code and state requirements regarding structural requirements for fire protection.
  - c. Quarterly testing of all circuits and annual preventative maintenance of all components of fire alarms, fire detection systems (fire panel) and sprinkler systems.
  - d. Inspecting, testing and maintaining automatic and portable fire extinguishers, including monthly inspections, regular maintenance and guidelines for their identification, placement and use in high risk areas.
  - e. Process for assuring new furnishings, decorations, etc. meet appropriate safety codes.
  - f. Methods for reporting and investigating Life Safety Code and fire protection deficiencies, failures, and user errors.
  - g. Emergency procedures that address facility-wide fire-response, area-specific needs and fire evacuation routes.
  - h. Specific roles and responsibilities of personnel at a fires' point of origin, away from the fire's point of origin and roles of personnel in preparing for building evacuation.
  - i. Oxygen storage areas free from clutter, vented, secured with no combustible/flammable products in area.
  
7. Each new employee, including volunteer workers, student nurses, and/or other educational program trainees, will receive orientation on the Disaster and Emergency Preparedness Plan within the first two (2) working days of employment or work assignment and a copy of the Disaster Plan will be available to personnel. Records of orientation will be maintained to reflect the actual dates such individuals began and completed their orientation process.
  
8. The orientation program and annual in-service education programs provided to all staff will address the following:
  - a. Instruction in the use of and response to fire alarms.
  - b. All staff shall be instructed in the use of the code phrase to ensure the transmission of an alarm under any of the following conditions:
    - i. When the individual who discovers a fire must immediately go to the aid of an endangered person
    - ii. During a malfunction of the building fire alarm system
  - c. Personnel hearing the code announced shall first activate the building fire alarm using the nearest manual fire alarm box and then shall execute immediately their duties as outline in the fire safety plan

- d. Instruction on roles/responsibilities at the scene of a fire including methods to contain fire and protect individuals in the area, use of fire alarms and extinguishers, and building compartmentalization procedures for containing fire and smoke.
  - e. Procedures for responding to a fire alarm when not in the immediate area of the fire.
  - f. Responsibilities and roles in preparing for building evacuation including location/use of transport equipment to areas of refuge.
  - g. Location of fire panel and identification of fire areas/zones
  - h. Management of exits, when fire alarm is triggered and doors released
  - i. Instruction of dietary staff on location and manual shut off for gas cooking range
9. Evacuation maps will be posted conspicuously throughout the building. During an evacuation all staff are required to follow established procedures, unless directed otherwise by the fire officials.
10. In addition to fire drills, tornado drills will be conducted annually prior to the tornado season (April-June). Records of these drills including the names of the participants and the drill activity will be maintained by the Maintenance Director.
11. The Maintenance Director and Administrator will participate in disaster preparedness workshops and relay new information to facility staff.
12. Fire protection equipment and features are provided and maintained in accordance with NFPA and state regulations.
13. Emergency electrical power will be available from an emergency generator on the premises where life support systems are used, including suction machines to maintain an open airway. Emergency power system is adequate to provide for lighting of all entrance and exits, equipment to maintain fire detection, alarm and extinguishing systems.
14. Emergency water supply will be available. A vendor contract is maintained to provide potable water within 24 hours of notification. When necessary, a water tanker will be placed on the premises.
15. Combustible materials shall be stored in areas away from the location of oxygen tanks. The oxygen storage area has the required signage and locking device to prevent accidental entry. Oxygen tanks are stored in a manner which prevents touching and/or falling.
16. During the event of an actual fire, staff will call 911 to ensure the Fire Department notification.