

Introduction

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Purpose of This Manual

The purpose of this Emergency and Disaster Manual is to prepare and guide the staff and residents of the facility in the event of an emergency or disaster. This manual is supplemental to other operational, regulatory, and clinical policies and procedures.

The safety of every resident, employee, and visitor is a priority for the facility. Leadership is committed to creating a safe environment and implementing necessary disaster and emergency response procedures. This manual provides a framework for disaster and emergency preparedness, including policies, emergency procedures, training recommendations, and checklists.

This manual does not cover every factor, situation, or difference in buildings, infrastructure, or other environmental features that might be of interest. Always consult with your supervisor as well as state and other applicable regulations regarding your unique circumstances or questions.

REVIEW

The full contents of this manual should be reviewed by all facility personnel at the time of initial presence in the facility and again at least annually. During review, administration and leadership personnel will provide or arrange for training and instruction based on the policies and procedures described in this manual.

This manual must be verified for applicability to your facility and resident needs.

AVAILABILITY

The manual should be readily available to all facility personnel at all times. To ensure easy access to the manual it will be stored at/in the: _____



What Is a Disaster?

For the purposes of this manual, emergencies and disasters refer to occurrences or situations causing destruction, distress, or threat to life and safety of one or more residents and personnel of this facility. Disaster can be the result of internal or external events, and can be man-made or the results of natural acts.

The Federal Emergency Management Agency (FEMA) lists the following examples of possible disasters:

- Floods
- Thunderstorms and lightning
- Winter storms and extreme cold
- Earthquakes
- Landslides and debris flow
- Fires
- Hazardous materials incidents
- Nuclear power plant emergencies
- Biological threats
- Nuclear blasts
- Hurricanes
- Tornadoes
- Extreme heat
- Volcanoes
- Tsunamis
- Wildfires
- Household chemical emergencies
- Explosions
- Chemical threats
- Radiological dispersion device events

Consult with your local Office of Emergency Services and local American Red Cross Chapter regarding the natural hazards and emergencies that may strike your facility, the risks you face from those hazards, and your plans for warning and evacuation.

For the purposes of this manual, emergencies and disasters DOES NOT include individual resident medical or mental health emergencies (such as heart attacks, seizures, etc.). Refer to your first aid training and other policies and procedures to address these issues.



Chain of Command

Leadership and organization are critical during a disaster. The following chain of command is implemented in the facility during an emergency or disaster:

DISASTER LEADER

Administrator, Manager, Executive Director, Manager on Duty (nights or weekends)

Name(s): _____



SAFETY SUPERVISOR

Applicable to large facilities, Department Heads, Department Managers

Name(s): _____



SAFETY MONITORS

Line staff, Caregivers, Housekeepers, Food Service Staff

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____

Name(s): _____



The goal of safety and effective disaster and emergency response can only be achieved if all stakeholders take the appropriate responsibility and accountability to carry out these procedures. To clarify roles and responsibilities all facility personnel are grouped into three “Disaster and Emergency” chain of command categories. Rather than using traditional titles/job duties, these three categories are referred to throughout the remainder of this manual.

Disaster Leader This is the individual that takes charge during the emergency and disaster. This person will serve as the leader throughout all procedures and will be the primary contact for emergency services. This is typically the person in charge of the facility, such as the Executive Director, Administrator, Manager, or Manager on Duty (nights, weekends, and holidays).

Safety Supervisor This role is normally used only in larger facilities (such as those over 50 residents). This position is important when the size of the facility requires that it be divided into zones for safe and effective evacuation.

Safety supervisors are typically Department Heads or Supervisors (such as Nursing Directors, Food Service Directors, Maintenance Directors, etc.) and during a disaster or emergency are responsible for overseeing their personnel and applicable areas of the facility. The Food Service Director, for example, would ensure that all food service areas are evacuated and that all food service personnel are accounted for.

In smaller facilities that do not have Department Heads or Supervisors, the duties of the Safety Supervisor are assumed by the Disaster Director.



Safety Monitors Safety monitors are the direct line staff in the facility, such as caregivers, housekeepers, food servers, etc. They are to report to and follow the direction of their Safety Supervisor and Disaster Leader.



Resources

More information regarding emergencies and disasters can be obtained from the following organizations and government agencies:

GOVERNMENT AGENCIES

Be Ready Campaign	www.ready.gov
Agency for Toxic Substances and Disease Registry	www.atsdr.cdc.gov
Centers for Disease Control and Prevention	www.cdc.gov
Department of Commerce	www.doc.gov
Department of Energy	www.energy.gov
Department of Health and Human Services	www.hhs.gov/disasters
Department of Homeland Security	www.dhs.gov
Department of Interior	www.doi.gov
Department of Justice	www.justice.gov
Environmental Protection Agency	www.epa.gov
Federal Emergency Management Agency	www.fema.gov
National Weather Service	www.nws.noaa.gov
The White House	www.whitehouse.gov/response
U.S. Fire Administration	www.usfa.fema.gov
U.S. Geological Survey	www.usgs.gov
U.S. Office of Personnel Management	www.opm.gov/emergency
USDA Forest Service Southern Research Station	www.wildfireprograms.com



NATIONAL ORGANIZATIONS

American Red Cross

www.redcross.org

Center for Excellence in Assisted Living

www.theceal.org

Institute for Business and Home Safety

www.ibhs.org

National Fire Protection Association

www.nfpa.org

National Center for Assisted Living

www.ncal.org

