

Disaster Procedures

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Fire on the Premises

Follow the “R.A.C.E.” acronym if there is a fire or suspected fire:

Rescue - Alarm - Contain - Extinguish

1. Rescue

- a. Immediately stop what you are doing and remove anyone in immediate danger from the fire to a safe area.
 - i. Ambulatory persons should be instructed to leave under their own power and report to the Emergency Assembly Point.
 - ii. Persons that require assistance with ambulation should be assisted to the Emergency Assembly Point (identified in the *Evacuations* section of this manual).
- b. Get out as safely and quickly as possible. The less time you and others are exposed to poisonous gases, heat, or flames, the safer everyone will be.
- c. Assist/ensure evacuation per instructions from the Disaster Leader and according to the *Evacuations* section of this manual.

2. Alarm

- a. Activate the nearest fire alarm pull stations (if applicable).
- b. Call 911 and/or the front desk (if applicable) to report the location and current extent of the fire. The front desk is notified so that the entire disaster response team can be quickly notified.

3. Contain

- a. Close all doors and windows that you can safely reach to contain the fire.
- b. During evacuation close the doors behind you.



4. Extinguish

- a. Only attempt to extinguish the fire if it is safe for you to do so.
- b. Retrieve the nearest fire extinguisher and follow the "P.A.S.S." procedure:

P = Pull the pin breaking the plastic seal;

A = Aim at the base of the fire;

S = Squeeze the handles together; and

S = Sweep from side to side.



Wildfires

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

Before a Wildfire

1. Mark the entrance to the facility with address signs that are clearly visible from the road.
2. Create defensible space by thinning trees and brush within 30 feet around the property. Beyond 30 feet, remove dead wood, debris, and low tree branches.
3. Keep lawns trimmed, leaves raked, and the roof and rain gutters free from debris such as dead limbs and leaves.
4. Plan several different escape routes from your community.
 - a. The Disaster Leader contacts local emergency services agencies to confirm the emergency evacuation routes available.
5. Keep a hose(s) on hand that is long enough to reach any area of the property.
6. Inform all residents and staff members of the impending wildfire.
7. Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary.
8. Prepare to evacuate the property. Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the wildfire.
9. Have cash on hand for the possible need to pay for services, supplies and clean up..
10. For insurance purposes, take photos of valuables, equipment, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.
11. Listen to emergency radio for evacuation information.



During a Wildfire

If a wildfire threatens your facility and time permits, take the following precautions:

1. Shut off gas at the meter. Only a qualified professional can safely turn the gas back on.
2. Turn off propane tanks.
3. Seal attic and ground vents with pre-cut plywood or commercial seals.
4. Place combustible patio furniture inside.
5. Connect a hose to outside taps. Place lawn sprinklers on the roof and near above-ground fuel tanks. Wet the roof.
6. Wet or remove shrubs within 15 feet of your residence.
7. Gather fire tools such as a rake, axe, handsaw or chainsaw, bucket, and shovel.
8. Move vehicles into a position that is facing the direction of your escape route.
 - a. Shut doors and roll up windows.
 - b. Leave the key in the ignition and the car doors unlocked.
9. Close garage windows and doors, but leave them unlocked. Disconnect automatic garage door openers.
10. Open fireplace damper. Close fireplace screens.
11. Close windows, vents, doors, blinds or noncombustible window coverings, and heavy drapes.
12. Move flammable furniture into the center of the building away from windows and sliding-glass doors.
13. Close all interior doors and windows to prevent drafts.
14. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans.
15. Evacuate when notified by emergency services agencies or when necessary. Do not delay!
 - a. If evacuation is necessary, follow procedures in the *Evacuations* section of this manual.



After a Wildfire

1. Attend to any urgent medical needs and/or injuries.
2. Only return to the building when authorized by emergency services agencies.
3. Check for immediate hazards, such as gas or water leaks and electrical shorts.
4. Turn off damaged utilities.
5. Have the fire department or gas and electric companies turn the utilities back on when the area is secured.
6. Communicate with key stakeholders regarding the current condition of the facility and your residents.



Disaster Checklist: Wildfire

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| ADVANCED PREPARATION | | | |
| Clearly mark entrance to facility with address | | | |
| Create defensible space at least 30 feet around the property | | | |
| Keep lawns trimmed | | | |
| Keep leaves raked | | | |
| Roof and rain gutters free of debris | | | |
| Plan several escape routes from your facility. | | | |
| Keep a hose that is long enough to reach any area of the property | | | |
| WHEN A WILDFIRE IS THREATENING THE AREA | | | |
| Protect all resident records | | | |
| Backup electronic data and take it with you if evacuation is necessary | | | |
| Prepare to evacuate | | | |
| Listen for local emergency advisories or special instructions | | | |
| Have cash on hand for service, supplies, and clean up | | | |
| Take photos of valuables, equipment, grounds, trees, outdoor furniture, roof, out-buildings, parking lot, and then inside starting at entry, reception area, common areas, typical resident rooms/unites, hallways, and kitchen areas. | | | |
| Seal attic and ground vents with pre-cut plywood or commercial seals. | | | |

Continues...



| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|-------------|
| DURING A WILDFIRE | | | |
| Shut off gas at the meter | | | |
| Turn off propane tanks | | | |
| Place combustible patio furniture inside | | | |
| Connect a hose to outside taps | | | |
| Place lawn sprinklers on the roof and near above ground fuel tanks | | | |
| Wet the roof | | | |
| Gather fire tools, such as a rake, axe, handsaw, bucket, and shovel | | | |
| Move vehicles into position that is facing the direction of your escape routes - Shut doors - Roll up windows - Leave key in the ignition | | | |
| Close garage doors and windows - Leave unlocked | | | |
| Disconnect automatic garage door openers | | | |
| Open fireplace damper, close fireplace screens | | | |
| Close windows, vents, doors, blinds, and heavy drapes | | | |
| Move flammable furniture to center of building, away from windows and sliding glass doors | | | |
| Close all interior doors and windows | | | |
| Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans | | | |
| If evacuation is necessary, follow procedures in the <i>Evacuations</i> section of this manual | | | |
| AFTER A WILDFIRE | | | |
| Attend to any urgent medical needs or injuries | | | |
| Check for immediate hazards, such as gas or water leaks, electrical shorts, etc. | | | |
| Turn off damaged utilities | | | |
| Have the fire department or utility company turn the utilizes back on | | | |

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Earthquakes

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

During an Earthquake: Indoors

1. Take cover under a sturdy desk, table, or bench or against an inside wall, and hold on. Instruct/assist residents to take cover as well.
 - a. If there isn't a table or desk near you, cover your face and head with your arms and crouch in an inside corner of the building.
2. Stay away from glass, windows, outside doors and walls, and anything that could fall, such as lighting fixtures or furniture.
3. Stay in bed—if you are there when the earthquake strikes—hold on and protect your head with a pillow, unless you are under a heavy light fixture that could fall. In that case, move to the nearest safe place.
4. Use a doorway for shelter only if it is in close proximity to you and if you know it is a strongly supported, load-bearing doorway.
5. Stay inside until the shaking stops and it is safe to go outside. Most injuries during earthquakes occur when people are hit by falling objects when entering into or exiting from buildings.
6. Be aware that the electricity may go out or the sprinkler systems or fire alarms may turn on.
7. DO NOT use the elevators.

During an Earthquake: Outdoors

1. Stay there.
2. Move away from buildings, streetlights, and utility wires.



During an Earthquake: In a Moving Vehicle

1. Stop as quickly as safety permits and stay in the vehicle.
 - a. Avoid stopping near or under buildings, trees, overpasses, and utility wires.
2. Proceed cautiously once the earthquake has stopped, and watch for road and bridge damage.

If You Become Trapped Under Debris

1. Do not light a match.
2. Do not move about or kick up dust.
3. Cover your mouth with a handkerchief or clothing.
4. Tap on a pipe or wall so rescuers can locate you. Use a whistle if one is available.
 - a. Shout only as a last resort—shouting can cause you to inhale dangerous amounts of dust.

After an Earthquake

1. Attend to any urgent medical needs and/or injuries.
2. Be prepared for aftershocks. These secondary shockwaves are usually less violent than the main quake but can be strong enough to do additional damage to weakened structures.
3. Evacuate the building if a dangerous condition exists.
 - a. Keep calm. Do not run.
 - b. Watch for falling debris or electrical wires when leaving the building.
 - c. Assist/ensure evacuation per instructions from the Disaster Leader and according to the *Evacuations* section of this manual.
4. Open cabinets cautiously. Beware of objects that can fall off shelves.
5. Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations.
6. Don't use lanterns, torches, lighted cigarettes, or any open flames as there may be gas leaks.
7. Telephones are reserved for emergency use only. Do not call 9-1-1 unless an emergency exists.



8. Be aware of possible tsunamis if you live in coastal areas.
9. Communicate with key stakeholders regarding the current condition of the facility and your residents.



Disaster Checklist: After an Earthquake

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| AFTER AN EARTHQUAKE | | | |
| Attend to any urgent medical needs and/or injuries | | | |
| Be prepared for aftershocks | | | |
| Evacuate the building if a dangerous condition exists according to the <i>Evacuations</i> section of this manual | | | |
| Open cabinets cautiously. Beware of objects that can fall off shelves | | | |
| Stay away from damaged areas unless your assistance has been specifically requested by police, fire, or relief organizations | | | |
| Don't use lanterns, torches, lighted cigarettes, or any open flames as there may be gas leaks | | | |
| Reserve telephones for emergency use only | | | |
| Be aware of possible tsunamis if you live in coastal areas | | | |
| Communicate with key stakeholders regarding the current condition of the facility and your residents | | | |
| ADDITIONAL PROCEDURES | | | |
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Hurricanes

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

Before a Hurricane

1. Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation.
2. Inform all residents and staff members of the hurricane.
3. Ensure that sewers and drains for floodwater removal are in working order.
4. Brace or check the bracing of storage tanks and all outer structures that may be vulnerable to high winds.
5. If permanent storm shutters are installed, close and secure them appropriately.
 - a. Otherwise, board up windows using marine plywood.
6. Secure all outdoor equipment.
7. Be sure trees and shrubs around the community are well-trimmed. Clear loose and clogged rain gutters and downspouts.
8. Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual.
9. Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary.
10. Prepare to evacuate the property. Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the storm.
11. Have cash on hand for the possible need to pay for services, supplies and clean up.
12. For insurance purposes, take photos of valuables, equipments, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.



13. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans

During a Hurricane

1. Listen to the radio or TV for information.
2. Turn off utilities if instructed to do so. Otherwise, turn refrigerator thermostats to the coldest setting and keep its doors closed as much as possible.
3. Turn off propane tanks.
4. Avoid using the phone, except for serious emergencies.
5. Evacuate if you are directed by local authorities to do so, or if dangerous conditions exist.
 - a. Assist/ensure evacuation per instructions from the Disaster Leader and according to the *Evacuations* section of this manual.
7. If local emergency services agencies instruct you to Defend in Place:
 - a. Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual.
 - b. Move resident beds and chairs to a safe area, away from windows, on the lowest level of the building.
 - c. Stay indoors during the hurricane and away from windows and glass doors.
 - d. Close all interior doors—secure and brace external doors.
 - e. Keep curtains and blinds closed. Do not be fooled if there is a lull; it could be the eye of the storm—winds will pick up again.
 - f. Lie on the floor under a table or another sturdy object.

After a Hurricane

1. Attend to any urgent medical needs and/or injuries.
2. Perform an immediate damage assessment.
 - a. Take photos of damaged and undamaged areas following the same guidelines from the Before a Hurricane section of this policy.



3. Check the building for fires
 - a. If fire alarms and/or protection equipment are not functioning properly, implement a fire watch.
4. Temporarily repair any damage or holes in walls or the roof of the building.
5. Stay away from downed power lines, and report them to the power company.
6. Clear roof drains of debris.
7. Follow recommendations from local emergency services agencies.
8. Communicate with key stakeholders regarding the current condition of the facility and your residents.



Disaster Checklist: Hurricane

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| BEFORE A HURRICANE | | | |
| Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation | | | |
| Inform all residents and staff members of the hurricane | | | |
| Ensure that sewers and drains for floodwater removal are in working order | | | |
| Brace or check the bracing of storage tanks and all outer structures that may be vulnerable to high winds | | | |
| If permanent storm shutters are installed, close and secure them appropriately. Otherwise, board up windows using marine plywood. | | | |
| Secure all outdoor equipment | | | |
| Be sure trees and shrubs around the community are well-trimmed | | | |
| Clear rain gutters and downspouts | | | |
| Ensure necessary supplies are on-hand according to the <i>72 Hour Self-Reliance</i> section of this manual | | | |
| Protect all resident records; back up all electronic data if time allows, and take it with you if evacuation is necessary | | | |
| Prepare to evacuate the property | | | |
| Listen for local emergency advisories or special instructions from local emergency services agencies before, during, and after the storm | | | |
| Have cash on hand for the possible need to pay for services, supplies and clean up | | | |

Continues...



| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|---|-------------|------|----------|
| Take photos of valuables, equipments, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area | | | |
| Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans | | | |
| DURING A HURRICANE | | | |
| Listen to the radio or TV for information | | | |
| Turn off utilities if instructed to do so | | | |
| Turn off propane tanks | | | |
| Avoid using the phone, except for emergencies | | | |
| Evacuate if you are directed by local authorities to do so, or if dangerous conditions exist, according to the <i>Evacuations</i> section of this manual | | | |
| IF INSTRUCTED TO DEFEND IN PLACE If local emergency services agencies instruct you to defend in place | | | |
| Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual | | | |
| Move resident beds and chairs to a safe area, away from windows, on the lowest level of the building | | | |
| Stay indoors during the hurricane and away from windows and glass doors | | | |
| Close all interior doors | | | |
| Secure and brace external doors | | | |
| Keep curtains and blinds closed | | | |
| Lie on the floor under a table or another sturdy object | | | |
| AFTER A HURRICANE | | | |
| Attend to any urgent medical needs and/or injuries | | | |
| Perform an immediate damage assessment. Take photos of damaged and undamaged areas following the same guidelines from the <i>Before a Hurricane</i> section of this policy. | | | |
| Check the building for fires | | | |

Continues...



Tornadoes

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

During a Tornado Watch

1. Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation.
2. Inform all residents and staff members of the tornado watch.
3. Ensure necessary supplies are on-hand according to the 72-hour self reliance section of this manual.
4. Protect all resident records; back up all electronic data if time allows.
5. Turn off utilities if time permits.
6. Stay inside the building.
7. Watch the sky for funnel-shaped clouds.
 - a. If a funnel-shaped cloud is sighted, call 911 and inform staff and residents.
 - b. If a funnel-shaped cloud is sighted, move to the tornado warning procedure immediately.
8. For insurance purposes, take photos of valuables, equipments, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area.
9. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans.

During a Tornado Warning

1. If you are under a tornado warning, seek shelter immediately! Guide/assist your residents to shelter.



2. Indoors

- a. Go to the pre-designated shelter area (e.g., safe room, basement, storm cellar, or the lowest building level).
- b. If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls. Put as many walls as possible between you and the outside.
- c. Get under a sturdy table and use your arms to protect your head and neck, and/or use pillows and blankets for protection from flying debris.
- d. Do not open windows.

3. If you are in a vehicle, trailer, or mobile home:

- a. Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter. Mobile homes, even if tied down, offer little protection from tornadoes.

4. If you are outside with no shelter:

- a. Lie flat in a nearby ditch or depression and cover your head with your hands. Be aware of the potential for flooding.
- b. Do not get under an overpass or bridge. You are safer in a low, flat location.
- c. Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter.
- d. Watch out for flying debris. Flying debris from tornadoes causes most fatalities and injuries.

After a Tornado

1. Attend to any urgent medical needs and/or injuries.
2. Check the building for fires.
 - a. If fire alarms and/or protection equipment are not functioning properly, implement a fire watch.
3. Check the building for damage.
4. Do not turn on utilities until instructed to do so.
5. Follow recommendations from local emergency services agencies.



6. Communicate with key stakeholders regarding the current condition of the facility and your residents.



Disaster Checklist: Tornadoes

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| DURING A TORNADO WATCH | | | |
| Check all drainage pumps, battery-powered equipment, and backup power sources for optimum function and operation | | | |
| Inform all residents and staff members of the tornado watch | | | |
| Ensure necessary supplies are on-hand according to the <i>72 Hour Self-Reliance</i> section of this manual | | | |
| Protect all resident records; back up all electronic data if time allows | | | |
| Turn off utilities if time permits | | | |
| Stay inside the building | | | |
| Watch the sky for funnel-shaped clouds. If a funnel-shaped cloud is sighted, call 911, inform staff and residents, and move to the tornado warning procedure immediately. | | | |
| Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans | | | |
| Take photos of valuables, equipments, the grounds, trees, outdoor furniture, roof, out-buildings, parking lot and then inside starting at entry, reception area, common areas, typical resident rooms/units, hallways, and kitchen area. | | | |
| DURING A TORNADO WARNING | | | |
| Seek shelter immediately! | | | |

Continues...



| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|---|-------------|------|----------|
| DURING A TORNADO WARNING: INDOORS | | | |
| Go to the pre-designated shelter area (e.g., safe room, basement, storm cellar, or the lowest building level) | | | |
| If there is no basement, go to the center of an interior room on the lowest level (closet, interior hallway) away from corners, windows, doors, and outside walls | | | |
| Get under a sturdy table and use your arms to protect your head and neck, and/or use pillows and blankets for protection from flying debris | | | |
| Do not open windows | | | |
| DURING A TORNADO WARNING: IN A VEHICLE, TRAILER, OR MOBILE HOME | | | |
| Get out immediately and go to the lowest floor of a sturdy, nearby building or a storm shelter | | | |
| DURING A TORNADO WARNING: OUTSIDE WITH NO SHELTER | | | |
| Lie flat in a nearby ditch or depression and cover your head with your hands | | | |
| Be aware of the potential for flooding | | | |
| Do not get under an overpass or bridge. You are safer in a low, flat location | | | |
| Never try to outrun a tornado in urban or congested areas in a car or truck. Instead, leave the vehicle immediately for safe shelter | | | |
| Watch out for flying debris | | | |
| AFTER A TORNADO | | | |
| Attend to any urgent medical needs and/or injuries | | | |
| Check the building for fires | | | |
| If fire alarms and/or protection equipment are not functioning properly, implement a fire watch | | | |
| Check the building for damage | | | |
| Do not turn on utilities until instructed to do so | | | |
| Follow recommendations from local emergency services agencies | | | |
| Communicate with key stakeholders regarding the current condition of the facility and your residents | | | |

Continues...



Floods

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

If a Flood Is Likely In the Area

1. Listen to the radio or television for information.
2. Be aware that flash flooding can occur. If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move.
3. Be aware of streams, drainage channels, canyons, and other areas known to flood suddenly. Flash floods can occur in these areas with or without such typical warnings as rain clouds or heavy rain.
4. Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans

If You Must Prepare to Evacuate

1. Secure the facility.
 - a. If you have time, bring in outdoor furniture.
 - b. Move essential items/equipment to an upper floor.
2. Establish a command post on higher ground, if necessary.
3. Turn off utilities at the main switches or valves if instructed to do so.
 - a. Disconnect electrical appliances.
 - b. Do not touch electrical equipment if you are wet or in water.
4. Follow procedures in the *Evacuations* section of this manual.

During Flood Evacuations

1. Do not walk through moving water.
 - a. Six inches of moving water can make you fall.



- b. If you have to walk in water, walk where the water is not moving.
 - c. Assist residents.
 - d. Use a stick to check the firmness of the ground in front of you.
2. Do not drive into flooded areas.
 - a. If floodwaters rise around your car, abandon the car and move to higher ground if you can do so safely. You and the vehicle can be quickly swept away.
 3. Do not take residents through water if they are in a motorized cart/scooter. Use a backup wheelchair and provide assistance.

After a Flood

1. Attend to any urgent medical needs and/or injuries.
2. Listen for news reports to learn whether the community's water supply is safe to drink.
3. Avoid floodwaters.
 - a. Water may be contaminated by oil, gasoline, or raw sewage.
 - b. Water may also be electrically charged from underground or downed power lines.
4. Avoid moving water.
5. Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car.
6. Stay away from downed power lines, and report them to the power company.
7. Return to the facility only when authorities indicate it is safe.
 - a. Stay out of any building if it is surrounded by floodwaters.
 - b. Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations.
8. Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible. Damaged sewage systems are serious health hazards.
9. Clean and disinfect everything that got wet. Mud left from floodwater can contain sewage and chemicals.
10. Follow recommendations from local emergency services agencies.
11. Do not allow residents back into building until approved by the appropriate emergency services agency.



12. Communicate with key stakeholders regarding the current condition of the facility and your residents.



Disaster Checklist: Floods

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| IF A FLOOD IS LIKELY IN THE AREA | | | |
| Listen to the radio or television for information | | | |
| If there is any possibility of a flash flood, move immediately to higher ground. Do not wait for instructions to move. | | | |
| Routinely communicate with residents and key stakeholders to reassure them and keep them apprised of your response plans | | | |
| IF YOU MUST PREPARE TO EVACUATE | | | |
| Secure the facility | | | |
| If you have time, bring in outdoor furniture | | | |
| Move essential items/equipment to an upper floor | | | |
| Establish a command post on higher ground, if necessary | | | |
| Turn off utilities at the main switches or valves if instructed to do so | | | |
| Disconnect electrical appliances. Do not touch electrical equipment if you are wet or in water. | | | |
| Follow procedures in the <i>Evacuations</i> section of this manual | | | |
| Do not walk through moving water | | | |
| Do not drive into flooded areas | | | |
| AFTER A FLOOD | | | |
| Attend to any urgent medical needs and/or injuries | | | |
| Listen for news reports to learn whether the community's water supply is safe to drink | | | |

Continues...



| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|-------------|
| Avoid floodwaters | | | |
| Avoid moving water | | | |
| Be aware of areas where floodwaters have receded. Roads may have weakened and could collapse under the weight of a car | | | |
| Stay away from downed power lines, and report them to the power company | | | |
| Return to the facility only when authorities indicate it is safe | | | |
| Stay out of any building if it is surrounded by floodwaters | | | |
| Use extreme caution when entering buildings; there may be hidden damage, particularly in foundations | | | |
| Service damaged septic tanks, cesspools, pits, and leaching systems as soon as possible | | | |
| Clean and disinfect everything that got wet | | | |
| Follow recommendations from local emergency services agencies | | | |
| Do not allow residents back into building until approved by the appropriate emergency services agency | | | |
| Communicate with key stakeholders regarding the current condition of the facility and your residents | | | |
| ADDITIONAL PROCEDURES | | | |
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Power Failure

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

1. Retrieve flashlights and provide one to at least the Disaster Leader, Safety Supervisor, and Safety Monitors. Do not use candles or open flames for additional lighting.
2. If the building is equipped with emergency power generators, they should start automatically. If it does not, follow the manufacturer's instructions to start it manually.
3. If you are in an elevator at the time of the power failure, do not push the emergency stop button. The elevator will automatically return to the first floor.
 - a. Check all elevators for trapped persons if the elevator car does not automatically return to the first floor.
 - b. Contact the elevator maintenance company and/or emergency services for assistance.
4. The Disaster Leader and Safety Supervisors will coordinate all staff duties during the power outage.
5. To reassure residents and to accommodate for call buttons that may be inoperable during a power failure, direct care staff will perform a check on residents assigned to them every 15 minutes until power is restored.
6. Residents that use assistive devices that require power will be assisted to change to emergency backup devices if emergency power generators are not available or not working.
 - a. Oxygen concentrators: Residents using an oxygen concentrator will have appropriate backup oxygen tank available for power failures. During a power failure the resident will be assisted to switch to the backup oxygen tank.



- b. Motorized scooters: Backup wheelchairs, or other assistive device as recommended by the resident's physician, will be available for residents that require a powered scooter for ambulation. During a power failure the resident will be assisted to use the wheelchair, or other assistive device if the battery in his/her scooter doesn't have sufficient charge, and as recommended by their physician.
- c. Motorized beds for repositioning: Residents that use an electric "hospital-style" bed for repositioning purposes will be assisted to reposition as necessary. Some beds have optional mechanical controls that may be used during power failures; otherwise, wedges and pillows will be used for positioning, as appropriate to the resident's needs.



Disaster Checklist: Power Failure

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| Retrieve flashlights and provide one to at least the Disaster Leader, Safety Supervisor, and Safety Monitors. Do not use candles or open flames for additional lighting. | | | |
| Ensure generators have started (if applicable). If it does not, follow the manufacturer's instructions to start it manually. | | | |
| Check all elevators for trapped persons if the elevator car does not automatically return to the first floor. | | | |
| Contact the elevator maintenance company and/or emergency services for assistance. | | | |
| The Disaster Leader and Safety Supervisors will coordinate all staff duties during the power outage. | | | |
| Direct care staff perform resident checks every 15 minutes until power is restored | | | |
| ASSISTIVE DEVICES | | | |
| Assist residents to change to backup assistive devices if necessary | | | |
| Switch oxygen concentrators to backup oxygen tanks | | | |
| Switch motorized scooters to backup wheelchairs, or other assistive device as recommended by the resident's physician | | | |
| ADDITIONAL PROCEDURES | | | |
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Elevator Failure

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

Inside the Elevator

If you are trapped inside the elevator car during an elevator failure:

1. Remain calm. Elevators have mechanical safety brakes, which will operate in all situations, even during power failures.
 - a. Reassure residents if they are with you.
2. Make sure you have selected a floor to go to.
3. Push the door open button. If the doors open and you are level with the floor, carefully exit the elevator car.
 - a. Never attempt to jump or crawl out of the elevator if it is not at floor level. This could result in injury or falling down the elevator shaft.
 - b. Never attempt to pry open the doors or overhead hatch of a stopped elevator. Such actions by an untrained person may result in injury.
4. If the doors do not open, or you are not able to exit the elevator car:
 - a. Pull out the red stop button on the operation panel.
 - b. Use the emergency telephone to call for help.

Outside the Elevator

If you are outside the elevator during an elevator failure and someone is trapped inside:

1. The emergency phone inside the elevator will ring directly to the appropriate emergency response personnel (front desk, fire department, emergency service, etc.).
2. Tell the person(s) trapped inside to remain calm and reassure them that help is on the way.



3. Call the elevator maintenance company and inform them that someone is trapped inside the elevator. Do not attempt to repair the elevator yourself.
4. Call 911 or other emergency services if necessary.



Disaster Checklist: Elevator Failure

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|---|-------------|------|----------|
| OUTSIDE THE ELEVATOR | | | |
| Attempt to communicate with the person trapped inside. The emergency phone inside the elevator will ring directly to the appropriate emergency response personnel (front desk, fire department, emergency service, etc.). | | | |
| Tell the person(s) trapped inside to remain calm and reassure them that help is on the way | | | |
| Call the elevator maintenance company and inform them that someone is trapped inside the elevator | | | |
| DO NOT attempt to repair the elevator yourself. | | | |
| Call 911 or other emergency services if necessary | | | |
| ADDITIONAL PROCEDURES | | | |
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Bomb Threats

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

1. All threats are taken seriously.
2. If it is a telephoned bomb threat, do not hang up the phone!
 - a. Keep the caller on the line and record as much information as possible.
 - b. If your phone system has caller ID, write down the number.
3. Get as much information from the person as possible.
4. If an unidentified package, bag, or other item is left unattended and raises suspicion, report it to the police department immediately.
5. Immediately notify the police and your Disaster Leader.
6. If directed to do so, evacuate the building according to the procedures in this manual.
7. Follow recommendations from local emergency services agencies.



Disaster Checklist: Bomb Threats

This checklist can be used to help organize your disaster response procedures during an actual emergency or disaster. Add any additional procedures to the list that are unique to this facility.

Only perform procedures when it is safe to do so.

| PROCEDURE | ASSIGNED TO | DONE | NOT DONE |
|--|-------------|------|----------|
| Take ALL threats seriously | | | |
| If it is a telephoned bomb threat, do not hang up the phone! | | | |
| Keep the caller on the line and record as much information as possible | | | |
| If your phone system has caller ID, write down the number | | | |
| Get as much information from the person as possible. | | | |
| Immediately notify the police and your Disaster Leader | | | |
| If an unidentified package, bag, or other item is left unattended and raises suspicion, report it to the police department immediately | | | |
| If directed to do so, evacuate the building according to the <i>Evacuations</i> section of this manual | | | |
| Follow recommendations from local emergency services agencies | | | |
| ADDITIONAL PROCEDURES | | | |
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Gas Explosions

Follow these procedures. Assist and/or instruct residents and other persons in the area to follow them as well.

If You Suspect a Gas Leak

1. Evacuate the area immediately and contact 911.
2. Follow the procedures in the *Evacuations* section of this manual.
3. Shut off the gas at the meter, if it is safely accessible. Only a qualified professional can safely turn the gas back on.
4. Control ignition sources.
 - a. Shut off electricity at the outside breakers, if it is safely accessible.
5. Contact the fire department or gas and electric companies turn the utilities back on when the area is secured.

Preventing a Gas Explosion

1. All gas devices, appliances, and piping will be utilized and maintained according to manufacturer instructions.
2. Before digging outside around or near gas lines, the gas company will be contacted to confirm it is safe to dig in the area.

After a Gas Explosion

1. Evacuate the building, if necessary, according to the procedures in the *Evacuations* section of this manual.
2. Address any fires that have started using the R.A.C.E. procedures described in this manual.
2. Attend to any urgent medical needs and/or injuries.
3. Only return to the building when authorized by emergency services agencies.
4. Check for immediate hazards, such as gas or water leaks and electrical shorts.



5. Turn off damaged utilities.
6. Have the fire department or gas and electric companies turn the utilities back on when the area is secured.
7. Communicate with key stakeholders regarding the current condition of the facility and your residents.



Evacuations

- A. Emergency Assembly Points
- B. When to Evacuate
- C. How to Evacuate
- D. Relocation
- E. Temporary Relocation Procedure
- E. Transportation Resources



Primary Emergency Assembly Point (EAP)

The Primary EAP is located: _____

INSERT/ATTACH MAP OF
PRIMARY EMERGENCY ASSEMBLY POINT HERE



Secondary Emergency Assembly Point

The Secondary EAP is located: _____

INSERT/ATTACH MAP OF
SECONDARY EMERGENCY ASSEMBLY POINT HERE



Evacuations

The facility will be evacuated when directed to do so by the Disaster Leader or emergency services agencies/personnel. The decision to evacuate will be based on the severity of the disaster or emergency, the proximity of the threat to the building, and the construction of the facility. In some situations the building is actually the safest place to be, particularly in larger buildings that are constructed according to more stringent fire and building codes. However, when in doubt, it is best to evacuate the building if necessary to protect the safety of the residents and staff.

DEFEND IN PLACE OR EVACUATE?

There are disasters and emergency situations that are best handled with a “defend in place” strategy in which residents remain in their unit/room and Safety Monitors perform frequent safety checks. Examples would be infectious diseases, violent crimes, etc. Facility Leadership and the safety committee will discuss these situations in cooperation with local emergency services agencies/personnel in advance to clarify the appropriate response.

TYPES OF EVACUATIONS

There are three types of evacuations that may be used depending on the size and type of building and the nature and extent of the disaster or emergency:

Zone Evacuation

Move residents and personnel away from immediate danger to areas within the same fire zone. This usually involves the movement of a few people away from the fire to a safer area within the same section of the building. An example of this would be removing people from the kitchen if a pan catches on fire.



Floor Evacuation

Move residents and personnel to another floor, generally to the floor below the affected area. This is usually required when there is a need to remove personnel to a safer level, but the threat does not require evacuation of the building, such as moving everyone to a central common area during a hurricane warning.

Full Building Evacuation

Move residents and personnel completely out of the building and to the designated Emergency Assembly Point (EAP). Smaller residential buildings will require full building evacuations as they are not constructed in a manner that can contain fire to one zone.

EVACUATION ROUTES

At least two evacuation routes out of the building will be identified and evacuation routes/maps will be posted throughout the building as required.



How to Evacuate

GENERAL PROCEDURES

1. Do not use elevators. Use the stairs.
2. If your escape route is filled with smoke, use your second way out.
 - a. If you must escape through smoke, get low and go under the smoke to your exit.
 - i. Close doors behind you.
3. If you are escaping through a closed door, feel the doorknob and the space around the door before opening the door.
 - a. If it is cool and there is no smoke at the bottom or top, open the door slowly.
 - b. If you see smoke or fire in your exit path, close the door and use your second way out.
 - c. If the doorknob or the space around the door is hot, use your second way out.
4. Assist residents to evacuate safely.
 - a. Ambulatory persons should be instructed to leave under their own power and report to the Emergency Assembly Point.
 - b. Persons that require assistance with ambulation should be assisted to the Emergency Assembly Point (see *Evacuating Nonambulatory Persons* section below).
5. Proceed directly to the Primary Emergency Assembly Point (EAP). If the Primary EAP is unsafe or inaccessible, proceed to the Secondary EAP.
6. Once at the EAP the Disaster Leader coordinates a head count of all residents, staff, and visitors using the Resident Roster, Visitor Sign-In/Out Sheet, and Employee Sign-In/Out Sheet.
 - a. If it is safe to do so, the appropriate Safety Supervisors conduct a sweep of their areas of the building to locate any individuals not accounted for during the head count.



EVACUATING NONAMBULATORY PERSONS

1. Nonambulatory residents are identified on the resident roster.
2. Methods of assisting nonambulatory persons with evacuation:
 - a. Use wheelchairs, if available.
 - b. If the resident's bed has wheels and can fit through doorways all the way to the Emergency Assembly Point, it can be used for evacuation.
 - c. Use a Two-Person Carry, if necessary (see instructions below).
 - d. As a last resort, gently assist the resident onto a blanket or sheet and carefully drag the resident out.
3. DO NOT injure yourself in the process! You are of no help to anyone if you are hurt during an emergency. Ask another person for assistance as needed.
4. To perform a Two-Person Carry:
 - a. The carriers stand on opposite sides of the resident to be lifted.
 - b. The arms of the resident to be lifted are wrapped around the shoulders of the carriers.
 - c. The carriers grasp forearms behind the resident being lifted at the small of the back.
 - d. The carriers reach under the resident's knees with their other arms and grasp wrists.
 - e. Carry partners lean in close to the person and lift on the count of three.
 - f. Gently press into the person being carried for additional support.
 - g. Carry that resident to the evacuation meeting point.

IF SMOKE, HEAT, OR FLAMES BLOCK ALL EXIT ROUTES

1. If smoke, heat, or flames block your exit routes and you cannot get outside safely:
 - a. Stay in the room with the door closed.
 - b. Open the window a few inches at the top and bottom for ventilation, turn on a light, and hang a light-colored object outside the window to alert firefighters to your presence.
 - c. If there is a phone in the room, call 911 and tell them where you are.



- d. Seal around doors and vents with duct tape, towels, or sheets to help slow the entry of deadly smoke into the room.
- e. Wait by the window for help.



How to Perform a Two Person Carry



1. The carriers stand on opposite sides of the resident to be lifted.
2. The arms of the resident to be lifted are wrapped around the shoulders of the carriers.
3. The carriers grasp forearms behind the resident being lifted at the small of the back.



4. The carriers reach under the resident's knees with their other arms and grasp wrists.
5. Carry partners lean in close to the person and lift on the count of three.



6. Gently press into the person being carried for additional support.
7. Carry that resident to the evacuation meeting point.



Relocation

An evacuation may escalate to offsite relocation during large scale emergencies or disasters, or if the building cannot be safely occupied.

Situations that necessitate temporary relocation may include, but are not limited to:

1. When authorized emergency service agencies mandate relocation.
2. When the building is uninhabitable (e.g., leaking roof, smoke damage, water damage, etc).
3. When there is no power for needed heat or air conditioning.
4. When the generator supplying heat or air conditioning runs out of fuel or when the gas company shuts off the gas lines.
5. When food and water are no longer available.
6. When toilets cannot be flushed or sewers begin to back up.
7. When wildfire or other approaching disasters threaten the safety of the facility and occupants inside.

DECIDING TO RELOCATE

For disasters with forewarning (e.g., hurricanes, brush fires, flooding), staff may be instructed by emergency agencies to temporarily relocate in earlier phases of the disaster. Temporary relocation in these circumstances should follow the temporary relocation procedure below steps.

The evacuation decision is ideally made by an authorized emergency management office, such as the police, fire department, or local FEMA office and/or manager on duty.

For disasters with no forewarning (internal fire), staff follow the evacuation steps as rehearsed during fire drills.



Temporary Relocation Procedure

Should it be necessary to move residents to a temporary relocation site, the following procedures are followed:

The Disaster Leader notifies Safety Supervisors to prepare their Safety Monitors, residents, and other persons in the building to prepare for relocation.

PRE-RELOCATION COMMUNICATION

1. The Disaster Leader coordinates all relocation efforts with appropriate emergencies services agencies.
2. The Disaster Leader notifies residents' families/responsible parties and emergency contacts to the fullest extent possible, including informing them of the relocation site.
3. The Disaster Leader notifies local Licensing agencies to the fullest extent possible, including informing them of the relocation site.
3. The Disaster Leader uses the most efficient methods of communication possible, including email, cell phones, and the facility website.

RESIDENT RECORDS

1. Resident care staff will ensure that resident records for relocation and back up all electronic data if time allows.
2. The following personnel are responsible for ensuring resident records are relocated:

MEDICATIONS

1. Resident care staff will ensure that resident medications are prepared for relocation if time allows.
2. The following personnel are responsible for ensuring resident medications are relocated: _____



3. All medications will be transferred to transportation bins that are kept on hand at all times. The bins will have closable lids and will be appropriately labeled.
4. An appropriately sized cooler is kept on hand to transport medications that require refrigeration.
 - a. Refrigerated medications will be placed into zip-top plastic bags that are labeled and then placed on top of the ice in the cooler.
 - b. After arriving at the temporary relocation site the refrigerated medications will be transferred to a separate secured refrigerator as soon as possible.
5. The person responsible for ensuring relocation of the medications will supervise them at all times during relocation.
6. Upon arrival at the temporary relocation site, the regular medication management policies and procedures will be followed.

IDENTIFICATION OF RESIDENTS

1. To ensure easy identification, residents will be identified with hospital-style identification bands around their wrists prior to boarding the transportation vehicle.
2. Identification bands will include at least the following information:
 - a. Name of the resident
 - b. Name of the facility
 - c. Phone number of the facility
 - d. Name of the family/responsible party
 - e. Phone number of the family/responsible party
3. If hospital-style identification bands are not available the resident's name will be written on his/her back shoulder blade using a "Sharpie-style" marker.

TRANSPORTATION

1. The Disaster Leader and Safety Supervisors coordinate transportation of residents, personnel, and visitors to the designated temporary relocation site according to the *Transportation Resources* section of this manual.
2. As residents, personnel, and visitors board the transportation vehicle it is noted on the Resident Roster, Visitor Sign-In/Out Sheet, and Employee Sign-In/Out Sheet.



- a. If it is safe to do so, the appropriate Safety Supervisors conduct a sweep of their areas of the building to locate any individuals not accounted for during the boarding process.
3. At least one Safety Monitor will travel in any vehicle transporting residents offsite. If residents require more supervision or assistance, it will be provided or arranged for to the extent possible.

ARRIVING AT THE RELOCATION SITE

1. Upon arrival at the designated temporary relocation site the Disaster Leader coordinates a head count of all residents, personnel, and visitors using the Resident Roster, Visitor Sign-In/Out Sheet, and Employee Sign-In/Out Sheet.
2. Once all residents, personnel, and visitors have arrived at the designed temporary relocation site, the Disaster Leader updates all contacts identified in the *Communication* section above regarding their current whereabouts and condition.

ONGOING COMMUNICATION

1. The Disaster Leader stays in regular contact with emergency services agencies to determine when it is safe to return to the facility.
2. The Disaster Leader stays in regular contact with residents' families/responsible parties to keep them informed of their whereabouts and condition.
3. The Disaster Leader stays in regular contacts with local Licensing agencies to the fullest extent possible to keep them informed of the whereabouts and condition of the residents in care.

RETURNING TO THE FACILITY

1. No one will return to the facility until authorized to do so by the appropriate emergency services agency.
2. Before returning residents to the facility the Disaster Leader, Safety Supervisors, and appropriate inspectors will conduct a walkthrough of the facility to ensure it is appropriate for the residents to return.



3. The Disaster Leader will coordinate transportation services to assist residents returning to the facility.

TEMPORARY RELOCATION SITES

The facility has agreements with the relocations sites indicated on the following pages.



Temporary Relocation Site #1

Main Contact:

Phone:

Cell Phone:

Email:

Address:

City:

State:

ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #1



Temporary Relocation Site #2

Main Contact:

Phone:

Cell Phone:

Email:

Address:

City:

State:

ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #2



Temporary Relocation Site #3

Main Contact:

Phone:

Cell Phone:

Email:

Address:

City:

State:

ZIP:

INSERT/ATTACH MAP TO
RELOCATION SITE #3



Transportation Resources

The Disaster Leader and Safety Supervisors coordinate transportation of residents to the designated temporary relocation site during emergency temporary relocation.

1. Facility Vehicles

- a. Facility vehicles may be used for transportation during emergency temporary relocation if it is safe to do so, and appropriately licensed drivers are available.

2. Emergency Services Agencies

- a. Emergency services agencies may be able to assist with transportation. Confirm in advance with your local agencies if this service is or will be available.

3. Transportation Companies

- a. The facility will establish a relationship with appropriate transportation companies that may be used during emergency temporary relocation.
- b. The transportation company must offer a copy of an appropriate license, certificate of insurance, and a written agreement to serve the community as a priority in an emergency or disaster.
- c. The facility has written agreements with the following suitable transportation companies:

Transportation Company #1

Name of Company: _____

Primary Contact: _____

Phone: _____

Transportation Company #2

Name of Company: _____

Primary Contact: _____

Phone: _____



Rosters

The following forms can be used to keep a record of who is in the facility at all times.



Resident Roster

KEY/INSTRUCTIONS

Ambulatory Status: Indicate "ambulatory" or specify assistance/device required
 Special Needs: Indicate any special care needs required, such as oxygen, hospice, cognitive impairment, etc.
 It is recommended that you highlight any residents with special care needs.

| Resident | Emergency Contact | Physician | Hospice/Home Health |
|--------------------|-------------------|-----------|---------------------|
| Name: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| Room #: | Phone: | Phone: | Phone: |
| Ambulatory Status: | Cell: | Cell: | Cell: |
| Special Needs: | Email: | Email: | Email: |
| Name: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| Room #: | Phone: | Phone: | Phone: |
| Ambulatory Status: | Cell: | Cell: | Cell: |
| Special Needs: | Email: | Email: | Email: |
| Name: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| Room #: | Phone: | Phone: | Phone: |
| Ambulatory Status: | Cell: | Cell: | Cell: |
| Special Needs: | Email: | Email: | Email: |
| Name: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| Room #: | Phone: | Phone: | Phone: |
| Ambulatory Status: | Cell: | Cell: | Cell: |
| Special Needs: | Email: | Email: | Email: |
| Name: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| Room #: | Phone: | Phone: | Phone: |
| Ambulatory Status: | Cell: | Cell: | Cell: |
| Special Needs: | Email: | Email: | Email: |



| | | | |
|--|-----------------|-----------------|-----------------|
| Name: Room #: Ambulatory Status: Special Needs: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| | Phone: | Phone: | Phone: |
| | Cell: | Cell: | Cell: |
| | Email: | Email: | Email: |
| Name: Room #: Ambulatory Status: Special Needs: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| | Phone: | Phone: | Phone: |
| | Cell: | Cell: | Cell: |
| | Email: | Email: | Email: |
| Name: Room #: Ambulatory Status: Special Needs: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| | Phone: | Phone: | Phone: |
| | Cell: | Cell: | Cell: |
| | Email: | Email: | Email: |
| Name: Room #: Ambulatory Status: Special Needs: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| | Phone: | Phone: | Phone: |
| | Cell: | Cell: | Cell: |
| | Email: | Email: | Email: |
| Name: Room #: Ambulatory Status: Special Needs: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| | Phone: | Phone: | Phone: |
| | Cell: | Cell: | Cell: |
| | Email: | Email: | Email: |
| Name: Room #: Ambulatory Status: Special Needs: | Name: | Name: | Name: |
| | Address: | Address: | Address: |
| | Phone: | Phone: | Phone: |
| | Cell: | Cell: | Cell: |
| | Email: | Email: | Email: |



Visitor Sign-In and Sign-Out

Please sign in and out when visiting. Thank you.

This roster is used to determine who is in the building in the unlikely event of an emergency or disaster.

| Date | Name | Reason for Visit | Time In | Time Out |
|------|------|------------------|---------|----------|
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Employee Sign-In and Sign-Out

Please sign in and out when on-duty. Thank you.

This roster is used to determine who is in the building in the unlikely event of an emergency or disaster.

| Date | Name | Department | Time In | Time Out |
|------|------|------------|---------|----------|
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