

Staff Training

- A. Disaster and Emergency Training Record
- B. Instructor Guide for Emergency Procedures DVD
- C. Quiz (and Key) for Emergency Procedures DVD
- D. Disaster Drills



Disaster and Emergency Training Record

Name: _____ Date of Hire: _____

| | Supervisor Initials | Employee Initials |
|---|------------------------|----------------------|
| Location of Emergency Manual | | |
| Location of Emergency Supplies | | |
| Location of Shut-Offs and Controls | | |
| Roles and Responsibilities and the Chain of Command | | |
| Communication with Key Stakeholders | | |
| Disaster Procedures | | |
| Evacuations | | |
| 72 Hour Self-Reliance | | |
| Resident Care During an Emergency or Disaster | | |
| Fire Safety | | |
| Using a Fire Extinguisher | | |
| Disaster Drill | | |

Supervisor _____ Signature _____ Date _____

Employee _____ Signature _____ Date _____



Emergency Procedures Training DVD:

Instructor Guide

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| VIDEO: | "Emergency Procedures" 17 mins. |
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| INSTRUCTOR NOTE: | It is imperative that this module incorporates facility-specific procedures. This should include a walk through to orient staff on types of and locations of your emergency equipment, emergency exits, alarms, etc. Practice all procedures discussed in the module as well as any facility specific procedures. This should include the use of fire extinguishers, fire pulls/alarms, fire/emergency drills, etc. Perhaps invite a representative of your fire department or other safety consultant to augment this module. |
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KEY LEARNING COMPONENTS

1. The safety of your residents and employees is always the highest priority during an emergency.
2. Types of emergencies that we may encounter.
3. Procedures to follow during an emergency.
4. Use of fire extinguishers

DISCUSSION QUESTIONS

1. The safety of staff and residents is our main concern at all times. When making choices and deciding on actions, always consider what is the best choice and best plan of action to ensure their safety.
2. Let's begin by talking about possible emergencies that we may face at our facility. We must be ready to face all or some of the these:
 - a. A fire in the facility.
 - b. An outdoor fire in the vicinity of the facility that is an immediate threat.



- c. An outdoor fire that is spreading and may become a threat to the facility.
- d. Earthquake
- e. Flood
- f. Epidemic
- g. Medical emergency
- h. Hurricane or tornado
- i. Bomb threat
- j. Workplace violence
- k. Natural disasters that may occur in your geographical area

3. What are your basic emergency procedures?

Who is in charge in an emergency? Discuss your facility protocols. For example, who is in charge on each shift? It may be the administrator during the day shift and a shift supervisor during the evening and overnight shifts. Who would take responsibility should the assigned staff member not be in the building?

Where is your central reporting location in the facility as well as outside the facility should building evacuation be required?

Each staff member must know their individual responsibilities during an emergency. Are the staff present at this in-service aware of their responsibilities? Who assists residents? Who contacts emergency services?

Who is responsible for removal of medications, resident charts, etc.? When is evacuation necessary? For example, an electrical short in the kitchen may require evacuating the kitchen while a spreading fire would require building evacuation. Ensure that residents and staff are removed from any area of danger. Discuss your facility-specific procedures.

When you see or suspect an emergency or hear about an imminent emergency on the radio or television, the first step is to report it so that staff can take action. Immediately notify your supervisor and the appropriate emergency agency (if appropriate). Always remember, do not hesitate to call 911 in an emergency.



We will now discuss our communication procedures. When is it necessary to contact families, physicians, state licensing agency? Discuss your facility specific procedures.

4. Let's discuss a few scenarios. What is the first thing you would do? (Instructor note: Every community has its own categories of natural disasters. Make sure to discuss emergency scenarios you may encounter in your area.)

- a. You smell smoke or see smoke coming out under the door of a room.
- b. Our building begins to shake and you suspect an earthquake?
- c. A staff member who is bleeding from the arm approaches you.
- d. The fire alarm sounds.
- e. You find a resident lying on the floor in his/her room.
- f. You enter a room and see a fire in a trash can.

5. Fires are a severe threat. What are some steps we can take to reduce the risk of a fire? (Instructor note: Stress that staff should never ever attempt to take an action if they feel it may pose a hazard to himself/herself unless it is their only choice.)

- a. Smoke only in designated areas and ensure that you dispose of cigarette butts appropriately.
- b. Store combustible items appropriately. Discuss your storage policies, items that may be a hazard in your facility, and specific locations and policies on storage of these items.
- c. Electrical fires can be caused by improper use of electrical appliances or overloading circuits. Make sure all staff is properly trained on the use of appliances. Do not use extension cords as permanent wiring.
- d. Can all staff members identify where the fire extinguishers are located in the facility? Who conducts monthly inspections of the extinguishers?

Ensure that fire extinguishers are present in known locations and they are properly charged and in good repair. (Instructor note: Have an extinguisher on hand and review the procedures for checking proper charge, checking expiration dates, and observing for any problems with the extinguisher (e.g., broken hose.).



- e. Know the proper use of fire pulls, alarms or any other safety alert devices.
 - f. Conduct regular fire/emergency drills.
6. Let's talk about our residents during an evacuation of the building. The resident's ambulatory status and cognitive ability will affect how we assist that resident. Discuss here a few scenarios with residents with whom the inservice attendees are familiar. How would they assist them taking into account the abilities of that particular resident? Practice actual evacuation techniques including escorting ambulatory residents, removal by wheelchair, two-person rescue carry, and gently lowering the resident to the ground and carrying out on a blanket.
 7. Other than staff and residents, what are your facility policies on what should be removed from the facility during an evacuation, if it is safe to do so?

Medications

Resident records

Facility records

Personal belongings

8. One of the most important actions we can take during an evacuation is to perform a headcount to ensure no one is missed and may remain in a dangerous area. Discuss your facilities policy and procedures on headcounts.



Disaster Drills

FREQUENCY

Disaster drills will be conducted in accordance with state and local regulations, but at least once every 6 months, on each shift. Local emergency services agencies will be asked to participate in disaster planning and drills.

WALK-THROUGH DRILLS

Disaster drills will be walk-through drills in which members of the disaster team actually perform/simulate their emergency response functions. During walk-through drills additional personnel will play the role of simulated residents to allow team members to simulate evacuation procedures. Drills will not be limited to fire drills, but will simulate procedures for all types of disasters likely to affect the facility, and will include simulated evacuations.

EVACUATION DRILLS

Personnel walk the evacuation route to a designated area where procedures for accounting for all personnel are tested. Participants are asked to make notes as they go along of what might become a hazard during an emergency, e.g., stairways cluttered with debris, smoke in the hallways, etc. Plans are modified accordingly.

“TABLETOP DRILLS”

Residents are not required to participate in walk-through drills (unless required by state or local regulations), but will be part of the disaster and emergency planning and preparedness process through the use of “tabletop drills”.

During a tabletop drill, members of the disaster team, including the Disaster Leader and Safety Supervisors, meet with residents in a group setting to discuss their responsibilities and how they would react to emergency scenarios.



Disaster Drill Record

General Information

Person Conducting Drill:

Date of Drill:

Time of Drill:

Type of Drill: ☐ Fire ☐ Wildfire ☐ Earthquake ☐ Hurricane ☐ Tornado ☐ Flood
☐ Power Failure ☐ Elevator Failure ☐ Bomb Threats ☐ Other: _____

Roster of Participants

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Summary

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Emergency Procedures Training DVD: Quiz

1. A fire extinguisher with an “ABC” rating is designed to be used on what types of fires?
 - a. Electrical fires only.
 - b. Wood fire only.
 - c. Wood and paper fires only.
 - d. Flammable liquid fires only.
 - e. Wood, electrical, paper & flammable liquid fires
2. Complete facility evacuation is the first step in any emergency scenario.
 - a. True
 - b. False
3. Overloading electrical circuits can cause electrical fires.
 - a. True
 - b. False
4. During an emergency evacuation, which of the following should you do?
 - a. Follow the chain of command
 - b. Ensure your safety and the safety of the residents
 - c. Assist and supervise resident evacuation
 - d. Stay calm
 - e. Remove predetermined items such as medications & records if safe to do so
 - f. Meet at a predetermined assembly point.
 - g. Follow directions from emergency personnel.
 - h. All of the above.



5. 911 should never be called unless directed to by a supervisor, even if you feel it is necessary.
- a. True
 - b. False
6. Fire extinguishers should be inspected by facility staff _____ for good operating condition.
- a. Annually
 - b. Quarterly
 - c. Monthly
7. Fire extinguishers should be inspected by an appropriate fire services company _____ and recharged and retagged if necessary.
- a. Annually
 - b. Quarterly
 - c. Monthly
8. When using a fire extinguisher, remember the term PASS. PASS stands for:
- a. Pull the pin, arm the extinguisher, squeeze the handle to release the chemical, and saturate the fire.
 - b. Pull the pin, aim at the base of the fire, squeeze the handle to release the chemical, and sweep the hose back and forth at the base of the fire.
 - c. Pull the pin, aim at the base of the fire, saturate the fire, and sweep up any ashes.



Emergency Procedures Training DVD:

Quiz Key

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 - c. Wood and paper fires only.
 - d. Flammable liquid fires only.
 - e. Wood, electrical, paper & flammable liquid fires**

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 - a. True
 - b. False**

3. Overloading electrical circuits can cause electrical fires.
 - a. True**
 - b. False

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