

Emergency Planning Policy

1. It is the policy of this facility to protect our residents, staff and others who may be in our facility from harm during emergency events. To accomplish this, we have developed procedures for specific hazards, which build on the cross-cutting strategies in our *Continuity and Operations Plan*. The decision to shelter in place will be based on the best interests of the residents and whenever possible, the direction of local response authorities. It is the policy of this facility to shelter in place, as a preferred method, over facility evacuation, due to the stress to residents associated with evacuation to another facility or alternate care site. For this reason, we have mitigated our risks of impact from the most likely hazards we face through staff training, structural assessment, emergency supplies and redundant communication systems.

If the threat is fast moving (e.g., an emergent wildfire), the decision to shelter in place may need to be made rapidly, without the opportunity to consult with local fire, law, or county emergency management officials. In this case, the decision would be made by the Incident Commander. Situations that may warrant shelter in place include:

- Severe weather that limits access to the facility
- Hazardous materials incidents
- Earthquakes
- Wildfires
- Floods
- Tsunamis
- Nuclear Reactor Disaster

INITIAL RESPONSE: See Procedures: Shelter in Place.

2. Incident Commander and Planning Chief:
 - Confer with local authorities and key leadership staff to gain situational awareness of the threat and the facility's ability to maintain services during the event.
 - Determine whether Shelter in Place is advisable, based on this information. If conditions are unstable and the facility is at risk to lose power, consider a partial evacuation of high-risk residents.
 - Assign staff to notify local response authorities, State Survey agency, families/representatives, suppliers and corporate representatives.
 - If indicated by the situation, notify off-duty staff, volunteers, families/representatives and vendors of restricted access to the facility.
 - If indicated by the situation, initiate Lock-Down P&P.
 - Monitor emergency progress, structural integrity of the facility and infrastructure systems.
 - Maintain communication with local response authorities to obtain situational awareness including potential water or power outages.

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- Brief staff and residents of the situation.
3. Operations Chief:
- Continue care and monitoring of residents.
 - Assess residents for change in condition related to the incident.
 - Inventory the supply of medications and other critical medical supplies and notify IC and Logistics of the projected supply duration.
 - Continue support activities such as dietary and housekeeping.
 - Immediately initiate building preparations to mitigate any airborne hazards if that is applicable.
 - Monitor damage due to the incident and initiate repairs if feasible.
4. Logistics Chief:
- Inventory supplies and critical equipment project the need for additional resources including staffing (See Disaster Inventory Supplies Appendix E).
 - Ensure the facility's alternate means of communication equipment is available if needed.
5. Finance/Admin Chief:
- Track costs, record keep for staff time and assist IC with communication and business concerns.
6. **EXTENDED RESPONSE:**
- If Shelter in Place is prolonged, activate supply plan and access emergency supplies (see the Subsistence P&P, the Disaster Supply Inventory - Appendix E, and the Disaster Meal Menus - Appendix G).
 - Obtain briefings and provide updates on the facility's status to local response officials.
 - Coordinate with local response partners for resource requests as needed.
 - Notify State Survey agency, families/representatives, suppliers and corporate representatives of facility status.
 - Consider evacuation if conditions indicate a need to vacate the facility.

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