

DISASTER PLANS

- The Federal government requires all nursing homes and long-term care facilities to have written, detailed fire/disaster procedures and to train staff in those procedures
- As the scope of disasters, including terrorism, increases the importance of having and updating a Disaster Plan increases. Plans should be reviewed at least once a year
- Planning should include management, maintenance staff and residents as well as police, FEMA, fire and other emergency service providers from the outside

ESTABLISH POLICY & ORGANIZATIONAL STRUCTURE

- Plan should be based on size, mission, location and complexity of the facility
- Plan should be as inclusive as possible and cover issues from "remaining calm and in charge" and "accounting for all residents" to "cleaning up and getting back to normal"

GETTING BACK TO NORMAL

- Have a list of contractors and vendors for repairs
- Review your plan and be honest about what worked and what did not work
- Get together with your staff and residents so that you can talk about what happened



Advanced Risk Concepts, LLC

The Insurance Solution For Senior Housing

Advanced Risk Concepts, LLC, is a Managing General Underwriting Agency based in Ft. Lauderdale, Florida that specializes in insurance coverage for Senior Citizen Independent Living facilities.

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- Commercial General Liability; ■
- Property Insurance; ■
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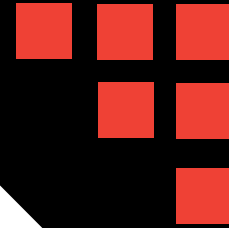
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PREPARING & UPDATING YOUR DISASTER PLAN



EMERGENCIES AND DISASTERS

What's the Difference?

- **Emergencies** are life threatening, require immediate action and are limited in scope
- **Disasters** can be natural or man-made, and involve destruction of property and a large number of people. Examples are hurricanes, earthquakes, tornadoes major snowstorms, floods and acts of war and terrorism



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DEVELOPING A PLAN

- Assessment of the situation
- Identify the hazards, risks and assets of your facility in various situations - potential for natural disasters, location near airport or railroad, proximity to potential targets of terrorism, near chemical making facilities
- Bring in outside experts and resources
- Prioritize risks and responses

COMPONENTS OF A DISASTER PLAN

- Begin with general information applicable to everyone in the building
- Break down and include the specifics of all duties to be performed such as food service, maintenance and engineering
- Establish a pre-arranged central command post
- Establish methods of communication between staff and residents
- Include outside emergency services
- Be specific about which staff must remain or report to the facility if they are not at work
- Plan must be inclusive and simple to understand

UTILITIES AND ENGINEERING

- Have at least one staff person available 24 hours a day who are familiar with how to shut off utilities, and turn on the emergency generator
- Emergency Listings include phone numbers for staff, key vendors and residents, transportation services, and emergency resources including fire, police and medical
- Storage Locations should be identified and kept stocked for items needed in emergencies such as food, water and flashlights
- Building Modifications should take into consideration potential ventilation hazards. Have a plan for minimizing air intake into the building
- Communication that is clear and calming is probably the most important component to your disaster plan. If you and your staff appear to know what you are doing your residents will react with confidence. Invest in walkie-talkies or other radio communication devices. Cell phones may not work in a major disaster
- Evacuation Plans should include not only a specific location that will accept your residents such as a hospital, school, hotel or other government facility but also stop-over points if you must evacuate on foot such as a fast food place which is open 24 hours a day. Have a list of emergency contacts for all residents as well as pre-arranged facilities willing to shelter your residents for a period of time
- Shelter In Place simply means remaining in some portion of the building such as apartments, a dining room or rec area

TEST YOUR PLAN REEVALUATE THEN TEST AGAIN

- Your plan is only as good as it works and during a disaster or emergency is not the time to find out
- Immediate, life-saving procedures must be ingrained, learned from repeated practice, reviewed and updated.
- Although the written plan should be easily accessible during an emergency you should be relying on your ingrained knowledge of that plan
- Equipment needed in an emergency or disaster should be tested frequently and your staff should be knowledgeable about how to use them

INVOLVE RESIDENTS TO THE EXTENT POSSIBLE

- How to involve residents varies between independent living, assisted living and nursing homes
- Balance your plan between being comprehensive and having simple to understand instructions
- Have sessions with the residents to discuss options and plans so that they know what to do when the time comes

INVOLVE THE COMMUNITY

- Have a specific evacuation plan with large facilities in your area such as churches, schools or hospitals
- Update all emergency contact numbers