

ALASKA PIONEER HOME		P&P No: 06.02
Title: Disaster Plan		Approval: D. COTE
Key Words: Hazard, Evacuation, Supply Kit, Emergency		
Team: All Employees	Effective Date: 8/1/12	Page: 1 of 10

PURPOSE

To assist the Alaska Pioneer Homes (AKPH) to design plans that prepare for, respond to, and recover from emergencies or disasters that affect the assisted living homes.

POLICY

The Pioneer Homes have disaster preparedness and emergency evacuation plans that conform to Alaska law.¹

State of Alaska assisted living home requirements are incorporated into the preparedness activities to ensure the safety of the AKPH residents.

Each Pioneer Home customizes their plan so that it meets their specific needs and location.

AKPH staff members understand their roles and responsibilities in a disaster situation.

DEFINITIONS

Emergency is any unplanned event that creates a hazard that can cause injury or death, or that can seriously disrupt Home operations.

Hazard is a situation which poses a threat to life, health, property, or the environment.

Disaster is a natural or human-made tragedy that affects a large segment of the local population or community.

Emergency Management prepares for an emergency or disaster before it occurs, responds to the situation, and rebuilds or reopens after it happens.

Risk Assessment and **Contingency Plan** identify the probability of a hazard occurring, the extent to which it will impact the Home, and what the Home plans to do if an emergency or disaster occurs.

Vulnerability Analysis for disaster planning is assessing the threats from potential hazards to the population and to the Home. The process identifies, quantifies, and prioritizes the susceptibilities in the Home.

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- A. Who will be affected by the plan?
 - 1. Residents.
 - 2. Staff.
 - 3. Residents' families and visitors.
 - 4. Students, interns.
 - 5. Volunteers.

- B. Scope of the emergency or disaster.
 - 1. Minor emergency lasts 2 days or less with no major injuries or property damage.
 - 2. Serious emergency lasts 2 days or more with serious but localized injuries or property damage.
 - 3. Disaster lasts 2 days or more with serious community-wide injuries or property damage.

- C. What hazards may affect the Home community (Vulnerability Analysis)?
 - 1. Natural:
 - a. Earthquake
 - b. Wildfire
 - c. Extreme weather
 - d. Flooding
 - e. Avalanche
 - f. Ground failure and landslide
 - g. Volcanic ash fall
 - h. Severe erosion
 - i. Infectious disease
 - j. Food or water contamination
 - 2. Technological:
 - a. Dam failure
 - b. Energy emergency
 - c. Urban fire
 - d. Hazardous materials release
 - e. Power failure
 - f. Radiation release
 - g. Transportation accident
 - h. Air pollution
 - i. Communications failure

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3. Human/social
 - a. Civil disturbance
 - b. Terrorism – includes chemical, biological, radiological, nuclear, or explosive agents

- D. How will information be obtained during a disaster?
 1. If the emergency affects only a small area of the community, the police or fire department may notify the Home.
 2. If the emergency affects a large area of the city, an emergency alert via the Emergency Alert System (EAS) will be issued.
 - a. Radio and television stations broadcast EAS messages.
 - b. A battery-operated radio and extra batteries in the disaster supply kit is essential.
 - c. The ALMR (Alaska Land Mobile Radio) is a wireless radio for communicating during natural disasters.
 - 1) ALMR is available in each Home for talking long distance if the local phone system is not working.

- E. Identify evacuation locations.
 1. Designate two places for everyone to meet.
 2. A memorandum of agreement (MOA) is written to establish an understanding between the Home and the proposed evacuation site.
 - a. The two parties work cooperatively together to plan for evacuation of the residents and staff.
 3. Tell the residents' emergency contacts where the alternate sites are located.
 - a. One evacuation location should be located directly outside the facility, such as the parking lot or an adjacent property.
 - b. A second evacuation location should be in a different part of the city in the event that the people need to move further away from the Home.
 - 1) Locations include a recreation center, a church, or a hotel lobby.
 - 2) Check with the outside facility first for approval.

- F. Develop a communication plan.
 1. Contact the residents' families if the residents and staff have evacuated the Home, and provide a contact number for the families.
 - a. Include current contact information in the disaster supply kit.
 2. Identify an out-of-area phone contact for families of staff and residents to call during a large-scale disaster.
 - a. Out-of-area phone numbers often work better than local phone numbers during emergencies.

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3. If the power is out, many phones or phones with answering machines will not work because they require electricity to operate.
 - a. Assure that there is a mobile phone or a phone that plugs in only to the phone jack and not into an electrical outlet.
- G. Create a disaster supply kit. (See items listed in VI. Disaster Supplies)
 1. Assure that the Home has a kit and adequate supplies to sustain the Home staff and residents for 5-7 days if necessary.
- H. Be prepared to shelter-in-place.
 1. Become familiar with shelter-in-place procedures.
 2. Identify a central point in the Home to serve as an *operations center*.
 - a. The Home determines its operations center based on the functions to be performed and the number of people involved.
 - b. The center can be equipped with communications equipment, reference materials, activity logs, emergency supplies, floor plans, maps, security information, disaster plan, and lists of personnel, residents, and emergency contacts.
- I. Know how to shut off the utilities if maintenance staff is not available.
 1. Locate the electric, gas, and water shut-off valves.
 2. Keep instructions and necessary tools near electric, gas, and water shut-off valves.
 3. Electrical sparks have the potential of igniting natural gas if it is leaking.
 - a. The main shut-off for electricity is located in the electrical service panel.
 - b. Teach staff where the electrical panel is located and how to shut off the electricity to the Home.
 - c. Provide instructions for shutting down the electrical main and attach them to the electrical panel.
- J. Know how to operate and maintain the Home fire extinguishers.
 1. Home staff should know where fire extinguishers are located and how to use them.
 2. The ABC dry chemical fire extinguishers in the Homes are serviced annually to ensure their proper operation.
- K. Write the disaster plan.
 1. Use this policy and procedure to gather information for the plan.
 2. Customize the plan to meet the needs of the Home and the resources available in the city.

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- L. Provide a copy of the Home disaster plan to the state licensing surveyor.
 - 1. If the existing plan is updated, forward the new plan to state licensing for the record.
- M. Provide availability of the disaster plan to all staff, residents, and residents' families.
- N. Determine staff training that is needed and create a timeline for training completion.
 - 1. The initial training session occurs during new employee orientation, and is conducted annually for all staff.
 - 2. The training provides information, answers questions, and identifies needs and concerns.
 - 3. Training can include classroom training sessions, table top exercises, and pre-planned mock disasters in the Home.
 - 4. Additional staff training can include CPR, First Aid, and Basic Emergency Preparedness.
- O. Conduct fire and disaster drills as required by state regulations.
 - 1. Document the drills and the results.
- P. Review the disaster plan with the Home staff annually or after an emergency requiring its use.

II. General Information

- A. The following information is kept current and readily available:
 - 1. Assisted living Home name.
 - 2. Home address.
 - 3. Nearest cross street (intersecting street).
 - 4. Home contact number(s).
 - 5. Out-of-area contact for the Home.
 - 6. Types of emergencies that could occur in the area.
 - 7. Location of the first aid kits.
 - 8. Location of fire extinguishers.
 - 9. Location of disaster supply kit and contents.
 - 10. Evacuation site just outside the Home.
 - 11. Evacuation site location further away from the Home.
 - 12. Evacuation procedures for residents with limited mobility or visually impaired.

III. Prepare the Home for a Disaster

A. Major steps to prepare the Home:

1. Create an Incident Command System within the Home as a tool for the command, control, and coordination of emergency response.
 - a. A single point receives information from the Home and outside sources, and sends information from the Home.
 - b. This avoids confusion, missed information, and duplication of efforts.
2. The out-of-area contact number is given to residents' families. They have been instructed to call this number if they cannot get through to the local phone number during or after an event.
3. Emergency numbers and the Home address are posted by each phone in the Home.
4. An emergency exit plan is posted at each entrance/exit door.
5. Staff members have been trained on how and when to shut off utilities to the Home.
6. Emergency phone numbers are posted in plain sight.
7. Upon admission and periodically, residents are advised of the outdoor area that is the designated meeting place in the event of an emergency.
8. Water and food that is stored for disasters are rotated every six months.
9. Licensed nurses maintain current CPR certification.
10. Each room has at least two escape routes.
11. The disaster plan is reviewed annually with employees and during new employee orientation.
12. Fire extinguishers are recharged as directed by the manufacturer.
13. There is a smoke detector inside each resident's room and a carbon monoxide detector on each level of the Home.
14. Smoke and carbon monoxide detectors are checked and batteries are replaced every six months if battery-powered.
15. At least one battery-powered radio with extra batteries is available.
16. Working flashlights are available in the Home.
17. A list of residents who do not have a relative who can pick them up after a disaster.
18. A first aid book is located in each Home neighborhood.

IV. Emergency Orders

- A. The Home administrator or lead staff on duty designates the emergency order based on what is appropriate for the emergency.

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1. 911 is called when there is a life-threatening emergency.
 2. Actions are taken to protect life and property.
 3. The AKPH director is notified about the emergency.
 4. The short and long term response to the emergency is determined.
 5. Initial emergency orders may be one of the following:
 - a. Drop-cover-hold.
 - b. Evacuate.
 - c. Lockdown.
 - d. Shelter-in-place.
 6. Evacuation, shutdown, inspection, and re-opening of the Home are ordered.
 7. Account for all residents and staff and assess for immediate needs.
 8. Staff, residents, families, board members, and community contacts are notified as needed.
 9. Staffing and operational levels at the Home are authorized.
 10. Alternative facilities are used as needed.
 11. Accurate and timely incident reporting and communications are assured.
 12. Emergency team members, outside organizations, and the media are contacted.
 13. The Home administrator or lead staff may amend the initial order as information becomes known and as conditions change.
 - a. In an earthquake for example, residents and staff may be told to duck-cover-hold until the shaking stops, and then be told to evacuate the Home.
- B. Drop-cover-hold
1. The need to drop-cover-hold is apparent during an earthquake or explosion.
 2. Home staff will ensure that able residents drop to the floor, get under a table, and remain until the order is revised.
 3. Home staff will ensure that residents who are unable to drop-cover-hold will move away from windows and protect their head using a pillow.
 4. Residents and staff caught outdoors should move away from electrical wires, buildings, or other structures that could collapse.
- C. Lockdown
1. Appropriate for an active attack or an intruder.
 2. Windows and doors are closed and locked, and residents seek cover away from the windows and doors.
 3. Lights are turned off.

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1. If local authorities believe the air is badly contaminated or being outdoors is severely hazardous, the Home may be instructed to shelter-in-place and seal the Home.
2. Shelter-in-place is a temporary protection, lasting no more than a few hours, to create a barrier between the residents / staff and the potential hazard.
3. Home staff ensures that:
 - a. Residents outdoors are brought inside.
 - b. Home entrance/exit doors and exterior windows are closed and locked.
 - c. The heating system is shut down especially if it is a forced air system.
 - d. Using duct tape, abandoned rooms are converted to dead air spaces.

E. Evacuate

1. Appropriate for Home fire, active attack, bomb threat, post-earthquake damage, or wildfire.
2. Home staff ensures that:
 - a. Residents remain calm and organized.
 - b. Emergency items and medications are taken if time permits.
 - c. Disaster supply kits are taken.
 - d. Residents are assembled for roll call when possible.
 - e. Notice is posted as to where residents have evacuated.

V. Emergency Contact Information**A. Emergency numbers:**

- | | |
|--|--------------|
| 1. Police | 911 |
| 2. State troopers | 911 |
| 3. Fire department | 911 |
| 4. Paramedics/EMS (emergency medical services) | 911 |
| 5. Poison control center | 800-222-1222 |

VI. Assisted Living Home Disaster Supplies Kit**A. Each Home maintains a disaster supplies kit.**

1. The kit is kept on the ground floor of the Home.
2. Items can be stored in a large wheeled trash can.
3. The kit can include any or all of the following:
 - a. Battery-powered radio.
 - b. Flashlights.
 - c. Extra batteries.
 - d. Matches in a water-proof container.

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- e. Candles.
 - f. First aid kit.
 - g. Lightweight, compact blankets, or space blankets.
 - h. Sanitation items, like toilet paper, paper towels, moist towelettes, soap, plastic garbage bags.
 - i. Disaster plan.
 - j. Resident emergency records.
 - k. Whistle.
 - l. Extra clothing.
 - m. Medications.
 - n. Large trash bags to act as rain ponchos or waste disposal.
 - o. Some cash.
 - p. Food bars.
 - q. Water and water purification tablets.
 - r. Duct tape.
 - s. Pry bar.
 - t. Work gloves and dust masks.
 - u. 5-gallon bucket, toilet seat, and lid.
4. If time and transportation exists, transport enough food and water to the evacuation site to sustain the residents for 5-7 days.

VII. Fire Extinguishers

- A. Use of the fire extinguisher
 1. Home staff should practice the motion of operating a fire extinguisher.
 - a. Do not pull the pin or squeeze the lever during a practice, because this will break the seal and cause the extinguisher to lose pressure.
 2. PASS (pull – aim – squeeze – sweep) to operate an extinguisher.
 - a. *Pull* the pin.
 - b. *Aim* the nozzle or hose at the base of the fire from a safe distance.
 - c. *Squeeze* the operating lever to discharge the fire-extinguishing agent.
 - d. *Sweep* the nozzle or hose from side to side until the fire is out.
 - 1) Move forward or around the fire area as the fire diminishes.
 - 2) Watch the area in case of re-ignition.

VIII. Additional Resources

- A. City, state, and federal agencies:
 1. Office of Emergency Management
 2. Assisted Living Licensing, State of Alaska
 3. Alaska Division of Homeland Security and Emergency Management

4. American Red Cross
5. Federal Emergency Management Agency
6. US Department of Homeland Security

¹ Alaska Health and Social Services; Licensing, Certification, and Approvals, 7 AAC 10.1010

HISTORY OF REVISIONS

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ATTACHMENTS**REFERENCES**

7 AAC 75.210