All Hazards Emergency Plan

FACs – Incident Command System (ICS)

The Incident Command System (ICS) should be activated for every crisis or disaster situation occurring within the facility.

1. Key leadership staff should report to the pre-designated Incident Command Post (ICP).
2. The facility’s Incident Commander (IC) should be identified and immediately establish the following positions:
   - Operations Leader
   - Planning Leader
   - Logistics Leader
   - Finance Leader
3. As the incident progresses and the facility’s human resources become available, the facility’s IC should establish the following positions:
   - Public Information Officer
   - Safety Officer
   - Liaison Officer(s) to coordinate with outside agencies
4. As the incident progresses, the facility’s IC should establish the following management layers as needed in accordance with the plan:
   - Sections
   - Branches
   - Divisions
   - Groups
5. The facility’s IC should manage the incident in accordance with the specific disaster plan and in coordination with all other agencies (fire, police, EMS, etc.) responding to the crisis or disaster situation.
6. If required, the facility’s IC should become part of a Unified Command System as directed by the Incident Commander in charge of emergency response (fire, police, county emergency manager, etc.) and responsible for overall incident management.
An Incident Commander (IC) should be established for every crisis or disaster situation occurring within the facility.

1. The facility’s IC is the single person in charge of the incident within the facility and initially has the responsibility of all command staff positions in accordance with the plan.

2. As human resources become available, the facility’s IC should delegate the following positions:
   - Operations Leader
   - Planning Leader
   - Logistics Leader
   - Finance Leader

3. As human resources become available, the IC should delegate the following positions:
   - Public Information Officer
   - Safety Officer
   - Liaison Officer(s) to coordinate with outside agencies

4. The facility’s IC should establish an Incident Action Plan (IAP) and appropriately communicate the IAP to everyone managing the incident to ensure that all staff members are working toward the same operational goals.

5. The facility’s IC should manage the incident in accordance with the plan and in coordination with all other agencies (fire, police, EMS, etc.) responding to the crisis or disaster situation.

6. If required, the facility’s IC should become part of a Unified Command System as directed by the IC in charge of emergency response (fire, police, county emergency manager, etc.) and be responsible for overall incident management.

7. The facility’s IC should not relinquish command of the incident unless command is properly transferred to another qualified IC within the facility or corporation.

8. The facility’s IC should remain active until the incident has been terminated.
FACs – Operations Leader (Ops)

The facility’s Operations Leader is appointed by the Incident Commander (IC).

1. The facility’s Operations Leader reports directly to the IC.

2. The facility’s Operations Leader is tasked with directing all actions to meet the incident objectives.

3. The specific details of the facility’s Operation Leader can only be determined by the type of incident that is being managed.

4. The facility’s Operations Leader may work directly with emergency responders (fire, police, EMS, etc.) while managing the incident.

5. The facility’s Operations Leader position should remain active until terminated by the facility’s IC.
The facility’s Planning Leader is appointed by the Incident Commander (IC).

1. The facility’s Planning Leader reports directly to the IC.

2. The facility’s Planning Leader is tasked with the collection and display of incident information, primarily consisting of the status of all resources and overall status of the incident:
   - Collecting, evaluating, and displaying intelligence and information about the incident.
   - Preparing and documenting Incident Action Plans.
   - Conducting long-range and/or contingency planning.
   - Developing plans for demobilization.
   - Maintaining incident documentation.
   - Tracking resources assigned to the incident.

3. The specific details of the facility’s Planning Leader can only be determined by the type of incident that is being managed.

4. The facility’s Planning Leader may work directly with emergency responders (fire, police, EMS, etc.) while managing the incident.

5. The facility’s Planning Leader position should remain active until terminated by the facility’s IC.
FACs – Logistics Leader

The facility’s Logistics Leader is appointed by the Incident Commander (IC).

1. The facility’s Logistics Leader reports directly to the IC.

2. The Logistics Leader is tasked with providing all resources, services, and support required by the incident.
   - Ordering, obtaining, and maintaining essential personnel, equipment, and supplies.
   - Providing communication planning and resources.
   - Setting up food services.
   - Setting up and maintaining incident facilities.
   - Providing transportation.
   - Providing medical services to incident personnel.

3. The specific details of the facility’s Logistics Leader can only be determined by the type of incident that is being managed.

4. The facility’s Logistics Leader may work directly with emergency responders (fire, police, EMS, etc.) while managing the incident.

5. The facility’s Logistics Leader position should remain active until terminated by the facility’s IC.
All Hazards Emergency Plan
Facility Action Cards (FACs)

FACs – Finance/Administration Leader

The facility’s Finance/Administration Leader is appointed by the Incident Commander (IC).

1. The facility’s Finance/Administration Leader reports directly to the IC.

2. The facility’s Finance Leader is tasked with tracking incident related costs, personnel records, and requisitions, and administrating procurement contracts required by Logistics.
   - Contract negotiation and monitoring
   - Timekeeping
   - Cost analysis
   - Compensation for injury or damage to property

3. The specific details of the facility’s Finance/Administration Leader can only be determined by the type of incident that is being managed.

4. The facility’s Finance/Administration Leader may work directly with corporate leadership and applicable regulators (local, county, state and federal) while managing the situation.

5. The facility’s Finance/Administration Leader position should remain active until terminated by the facility’s IC.
All Hazards Emergency Plan
Facility Action Cards (FACs)

FACs – Plan Activation

In the event of a crisis or disaster situation (or notification of the potential for one) the person in charge of the facility (succession of command) at the time of the incident should:

1. Announce the appropriate code in accordance with the Disaster Priority Matrix.
2. Activate the Incident Command System (ICS).
3. Ensure an appropriate emergency response has been coordinated with appropriate outside resources.
   - Fire
   - Emergency Medical Services
   - Law Enforcement
   - Transportation Services
   - Service Contractors for Utility/Equipment Failures
   - Other Essential Resources to Handle the Incident
4. Direct all leadership staff on duty to the pre-established Incident Command Post.
5. Call back essential leadership staff that is not on duty at the time of the incident.
   - Administrator
   - Assistants Administrators
   - Director of Nursing
   - Director of Maintenance/Environmental Services
   - Director of Human Resources
   - Corporate Management
   - Other Key Individuals
6. Activate appropriate sections of the facility’s Emergency Response Plan (Section IV).
7. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident.
All Hazards Emergency Plan
Facility Action Cards (FACs)

FACs – Evacuation

1. The decision to evacuate is only to be made by the Administrator or designee and/or appropriate authorities (fire, law enforcement, County Emergency Management Agency, etc.) or by the circumstances of a fast-moving crisis or disaster situation (fire, gas leak/explosion hazard, etc.) that requires immediate evacuation of the facility to help ensure the safety of the occupants.

2. If not already activated, the facility’s ICS should be activated.

3. Make appropriate notifications to transportation services and receiving location(s).

4. Coordinate all activities with local emergency responders (fire, EMS, police, etc.).

5. All departments must ensure that the responsibilities assigned to them are completed in accordance with the Evacuation Plan (Section IV):

6. Evacuation Procedure (General):
   - Residents will be gathered in a central location and prepared for transport.
   - Residents will be prepared for weather conditions if possible.
   - Residents will be divided into groups depending on acuity and in consideration of risks associated with staying inside of the facility.
   - Ensure that residents have I.D. bands, emergency bags, emergency information, and medical charts accompanying them.

7. Ensure that all procedures defined in the facility’s Evacuation Plan (Section IV) are utilized to internally manage the incident.

8. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident as needed.

9. Maintain all operations in accordance with the ICS until the incident is officially terminated.
All Hazards Emergency Plan
Facility Action Cards (FACs)

FACs – Fire Response Plan

1. Upon discovery of a fire/smoke condition/explosion or fire alarm activation within the building, facility Fire Response Plan should be activated.

2. Those discovering the incident or acting as first responders should immediately initiate the R.A.C.E. Procedure:
   - RESCUE: Rescue/evacuate persons in immediate danger
   - ALARM: Activate the building’s fire alarm if not already activated
   - CONFINE: Confine the fire by closing doors to isolate the fire and smoke
   - EXTINGUISH: Attempt to extinguish the fire only if the first three part of the R.A.C.E. procedure have been completed and the fire appears to be manageable

3. Announce CODE RED throughout the facility and provide the exact location of the incident within the building when determined.

4. Ensure that the fire department and local authorities have been notified and are responding.

5. Activate the facility’s Incident Command System (ICS) and coordinate with local emergency responders (fire, EMS, police, etc.) as they arrive and begin to manage the incident.

6. Ensure that all procedures defined in the facility’s Fire Response Plan (Section IV) are utilized to internally manage the fire.

7. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident as needed.

8. Maintain all operations in accordance with the ICS until the incident is officially terminated.
FACs – Plan Activation

In the event of a crisis or disaster situation (or notification of the potential for one) the Administrator/Designee or Highest Ranking Staff Member on Duty at the time of the incident should:

1. Announce the appropriate code.
   - Code Red: Fire Emergency
   - Code Pink: Missing Resident
   - Code Green: Tornado/Severe Weather/Natural Disaster
   - Code Black: Utility Outage
   - Code Yellow: Suspicious Package/Bomb Threat
   - Code Blue: Medical Emergencies
   - Code Purple: Epidemic/Pandemic Episode
   - Code White: Terrorist Attack

2. Activate the Incident Command System (ICS).

3. Ensure an appropriate emergency response has been coordinated with appropriate outside resources, such as:
   - Fire
   - Emergency Medical Services
   - Law Enforcement
   - Transportation Services
   - Service Contractors for Utility/Equipment Failures
   - Other Essential Resources to Handle the Incident

4. Direct all leadership staff on duty to the pre-established Incident Command Post.

5. Call back essential leadership staff that is not on duty at the time of the incident.

6. Activate appropriate sections of the facility’s Emergency Response Plan (Section IV).

7. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident.
All Hazards Emergency Plan
Facility Action Cards (FACs)

FACs – Severe Weather Plan (General)

1. As severe weather potential develops, announce CODE GREEN Alerts based on developing conditions:
   - Monitor facility’s weather alert radio, television, and broadcast radio for changing conditions, alerts, and warnings
   - Be prepared to relocate residents to safe areas well in advance of a serious situation; be proactive in planning and do not wait for the situation to become dire
   - Ensure windows and draperies are closed and distribute appropriate equipment to staff members (flashlights, first aid supplies etc.)
   - Secure the outside of the facility and cancel any outside activities or events
   - Activate the facility’s ICS if needed

2. As severe weather arrives or warnings are issued for the area in which the facility is located, announce CODE GREEN Alerts based on developing conditions:
   - Activate the facility’s ICS
   - Relocate residents, staff members, and visitors to safe, pre-designated locations
   - Close all interior doors
   - Shut down non-essential equipment
   - Monitor residents closely
   - Brace for storm impact

3. Ensure that the fire department and local authorities have been notified and are responding following storm impact.

4. Ensure that the specific procedures defined in the facility’s Severe Weather Response Plans (Section IV) are utilized to internally manage the incident.

5. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident as needed.

6. Maintain all operations in accordance with the ICS until the incident is officially terminated.
FACs – Utility Failure Plan

1. Immediately determine if the loss of a utility (electric, gas, propane, water, etc.) is due to an incident occurring at the facility like a rupture, leak, fire, collision (vehicle striking meter, lightning strike with fire, etc.) and address the situation in accordance with the appropriate emergency procedure.

2. Announce the CODE BLACK throughout the facility.

3. If the situation warrants, ensure that local emergency responders (fire, police, EMS, etc.) have been notified and are responding and the appropriate utility company or service contractor has been notified of the failure.

4. Activate the facility’s Incident Command System (ICS) and coordinate with local emergency responders (fire, EMS, police, etc.) and utility company as they arrive and begin to manage the incident.

5. Attempt to determine the projected duration of the outage/failure.

6. Have facility maintenance continuously check on equipment that may be adversely impacted by the failure due to the failure itself (electrical grounding, failure of other systems, etc.) as well as negative circumstances that may occur upon sudden resumption of utility (over-pressurization, power surge, etc.).

7. If outage is long term, prepare to determine other courses of action that may be required, including evacuation.

8. Frequently check residents and all systems for wellness and continuity of operations.

9. Establish and maintain contact with local emergency responders to advise them of the situation and keep them informed of potential needs as the situation potentially worsens.

10. Ensure that all procedures defined in the facility’s Utility Failure Plan (Section IV) are utilized to internally manage the incident.

11. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident as needed.

12. Maintain all operations in accordance with the ICS until the incident is officially terminated.
All Hazards Emergency Plan
Facility Action Cards (FACs)

FACs – Shelter-in-Place (SIP)

1. The decision to Shelter-in-Place (SIP) is to be made by the Administrator or designee and/or appropriate authorities (fire, law enforcement, County Emergency Management Agency, etc.) or by the circumstances of a fast-moving crisis or disaster situation (severe weather, terror attack, nuclear accident, hazardous material incident outside of the facility, etc.) that requires immediate SIP to help ensure the safety of the residents, staff members, and visitors.

2. SIP may be dictated by other procedures previously initiated by the facility.

3. If not already activated, the facility’s ICS should be activated.

4. Close down the facility and suspend normal business operations.

5. If there are visitors, vendors, volunteers, or other people in the facility at the time that the SIP/Take Cover Plan is initiated, provide for their safety by asking them to stay – not leave.

6. Close and lock all windows, exterior doors, and any other openings to the outside.

7. Turn off all fans, heating and air conditioning systems.

8. Be prepared to access essential disaster supplies, such as nonperishable food, bottled water, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, plastic garbage bags, etc.

9. Ensure accountability and keep track of all residents who are relocated from their rooms.

10. Keep listening to the radio or television until advised that all is safe or you are told to evacuate. Local officials may call for evacuation in specific areas at greatest risk in the community.

11. Ensure that all procedures defined in the facility’s SIP Plan (Section IV) are utilized to internally manage the incident.

12. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident as needed.

13. Maintain all operations in accordance with the ICS until the incident is officially terminated.