

# TO BE TYPED

## STANDARD OPERATING PROCEDURES

### STAFF RESPONSIBILITIES DURING AN EMERGENCY

In addition to regular day to day job duties during non-emergency situations as described in the Employee Handbook, the following job requirements must be observed and carried out during an emergency. The purpose of these responsibilities is to ensure that everyone is safe and secure during an emergency with no loss of life or injury. The following responsibilities take effect as soon as an emergency is declared. Emergencies include tornadoes, fire, hazardous material incidents, and power outages during severe hot or cold weather and hurricanes.

- A. **The Administrator** will inform the facility staff of an emergency as soon as she/he is made aware of the emergency. However, if the Staff finds out first, then the staff should immediately contact the administrator to make her/him aware of the emergency.
- B. **The Administrator** is responsible for implementing the procedures for an emergency, including evacuation procedures if they are necessary, and notification to the receiving facility.
- C. If necessary, depending on the type of emergency, **the Staff** must return to work within one hour of being notified.
- D. **The Staff** will assist in the gathering and evacuation of residents, staff and essential food, water and supplies, if evacuation is necessary.
- E. **The Administrator** will supervise and assist in the gathering and evacuation of the residents, staff and essential food, water and supplies (if evacuation is necessary).
- F. **The Administrator** will ensure that the residents' families remain informed of the residents' well being and the new location, if evacuation is necessary.
- G. **The Staff** will not leave the facility until relieved.
- H. In the event of an emergency, **the Staff** will go room to room and inform residents (waking them up if necessary). In the event of a fire, please refer to the Fire Safety Plan for emergency procedures during a fire.

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(Continued)

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- I. As soon as the facility is made aware of the emergency, the family members of the residents will be contacted immediately. Family members will be contacted via telephone at the phones provided to the facility. (home, work, pager, cellular)
- J. If an evacuation is necessary, there will be a room-to-room search to ensure that all residents are out of the facility, and the resident log of outgoing residents will be checked to ensure that all residents are accounted for.
- K. **The Staff**, if responsible for the re-entry, will receive the same information from television and radio announcement. If structural soundness of the building is in question, re-entry will be allowed only upon approval by the structural engineer.
- L. This facility will have monthly fire drills, and external drills every May before the hurricane season. For external drills, all procedures will be rehearsed except the physical removal of residents. Meetings will be held after all drills in which **the Administrator**, staff and residents will be identify deficiencies. The deficiencies will be discussed and corrected in the written procedures and emergency plan.
- M. During an emergency, third party providers, such as the drinking water company, will be contacted by **the Administrator** at least 24 hours in advance to notify of additional needed for drinking water.