

## RESPONSE: MISSING RESIDENT/ELOPMENT

<b>MISSING RESIDENT</b>		
Date/Time Completed	Initials	Item
		Communicate internal notification of missing resident.
		Search every room in facility.
		Search immediate grounds
		Call 911 to alert fire department/local law enforcement. Notify responsible family member: <ul style="list-style-type: none"><li>- Inform family that resident is missing.</li><li>- State that 911 and fire department search teams have been notified.</li><li>- Ask family members to remain at home near a phone.</li><li>- Discourage family members from coming to the facility at this time.</li></ul>
		Upon arrival of the search team, transfer authority to team members.
		Supply resident's picture, if available, from medical records to search team members

**RESPONSE: SEVERE THUNDERSTORMS**

<b>SEVERE THUNDERSTORMS</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		NOAA weather radio on alert to receive statements, watches or warnings issued by the National Weather Service.
		Relocate to inner areas of building as possible.
		Keep away from glass windows, doors, skylights and appliances.
		Refrain from using phones, taking showers.

**PREPAREDNESS: FLOODING**

<b>PREPAREDNESS: FLOODING</b>		
<b>Date Completed</b>	<b>Initials</b>	<b>Item</b>
		NOAA weather radio on alert to receive statements, watches or warnings issued by the National Weather Service.
		Staff trained regarding definition a flood WATCH (flash flooding is possible in your area).
		Staff trained regarding what to do during a flood WATCH (be alert to signs of flash flooding and be ready to evacuate on a moment's notice).
		Staff trained regarding definition of a flood WARNING (a flash flood is occurring or will occur very soon).
		Staff trained regarding what to do during a flood WARNING (listen to local radio or TV station for information and advice. If told to evacuate, do so as soon as possible.).

**RESPONSE: FLOODING**

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<b>Date Completed</b>	<b>Initials</b>	<b>Item</b>
		NOAA weather radio on alert to receive statements, watches or warnings issued by the National Weather Service and TV station is on for listening to information and advice.
		Shut off water main to prevent contamination.
		Move records to a higher floor or area.
		WATCH- fill vehicle gas tanks in the event an evacuation is ordered.
		Prepare to evacuate residents.

**RESPONSE: TORNADO**

Note that most tornados occur between 3 and 9 pm and peak tornado occurrence in the southern states is March through May. The average tornado lasts 8-10 seconds.

a. All staff need to know the difference between a Tornado Watch (conditions are favorable for the development of a tornado) and Tornado Warning (a tornado has been sighted or indicated by radar). b. Remain calm and in protective posture until declared safe by public authorities.

c. Assess injuries and damages suffered by residents, the facility, and utilities as soon as the tornado danger has passed. Compile injury and damage reports at the command post.

**TORNADO WATCH**

<b>TORNADO WATCH</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		NOAA weather radio on alert to receive statements, watches or warnings issued by the National Weather Service.
		Residents and assigned staff inside facility and accounted for.
		Local radio and/or television station on to receive continuous weather information.
		Outdoors and indoors checked for any objects that could become projectiles in high winds (outdoors- lawn furniture, grills, potted plants, rakes, tools, etc.; indoors- drinking glasses, metal trays, etc.).
		Windows and exterior doors tightly closed.
		Supply of flashlights and extra batteries readily available.

**TORNADO WARNING**

<b>TORNADO WARNING</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		NOAA weather radio on alert to receive statements, watches or warnings issued by the National Weather Service.
		Residents moved to central hall away from windows (other potential areas-basement, first floor interior hallways, restrooms or other enclosed small areas).
<b>TORNADO WARNING</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		Restrooms or vacant rooms checked for visitors or stranded residents and escort to shelter area.
		Doors to resident rooms shut after residents are removed.
		Mattresses and/or blankets provided to residents to reduce injury from flying debris.
		Staff and ambulatory residents instructed to take position of greatest safety: crouch down on knees with head down and hands locked at back of neck or protect head/body with pillows or mattress.
		Electricity, water and fuel lines shut off, if time permits.

**RESPONSE: WINTER STORMS**

<b>RESPONSE: WINTER STORMS</b>		
<b>Date Completed</b>	<b>Initials</b>	<b>Item</b>
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<b>Date Completed</b>	<b>Initials</b>	<b>Item</b>
		NOAA weather radio on alert to receive statements, watches or warnings issued by the National Weather Service.
		Secure facility against frozen pipes.
		Check emergency and alternate utility sources.
		Check emergency generator.
		Conserve utilities - maintain low temperatures, consistent with health needs.
		Equip vehicles with chains and snow tires, if appropriate.
		Ensure a 7 day supply of food, water, medical supplies, medicine, and fuel.

**PREPAREDNESS: UTILITY OUTAGES**

<b>PREPAREDNESS: UTILITY OUTAGES</b>		
<b>Date Completed</b>	<b>Initials</b>	<b>Procedure</b>
		Emergency radio available.
		Ensure a seven (7) day supply of food and water for residents and staff.
		Ensure a 7 day supply of emergency fuel.
		Arrange for private contact to serve as an added back-up resource.
		Work with the county emergency management agency in establishing a back-up resource.
		Keep an accurate blueprint of all utility lines and pipes associated with the facility and grounds.
		Develop procedures for emergency utility shutdown.
		List all day and evening phone numbers of emergency reporting and repair services of all serving utility companies:
		List names and numbers of maintenance personnel for day and evening notification:

**RESPONSE: ELECTRIC POWER FAILURE**

<b>RESPONSE: ELECTRIC POWER FAILURE</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		Call <u>Number</u> (power company).
		Notify the maintenance staff.
		Keep refrigerated food and medicine storage units closed to retard spoilage.
		Turn off power at main control point if short is suspected.
		Evacuate the building if danger of fire.

**RESPONSE: GAS LINE BREAK**

<b>RESPONSE: GAS LINE BREAK</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		Notify maintenance staff, Administrator, local public utility department, gas company and police and fire departments.
		Shut off the main valve.
		Open windows.
		Evacuate the building immediately. Follow evacuation procedures.
		Re-enter building only at the discretion of utility officials.

**RESPONSE: WATER MAIN BREAK**

<b>RESPONSE: WATER MAIN BREAK</b>		
<b>Date/Time Completed</b>	<b>Initials</b>	<b>Item</b>
		Call <u>Number</u> (facility maintenance).
		Shut off valve at primary control point.
		Relocate articles which may be damaged by water.
		Call <u>Number</u> (designated assistance groups) if flooding occurs.