



Transforming
Lives

AFH Administrator Training

Module 6a: Setting Up Your Home Emergency Planning

Adult Family Home Administrator Manual, Version 5.2



Washington State
Department of Social
& Health Services

Transforming lives

Agenda

- Emergency WACs and resources
- Evacuation requirements/drill
- Relocation – Shelter in place
- Water, Food, Power Outage
- Emergency planning (Natural Disasters)
- Reporting



Learning Objectives

At the end of this module, you will be able to...

- Describe the requirements for storing emergency food and water supplies
- Outline how to write up an emergency and disaster plan that includes natural disaster scenarios
- Describe how to evacuate everyone from your AFH in 5 minutes or less.
- List what goes in an emergency Go-Kit
- Explain steps to take if you need to evacuate or shelter in place.

What Do You Know?

It is 3:00 am and a neighbor knocks on your door and says there is a gas leak in the neighborhood, and everyone must be evacuated. You have two residents who can ambulate independently with minimal direction, a third resident that is confused and needs supervision, and one resident in a wheelchair. You have one care giver that lives in your AFH.

You and your spouse live in the home, but your spouse works part time at night and is not home tonight. How are you going to evacuate your residents within five minutes and where are you going to take them?

What if you can't return for several hours?

Emergency Rules and Resources

- Notice of Rights and Service Requirements, Disaster Plan, and Policies
- Disaster and Emergency Preparedness WACs
- Fire Drill Plan for Emergency Evacuation WACs
- Critical Staffing Management in LTC (2024) – Guide/PowerPoint

**Adult Family Home (AFH)
Emergency Evacuation Drill**
(WAC 388-76-10860 – 10905)

NAME OF AFH / LICENSEE

DATE OF DRILL	TYPE OF DRILL <input type="checkbox"/> Full evacuation (annually – All residents must participate) <input type="checkbox"/> Partial evacuation (every 60 days; resident participation at least once each calendar year)					
DRILL CONDUCTED BY:	START TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	END TIME <input type="checkbox"/> AM <input type="checkbox"/> PM	LENGTH OF DRILL	ADDED TIME FOR REFUSAL +	TOTAL LENGTH OF DRILL =	
NAME(S) OF STAFF PARTICIPATING IN DRILL						
RESIDENT'S NAME	¹ RESIDENT'S EVACUATION CAPABILITY LEVEL		RESIDENT PARTICIPATION			
	INDEPENDENT	ASSISTANCE REQUIRED	YES	NO, NOT HOME	NO, REFUSED	TIME NEEDED
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	
² Smoke Detectors			² Fire Extinguishers			
EQUIPMENT CHECK:	LOCATION(S)		EQUIPMENT CHECK:	LOCATION(S)		
Hardwired: <input type="checkbox"/> Yes <input type="checkbox"/> No	If no, was battery replaced? <input type="checkbox"/> Yes <input type="checkbox"/> No		SERVICE DUE DATE			
Audible throughout home:			<input type="checkbox"/> Expired? <input type="checkbox"/> Replaced? <input type="checkbox"/> OK			
COMMENTS						

¹ Documentation on log not required, but provider is required to identify each resident's level of evacuation on preliminary service plan and negotiated care plan. See WAC 388-76-10870.

² Documentation on log not required, but provider is required to ensure all fire extinguishers are inspected and serviced annually, and all smoke detectors are maintained and in working condition. See WAC 388-76-10805 and 388-76-10810.

This is a sample provided for convenience.

While 388-76-10900 requires homes to document evacuation drills, use of this sample is optional.

AFH Evacuation Drill Form



Develop Emergency Plan - Expectations

- Evacuate in 5 minutes
- Responsibilities
- Relocation plan
- Emergency supplies
- Practice



Disaster Assumptions



- Emergency Services Delayed
- No Phone Service
- No Power
- Need for Flexibility

Steps to Develop Your Emergency Plan

- ID emergency situations that might occur in your area
- Ask “What If”
- ID essential services, primary/backup vendors
- ID resident needs
- Create an Emergency Kit
- Name, address, phone of your AFH
- Train staff

Emergency Supplies

- How many people do you need to plan for?
- How much supplies will you need?
- Will it vary based on the circumstances?
- Keep supplies updated
- Generator safety



[Generator Safety Tips](#)

Play now!



Relocation Plan Development

- Isolated – Widespread
- Secure home
- Where will you go?
- How will you get there?
- What will you need?
- Resident Identification

Relocation Plan

Relocation Sample Forms:

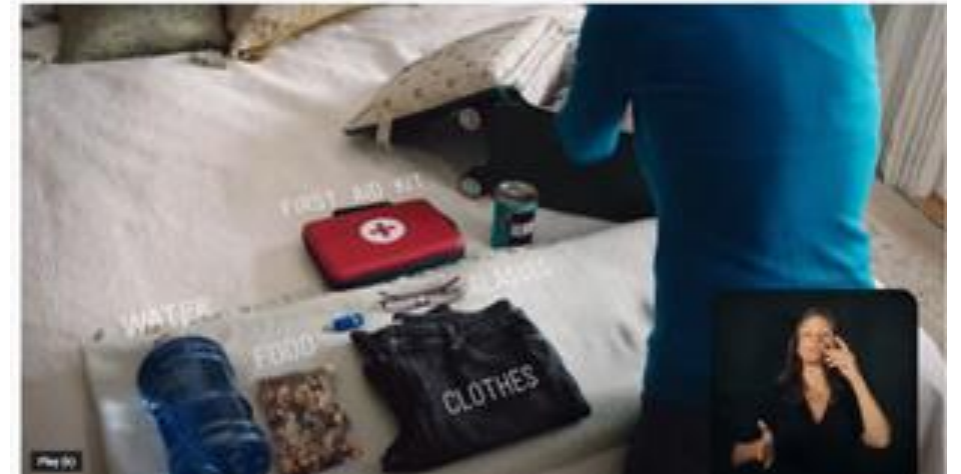
- Sample plan
- Resident checklist
- Tracking log
- Individual Preparedness plan

Action for Any Natural Disaster

- Evacuate or shelter in place
- Address injuries
- Extinguish any fires/turn off gas
- Remain calm, do not leave AFH until safe to do so
- Assess damage
- Reporting to DSHS
- Evacuation Preparation Key Points

Emergency AFH Go-Kit

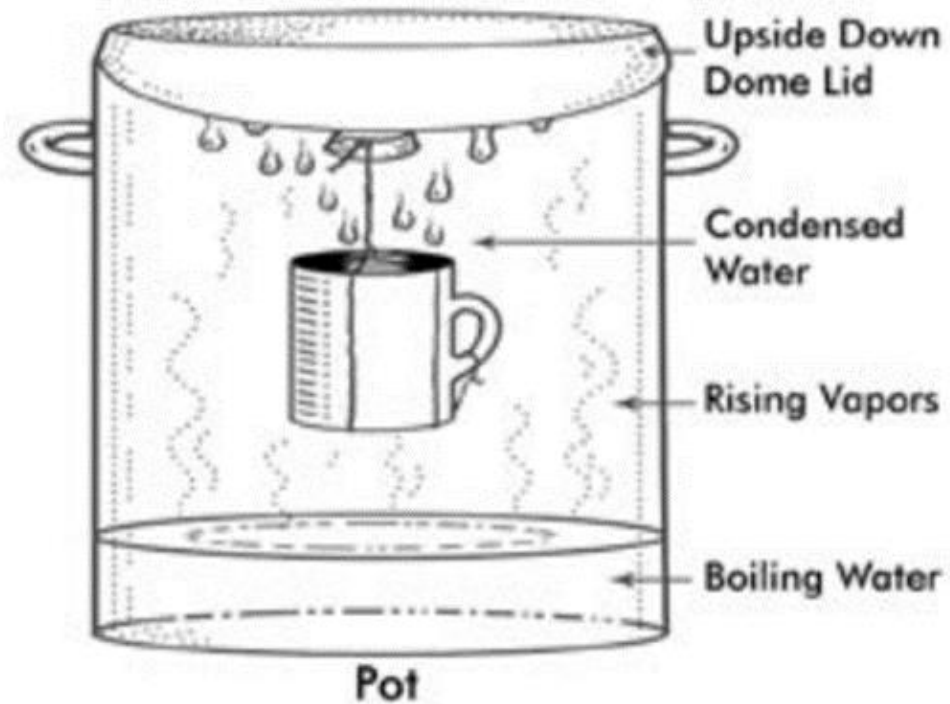
- Grab-n-Go
- Can get to quickly
- If locked, ensure two people can open
- Keep essential documents in a zip lock bag



[Play now!](#)

Water in an Emergency

- DOH Standards
 - Store safely
 - Purify – Boil
 - Purity – Bleach
- Distillation



Food in an Emergency



- Stock what is familiar
- Requires no refrigeration, preparation, or cooking
- Special diets
- Manual can opener
- Disposable utensils

If the Power Goes Out

- Life sustaining equipment
- Keeping food safe
- Ways to cook with no power

Fire

- **Home**

- Fire extinguisher
- Evacuate – 911

- **Wildfire**

- Evacuation Levels
- Be Ready
- Dealing with smoky conditions



How & When to Use Your Household Fire Extinguisher |
Allstate Insurance

Play now!

Smoky Outside? Health Tips for Dealing with Wildfire Smoke

Play now!

Other Natural Disasters

- Tsunami
- Earthquake
- Flood
- Volcano
- Pandemic
- Heat wave





Assignment # 6 – Develop Your Emergency & Disaster Plan

[WAC 388-76-10830](#) - Emergency and disaster plan must meet the needs of each resident during emergencies and disasters. The written plan must include:

- (1) Responding to natural and man-made emergencies and disasters that may reasonably occur at the home;
- (2) Actions to be taken by staff and residents during and after an emergency or disaster; and
- (3) The fire drill plan for evacuation of the home.

Summary Review

During this module we learned...

- The requirements for storing emergency food and water supplies
- How to write up an emergency and disaster plan that includes natural disaster scenarios
- The importance of evacuating everyone from your AFH in 5 minutes or less.
- What goes in an emergency Go-Kit
- The steps to take if you need to evacuate or shelter in place.

Test Your Knowledge

True or False

1. You have 10 minutes to safely evacuate all residents.
2. A resident has the right to refuse to participate in a fire drill.
3. Your emergency evacuation floor plan must show the exits from each floor of the home





Get Ready For Your Next Class

- Read assigned modules
- Complete Assignment #6