



#6a Emergency Planning

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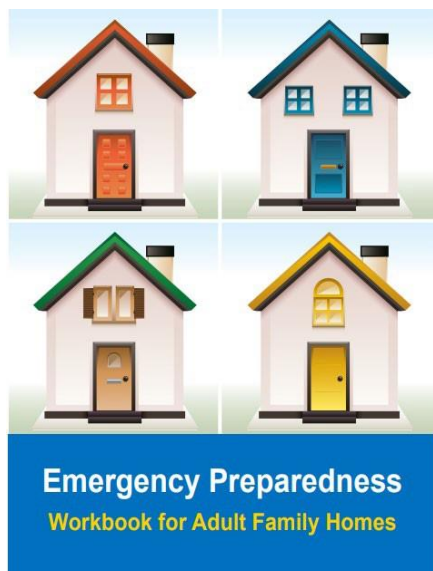
Module 6a – Emergency Planning

Table of Contents

Introduction	1
Learning Objectives.....	1
What Do You Know?	1
Notice of Rights and Service Requirements, Disaster Plan, and Policies	2
Disaster and Emergency Preparedness WACs	2
Fire Drill Plan for Emergency Evacuation	3
AFH Evacuation Drill Form.....	5
Emergency Resources	6
Develop Your Emergency Plan	6
Emergency Expectations	6
Continuum of Care Decisions for Critical Staffing Management in Long-Term Care Settings Guide.....	7
Emergency Drills.....	7
Disaster Assumptions.....	7
Steps for Developing Your Emergency Plan	7
Portable Generators.....	9
Generator Resources	9
Emergency Supplies	10
Emergency Disaster Plan – Resources and Contact Information Sample	11
Relocation Plan	14
DDA - Individual Preparedness Plan Form	19
Action for Any Natural Disaster	21
As Soon As Possible After a Natural Disaster	21
Shelter in Place Plan - Examples	22
Shelter in Place Checklist	22
Evacuation.....	23
Prepare.....	23
Reporting an Evacuation to DSHS/ALTSA.....	23
AFH Emergency Go Kit - Evacuation.....	24
Water in an Emergency.....	26
Department of Health – Water Purification.....	26
DOH Pub 821-031	26

Storing water safely	26
Purifying by boiling	26
Purifying by adding liquid chlorine bleach	27
From <i>Food and Water in an Emergency</i> - FEMA & American Red Cross	27
Food in an Emergency.....	28
If the Power Goes Out.....	29
Life Sustaining Equipment.....	29
Life Sustaining Resources.....	29
Keep Food Safe When Power Is Out	29
How to Cook If the Power Goes Out	30
Emergency Resources	30
Emergencies/Disasters.....	31
Fire in Your Home	31
Wildfire.....	32
Smoky Conditions.....	33
Video: Smoky Outside? Health Tips for Dealing with Wildfire Smoke - YouTube.....	33
Emergency Resources	33
Tsunamis	34
Earthquake.....	34
Flood	35
Volcano	37
Pandemic.....	38
Heatwave	39
Assignment #6: Develop your Emergency & Disaster Plan	40
Summary Review	40
Test Your Knowledge	40
Get Ready for Your Next Class	40
Acronyms Used in this Module	40
Revision Table	41

Setting Up Your Home – Emergency Planning



Introduction

Disasters can happen anytime, anywhere, and often occur without warning. In a major emergency you may find your AFH without the assistance of police, fire, or emergency media response for several days. The residents that you serve may need your assistance during an emergency more than any other time. For these reasons, emergency preparedness is an important part of your AFH business.

Once you have completed your plan, you should review and test it at least every 12 months to ensure that it is realistic and up to date.

*Introduction is from the **Emergency Preparedness – Workbook for Adult Family Homes***

NOTE: The [Emergency Preparedness – Workbook for Adult Family Homes](#) (DSHS 22-1545) outlines a standardized approach to basic emergency planning for your AFH. **It is strongly recommended you print out this workbook and use it as you develop your personal emergency plan.** The guidance in this workbook complies with the requirements outlined in [WAC 388-76-10830](#) through 10855 and is a good place to start.

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?

What Would You Do? It is 3:00 am and a neighbor knocks on your door and tells you 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 home for several hours?

Module 6a – Setting Up Your Home; Emergency Planning

Notice of Rights and Service Requirements, Disaster Plan, and Policies

The Notice of Rights and Service Requirements was introduced in module 2. Below you will find more detail related to the Disaster and Emergency requirements that will be verified at time of your initial inspection.

Disaster and Emergency Preparedness WACs

388-76-10830 Emergency and disaster plan

- Your written emergency/disaster plan must meet the needs of each resident and include:
 - How your AFH will respond to natural and man-made emergencies and disasters that may reasonably occur at the home
 - The actions taken by staff and residents during and after emergency or disaster
 - Your fire drill plan for evacuation of the home

388-76-10840 Emergency food supply

- You must have on-site emergency food supply that:
 - Will last a minimum of 72 hours for each resident AND each household member
 - Meets all dietary needs of each resident, including any dietary restrictions they may have
 - Can be stored with other food in the home
 - Is sufficient, safe, sanitary, and uncontaminated

388-76-10845 Emergency drinking water supply

- You must have an on-site emergency supply of drinking water that:
 - Will last for a minimum of seventy-two hours for the home's licensed capacity, every household member, and caregiving staff
 - Is at least three gallons for the home's licensed capacity, every household member, and caregiving staff
 - Is stored in well-sealed food grade or glass containers
 - Is chlorinated or commercially bottled
 - Is replaced every six months, unless it is sealed and commercially bottled
 - Is stored in a cool, dry location away from direct sunlight

388-76-10850 Emergency medical supplies

- Your AFH must:
 - Have emergency medical supplies on-hand for the application of basic first aid during an emergency or disaster in a sufficient amount for the number of residents living in the home
 - Replenish the emergency medical supplies as they are used
 - Have a first aid manual

388-76-00855 Emergency and disaster plan training

- You must ensure all staff are trained on the emergency and disaster plan and procedures when they begin work in the home
- You must ensure all staff and residents review the emergency and disaster plan and procedures at least annually

Fire Drill Plan for Emergency Evacuation

388-76-10860 Fire drill plan and procedures for emergency evacuation – required

- You must have an emergency evacuation plan, including a fire drill plan and procedures for evacuating all residents from your AFH
- **Must not admit or keep residents who cannot safely be evacuated**

388-76-10865 Resident evacuation from AFH

- You must be able to evacuate everyone to a safe location within 5 minutes or less
- You must ensure your residents can evacuate:
 - By using a door designated as an emergency exit
 - By a path from their bedroom that does not go through other bedrooms
 - Without having to use an elevator, chairlift, or platform lifts
- If your resident requires assistance, they must have a path through an emergency exit to the safe location without using stairs
- If your AFH was licensed after 11/1/2016, your ramp must:
 - Comply with chapter 51-51 WAC
 - Have a slope measuring no greater than eight and three-tenths percent in the direction of travel
 - Have landings at top, bottom and at every change in direction with a slope measuring no greater than two percent in the direction of travel
- If your resident cannot hear the fire alarm warning, then you must install visual fire alarms

388-76-10870 Resident evacuation capability levels – Identification required

- Ensure that each resident's assessment, preliminary service plan, and negotiated care plan identifies and describes the resident's ability to evacuate based on these descriptions:
 - (1) **Independent:** Resident is physically and mentally capable of independently evacuating the home without the assistance of another individual or the use of mobility aids. The department will consider a resident independent if capable of getting out of the home after one cue.
 - (2) **Assistance required:** Resident is not physically or mentally capable of evacuating the home without assistance from another individual, mobility aids, or multiple cues.

388-76-10885 Elements of emergency evacuation floor plan

- You must develop an emergency evacuation floor plan for each level of your AFH that:
 - Is accurate and includes all rooms, hallways, and exits (such as doorways and windows) to the outside of the home
 - Shows the emergency evacuation route(s) to exit the home and that all the routes to the emergency exit door that are easy to identify
 - Shows the designated safe location for your residents to meet outside of the AFH

Module 6a – Setting Up Your Home; Emergency Planning

388-76-10890 Posting the emergency evacuation floor plan – required

- You must display your emergency evacuation floor plan on each floor of the home, and it must:
 - Be posted in a visible location that is commonly used by your residents, staff, and visitors
 - Show the evacuation route from the room on that floor to the designated safe location outside

388-76-10895 Emergency evacuation drills – frequency and participation

- There are two types of emergency evacuation drills
 - A full evacuation from the AFH to the designated safe location, and
 - A partial evacuation which is just to the designated emergency exit
- Your AFH must conduct:
 - A partial evacuation which occurs during random staffing shifts at least every 60 days
 - A full evacuation at least once a year with all residents participating in the drill together and at the same time
 - Emergency evacuation drills even if you don't have any residents in the home for the purpose of staff practice
 - You must respect the resident's right to refuse to participate in emergency evacuation drill HOWEVER, you must still demonstrate the ability to safely evacuate all residents by doing the following:
 1. Document the resident's refusal to participate in their negotiated care plan
 2. Document the estimated amount of time it would take to evacuate the resident and how you made the calculation in their negotiated care plan
 3. Add that amount of time to your recorded time on the emergency evacuation drill log after each drill to ensure the length of time to evacuate does not exceed 5 minutes
 4. Continue to offer the resident a chance to participate in every evacuation drill

NOTE: Review **Dear Provider Letter:** Emergency Evacuation Drill – Refusal to Participate, ALISA: [AFH #2019-005 \(3/8/2019\)](#); see **AFH Evacuation Drill Form**

388-76-10900 Documentation of emergency evacuation drills – required

- You must document the following for all emergency evacuation drills
 - Names of each resident and staff involved in the drill
 - Name of the person conducting the drill
 - Date and time of the drill
 - Whether the drill was a full or partial emergency evacuation
 - The length of time it took to complete the evacuation


388-76-10905 Emergency evacuation – Notification of department required

- You must notify the department's [Complaint Resolution Unit](#) as soon as possible after resident safety is secure when any of the following occur:
 - Your AFH is on emergent stand-by for evacuation
 - There is any fire
 - Residents were evacuated from the home

Module 6a – Setting Up Your Home; Emergency Planning

AFH Evacuation Drill Form

Adult Family Home (AFH) Emergency Evacuation Drill (DSHS 21-065)

 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"/>	
	<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						

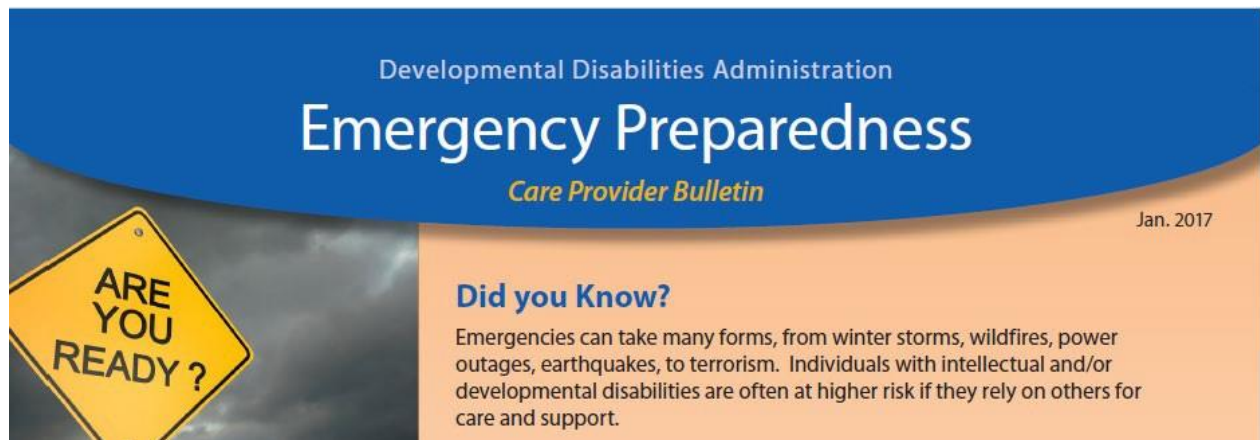
¹ Documentation on log not required, but provider is required to identify each resident's level of evacuation on preliminary service plan and negotiated care plan. See WAC 388-76-10870.

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 EMERGENCY EVACUATION DRILL
DSHS 21-065 (08/2021)

Page 1 of 1



Emergency Resources



- [DDA Emergency Preparedness Care Provider Bulletin \(PDF\)](#)
- [DSHS - Resources for Long-Term Care Facilities – Emergency Planning](#)
 - Personal Preparedness for Staff
 - Prevention/Mitigation Information
 - Consumer Questions on Emergency Preparedness
 - Emergency Generators
 - Service Animal and Pet Emergency Preparedness
- [Ready.gov - Disabilities](#)
- [Emergency Preparedness – Workbook for Adult Family Homes](#)
- [Dear Provider Letter: Precautions for Residents and Staff for Extreme Cold Weather Conditions 024-001](#)

Develop Your Emergency Plan

Emergency Expectations

- You will not admit residents who cannot safely be evacuated in 5 minutes
- Have a plan in place to meet the needs of residents, staff, and any visitors during emergencies and disasters including all medical, nutritional/dietary, and other needs. This may mean having to move one or more of your residents. If so, make sure to bring the necessary medical equipment, medication, medical supplies, clothing, blankets, food, water, and staff to meet the resident's needs at the different location. Your plan should include:
 - A relocation plan for both isolated and widespread emergencies
 - **Isolated emergency** - Affecting your AFH only - this could mean having to shelter in place or ensuring you have a mutual aid agreement with other long-term care providers in case you need to evacuate your residents
 - **Widespread emergency** – Affecting your community
 - Storage of supplies for a minimum of 72 hours. Best practice is at least 5-7 days.

Module 6a – Setting Up Your Home; Emergency Planning

Continuum of Care Decisions for Critical Staffing Management in Long-Term Care Settings Guide

- The Critical Staffing Management plan is implemented when *an emergent event or disaster has taken place, leading to staffing shortages, and emergent transfers are not available*. In times of emergent situations or widespread disasters leading to staffing shortages, AFHs may activate emergency plans to manage staffing and resources. These emergency plans allow you to adapt care and referral procedures based on the available resources within the health care system resources. (See: Dear Provider Letter [#2024-012](#); [Critical Staffing Management in LTC Settings Guide](#) – Feb 24; [Critical Staffing Management in LTC Settings](#) - PowerPoint)

Emergency Drills

Once you have developed your plan, practice it!

- Practice your fire drill. (See details in the fire section)
- Pick a weekend and only use the supplies you have in your emergency kit – adapt your kit as needed.
- Verbally walk through the steps of contacting your potential evacuation sites and arranging transportation for your current residents.
- Talk with your residents about emergency preparedness. Help them think about steps they can take to be prepared and what your plan is if you must evacuate, in a way they understand. Let them know you will be there to help them and what they can do to help.

Disaster Assumptions

During a disaster, you can assume there will be:

- **A Delay of Emergency Services** – Depending on the emergency, emergency services may not be able to reach you for three or more days.
- **No Phone Service** – Telephones may not work. It may be easier to reach someone outside the area than to reach someone in your community. If possible, develop a couple of ways to communicate with staff and others you may need to talk with.
- **No Power** – You may lose electricity. Power outages are common during many natural disasters and may occur locally due to a storm or accident. An extended outage may seriously impact any residents that depend on any life-sustaining equipment daily or rely on refrigerated medication. Your cell phone may also be affected.
- **The Need for Flexibility** – Even with your best planning, situations can change in a moment depending on the type and size of the event. Keep flexible so you can address each problem that comes up.

Steps for Developing Your Emergency Plan

1. Think about the emergency situations that might occur in your area:
 - Natural or weather-caused
 - Human-caused
 - Pandemic
 - Small or Large
 - Anything that may impact your resident's specific situation

Module 6a – Setting Up Your Home; Emergency Planning

2. Ask “What If” questions to help in your planning. For example:

What if there was a (Event) during the (day/night) and there was no (power, phone) and we needed to (shelter in place/evacuate), what would I do? What would I need? How would this scenario change if I were fully staffed or short staffed?

What if your staff cannot stay later or come in due to their own family obligations or the disaster itself. For example, the roads are closed due to a snowstorm or flood.

3. Identify Essential Services

- a. Make a list of the primary services that you must continue to provide during an emergency

Essential Primary Services
1.
2.
3.
4.

4. Identify the predictable needs of your residents during an emergency

Resident Needs During an Emergency
1.
2.
3.

5. Plan for/include in your **Emergency Kit**, supplies and services your AFH residents will need during an emergency. (For example: medicines, medical supplies, linens, transportation...)
6. List primary and back-up vendors who provide critical material resources to your AFH. Contact those vendors to discuss their plans for ensuring continued delivery of supplies and services during a disaster.

Vendor	Critical Resource Supplied	Contract Name/Number

7. Place the name, address, and phone number of your facility on the front of your plan. During an emergency, you may forget these details.

Module 6a – Setting Up Your Home; Emergency Planning

8. Train your staff

- Include emergency procedures in your staff orientation for new hires
- Make sure your staff understands how to follow the emergency procedures, their role, and responsibilities (actions they are to take), and where the plan is located
- During an emergency, you may need them to stay later or ask staff to come in
- Discuss the schedule for reviewing and updating the plan
- Practice

Portable Generators

- If you will use a generator, make sure the relevant people know how to use it

Generator Resources



- [Carbon Monoxide Can Be Deadly](#) – Check out this pamphlet on how to use a generator correctly
- [Generator Safety](#) – Puget Sound Energy

Portable generators are useful during winter storms, but if not used safely, they can cause injuries and death.

- ✓ Use portable generators outdoors in well-ventilated areas away from all doors, windows and vents.
- ✓ Make sure you have carbon monoxide alarms in your home.
- ✓ Do not use a generator in a wet area. This can cause shock or electrocution.
- ✓ Connect appliances to the generator with heavy-duty extension cords.
- ✓ Do not fuel your generator when it is running. Spilling gas on a hot engine can cause a fire.



Portable Generators and Winter Storms – FEMA



Video: [Generator Safety Tips - YouTube](#)

Module 6a – Setting Up Your Home; Emergency Planning

Emergency Supplies

1. Estimate the amount of food and water you will need – What is the maximum number of people you may have in your AFH during an emergency?

PEOPLE	NUMBER
Licensed Bed Capacity	
Maximum Number of Staff on Duty	
Others (Visitors, Vendors, etc.)	
TOTAL	

2. Purchase supplies based on the number you identified above and the needs of each resident. Make a list and have it posted with your supplies and with your plan. Store items in a cool, dark location such as your garage. Keep all your supplies together in a large container – a tote or clean garbage can on wheels.

Consider during what circumstances you may need certain supplies:

- General emergency items
- Special dietary items (based on resident need)
- If the power goes out
- Any special requirements based on resident need (outlined in the NCP)

Here is an example of what you may need:

- Non-perishable food, including some that do not require cooking – 3-day supply per person
- One gallon of drinking water per person per day
- Water for hygiene and sanitation
 - If you use well water or city water, you need to rotate out every 6 months and replace with fresh water
- Paper plates, cups, napkins, utensils
- First aid supplies
- Medical supplies
- Personal hygiene supplies
 - Incontinence supplies
 - Hand sanitizer
 - Other sanitizing supplies
- Flashlights and extra batteries
- Warm blankets
- AM/FM radio and extra batteries
- Tools – what do you need to turn off the water and gas?
- Duct tape
- Garbage bags
- Work gloves
- Pet food and water if needed



Module 6a – Setting Up Your Home; Emergency Planning

- Can opener
 - Other?
3. Develop and implement a plan to keep supplies updated
- Rotate quarterly
 - Check expiration dates – these items must be replaced prior to their expiration
 - Be sure staff know where the emergency supplies are kept and how to use them

Emergency Disaster Plan – Resources and Contact Information Sample

Emergency Disaster Plan – Resources

911	Emergency Services - Police/Fire/Ambulance
_____	Water Company
_____	County Emergency Services Department
_____	Electric Company
_____	Hospice
_____	Gas Company
_____	Operations Center
_____	Red Cross
_____	Health Department
_____	Hospital

Fire Disasters

In case of a fire, GET EVERYONE OUT!

If needed, go to a neighbor's home to call for emergency services.

Location for Emergency Disaster Supply Kit and First Aid Kit

Emergency Phone Numbers

AFH Providers	Home Phone Numbers	Cell Phone Numbers
Emergency Relief/Staff	Home Phone Numbers	Cell Phone Numbers

Emergency Contact List

Use the first three rows to identify your chain of command

Role	Name	Phone Numbers	When/Under what Circumstances to Contact
1.			
2.			
3.			
4. (Out of area contact)			
5. (Residents Family/Guardian)			
6.			
7. DSHS	Complaint Resolution Unit (CRU) or local Residential Care Services Field Office	1-800-562-6078	If I may need to evacuate some or all my residents

Residents and Family Information

Name/DOB	POA/Phone numbers	Doctor	Phone#/Fax#

Item of interest	Location
Emergency Disaster Kit	
Emergency Food	
Emergency Water	
Water Cut Off Valve	
Water Cut Off Tee	
Electric Breaker Box	
Hot Water Heater	

Relocation Plan

The need to relocate could be related to your AFH specifically (for example a gas leak) or because of a larger area experiencing an emergency, such as your neighborhood or community (for example, a flood).

- Isolated - Affecting your AFH only. This could include mutual aid agreement with other long-term care providers in case you need to evacuate your residents
- Widespread – Affecting your community

Develop a check list of what you will need to take with you and take into consideration:

- The security of your home. If you have time, turn off gas, water, etc. before you leave.
- Location
 - Contact your Red Cross to discuss general population and special needs sheltering
 - Check with other facilities to see if they will be able to accept additional residents if you need to evacuate
 - If you must go across town or out of the county
 - What about your pets?
 - Consider escape routes away from rivers or streams that may carry mud or debris in the case of a volcano eruption, earthquake, or flooding
- Transportation
- What will you need to take with you?
 - How will you take your resident's records – medical records, care plans, emergency phone numbers?
 - Specialized equipment, adaptive equipment, medical equipment – how will it be transported?
 - How will you gather and take your resident's medications, oxygen supply, medical supplies, incontinence supplies, etc.?
 - How will you take a change of clothing, including warm outer clothing in cold weather and personal hygiene items for each resident?
- Identification
 - Make sure each of your residents has identification that includes information about how to contact you in case you become separated.
 - You may want to use colored wristbands or another method to identify your residents if you go to a Red Cross shelter or another facility.
 - If you use a wristband, store them with your emergency plan

Module 6a – Setting Up Your Home; Emergency Planning

The following sample lists are from the *Creating a Disaster Plan for your Group Home or Adult Foster Home*. (This document is no longer available.)

Evacuation Plan

I have _____ residents in my care. I have _____ family members and _____ pets.

If we had to go to a Red Cross shelter, the following people could stay in a "general population" shelter _____

The following people would need to stay in a special needs shelter _____

If my pets cannot go with me, I will take them _____

I have checklists of the items I need to bring with me and each person I am responsible for. These checklists are located _____

My plan for contacting other staff and family members of my residents to let them know where we have gone is _____

Temporary Housing/Shelter

Potential Evacuation/Temporary Housing Locations I can pre-arrange. I have spoken with them and we have a _____ written _____ verbal agreement:

Location in my neighborhood:

Facility name	Contact	Address	Phone
---------------	---------	---------	-------

Location across town:

Facility name	Contact	Address	Phone
---------------	---------	---------	-------

Location out of the area:

Facility name	Contact	Address	Phone
---------------	---------	---------	-------

Emergency Transportation

If we must evacuate all residents, staff and family members:

Personal cars we could count on with short notice and number of seats available,
cell phone numbers of drivers

Taxi/Transport Companies that know where my home is and know the needs of
my residents, phone numbers:

Resident Evacuation Checklist

This checklist can be used for each person in your home to help remember important items to take with you when you evacuate. In addition to the supplies listed below, add anything else you might need if you had to leave in a hurry. If a resident is on numerous medications, you may want to attach a copy of their MAR to this checklist.

Checklist for (name) _____

- | | |
|---|---|
| <input type="checkbox"/> Medications (list) | <input type="checkbox"/> Snacks |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Copies of prescriptions |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Medical records |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Insurance information |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Important phone numbers |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Identification |
| <input type="checkbox"/> _____ | <input type="checkbox"/> Cell phone |
| <input type="checkbox"/> Glasses | <input type="checkbox"/> Other important papers |
| <input type="checkbox"/> Hearing aid | <input type="checkbox"/> Special dietary items |
| <input type="checkbox"/> Dentures | <input type="checkbox"/> Several changes of clothes |
| <input type="checkbox"/> Walker | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Cane | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Wheelchair | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Other mobility device | <input type="checkbox"/> _____ |
| _____ | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Oxygen | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Sanitary supplies | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Personal care or feeding equipment | <input type="checkbox"/> _____ |
| <input type="checkbox"/> Water | <input type="checkbox"/> _____ |

Module 6a – Setting Up Your Home; Emergency Planning

RESIDENT EVACUATION TRACKING LOG							
Name/Address of Facility:							
Resident Name	Wristband ID number	Destination	Responsible person	Date/Time Pick-up	Date/Time Drop-off	Accompanying Staff	Comments

Put bracelet ID numbers on this sheet now. Put your facility name on the ID bracelets ahead of time. At the time of an evacuation write each resident's name on a bracelet with an indelible marker, put the bracelet on them, and write each name on this sheet next to the appropriate number. Make a copy of this sheet in case you need to give it to a sheltering agency. Keep this sheet with you when you evacuate.

Additional comments:

DDA - Individual Preparedness Plan Form

Individual Preparedness Plan

If you prepare a formal ISP with a face sheet with this information, a photocopy of that sheet should be used in place of this form.
Attach a copy of the Resident Evacuation Checklist.

Resident's Name: _____

Emergency Contact:

Name _____ Relationship to resident _____

Address _____

Phone _____ Alternate phone _____

Alternate Emergency Contact:

Name _____ Relationship to resident _____

Address _____

Phone _____ Alternate phone _____

Items that should be evacuated with this individual including medications:
(If an individual is on numerous medications, you should attach the MAR to this plan)

<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"/> _____

Module 6a – Setting Up Your Home; Emergency Planning

Special dietary needs: _____

Behavioral issues that may impact the ability to transport, re-house or shelter this individual under emergency conditions: _____

Other considerations: _____

Action for Any Natural Disaster

When a disaster occurs, you will need to decide –

- Stay where you are and “shelter in place” **OR**
- Evacuate to another location, like another facility, hotel, Red Cross shelter or other location

As Soon As Possible After a Natural Disaster

1. Look for injured employees or residents. Help clear debris and care for the injured. Allow your staff to check on their own families and homes as soon as possible. This will ease their mind and allow them to focus on their work.
2. Extinguish all smoking materials and shut off the gas. You may have a broken gas line, which could ignite a fire/explosion.
3. Remain calm. Even though the main force of the disaster may be over, there may still be danger. For example, earthquakes are frequently followed by aftershocks.
4. Do NOT leave your facility until it has been determined that travel is safe.
5. Conduct a complete safety inspection as soon as possible after the disaster.
6. Assess the damages and when you are able, call your insurance carrier or retain the services of a property damage and liability insurance carrier. Check for:
 - **Structural Damage** – Block access to areas where structural damage is apparent.
 - **Damage to Water Pipes** – Shut off water supply – block access to flooded area until the water on the floor can be cleaned up.
 - **Damaged Electrical Outlets or Cords** – Shut off electrical power or discontinue use until repaired.
 - **Loose Lighting Fixtures, Cabinets, Shelves, Etc.** – Block access to area until repaired.
 - **Broken Windows and Doors** – Tape or take other measures to secure loose glass. Keep employees out of these areas until repairs have been made.
 - **Gas Leaks** – Shut off the gas supply. Prohibit smoking on the premises.
 - **Stairways** – Remove any debris, secure handrails, and block access until repaired.
 - **Fuse Boxes or Circuit Breakers** – Shut off power until repaired.
 - **Fire, First Aid and Other Safety Equipment** – Check for damage and make accessible. DO NOT USE if damaged; replace as soon as possible.
 - **Chemicals** – Inspect for leaks, spills, or damage to the container. Follow safety precautions as outlined on the appropriate Material Safety Data Sheets (MSDS).

Shelter in Place Plan - Examples

Shelter In Place Plan		
Number of people I have planned emergency supplies for:		
Emergency supplies are located:		
Emergency supplies are rotated every:		
	Name	Number
Out of area contact		
Staff available to respond during a disaster		
Staff available to respond during a disaster		
Staff available to respond during a disaster		
Emergency contact information is located:		
How I plan to keep staff and residents updated:		
How I plan to keep resident's families/guardians updated:		
I am to contact the CRU in DSHS if:		
The best method to keep up to date is:	TV Station: Radio Station: Other Way:	

Shelter in Place Checklist

- ☐ Review Shelter in Place Plan
- ☐ Review your cache of emergency supplies
- ☐ Notify you staff of the disaster
- ☐ Contact staff not working to discuss plans (come in, stay at home)
- ☐ Notify you out of area contact in case the receive calls from others involved in your plan
- ☐ Contact suppliers to ensure they are still able to deliver essential supplies
- ☐ Notify residents of the plan to shelter in place
- ☐ Notify DSHS CRU unit if you may need to move one or more residents to ensure their needs are met
- ☐ Notify resident's families/guardians
- ☐ Decide how you will stay informed (For example: TV, radio), and how you will keep staff and residents informed
- ☐ _____

Evacuation

Prepare

- Make relocation arrangements at another facility in the case of emergency. If you need assistance in locating alternate placement for evacuation residents, contact your local [Home and Community Services \(HCS\) office](#).
- Have a plan for alternate transportation if needed. Verify that they can transport residents during a disaster. Some transportation providers have contracted with too many long-term providers and have been unable to meet all the obligations during an emergency.
- Look into your local *Emergency Planning Resources* and meet/develop a partnership with local first responders. Discuss the population you care for and the assistance you may need.
- Identify a Chain of Command – Identify who to contact and when. What if you are not on site?
- Discuss a staffing plan – emergency backup
 - What is the minimum number of staff you need to safely care for the residents?
 - Who thinks they would or would not be able to come in?
 - Is there anything you can do to help staff to be able to come in?
 - Encourage your staff to develop their own plans for family, pets, etc.

Reporting an Evacuation to DSHS/ALTSA

EMERGENCY EVACUATIONS - [AFH Dear Provider Letter AFH#2016-016](#)

The AFH is responsible for notifying the Complaint Resolution Unit (CRU) at 1-800-562-6078 if you think that some or all your residents will have to move during a disaster. Tell the CRU where each resident is located. If the CRU telephone line is not working, inform your local Residential Care Services Field Office. If you need to evacuate, the following information MUST be included in the report:

- Date/time of evacuation (when?)
- Method of evacuation (Who? How? What?)
- Number of residents (Who?)
- Residence physical address (Where?)
- Physical address of location to which residents were evacuated (Where?)
- Date/time of estimated return to primary residence (When?)
- Plan to ensure the continuity of care (How?)
- Any other pertinent information

Module 6a – Setting Up Your Home; Emergency Planning

AFH Emergency Go Kit - Evacuation

AFH Emergency Handbook (Pgs. 7-9)

Your AFH Go-Kit should be portable. A backpack, duffel bag, or hard-sided briefcase are good choices. If the Go-Kit has a key or combination lock, make sure at least two people in your AFH have a key or the combination memorized. Finally, protect the documents that are in your kit from being damaged by placing them in one gallon or smaller Ziploc-type bags. Include a paper copy and an electronic copy of critical documents on a flash drive.

Consider including these items:

- Vital documents
- AFH bank information, check book and credit cards
- Cash
- Contracts with vendors and their contact information
- Emergency contact information for your staff, residents, and key contacts
- Check Book
- Insurance documentation
- Paper and pens

Make sure to bring the necessary medical equipment, medications, medical supplies, clothing, blankets, food, water, and staff to meet the residents' needs at the different location.

Alternate Transportation

Alternate transportation provider	_____
Contact name(s)	_____
Office phone	_____
Cell phone	_____
Other emergency phone	_____

Create a list indicating the items and services your residents will need that may not be available in the temporary shelter.

Item or Service	Quantity or Other Information

What actions can you take now to ensure those items and services will be available in your alternate facility?

Develop a procedure for ensuring a copy of medical records is available for all relocated residents.

Preparedness Checklist

Track your progress by using this handy list to check off items as you complete them.

Essential services

- ☐ My plan addresses the needs of all residents in my AFH

Staffing

- ☐ All of my staff know what to do during an emergency while at work

Emergency Supplies

- ☐ I have adequate emergency supplies on hand for at least 3 days for everyone who may be in my AFH at the time of an emergency
- ☐ I have a process for making sure that supplies are inventoried and kept current
- ☐ Emergency supplies for my AFH are properly stored and secured and all staff know how to access them

AFH Go-Kit

- ☐ I have a complete and up to date AFH Go-Kit that is readily accessible during emergencies

Evacuation

- ☐ All staff understand the evacuation needs of all residents and know how to support them in getting out of the AFH quickly and safely during emergencies
- ☐ Evacuation drills are conducted regularly
- ☐ I have made arrangements for relocating all residents in my AFH to an alternate facility, should that become necessary

Communication

- ☐ All staff know how to reach me, each other, residents' families and other important contacts during emergencies
- ☐ I have complete lists of important contacts available

Mapping Community Resources

- ☐ I have identified the location and phone numbers of all important suppliers and resources that support my AFH and this information is accessible to my staff

Water in an Emergency

Department of Health – Water Purification

DOH Pub 821-031

The treatments described below work only to remove bacteria or viruses from water. If you suspect the water is unsafe because of chemicals, oils, poisonous substances, sewage, or other contaminants, do not drink the water. Don't drink water that is dark colored, has an odor or contains solid materials.

Storing water safely

The best source of drinking water during an emergency is water you have stored with your emergency supplies.

- Store one gallon of water per person per day--enough for at least three days.
- Store-bought, factory-sealed bottled water is best. Check for an expiration date and replace as needed.
- If you choose to fill your own water containers:
 - Collect the water from a safe supply.
 - Store water in thoroughly washed plastic containers such as soft drink bottles. You can also purchase food-grade plastic buckets or drums.
 - Seal water containers tightly, label with date, and store in a cool, dark place.
 - Replace water every six months.
 - Never reuse a container that held toxic substances such as pesticides, chemicals, or oil.

Purifying by boiling

If your tap water is unsafe, boiling is the best method to kill disease-causing organisms.

If tap water is unavailable, the following may be considered as potential water sources. Water taken from these sources should be boiled before drinking.

- Rainwater
- Lakes
- Rivers and streams
- Natural springs
- Ponds

Caution: Many chemical pollutants will not be removed by boiling.

Module 6a – Setting Up Your Home; Emergency Planning

Cloudy water should be filtered before boiling. Filter cloudy water using coffee filters, paper towels, cheesecloth, or a cotton plug in a funnel.

- Bring the water to a rolling boil for at least one full minute.
- Let the water cool before drinking.
- Add two drops of household bleach per gallon to maintain water quality while in storage.

Purifying by adding liquid chlorine bleach

- Treat water by adding liquid household bleach, such as Clorox or Purex.
- Household bleach is typically between 5.25 percent and 8.25 percent chlorine. Read the label.
- Avoid using bleaches that contain perfumes, dyes, and other additives. Be sure to read the label.
- Cloudy water should be filtered before adding bleach.
- Place the water in a clean container. Add the amount of bleach according to the table below.
- Mix thoroughly and let stand for at least 60 minutes before drinking.

Treating water with household bleach containing 5.25-8.25 percent chlorine

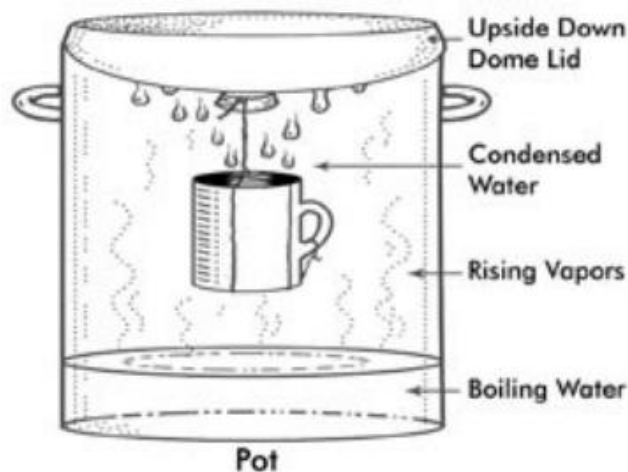
Volume of Water to be Treated	Bleach Solution to Add
1 quart/1 liter	5 drops
1/2 gallon/2 quarts/2 liters	10 drops
1 gallon	1/4 teaspoon
5 gallons	1 teaspoon
10 gallons	2 teaspoons

Caution: Bleach will not kill some disease-causing organisms commonly found in surface water. Bleach will not remove chemical pollutants.

From *Food and Water in an Emergency* - FEMA & American Red Cross
While the two methods described above will kill most microorganisms in water, distillation will remove microorganisms that resist these methods, as well as heavy metals, salts, and most other chemicals.

Module 6a – Setting Up Your Home; Emergency Planning

Distillation involves boiling water and then collecting the vapor that condenses back to water. The condensed vapor will not include salt or most other impurities. To distill, fill a pot halfway with water. Tie a cup to the handle on the pot's lid so that the cup will hang right-side-up when the lid is upside-down (make sure the cup is not dangling into the water) and boil the water for 20 minutes. The water that drips from the lid into the cup is distilled. (See illustration below.)



Food in an Emergency

When Food Supplies Are Low

If activity is reduced, healthy people can survive on half their usual food intake for an extended period and without any food for many days. Food, unlike water, may be rationed safely.

If your water supply is limited, try to avoid foods that are high in fat and protein and do not stock salty foods, since they will make you thirsty. Try to eat salt-free crackers, whole grain cereals and canned foods with high liquid content.

You do not need to go out and buy unfamiliar foods to prepare an emergency food supply. You can use the canned foods, dry mixes, and other staples on your cupboard shelves. In fact, familiar foods are important. They can lift morale and give a feeling of security in a time of stress. Also canned foods usually won't require cooking, water, or special preparation.

Special Considerations

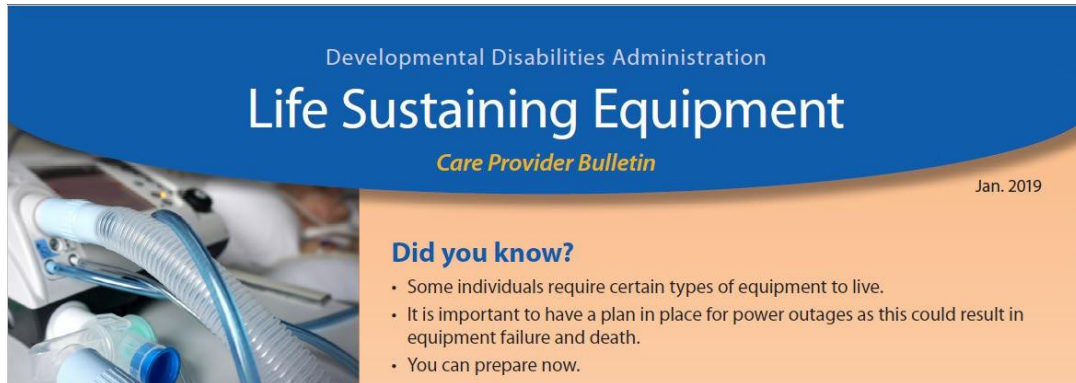
As you stock food, consider your resident's/family's unique needs and tastes. Try to include foods they will enjoy and that are high in calories and nutrition. Foods that require no refrigeration, preparation or cooking are best.

Individuals with special diets and allergies will need particular attention. Canned dietetic foods, juices and soups may be helpful. Make sure you have a manual can opener and disposable utensils. Don't forget nonperishable foods for your pets.

Module 6a – Setting Up Your Home; Emergency Planning

If the Power Goes Out

Life Sustaining Equipment



People at increased risk use life-sustaining equipment such as:

- Ventilators
- Defibrillators
- Dialysis machines
- Suctioning devices
- Oxygen concentrator machines
- Ventricular assist devices (implanted heart pumps)
- Nebulizer machines
- IV and nutrition pumps
- CPAP/BIPAP machines

Others impacted may require:

- Refrigerated medication, such as insulin
- Power wheelchairs
- Heating/cooling systems

See what kind of a backup power source you need, battery or generator.

Life Sustaining Resources



- [Life Sustaining Equipment flyer](#) developed by DDA
- **Download an Emergency Power Planning Checklist from here:** [Emergency Power Planning for People who Use electricity and Battery-Dependent Assistive Technology and Medical Devices](#) – Developed by the ADA National Network (www.adata.org)

Keep Food Safe When Power Is Out

DOH's *Prepare: Home Emergency Guide*

When the power is out

Your refrigerator, stove or microwave won't work. When food is not kept cold or is not fully cooked, bacteria can grow and make you sick. Be very careful with food such as meat, milk, eggs, or seafood. Keep these foods cold and cook them to help prevent foodborne illness.

Module 6a – Setting Up Your Home; Emergency Planning

Use foods first that can spoil fast

Use meat, milk, eggs, fish, or shellfish before you use foods that do not require refrigeration or cooking.

Keep food cold

If the power outage is expected to last more than a day, it is most important to keep meat, seafood, and dairy products cold.

- Keep refrigerator and freezer doors closed. Freezers that are part of a refrigerator-freezer combination will keep food frozen for up to a day. A free-standing freezer will keep food frozen solid for two days if it is fully loaded. A half-full freezer will keep food frozen for a day, especially if the food is grouped together.
- Buy an ice chest.

If you can't fit everything into the ice chest

In cold weather, items such as the following can be stored in a cardboard box in a garage or shed:

- Jams and jellies
- Ketchup, mustard, pickles, other condiments
- Butter and margarine
- Fresh uncut fruit and vegetables

Do not store food outside during winter

Storing food outside during winter isn't recommended because outdoor temperatures change throughout the day. The sun may thaw frozen foods or warm cold foods so that they grow bacteria.

Know what food to keep and what to throw out If food is cold to the touch and you know it has not been above 45 degrees Fahrenheit for more than an hour or two, it is probably safe to keep, use or refreeze. Throw away all meat, seafood, dairy products, or cooked foods that don't feel cold to the touch. Even when refrigerated, many raw foods should be kept only three or four days before they are cooked, frozen or thrown away.

If in doubt, throw it out. Never taste suspicious food. It may look and smell fine, but the bacteria that cause foodborne illness may have grown on the food and will make you sick.

How to Cook If the Power Goes Out

For emergency cooking, you can use a fireplace; a BBQ Grill or a camp stove may be used **outdoors**. You can also heat food with candle warmers, chafing dishes and fondue pots. Most canned foods can be eaten right out of the can. If you heat the food in the can, be sure to open the can and remove the label first. Always make sure to extinguish open flames before leaving the room.

Emergency Resources

- Dear Provider Letters - Power Outages
Notice of Public Power Safety Shutoffs [024-025](#)

Emergencies/Disasters



Fire in Your Home

- Know how to use your fire extinguisher.
- Never use water on an electrical fire.
- Smother oil and grease fires in the kitchen with baking soda or salt or put a lid over the flame if it is burning in a pan.
- If there is a fire — evacuate. Do not go back inside. Call 9-1-1 if you have your cell phone or go to a neighbor's house.
- If caught in smoke — drop to your hands and knees and crawl; breathe shallowly through your nose and use your blouse, shirt, or jacket as a filter.
- If you must move through flames — hold your breath, move quickly, cover your head and hair, keep your head down and close your eyes as much as possible.
- If your clothes catch fire, “stop, drop and roll” until the fire is out.
- If you are in a room and cannot escape, leave the door closed, stay low to the floor, and hang a white or light-colored sheet outside the window if you are able.



[How & When to Use Your Household Fire Extinguisher | Allstate Insurance - YouTube](#)



[How to Use a Fire Extinguisher Before You Need It | Consumer Reports - Bing video \(1:27\)](#)





Check out the [Wildfire Preparedness flyer](#) developed by DDA

Wildfire

If you are warned that a wildfire is threatening your area, listen to your battery-operated radio for reports and evacuation information. FOLLOW THE INSTRUCTIONS OF LOCAL OFFICIALS.

In the event of a wildfire, the Sheriff or other authority will assign an evacuation level:

- Level 1 – **READY** - Current and projected threats from approaching fires(s) are severe.
- Level 2 – **SET** - Significant risk exists. You should either voluntarily relocate to a shelter or go with family/friends outside the area or be ready to leave at a moment's notice.
- Level 3 – **GO!** Imminent danger exists and threatens your life and safety. You should leave immediately!

Be Ready

- Back your car into the garage or park it in an open space facing the direction of escape. Shut doors and roll up the windows. Leave the key in the ignition. Close the garage windows and doors but leave them unlocked. Disconnect the automatic garage door openers.
- Confine all pets into one room. Make plans to care for your pets in case you must evacuate.
- Arrange for temporary housing at another facility outside of the threatened area.

If Advised to Evacuate, DO SO IMMEDIATELY.

- Wear protective clothing – sturdy shoes, cotton or woolen clothing, long pants, a long-sleeved shirt, gloves, and a handkerchief to protect your face.
- Take your Disaster Supplies Kit.
- Lock your home.
- Tell someone you left and where you are going.
- Choose a route away from the fire hazards. Watch for changes in the speed and direction of the fire and smoke.

If you are sure, you have time, take steps to protect your home.

INSIDE

- Close windows, vents, doors, venetian blinds or non-combustible window coverings and heavy drapes. Remove lightweight curtains.
- Shut off the gas at the meter. Turn off pilot lights.
- Open fireplace damper. Close fireplace screens.
- Move flammable furniture into the center of the room away from the windows and sliding-glass doors.
- Turn on a light in each room to increase the visibility of your home in heavy smoke.

Module 6a – Setting Up Your Home; Emergency Planning

OUTSIDE

- Seal attic and ground vents with pre-cut plywood or commercial seals.
- Turn off propane tanks.
- Place combustible patio furniture inside.
- Connect the garden hose to outside taps.
- Place sprinklers on the roof and near above-ground fuel tanks. Wet the roof.
- Set up portable gas-powered pump.
- Wet or remove shrubs within 15 feet of the home.

Smoky Conditions

If you have residents with chronic conditions such as asthma, COPD, or heart disease, you may need to take extra precautions. The following information on chronic conditions and wildfire smoke is from the [Centers for Disease Control and Prevention](#):

People with any chronic condition should take the following steps to protect themselves from wildfire smoke:

- Before wildfire season:
 - Talk to your healthcare provider. Plan how you will protect yourself against wildfire smoke.
 - Stock up on medicine. Store a 7 to 10-day supply of prescription medicines in a waterproof, childproof container to take with you if you evacuate.
 - Buy groceries you won't need to cook. Frying or grilling especially can make indoor air pollution worse.
- During a wildfire smoke event:
 - Pay attention to [Air Quality Reports](#). Follow instructions about exercise and going outside for "sensitive individuals."
 - Follow your healthcare provider's advice and your asthma action plan if you have one.
 - Think about evacuating if you have trouble breathing or other symptoms that do not get better.
- After a wildfire:
 - Do not return home until you are told it is safe to do so.
 - Look out for any symptoms. Contact your healthcare provider if you have trouble breathing, shortness of breath, cough that won't stop, or other symptoms that do not go away. Call 9-1-1 or go right away to an emergency department for medical emergencies.
 - Smoke can stay in the air days after wildfires have ended so continue to check local air quality.



[Video: Smoky Outside? Health Tips for Dealing with Wildfire Smoke - YouTube](#)

Emergency Resources

- Dear Provider Letters:
Emergency Preparedness Considerations for Wildfire [024-024](#)
Emergency Preparedness Considerations for Wildfire Smoke [024-020](#)

Module 6a – Setting Up Your Home; Emergency Planning



Tsunamis

Tsunamis are a series of enormous waves created by underwater disturbances such as earthquakes, landslides, volcanic eruptions, or a meteorite. A tsunami can occur anywhere along the U.S. coast. Tsunamis can travel 20-30 miles per hour with waves 10-100 feet high. Flooding can disrupt transportation, communications, and water supplies.

If your AFH is on the coast, learn how to prepare and respond to a warning at [Ready.gov/tsunamis](https://www.ready.gov/tsunamis).

Know the Difference

- A Tsunami WARNING means a tsunami may have been generated and could be close to your area.
- A Tsunami WATCH means a tsunami has not yet been verified but could exist and may be as little as an hour away.

Plan your evacuation route. If you need to evacuate, follow instructions by your local authorities, you may need to take a different evacuation route than planned.

Resources:

- [Tsunami Information Sheet](#) (PDF)
- [American Red Cross Tsunami Preparedness](#)
- [Tsunami Safety](#) (weather.gov)



Earthquake

- Choose a safe place in every room – under a sturdy table or desk or against an inside wall where nothing can fall against you.
- Practice DROP, COVER, and HOLD ON at least twice a year. Drop under a sturdy desk or table, hold on, and protect your eyes by pressing your face against your arm. If there's no table or desk nearby, sit on the floor against an interior wall away from windows, bookcases or tall furniture that could fall on you. DROP, COVER AND HOLD ON!
- Eliminate hazards, including –
 - Bolting bookcases, china cabinets and other tall furniture to wall studs.
 - Installing strong latches on cupboards.
 - Strapping the water heater to wall studs.
- Train your staff

What to Do When the Shaking Begins

Module 6a – Setting Up Your Home; Emergency Planning

- DROP, COVER AND HOLD ON! Move only a few steps to a nearby safe place. Stay indoors until the shaking stops and you're sure it's safe to exit.
- If you are in bed, hold on and stay there, protecting your head with a pillow.
- If you are outdoors, find a clear spot away from buildings, trees, and power lines. Drop to the ground.
- If you are in a car, slow down and drive to a clear place (as described above). Stay in the car until the shaking stops.

What to Do After the Shaking Stops

- Check yourself for injuries. Protect yourself from further danger by putting on long pants, a long-sleeved shirt, sturdy shoes, and work gloves.
- Check others for injuries. Give first aid for serious injuries.
- Look for and extinguish all small fires. Eliminate fire hazards. Turn off the gas if you smell gas or think it is leaking. Remember, only a professional should turn it back on.
- Listen to the radio for instructions.
- Expect aftershocks. Each time you feel one, DROP, COVER AND HOLD ON!
- Inspect home for damage. Get everyone out if your home is unsafe.
- Use the telephone ONLY to report life-threatening emergencies.



Flood

Floods are the most common and widespread of all natural disasters. If you live in an area where floods occur, you need to be prepared to act quickly. Click [here](#) to view the Department of Health outline for Floods.

Before a Flood

- Know what has occurred to local properties during past floods and take appropriate actions.
- Consult with a local licensed insurance agent for the availability of flood insurance through the federally sponsored [National Flood Insurance Program](#). Generally, there is a 30-day waiting period.
- Install check valves in sewer traps to prevent flood waters from backing up into sewer drains or buy large corks or stoppers to plug sinks, showers and tubs.
- Obtain sandbags, plastic sheeting, lumber, and towels.
- Fuel vehicles in case evacuation becomes necessary.
- Monitor rapidly changing weather conditions.

Module 6a – Setting Up Your Home; Emergency Planning

During a Flood - *If there is time*

- Disconnect all electrical and gas appliances. Shut off the water main to keep contaminated water from the water heater (a source of emergency drinking water).
- Bring outdoor possessions indoors.
- Move valuables and essential items to upper floors.
- Sandbags should be stacked well away from the building to avoid damaging the walls.
- Round up pets.

Evacuation

- Use travel routes recommended by local authorities.
- Keep a radio on for news and updates.
- Watch for flooding at bridges, viaducts, and low areas.
- Be alert for thunder and lightning that may signify rain and more flooding ahead.
- Don't drive over flooded roads. It is impossible to tell how deep the water is, or if portions of the roadway have been washed out. Vehicles may be swept away.
- Never try to cross flooding water above your knees.
- All passengers should abandon a stalled vehicle and move as a group to higher ground.

After a Flood

- Return to home ONLY after authorities say it is safe.
- If there is major structural damage or utility breaks, have qualified specialists inspect your home and make any repairs BEFORE you re-enter.
- Be very careful when inspecting your home on your own for the first time.
- Use a flashlight, not a lantern or torch.
- Check for gas leaks (Use your nose).
- Wear rubber soled shoes and rubber gloves in case of severed electrical lines.
- DON'T turn on ANY electrical switches.
- Check electrical circuits only when electricity has been shut off.
- Don't use flooded electrical appliances until they have been repaired.
- Don't drink municipal water until the health department has declared it safe.
- Don't rush to pump out a flooded basement. If the water is removed all at once, the walls may cave in because of a sudden pressure change. Pump out about a third of the water each day.



[Preparing for a Volcanic Eruption | Volcanoes \(cdc.gov\)](#)

[Washington State - Department of Health - Volcanoes](#)

Volcano

If you are in an area where you can be impacted by a volcanic eruption, review and prepare for action based on the Department of Health's recommendations:

If there is ash fall in your area:

- Protect your lungs. Infants, the elderly, and those who have respiratory conditions such as asthma, bronchitis, emphysema and other chronic lung and heart diseases should be particularly careful to avoid breathing ash.
- Stay inside. Close doors, windows, and dampers. Place damp towels at door thresholds and other draft sources.
- When outside, wear a single-use (disposable) facemask. Remember that these masks may not fit small children properly. (Note: Masks may make breathing more difficult for people with respiratory conditions.)
- Those most at risk should limit outdoor activities. Keep children and pets indoors.
- If you have asthma or another respiratory condition – or have a child with asthma – pay attention to symptoms such as wheezing and coughing, or more severe symptoms such as chest pain or tightness, shortness of breath and severe fatigue. Stay indoors and follow your asthma management plan. Contact your doctor if you have trouble breathing.
- Replace disposable furnace filters or clean permanent furnace filters frequently.
- If you wear contact lenses, protect your eyes by wearing glasses or protective goggles or by removing your contacts.
- If you find ash in your drinking water, use an alternate source of drinking water such as purchased bottled water.
- Put stoppers in the tops of your drainpipes.
- Protect dust-sensitive electronics.
- Keep roofs free of ash more than 4 inches.
- Remove outdoor clothing before entering a building.
- Wash vegetables from the garden before eating.
- Minimize travel — ash may be harmful to your vehicle.
- Frequently change oil and air filters in your automobile.



Pandemic

A pandemic is a disease outbreak that spans several countries and affects many people. Pandemics are most often caused by viruses, like [Coronavirus Disease 2019 \(COVID-19\)](#), which can easily spread from person to person.

A new virus, like COVID-19, can emerge from anywhere and quickly spread around the world. It is hard to predict when or where the next new pandemic will emerge.

If a pandemic is declared:

- Wash your hands often with soap and water for at least 20 seconds and try not to touch your eyes, nose, or mouth.
- Keep a distance of at least six feet between yourself and people who are not part of your household.
- Cover your mouth and nose with a mask when in public.
- Clean and disinfect high-touch objects and surfaces.
- Stay at home as much as possible to prevent the spread of disease.
- Follow the guidance of the Department of Health and [Centers for Disease Control and Prevention](#) (CDC).

Ready - Ready is a National public service campaign designed to educate and empower the American people to prepare for, respond to and mitigate emergencies, including natural and man-made disasters.



Heatwave

Older adults do not do as well as their younger counterparts when the weather turns hot. They are more likely to have medical conditions or take medications that impact how they respond to heat. Hyperthermia is a group of illness that are caused by being too hot for too long. According to the National Institute on Aging, most people who die from hyperthermia are over 50 years old.

This chart (from the Centers for Disease Control and Prevention (CDC)) outlines many of the other symptoms and what to do if one of your residents is showing signs of having a heat related episode.

Hot Weather Resources



- [Hot Weather Safety for Older Adults | National Institute on Aging \(nih.gov\)](https://www.nia.nih.gov/health/publication/hot-weather-safety-for-older-adults)
- [Heat Stress in Older Adults | Natural Disasters and Severe Weather | CDC](https://www.cdc.gov/nceh/emergency-preparedness-response-recovery/heat/index.html)
- [Dear Provider Letter 024-019](#)

HEAT-RELATED ILLNESSES	
WHAT TO LOOK FOR	WHAT TO DO
HEAT STROKE	
<ul style="list-style-type: none"> • High body temperature (103°F or higher) • Hot, red, dry, or damp skin • Fast, strong pulse • Headache • Dizziness • Nausea • Confusion • Losing consciousness (passing out) 	<ul style="list-style-type: none"> • Call 911 right away-heat stroke is a medical emergency • Move the person to a cooler place • Help lower the person's temperature with cool cloths or a cool bath • Do not give the person anything to drink
HEAT EXHAUSTION	
<ul style="list-style-type: none"> • Heavy sweating • Cold, pale, and clammy skin • Fast, weak pulse • Nausea or vomiting • Muscle cramps • Tiredness or weakness • Dizziness • Headache • Fainting (passing out) 	<ul style="list-style-type: none"> • Move to a cool place • Loosen your clothes • Put cool, wet cloths on your body or take a cool bath • Sip water <p>Get medical help right away if:</p> <ul style="list-style-type: none"> • You are throwing up • Your symptoms get worse • Your symptoms last longer than 1 hour
HEAT CRAMPS	
<ul style="list-style-type: none"> • Heavy sweating during intense exercise • Muscle pain or spasms 	<ul style="list-style-type: none"> • Stop physical activity and move to a cool place • Drink water or a sports drink • Wait for cramps to go away before you do any more physical activity <p>Get medical help right away if:</p> <ul style="list-style-type: none"> • Cramps last longer than 1 hour • You're on a low-sodium diet • You have heart problems
SUNBURN	
<ul style="list-style-type: none"> • Painful, red, and warm skin • Blisters on the skin 	<ul style="list-style-type: none"> • Stay out of the sun until your sunburn heals • Put cool cloths on sunburned areas or take a cool bath • Put moisturizing lotion on sunburned areas • Do not break blisters
HEAT RASH	
<ul style="list-style-type: none"> • Red clusters of small blisters that look like pimples on the skin (usually on the neck, chest, groin, or in elbow creases) 	<ul style="list-style-type: none"> • Stay in a cool, dry place • Keep the rash dry • Use powder (like baby powder) to soothe the rash

Emergency Resources



- Emergency Management Division – Free Publications and Links to Emergency Information
- ALTSA Website: Resources for Long-Term Care Facilities – Emergency Planning
- Preparing for Disaster for People with Disabilities and Other Special Needs
- Dear Provider Letter – Precautions for Residents and Staff Related to Heatwave [023-023](#)
- Dear Provider Letter – Emergency Preparedness Considerations for Extreme Heat [024-019](#)
- Dear Provider Letter – Guidance for 911 Outages [024-027](#)

Assignment #6: Develop your Emergency & Disaster Plan



Use the templates and resources in this module to develop your emergency and disaster plan.

Reference: [WAC 388-76-10830](#) - Emergency and disaster plan—**Required**.

The adult family home must have a written emergency and disaster plan to meet the needs of each resident during emergencies and disasters. The 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

Acronyms Used in this Module

Acronym	Description
AFH	Adult Family Home
CDC	Centers for Disease Control and Prevention
CRU	Complaint Resolution Unit
DDA	Developmental Disabilities Administration
HCS	Home and Community Services

Module 6a – Setting Up Your Home; Emergency Planning

Acronym	Description
AFH	Adult Family Home
CDC	Centers for Disease Control and Prevention
ISP	Individual Support Plan
MAR	Medication Administration Record
MSDS	Material Safety Data Sheets

Revision Table

Date	Volume	Changes	Page(s)
1/2025	V5.2	<ul style="list-style-type: none"> Added a Continuum of Care Decisions for Critical Staffing Management in Long-Term Settings Guide section (pg. 7) Added Emergency Resources for Power Outages (pg. 31) Added Emergency Resources for Wildfire (pg. 34) Added to Hot Weather and Emergency Resources (pg. 40) Removed “Creating a Disaster Plan for your Group Home or Adult Foster Home” link Added Continuum of Care Decisions for Critical Staffing Management in Long-Term Care Settings Guide – Resources (pg. 7) Removed all links for <i>Creating a Disaster Plan for your Group Home or Adult Foster Home</i> – no longer available. Removed For more information on tsunamis, check out the CDC’s website on Tsunamis: Natural Disasters and Severe Weather. – Tsunamis’ are no longer listed under the CDC’s natural disasters. (pg. 34) Added Summary Review (pg. 40) 	

Module 6a – Setting Up Your Home; Emergency Planning

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