



EMERGENCY GUIDELINES 2010

RESPONSE TO A FIRE ALARM

WHAT TO DO WHEN RESPONDING TO A FIRE ALARM

1. One and Two East will respond to each other
East staff includes, nursing staff, CNAs, nurses, housekeepers on unit.
2. One and Two West will respond to each other
West staff includes, nursing staff, CNAs, nurses, housekeepers on unit.

The nurse or supervisor will be responsible for assigning the number of staff on each unit to respond to the alarm. Be sure to keep adequate staff on the non-fire unit, but also supplying assistance to the fire area.

3. Atrium staff will respond to Atrium Alarms.
Atrium staff includes Office, Social Service, Dietary, Recreation, PT and OT staff

The Atrium staff will assist in removing residents and visitors from the atrium and dining rooms to:

- If fire is in the Office area, Social Service, Dietary or employee break room move resident and visitors to the East hall behind the fire doors.
- If the fire is in the Recreation Department, Gift Shop, Beauty Shop, Physical or Occupational Therapy, move residents and visitors to the west hall behind the fire doors.

4. Basement staff will respond to basement alarms.
Basement staff includes laundry, housekeeping, maintenance and storekeeper

5. During the weekends, holidays, 2nd and 3rd shift or when there may be limited staff, One West and One East will respond to basement and Atrium alarms.

WHAT YOU DO WHEN THERE IS A FIRE, SMOKE OR SMELL OF SMOKE

1. PULL THE FIRE ALARM

2. Immediately remove residents, staff, and visitors from immediate area of fire and close the door behind you.
3. Check area of smoke or fire for people who may need assistance.
4. Dial * 77 on any phone and announce "Red Alert" giving unit or area of fire/smoke. Repeat this three times slowly. For a fire drill announce Red Alert Drill and location.
5. Dial 9-911 to notify the Mt. Pleasant Fire Dept. Tell them the type and extent of fire.
6. Remove residents to their rooms or to safety behind fire doors. Remember that residents are not to go through the area of fire.
7. Send a staff member to the front door of the facility to direct the fire department to the area of fire.
8. Carry a fire extinguisher to the fire area. Activate extinguisher and fight the fire if able. If unable to fight fire, contain the fire and/or smoke by closing all doors and windows.

IF THE FIRE ALARM FAILS, OR IF THE SYSTEM IS IN THE PROCESS OF BEING REPAIRED MAINTENANCE SHALL NOTIFY THE MT. PLEASANT FIRE DEPT TO EXPLAIN THE CONDITION.

1. The receptionist shall make an announcement stating "The fire alarm system is not operating at this time".
2. In the event that smoke is observed or evidence of fire exists dial 9-911 and follow the fire procedure.
3. An all clear announcement stating "all systems have returned to normal operation". Repeat this message three times.

REMEMBER: Close all windows
Do not use the elevators.

SEVERE WEATHER

SEVERE THUNDERSTORM WATCH:

A Severe Thunderstorm **WATCH** is issued by the National Weather Service when the weather conditions are such that a severe thunderstorm (damaging winds 58 miles per hour or more, or hail three-fourths of an inch in diameter or greater) is likely to develop.

SEVERE THUNDERSTORM WARNING:

A Thunderstorm **WARNING** is issued when thunderstorms produce torrential downpours, high winds and hail. Tornadoes can follow severe thunderstorms.

TORNADO WATCH:

A Tornado **WATCH** is issued when conditions become favorable for the development of tornadoes.

TORNADO WARNING:

A Tornado **WARNING** is issued when a tornado or funnel cloud is actually sighted or detected on radar.

NOTIFICATION:

Receive weather alert from the National Weather Services via the emergency weather radio located on 2-E.

Using the PA system, notify the staff and residents of the watch or warning that is in effect by using the appropriate announcement text.

Severe Thunderstorm Watch

1. Upon receiving an alert over the weather radio, 2-East charge nurse or designee shall, dial #77 on the telephone which activates the public address system and announce:
“Your Attention please, Your attention please. The National Weather Service has issued a Severe Thunderstorm Watch in effect until _____(insert time). All personnel are to activate severe thunderstorm watch procedures until an ALL CLEAR is issued.”
2. Unit personnel shall account for the whereabouts of all residents and be prepared to move to a warning level if conditions worsen.
3. Continue to monitor alerts issued on the weather radio and weather radar on televisions.

Severe Thunderstorm Warning

1. Upon receiving an alert over the weather radio, 2-East charge nurse or designee shall, dial #77 on the telephone which activates the public address system and announce:
“Your attention please, your attention please. The National Weather Service has issued a Severe Thunderstorm Warning in effect until _____(insert time). All personnel are to activate severe thunderstorm warning procedures until an ALL CLEAR is issued.”
2. All personnel shall return to their workstations.
3. Unit personnel shall account for the whereabouts of all residents and move them away from windows.
4. Continue to monitor alerts issued on the weather radio.

Tornado Watch

1. Upon receiving an alert over the weather radio, 2-East charge nurse or designee shall, dial #77 on the telephone which activates the public address system and announce:
“Your Attention please, your attention please. The National Weather Service has issued a Tornado Watch in effect until _____(insert time). All personnel are to activate tornado watch procedures until an ALL CLEAR is issued.”
2. Unit personnel shall account for the whereabouts of all residents and be prepared to move to a tornado warning level if conditions worsen.
3. Clear tub rooms, shower room, storage room & clean hold of equipment and store out of the way (i.e. conference rooms or empty rooms). These rooms are shelter areas and can be used as a shelter location.
4. Assign the Kitchen and Office staff where to report to assist with resident evacuation to basement if a tornado warning is issued.
5. Continue to monitor alerts issued on the weather radio and weather radar on televisions.

Tornado Warning

1. Upon receiving an alert over the weather radio, 2-East charge nurse or designee shall, dial #77 on the telephone which activates the public address system and announce:
“Your attention please, your attention please. The National Weather Service has issued a Tornado Warning in effect until _____(insert time). All personnel are to activate tornado warning procedures immediately and remain at alert until an ALL CLEAR is issued.”
2. All units shall account for all residents, visitors, and staff.
3. Evacuate main dining room, atrium and therapy to safe areas, East and West Wings.
4. Close blinds, curtains, shades, privacy curtains and resident room doors.
5. Staff to call elevator and hold for loading
6. If residents are in bed, cover with a blanket and if possible, move bed away from window.
7. Grab mobile emergency pack.
8. Kitchen staff to report to the East side as assigned and begin to move residents to basement storm shelter area.
9. Office staff to report to West side as assigned and begin to move residents to basement storm shelter area.
10. Begin to move wheelchair residents to elevator making sure to keep a center corridor open for egress.
11. Then move geri-chair residents to elevator, making sure to keep a center corridor open for egress
12. Move ambulatory patients to designated safe area, i.e. tub rooms, shower, clean hold storage room and other safe designated safe areas. Use dining room chairs for seating.
13. Basement and assigned unit staff to stay with residents and assist as necessary.
14. Escort visitors and other personnel to shelter
15. When weather passes as verified by TV and expiration of tornado warning, 2-E to announce “ALL CLEAR.”

SPECIAL NOTE FOR SHIFTS WHEN RESIDENTS ARE SLEEPING

1. If the majority of residents are in bed (i.e. during night shift when limited staff is available), do not attempt to awaken and relocate residents. Close blinds, curtains and move beds as far from the window as possible. Cover with blanket or spread to protect from flying debris.
2. 2-E Charge Nurse may pull the fire alarm. This will close all the fire doors automatically and will save staff time. Be sure to notify Mt. Pleasant Fire Department in advance, to inform them it is not a fire.

BOMB THREAT

TELEPHONE PROCEDURES:

1. Any person receiving a bomb threat shall remain calm and obtain as much information as possible including:

- Where is the bomb?
- When will it go off?
- What does the bomb look like?
- Why was the bomb put there?
- How did the bomb get there?

2. Listen for any possible background noises: i.e. music, train, machinery, or other identifiable sounds.
3. Write down the exact words of the caller and note the time.
4. While on the phone, attract someone's attention and have that person announce, "ALL EMPLOYEES REPORT TO THEIR WORK STATION".
5. Operator or charge nurse to call or visit each section of the building with information.

IN CASE OF ACTUAL BOMB THREAT WARNINGS:

1. Contact the Sheriff's Dept. at (262)636-3211
2. Contact the Emergency Response Team in addition to any supervisor on duty.
3. Person in charge of each area of the facility will coordinate the search for anything, which looks out of place. **DO NOT TOUCH SUSPICIOUS ITEMS.**
4. Administrator, supervisor or charge nurse to assign personnel to search unoccupied areas.

ACTUAL BOMB DISCOVERY

1. Move residents and staff immediately, to at least 500 ft. or to a holding area.
2. Any decision to evacuate residents and staff will be made by the Administrator, in consultation with the Sheriff's Dept.
3. **DO NOT MOVE OR HANDLE BOMB.**
4. Notify the Sheriff's Department IMMEDIATELY.

COMMAND CENTER

In the event of an emergency, the Emergency Response Team and responding agencies will meet at the designated Command Center. The Command Center will be 2 East Nurse's station. The alternate, if necessary, will be outside near the flagpole.

EVACUATION

The administrator will make ALL decisions relating to the evacuation of residents and staff. In the event that the short term evacuation of residents is deemed necessary, CASE HIGH SCHOOL will be used as a temporary shelter. The American Red Cross-Lakeshore Chapter will open and staff the shelter, with the assistance of Ridgewood employees. If an intermediary shelter is required before the opening of Case High School the garage at the north of the property and/or Regency Mall can be used as a holding area for residents. It is imperative that all residents are accounted for at all times.

THE EMERGENCY RESPONSE TEAM WILL CONTACT:

Sheriff's Department (262) 636-3211

Emergency Government (262)636-3515

American Red Cross (262)553-4060

Regency Mall (if required) (262)554-7903

The Sheriff's Department will assist with
Traffic Control
Arranging buses and ambulances
Moving residents.