

Residential Facilities
OAC 5122-30-12 (K) Safety

Disaster Plan For

Name of Facility: _____

Street Address: _____

City and Zip Code: _____

Operator and Manager Names and Phone Numbers

Facility Operator/Owner

Name: _____ Phone: _____

Name: _____ Phone: _____

Facility Manager

Name: _____ Phone: _____

Name: _____ Phone: _____

Staff

Name: _____ Phone: _____

Name: _____ Phone: _____

Name: _____ Phone: _____

Emergency Phone Numbers

Fire Department

Name: _____

Location: _____

Phone: _____

EMT/Paramedics

Name: _____

Location: _____

Phone: _____

Police

Name: _____

Location: _____

Phone: _____

Owner/Operator

Name: _____

Location: _____

Phone: _____

Manager

Name: _____

Location: _____

Phone: _____

Utility Company Emergency Contacts

Electric

Name: _____

Phone: _____

Water

Name: _____

Phone: _____

Gas

Name: _____

Phone: _____

Telephone Company

Name: _____

Phone: _____

Internet Provider

Name: _____

Phone: _____

Disaster Emergency Kit

The facility emergency kit will be stocked with the items marked on the checklist below. The emergency kit items are stored in airtight plastic bags/container and are stored (specify location).

The following items are included in the facility disaster emergency kit: (a basic emergency supply kit should include the following recommended items): check all items that are included:

- Water – one gallon of water per person per day for at least three days, for drinking and sanitation
- Food - at least a three-day supply of non-perishable food
- Battery-powered or hand crank radio
- Flashlight
- First aid kit
- Extra batteries
- Whistle to signal for help
- Dust masks to help filter contaminated air

- Plastic sheeting and duct tape to shelter-in-place
 - Moist towelettes, garbage bags and plastic ties for personal sanitation
 - Wrench or pliers to turn off utilities
 - Manual can opener for food
 - Local maps
 - Cell phone with chargers and a backup battery
 - Other: List items: _____
-

In the case of a community wide emergency/disaster search for open shelters by texting **SHELTER** and a **Zip Code** to **43362**.

Medical Emergency

A **medical emergency** is an acute injury or illness that poses an immediate risk to a person's life or long-term health, sometimes referred to as a situation risking "life or limb".

Staff are to call 911 or EMT/Paramedics and then notify the resident's Resident's Health Care Provider, Casemanager, Guardian, Family, and other involved individuals/entities, as applicable.

Staff are to use the contact information contained in the specific resident record to contact the Resident's Health Care Provider, Casemanager, Guardian, Family, and other involved individuals/entities in the resident's care, as applicable.

Procedures

Call the medical emergency phone number for the following as applicable to the emergency:

- EMT/Paramedics: Location and Phone: _____
- Fire Department: Location and Phone: _____
- 911
- Resident's Caseworker/Guardian/Family Member (from resident record)
- Resident's Primary Physician or Health Care Provider (from resident record)

Provide the following information:

- Nature of medical emergency
- Location of the emergency (address, building, etc.)
- Staff name and phone number from which you are calling

Do not move individual unless absolutely necessary.

Call the Operator/Owner and/or Manager after calling emergency responders.

Fire Emergency

In the event of a fire or if you hear a smoke or fire alarm, staff and residents must evacuate. If possible, staff should shut off power. Staff should leave the area using the designated escape routes while assisting all residents to safety.

Individuals who discover the fire should

- Immediately
 - Dial 911 to report the fire
 - Proceed to the nearest exit and pull the fire alarm while evacuating if there is a fire alarm
 - If the fire or smoke alarm has not already sounded shout “FIRE” so residents are aware of the need to evacuate the facility

- If residents cannot return to the facility due to fire/smoke damage, follow the Facility Becomes Inhabitable Procedure.

Designated Staff Member to Call 911 (or fire department): _____

Designated Staff Member to Shut Off Power: _____

Designated Staff Member to Assist Residents who need assistance: _____

All staff and residents must go to the designated area. Staff should keep and maintain calm amongst self and residents at the same time performing a head count.

Designated Area: _____

Designated Staff Member to do Head Count: _____

Extended Loss of Utilities

In the event of an electrical power failure:

- Stay still and calm if you are in a darkened room

- Staff are to contact the local utility company to determine the nature of the problem to provide an estimate of time until restoration of full power, and to advise residents and how long it should take.
- If evacuation is required due to extended electrical outage, follow the Facility Becomes Inhabitable Procedure.

Keep freezers and refrigerators closed. The refrigerator will keep food cold for about 4 hours. A full freezer will keep the temperature for about 48 hours. Use coolers with ice if necessary. Monitor temperatures with a thermometer. Use food supplies that do not require refrigeration.

Avoid carbon monoxide poisoning. Generators, camp stoves, or charcoal grills should always be used outdoors and at least 20 feet away from windows. Staff are never use a gas stovetop or oven to heat the facility.

In the event of an extended power/gas/water outage (with inside temperature 81 degrees or higher or 65 degrees or lower) residents will relocate to *(insert location here)* for a temporary placement. If the power/gas/water outage last longer than *(insert time)* then the residents will relocate to *(insert location)* and follow the Facility Uninhabitable Procedures.

Turn off or disconnect appliances, equipment, or electronics. Power may return with momentary “surges” or “spikes” that can cause damage.

Staff Member to Handle Procedure for Extended Loss of power/gas/water : _____

Designated Area to go to for Extended Loss of power/gas/water : _____

Designated Staff Member to do Head Count: _____

Severe Weather and Natural Disasters

When a warning is issued by sirens or other means, seek inside shelter. Listen to EMERGENCY ALERT SYSTEM, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.

Tornado- shelter inside the facility

- Small interior rooms on the lowest floor and without windows
- Hallways on the lowest floor away from doors and windows
- Rooms constructed with reinforced concrete, brick, or block with no windows

- Stay away from outside walls and windows
- Use arms to protect head and neck
- Remain sheltered until the tornado threat is announced to be over
- Evacuate as instructed by the Emergency First Responders and/or the designated official. If evacuation is required, follow the Facility Becomes Inhabitable Procedure.

Designated Safe Spot: _____

Designated Staff Member to Lead: _____

Designated Staff Member to do Head Count: _____

What to Have/Take to Designated Safe Spot:

Tornado- Outside the Facility for staff and residents in a vehicle

- Do not try to outrun a tornado in a vehicle.
- Listen to EMERGENCY ALERT SYSTEM, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.
- If you are in a car or outdoors and cannot get to a building, cover your head and neck with your arms and cover your body with a coat or blanket, if possible.

Earthquake

- Stay calm and await instructions from the Emergency Coordinator or the designated official
- Keep away from overhead fixtures
- Assist people with disabilities in finding a safe place
- Evacuate as instructed by the Emergency First Responders and/or the designated official. If evacuation is required, follow the Facility Becomes Inhabitable Procedure.

Designated Safe Spot: _____

Designated Staff Member to Lead: _____

Designated Staff Member to do Head Count: _____

What to Have/Take to Safe Spot:

Flood

- If indoors
 - Be ready to evacuate as directed by Emergency Response staff and/or the designated official.
 - Follow the recommended primary or secondary evacuation routes
- If outdoors
 - Climb to high ground and stay there
 - Avoid walking or driving through flood water

Designated Safe Spot: _____

Designated Staff Member to Lead: _____

Designated Staff Member to do Head Count: _____

What to Have/Take to Safe Spot:

Hurricane

The nature of a hurricane provides for more warning than other natural and weather disasters. A hurricane watch is issued when a hurricane becomes a threat to a coastal area. A hurricane warning is issued when there are winds of 74 mph or higher or a combination of dangerously high water and rough are expected in the area within 24 hours. Listen to EMERGENCY ALERT SYSTEM, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.

- When a hurricane watch has been issued
 - Stay calm and await instructions from the Emergency Coordinator or the designated official
 - Continue to monitor local TV and radio stations for instructions
 - If you are on high ground, away from the coast and plan to stay, secure the building, moving all loose items indoors and boarding up windows and openings
 - Collect drinking water in appropriate containers

- When a hurricane warning has been issued
 - Be ready to evacuate as directed by the Emergency Response staff and/or the designated official
 - Leave area that might be affected by storm tide or flooding

Designated Safe Spot: _____

Designated Staff Member to Lead: _____

Designated Staff Member to do Head Count: _____

What to Have/Take to Safe Spot:

Blizzard

- If indoors
 - Listen to EMERGENCY ALERT SYSTEM, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.
 - Stay indoors
 - If there is no heat, close off unneeded rooms or areas, stuff towels or rages in cracks and under doors, and cover windows at night
 - Make sure to eat and drink plenty of fluids
 - Wear layers of loose-fitting, light-weight, warm clothing if available
- If outdoors
 - Find a dry shelter
 - Cover all exposed parts of the body

Designated Safe Spot: _____

Designated Staff Member to Lead: _____

Designated Staff Member to do Head Count: _____

What to Have/Take to Safe Spot:

Snow Storm

In severe weather, listen to EMERGENCY ALERT SYSTEM, NOAA Weather Radio, or local alerting systems for current emergency information and instructions.

- Find out about current and anticipated weather conditions
- Use generators in case of power failures (if one is available) and do not attempt to go outdoor unless you believe you will be safe and that you have dressed appropriately for such weather conditions.

Designated Safe Spot: _____

Designated Staff Member to Lead: _____

Designated Staff Member to do Head Count: _____

What to Have/Take to Safe Spot:

Facility becomes Uninhabitable

Even though mass care shelters often provide water, food, medicine and basic sanitary facilities, you should plan to take your disaster supplies kit with you so you will have the supplies you require. Mass care sheltering can involve living with many people in a confined space, which can be difficult and unpleasant. To avoid conflicts in the stressful situation, it is important to cooperate with shelter managers and others assisting them.

In the case of a community wide emergency/disaster search for open shelters by texting **SHELTER** and the facility **Zip Code** to **43362**.

Relocation Plan: _____

Designated Staff Member to Lead: _____

Designated Staff to Contact Case managers, Guardians, Family: _____

Designated Staff to contact OhioMHAS and submit an incident report if residents spend at least one night in another location: _____

Take the following to the new location:

- Resident Intake Face Sheet and Emergency Contact Information for each resident
- Roster of residents in the facility
- Each Resident’s Medication and medications logs
- Each Residents Personal Care Plan
- Hygiene Items for each resident (If possible). This may not be possible in an emergency evacuation.
- Clothing and Personal Belongings for each resident (if possible). This may not be possible in an emergency evacuation.
- Disaster Kit items (if needed at new location)
- Other: _____

- Other: _____

