

# Emergency Management Plan

## *Adult Day Services (ADS / ADHC)*

Facility Name \_\_\_\_\_

Facility Address \_\_\_\_\_

### **A. Scope of Plan/General Statement**

1. Chain of command/Incident Command System (ICS)
2. Emergency phone list
3. Facility floor plans including:
  - a. Emergency exit locations
  - b. Fire pull alarm locations
  - c. Fire annunciator panel locations
  - d. Fire extinguisher locations
  - e. Fire sprinkler shut off location(s)
  - f. Fire department connection/standpipe location
  - g. Utility identification (main water, electric, gas, etc) locations
  - h. Master electric shut off

### **B. NJDHSS regulation for emergency preparedness**

### **C. Potential hazards for an evacuation**

1. Fire/smoke (8.43F-3.5)
2. Weather related emergency
  - a. Cold
  - b. Heat
  - c. Snow
  - d. Hurricane/severe storm
  - e. Flood
  - f. Tornado
  - g. Earthquake
3. Disruption of utilities
  - a. Water
  - b. Gas
  - c. Electric
  - d. Sewage/contamination
  - e. Communication
4. Nuclear or radiological incident
5. Explosion
6. Biological incident
7. Terrorist incident/hostage situation
8. Bomb threat
9. Labor work stoppage
10. Civil disturbance
11. Structural damage

**D. Evacuation and relocation process/procedure**

1. Memorandum of understanding (MOU) with other facilities for temporary relocation
2. Partial relocation to another part of the facility an/or home
3. Communication with families (re: relocation centers)

**E. Transportation for relocation and/or home**

1. Resident/participant transportation/travel directions from facility or relocation center to home
2. Facility's transportation service
3. Agreement with local and/or surrounding transportation service
4. Family/caregiver transportation

**F. Resident/Participant identification list for relocation and/or home**

**G. Binder with cover sheet to include individual resident/participant's diagnosis, medication, diet, allergies, primary physician and record of status** (8:43f-3.5)

**H. Staffing**

**I. Emergency responsibilities**

1. Administrator / Designee
2. Director of Nursing
3. Director of Social Service
4. Director of Activities
5. Ancillary/support personnel

**J. Incident Command System (ICS)**

**K. Return of residents/participants**

**L. Memorandum of Understanding (MOU) with emergency management officials (local, county, state)**

**M. Disaster Planner's responsibilities**

**N. Staff training**

**O. Evacuation drills** (8:43F-3.5)

**P. Crisis communication**