

# Emergency Management Plan

## *Assisted Living Facility*

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. Key lock box location

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

(8:36-12)

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

(8:36-12.2)(a)

1. Fire/smoke
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/sanitation
  - e. Communications capabilities
4. Nuclear or radiological incident
5. Hazardous chemicals/materials incident
6. Biological incident
7. Other terrorist incident
8. Bomb threat
9. Labor work stoppage
10. Civil disturbance
11. Structural damage

- D. Evacuation and relocation process/procedure** (8:36-12.2)(c)
1. Memorandum of understanding (MOU) with other facilities for relocation
  2. Temporary holding facility for relocation (if necessary, i.e. school)
  3. Partial evacuation to another area of building
- E. Transportation for relocation** (8:36-12.1)(b)
1. Agreement with transport providers
  2. Agreement with rescue departments
- F. Resident identification for relocation**
- G. Medication, records, equipment, supplies for relocation** (8:36-12.2)(c)
- H. Emergency staffing**
- I. Emergency responsibilities** (8:36-12.2)(c)
1. Administrator / Designee
  2. Nursing/Resident Care
    - a. RN
    - b. Aides/other resident care staff
  3. Receptionist, if applicable
  4. Dining Services Supervisor / staff as needed
  5. Physical Rehabilitation staff
  6. Maintenance Supervisor / staff as needed
  7. Activities staff
  8. Other administrative / support staff
- J. Incident Command System (ICS)**
- K. Resident care during relocation**
- L. Return of residents**
- M. Emergency community food supply** (8:36-3.13)
- N. Memorandum of Understanding (MOU)  
for accepting residents from other facilities**
- O. Memorandum of Understanding (MOU)  
with emergency management officials (local, county, state)**
- P. Emergency Management/Disaster Planner's responsibilities**
- Q. Staff training** (8:36-12.2)(b)
- R. Evacuation drills** (8:36-12.3)
- S. Crisis communication**