

Staff Responsibilities During Severe Weather	
Position	Safety Responsibilities
Manager or Wellness Coordinator	<ul style="list-style-type: none"> • Keep a radio or television turned to weather reports. • Notify all staff to prepare for severe weather. • Oversee the completion of delegated preparation responsibilities. • Determine if an internal evacuation is necessary. <p>If an internal evacuation is necessary:</p> <ul style="list-style-type: none"> • Direct staff to their assigned corridor areas. • Direct office staff to move to interior hallways and away from windows. • Oversee the implementation of the emergency plan for your residence
Unit Supervisors	<ul style="list-style-type: none"> • Notify staff and department heads of the situation. <p>If a tornado or earthquake is imminent:</p> <ul style="list-style-type: none"> • Call all staff members to assemble in a designated area and distribute flashlights. • Direct food service staff to shut off all equipment. • Direct housekeeping staff to turn off laundry equipment.
Food Service Director	<ul style="list-style-type: none"> • Ensure that sufficient food and potable water is available. (State and local regulators may specify minimum quantities.) • Contact food service personnel to prepare for emergency food service. This may require staff to remain at your residence overnight or return early. • Review menus and prepare for food service in the case of power loss.

Power Outage

A power outage is a serious concern for your residence. Loss of electricity creates potential threats, including:

- Management of residents' safety, security, and health.
- The ability to deliver food service.
- Extremes of heat or cold
- Inability of the emergency sprinkler system to work in case of fire.

If your residence does not have a generator as a back-up to the electrical system, risks are even greater. Without a generator, lights will remain off, posing a safety risk by limiting visibility—especially at night.

Loss of electricity on weekends or at night is potentially more dangerous due to the reduction in staff. A power outage for an extended period may even lead to an evacuation of the building.

Staff Responsibilities During a Power Outage

POLICY

It is the policy of Carlin House to handle a power outage in an effective and efficient manner to ensure the safety of residents and staff. The highest ranking supervisor will follow the following procedure.

PROCEDURE

1. Upon discovery of electrical outage, The power company will be contacted.
2. Contact Manager or Wellness Coordinator via telephone.
3. All staff will be paged to report to central locations in each unit for assignments in the facility.
4. During normal business hours, an informational discussion will be sent to managers to update them on the situation.
5. If estimated time of outage is expected to be more than one hour, a communication update by the house supervisor will be sent out indicating areas affected, scope of outage, and estimated time of outage.

6. After normal business hours, contact designated management staff via telephone. The contact list is to be maintained by house telephones.
7. Areas being affected will be checked for any problems by unit supervisors
Once floors are checked, report to supervisor with any problems/concerns.
8. Emergency supplies will be distributed, as necessary.
10. For prolonged power outage after hours, additional staff may be contacted as needed.
11. When the power is restored, unit supervisors will communicate to staff.
12. When the power is restored, emergency supplies will be collected and returned to the kit.
13. Emergency supplies will be collected from departments by the next business day and an inventory will be conducted on all kits.
Items missing will be restocked.

Prepared By: Kathie Will
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REVIEWED/REVISED

Date: By:
Date: By:
Date: By:

Fire Safety Training Plan	
The Plan Should Include:	Description
Fire Drills	<ul style="list-style-type: none"> • The Manager should manage and direct the fire drill program. Conduct drills on a random, unannounced monthly basis. Include every shift, including weekend staff, in at least one drill per quarter. • Record the results of each fire drill and maintain the record for at least one year from the date of the drill or according to state and local licensing rules. Use the results of the fire drills to refine the fire drill procedures and training. • Test fire alarms regularly. Be sure that the contractor responsible for your fire alarm system tests the system at least monthly. Request a report for each test.
Staff Training	<ul style="list-style-type: none"> • Respond to fires with confidence and speed. Employees should use the RACE response formula for fire safety. <ul style="list-style-type: none"> * Rescue * Alarm * Contain * Extinguish
Fire Extinguisher Training	<ul style="list-style-type: none"> • Employees should be able to locate where fire extinguishers are located and how to use them. Only a trained employee should use a fire extinguisher. • Fire extinguishers should only be used under the following conditions: <ul style="list-style-type: none"> * The receptionist and emergency response teams have been notified. * All necessary immediate evacuations have been accomplished. * The fire is small and confined to a small area, without risk of spreading quickly. * The person using the fire extinguisher has an unobstructed escape route from which he or she will not be blocked if the fire grows.