

Disaster Plan



In the event of an emergency
Overhead Page: dial *80 from any phone

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(alphabetized)

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INTRODUCTION

This reference has been designed to provide quick and easy access to emergency information. Remember, the most important things to do during an emergency are:

- Don't panic
- Use common sense
- Follow procedures or directions until assistance arrives

ARMED PERSON

1. DO NOT ATTEMPT TO DISARM THE PERSON.
2. Do not attempt to apprehend or interfere with the individual.
3. If the person is unknown to you or is acting in a threatening way, or if you believe there is imminent danger, call the police immediately at 911. If possible, describe the weapon to the emergency dispatcher. Also, indicate the number of people involved.
4. If the person is known to you and is not acting in any threatening manner, notify the front office or the supervisor that a person is suspected of being in possession of a weapon.
5. If possible, warn other people in your immediate area.
6. Take all possible precautions to isolate the suspect from the residents and staff.
7. If possible, get a description of the person (height, clothing, etc.) and vehicle, including license plate number and state.
8. Protect yourself.

BOMB THREATS

1. Do not panic
2. Use the Bomb Threat Checklist to try to gather information about the exact location of the bomb, the detonation time, description of the bomb, and type of explosive.
3. Keep the caller talking. Try to get the attention of someone else who can call 911.
4. Do not touch or move suspicious objects. Notify bomb squad and clear area.
5. If notified to evacuate the building:
 - a. Move quickly but calmly
 - b. Assist residents
 - c. Leave doors and windows open to minimize damage
 - d. Leave the building and move to a safe distance (at least 300 feet).
 - e. Do not re-enter the building until you are told that it is safe.

Bomb Threat Checklist

Questions to ask:

1. When is the bomb going to explode?
2. Where is it right now?
3. What does it look like?
4. What kind of bomb is it?
5. What will cause it to explode?
6. Did you place the bomb?
7. Why?
8. What is your address?
9. What is your name?

Exact wording of threat:

Sex of caller: _____ Race: _____ Age: _____ Time: _____

Length of call: _____ Date: _____

Threat Language: _____

Well-spoken: _____ Incoherent: _____ Foul: _____
Taped: _____ Message was read: _____ Irrational: _____

Remarks: _____

Describe the caller's voice:

Calm _____	Laughter _____	Stutter _____	Cracking _____
Angry _____	Crying _____	Lisp _____	Disguised _____
Raspy _____	Normal _____	Accent _____	Excited _____
Slow _____	Distinct _____	Deep _____	Familiar _____
Rapid _____	Slurred _____	Soft _____	Ragged _____
Loud _____	Whispered _____	Nasal _____	Excited _____
Clearing Throat _____	_____	Deep Breathing _____	_____

If familiar, whom does it sound like? _____

Background sounds:

Street noises _____	Motor _____	Local _____
Dishes _____	Voices _____	Office machinery _____
Local _____	Long distance _____	Factory machinery _____
Booth _____	P.A. system _____	Animal noises _____
Music _____	Clear _____	Static _____
Other _____	Other _____	House noises _____

Obtain as much detail as possible about the bomb and its location. Legitimate callers usually wish to avoid injury or detection; request more data by expressing a desire to save lives.

COMMUNICATIONS

Chain of Command

During any type of emergency situation, a continuity of administration (chain of command) should be established and kept up-to-date on a regular basis. The title or position shall be designated rather than the name of a particular individual. This insures decision-making by title rather than by name should a disaster occur. The following procedure shall be followed:

		<u>office</u>	<u>cell</u>
1. Administrator	John Brigham	2239	386-4530
2. DNS	Katie Stephens	2229	301-6104
3. Director of TLC	Kathy Spencer	2249	540-2611
4. Director of Finance	Terry Nix	2211	540-8363
5. Environment Services	Rob Grandstaff	2228	520-9893

When disaster strikes, someone will be called upon to make decisions. They will also have to provide the answers following the emergency. The House Supervisor shall be in charge until administration arrives at the Home.

Maintenance

	<u>cell</u>
Rob Grandstaff:	520-9893
JJ Liskey:	301-8594

Outside Emergency Services

Electrical emergency:	Walla Walla Electric	525-8672
Plumbing emergency:	Ken Adams Plumbing	520-4658
Heating & Boiler:	ThermalWise	520-1015
Fire System:	Walla Walla Electric	525-8672
Elevator Service:	Otis Elevator	1-800-233-6847
	Code for Main Complex	SRP 217498
	Code for Merriam Street	SRP 394866

DSHS Hotline

1-800-562-6078

Emergency Broadcast System

KONA 610 AM or 105.3 FM

EVACUATION

Depending on the emergency, we generally do not do mass evacuation of residents. **Our first line of defense is to shelter-in-place.**

- In case of fire or smoke, evacuate to the nearest room and close the door, or evacuate to behind the nearest hallway smoke partition.
- Evacuate to the nearest non-affected building.
- The nursing staff members, RNs and NACs shall be responsible for those residents assigned to them for care at that time, and shall ascertain that the residents are cared for during and after an evacuation.
- The charge nurse or supervisor of the work area shall be responsible for resident and staff activity and procedures in the fire emergency.
- The person in charge of the Home shall determine that a staff member is stationed at each stairway, elevator, and exit to be available to assist in evacuation and to prevent unauthorized reentry to the building.

In the event of a total facility evacuation, we have agreements with Whitman College to shelter residents in Sherwood Center, and with the Nazarene Church. For a city-wide disaster, we have an agreement with LeadingAge Washington and its members for emergency shelter in the event of a disaster. Reference: <http://leadingagewa.org/members/disaster-relocation-plan/>

EXPLOSIONS

1. Call 911.
2. Quickly assess injuries and structural damage to the building.
3. Ensure that all staff and residents stay clear of the explosion site.
4. Evacuate the building if necessary.

FIRE PROCEDURE

R emove	any resident from the danger area.
A larm	pull the alarm. We need to get the fire department on the way as soon as possible.
C ontain	the fire by closing doors.
E xtinguish	the fire with a fire extinguisher if it is safe to get near the fire.

1. If the fire is in a resident room, evacuate residents from the room and close the door.
2. Take the resident to area beyond closest hallway fire doors, or to another resident room a safe distance from the fire area.

3. Pull closest fire alarm box.
4. All employees of the Home shall be responsible to close all doors and windows, clear the halls, request the visitors to remain in the rooms, and to bring elevators to the first floor level and lock open. Standby for further instructions.
5. Bring a fire extinguisher to the fire area.
6. Staff person in charge of the work area shall be responsible to call the fire department at 911 and to report the area of fire and type of material that is burning.
7. Staff person in charge shall also announce fire over facility intercom by pushing the "external page" button on the phone and announce "Attention Dr. Blaze" and announce the area or zone where the fire is located. Repeat the announcement three times. Send a staff member to meet the fire truck.
8. Staff member in charge of the work area shall be responsible for supervision and control of the emergency until the arrival of fire department or the Administrator.
9. The Administrator, DNS and Maintenance Director shall respond at once to the site of the fire.

FIRE DRILL

1. Carry out each fire drill as if it were an actual fire. *Do not actually call 911 to notify the Fire Department, but do simulate the call.*
2. The staff person who is present in a Nursing Station shall announce over the facility intercom system, "Attention Dr. Blaze" and announce the area or zone where fire drill is located. The location of the fire is displayed on the enunciator panel located at each nurse station, the front foyer, and maintenance department. The announcement shall be repeated three times.
3. The announcement for the "Dr. Blaze---All Clear" shall be made on order of the Maintenance Department head only. It, too, shall be announced three times over the facility intercom.

FIRE WATCH

In the event that the sprinkler or fire alarm system is out of service for more than 4 hours in a 24-hour period, the Walla Walla Fire Department must be notified, and a fire watch established until the system can be returned to service.

1. The Designated Fire Watch Person has no other responsibilities other than Fire Watch Duties.
2. Conduct a complete patrol of the inside of the facility every 15 minutes.
3. Mark the Patrol in a log book.
4. Have a portable phone available for direct communication with the Fire Department.
5. Identify any fire, life, or property hazards.
6. Have knowledge of the locations and use of the fire extinguishers.
7. Have knowledge of the location of pull stations.
8. Notify the Fire Department if a fire is discovered by pulling a pull station and calling 911 with the exact address and type of emergency.

FIRE PROCEDURE FOR SPECIAL DEPARTMENTS

Announce the location of the fire by overhead page by pressing *80 from any phone.



Enunciator panels are located at ECC, WCC, and TLC nurse stations; Second Floor Dining Room; and front vestibule. The LCD display will read the location of the emergency.

Care Centers & TLC:

1. If the fire is in a resident room, evacuate the residents from the room and close the door.
2. Take the resident to area beyond closest hallway fire doors, or to another resident room a safe distance from the fire area.
3. Pull closest fire alarm box.
4. Close all doors and windows clear the halls, request the visitors to remain in the rooms.
5. Bring a fire extinguisher to the fire area.
6. One aide should be stationed in each hallway, and with any group of residents.
7. Ensure that all residents are safely behind a fire door or in a room.
8. Assist in calming residents and visitors.

Accounting Department:

1. Close all doors in the hallway and offices. Stand by to assist where needed.
2. Director of Finance or office staff member shall bring down north elevator (#1) and stand by until all clear is sounded.
3. The Systems Administrator will have backup tapes for computer prepared in such a manner as to make them easy to evacuate.

Maintenance Department:

1. Report to the area of the fire.
2. Assist the Fire Department in knowledge of the building and the operation of mechanical equipment.
3. Set smoke detection system back in operation after fire is in control.

Housekeeping Department:

1. Custodian shall be stationed by front door to meet the Fire Department and any visitors entering the building.

2. East Care Center housekeepers shall be stationed as follows: West Hall housekeeper by west end exit and stairway between doors. North Hall housekeeper at north (B) stairway between doors.
3. West Care Center housekeepers shall be stationed in the hallway leading to the Care Center.
4. TLC housekeepers shall be stationed as follows: Second, third and fourth floor staff shall station themselves in center of hall near the #2 elevator and in view of both west and north wing.

Dietary Department:

1. Person who discovers fire alerts others around the department by yelling "Fire".
2. Person who discovers fire pulls alarm located at back door.
3. The cooks are to close all open doors and check all areas (i.e., walk-in freezer, dry food storage) and evacuate the department.

Activity Department:

1. Activity personnel will help to keep all residents out of the halls and will help in calming residents and visitors.
2. Beauty shop operators will move all resident clientele into the beauty shop and close the door and remain there until "All Clear" is announced.

Fire Control Panel:

1. Call 911 when **red** lights go on.
2. Call Maintenance when **yellow** lights go on.

Loss of Alarm or Sprinkler Systems:

1. Announce on the overhead P.A.: "We are now disconnected from the City of Walla Walla fire system. In the event of an emergency please dial 911."
2. Immediately notify Maintenance and the Walla Walla Fire Department.

HAZARDOUS MATERIALS INCIDENT

Warning of a hazardous materials incident is usually received from the fire or police department or from emergency services officials when such incidents occur sufficiently near the Home to be a threat to the safety of the residents. An overturned tanker, either a truck or a train; a broken fuel line; or an incident in a commercial establishment that uses chemicals are all potential hazards if such incidents occur near the Home, or if the wind is such that it would carry fumes from such incidents to the Home.

Whether the incident occurs at the Home or off the Home grounds, the procedure to be followed is to call the police at 911.

1. **EXTERNAL** – Ensure that all residents and staff are in the building and that they remain there.

2. **INTERNAL** – Ensure that all resident and staff are out of the building and that they remain there.
3. Notify administration, which shall await orders from the Department of Emergency Services.

MEDICAL RECORDS

The PCC eMAR is backed up every hour. In the event of loss of internet connectivity, MAR records can be downloaded to flash drives and connected to the med cart computers. This method is for emergency purposes only, since the nurse will be unable to document on this copy of the record.

Care Center records are located at: \\fs5\eMAR\downloads

TLC records are located at: \\fs5\eMAR\downloadsAL

MISSING RESIDENT

1. Immediately notify supervisor.
2. Supervisor to assign search team for entire campus.
3. Staff are not permitted to leave until resident is found or until dismissed by the DNS, Supervisor, or Administrator.
4. When satisfied that resident is not in the facility and/or on the grounds, nor on authorized leave of absence, the following shall be notified by the supervisor:
 - a. The Walla Walla Police Department
 - b. The Administrator
 - c. The Director of Nursing Services
 - d. The resident's family
 - e. Call DSHS Complaint Resolution Unit.

SEVERE WEATHER

High Winds

High winds can cause extensive damage. Be prepared to follow guidelines for utility emergencies. Report any structural damage to maintenance.

Volcanic Action

A volcanic warning is a forecast of possible volcanic ash settling in a specific area.

- a. Close all doors and windows immediately.

- b. Keep residents inside building.
- c. Maintenance will turn off air handling units.
- d. Await further orders from administration or the Walla Walla County Emergency Management Department.

Earthquake

- Stay inside: Get under a table or desk or stand in an interior doorway or along an inner wall. Avoid windows and outside doors. Move away from shelves containing objects that may fall.
- Do not use elevators.
- Move all residents away from windows and high objects. When the shaking stops, calm the residents and check all for injuries.
- Be prepared for aftershocks. While they are typically smaller in frequency than the major quake, they may cause substantial damage to already weakened buildings.
- Check for damage to buildings, broken gas lines, and broken water lines - if in doubt, turn them off. If you leave the building be very careful as the brick face of the building and any parapet walls may be loose and could fall.
- Be aware of the potential danger from gas leaks, downed power lines, broken glass, and other hazards caused by the earthquake.
- Be prepared to evacuate the building under orders of Disaster Services Personnel.

Flood

Many areas of Walla are subject to floods. Except for flash flooding, floods usually can be forecast sufficiently in advance for emergency action to be initiated before floodwaters affect a specific area.

Notify administration, which shall work with the Walla County Emergency Management Department.

SUPPLIES

The Emergency Supply Closet is located across from the time clock in the Break Room. It is necessary to have a key to open this door. It contains:

- crank flashlights
- glow sticks
- standard flashlights
- LED lanterns
- headlamps for med nurses
- D-cell batteries
- heat foil blankets
- caution tape

- bungee cords
- duct tape
- buckets for drinking water
- patient carrier
- 100 foot extension cords

Spenco Mattresses: In the attic of Brick Building. Take staircase from 3rd floor, and go through center attic door. It is necessary to have a key to open the stair door and the storage room door.

Manual Hoyer Lifts: In the basement of Merriam Street Apartments. Take stairs to basement. Hoyers are stored in the first room on the left as you face away from the elevator. It is necessary to have a key to enter the apartments and to open the storage room door.

Extra Blankets: In the basement of Merriam Street Apartments. Take stairs to basement. Blankets are stored in the first room on the right as you face away from the elevator. It is necessary to have a key to enter the apartments and to open the storage room door.

Food: We have a three-day supply of food.

Linen: We have a three-day supply of linen. It is important to conserve the use of linen in the event that the laundry is not operational.

Trash: In the event that the power is out for an extended period, trash must be transported to the dump by truck.

UTILITY EMERGENCIES

Generators

The generators power the following areas:

- Essential kitchen equipment and lighting.
- Elevator #1
- Telephones and paging system.
- Emergency hall and stairwell lighting.
- Resident room night lights
- All plug ins and lights in south and middle halls of West Care Center.

- Everywhere else in West Care, East Care, and TLC only emergency hall lights and designated red plug-ins. Oxygen concentrators, pressurized mattresses, feeding pump, and other necessary medical equipment will have to be powered by extensions cords from the red receptacles in the hallways or rooms.
- There is no emergency power in either apartment building.
- The only heat is in the dining rooms in East Care Center, West Care Center, and TLC.

Risk Assessment

A Risk Assessment has been performed and based on the current generators:

- Generac Industrial Power 150kW
- Cummins Power Generation 100kW
- Onan Gen Set 85 kW
- Onan Gen Set 75 kW

this facility is categorized as a Category 2 as per the NFPA 99 Chapter 4 Fundamentals 4.1 and Annex A4.2.

Natural Gas Outage

In the event of natural gas outage in cold weather, all the resident rooms are heated by electricity. There will be no heat in the public areas, including hallways and auditoriums. The laundry dryers will not operate.

Gas Line Break

There are three gas meters at the main complex, and one at the Merriam Street Apartments.

- Near the kitchen garbage area (#17 on the map)
 - To the east of the Brick Building porch (#18 on the map)
 - In the back yard of the West Care Center (#7 on the map)
 - Near the midpoint of the Merriam Street Apartments (#12 on the map)
1. Clear immediate area (evacuate building, if necessary).
 2. Cascade Natural Gas: 529-2390
Weekends & Holidays: 1-800-552-0615
 3. Fire Department: 911
 4. Police: 911
 5. Administrator
 6. Maintenance Director

Loss of Water

1. Call City of Walla Walla: 527-4463
After Hours: 527-4434
2. Call custodian.
3. Call Maintenance Director.

Potable Water Valves: We have four potable water valves in the main complex, one in the Merriam Street Apartments, and two in the Clinton Street Apartments. The Washington Odd Fellows Home has approximately 2000 gallons of potable water storage in the basement and boiler room. In the event of a prolonged water outage, we also have 50 gallons of clean buckets sealed and ready to transport clean water. Maintenance will drain the cold waterlines from the basement and store it in buckets to be used for drinking water.

- The main valve (#8 on the map) for the four-story building is in the Owl's Nest on the side of a cabinet on the south wall.
- The Brick Building valve (#9 on the map) is in the laundry cart storage room in the basement in a cabinet in the corner.
- The valve for West Care Center south & middle halls (#10 on the map) is in the electrical room just inside the door to WCC, on the floor behind the door.
- The valve for West Care Center north hall (#11 on the map) is in the attic above Room 1. Attic access is in the shower room.
- The Merriam Street valve (#13 on the map) is in the utility pit by the city sidewalk at the midpoint of the apartments.
- The Clinton Street valves (#19 and #20 on the map) are at the east end near the midpoint of each building.

The formula for emergency water according to the Department of Homeland Security is one gallon per person per day (two quarts for drinking and two quarts for food and sanitation). Conservatively, the Odd Fellows Home maintains a seven day supply of potable water.

Fire Sprinkler Valves: We have three fire sprinkler valves.

- The main valve (#14 on the map) for the four-story building is in the equipment room inside the back door of the main kitchen.
- The valve for West Care Center and the Brick Building (#15 on the map) is in the basement of the Brick Building at the east end.
- The valve for the Merriam Street Apartments (#16 on the map) is in the utility pit by the city sidewalk at the midpoint of the apartments.

Elevators

There are six elevators, and each one has been assigned a number.

If someone is stuck in an elevator and you need to use the key to open the door, **call maintenance; do not try to do this yourself**. Opening the elevator door when the elevator is not at the floor is extremely dangerous, and should only be attempted by the Otis repairman or maintenance.

- Elevator #1: The elevator by the front offices. The key is in the elevator mechanical room located in the East Care Center, second door on the left.
- Elevator #2: The elevator by the East Care Center nurse station. The key is in the elevator mechanical room in the basement.
- Elevator #3: The elevator in the Brick Building. The key is in the elevator mechanical room in the attic.
- Elevator #4: The elevator in the main dining room. The key is in the elevator mechanical room outside the back door of the kitchen.
- Elevator #5: The elevator at the north end of the Merriam Street Apartments. The key is in the elevator mechanical room on the second floor across from the elevator.
- Elevator #6: The elevator at the south end of the Merriam Street Apartments. The key is in the elevator mechanical room in the basement.