

Disaster Plan



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

**Emergency Preparedness App:
<http://www.lawaeprep.org>**

Updated: July 2018

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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:

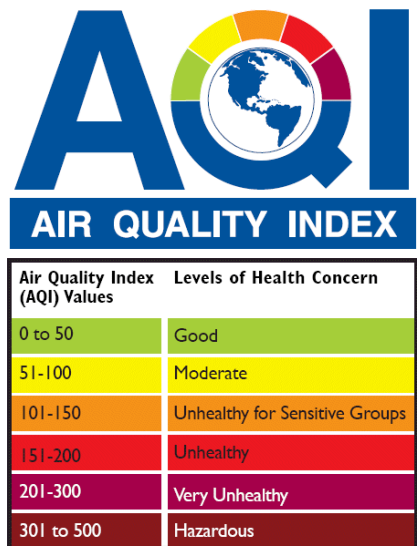
- Don't panic
- Use common sense
- Follow procedures or directions until assistance arrives

For complete and detailed information regarding emergency responses, please refer to the Nursing Home Incident Command System Guidebook (NHICS) in the bright green binder located at the West Care Center nursing station, the Assisted Living nursing station, and the Front Office.

AIR QUALITY INDEX

In order to protect the staff and residents from poor air quality, all outdoor activities will be cancelled anytime the AQI exceeds 100. In addition, anytime the AQI exceeds 200, the following steps will be put in place:

- Ensure all resident windows are closed
- Limit you time leaving exterior doors open
- When possible, keep bathroom doors closed
- Shut down major exhaust fans
- Shut down one of the roof-top gas packs on the 4-story building. These units use 100% outside air.
- Pre-filter outside air with 5" MERV 11 filters on the remaining unit
- Shut dampers and seal off economizers with 4 mil plastic on all other main HVAC units.



ARMED PERSON

1. **RUN, HIDE, FIGHT**
2. DO NOT ATTEMPT TO DISARM THE PERSON.
3. Do not attempt to apprehend or interfere with the individual.
4. 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.
5. 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.
6. If possible, warn other people in your immediate area.
7. Take all possible precautions to isolate the suspect from the residents and staff.
8. If possible, get a description of the person (height, clothing, etc.) and vehicle, including license plate number and state.
9. Protect yourself.

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 Houck	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	2251	520-9893
6. Most Senior Manager			

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.

For mass communication to employees, use **OnShift Messaging**, and as a backup for mass communication, the facility uses email downloaded from **Lumina**.

Communication Failure:

In the event of a telecommunication failure, whether it be our internal phone system or provider failure, cell phones will be used in an emergency. If there is no cell phone or landline service, then the Incident Command system is activated. The Incident Commander is required to do the following:

1. Contact maintenance via the Home's radio communication system. Base stations are located in East Care, West Care, Front Office and TLC. Set radio to "All Call" channel 5.
2. Request all radios to be brought to the Incident Command and set to channel 5
3. Assign a staff member to go directly to the 911 center with a radio located at 27 N 2nd Ave. Inform the County Emergency Manager of our situation. Request the activation of the Amateur Radio Emergency Services (ARES) to this location. Note: In the event of a regional communication failure, WWEMD has agreed to automatically dispatch the ARES to our location so communication between the dispatch center, hospital, and the home is maintained. If ARES is not available, the staff member will be assigned to maintain communication between the Home and Dispatch center until relieved by the Incident Commander.
4. Radio Channels:
 - Channel 1: Maintenance and Custodial (Main channel)
 - Channel 2: Maintenance operation traffic (used only between maintenance staff)
 - Channel 3: Office
 - Channel 4: West Care, East Care, and Assisted Living (Care Centers)
 - Channel 5: All Call
 - **Emergency Operations requires all radios to be turned to Channel 5 for All Call for a coordinated response. All Call announces on all channels.**

Utilities

Pacific Power & Light	1-877-508-5088
Cascade Natural Gas	1-888-522-1130
City of Walla Walla	527-1960

Government Agencies

State Hotline:	1-800-562-6078
Survey Office:	1-509-228-2813

Ombudsman: 1-509-562-6028
Walla Walla County Emergency Management: 1-509-524-2900

Emergency Broadcast System

KONA 610 AM or 105.3 FM

Nursing Home Incident Command System (NHISC 2017)

Incident Commander: John Brigham
Liaison/Public Information: Receptionist
Safety Officers: Katie Houck, Kathy Spencer
Medical Director: Dr. Carmody
Operations: Charge Nurses
Planning: Department Managers
Logistics: Maintenance
Finance/Administration: Terry Nix

EMERGENCY MAINTENANCE PROCEDURES

All calls will be made under the direction of the Supervisor on an emergency basis only.

FIRST: call JJ Liskey 301-8594
SECOND: call Rob Grandstaff 520-9893

If you do not receive an answer, then proceed with calling in the order listed below:

Richard Webb 301-2420
Jesse Torres 200-0625
Bob Houck 386-9209
Ian Goodall 200-5348
Andre Kuschatka 876-6702
Roberto Rodriguez 200-1497

Call these numbers only if Maintenance Personnel cannot be reached

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

EVACUATION

Depending on the emergency, we generally do not do mass evacuation of residents. **Our policy is to defend-in-place.** Defend in Place is the process of relocating residents from the smoke zone of fire origin to another protected location within the building. The purpose of Defend in Place is to first remove the residents that are in the immediate vicinity of the fire origin.

First Priority:

- Remove residents from the room of origin, regardless of their mobility condition, if possible. *Note: If not possible, close the door.*
- Remove residents from the rooms adjacent to the room of origin, regardless of their mobility condition.
- Remove residents from the rooms directly across the hallway from the room of origin, regardless of their mobility condition.

Second Priority:

- Continue the process until everyone in the affected area has been evacuated to a point of safety. *Note: When removing residents to the point of safety, no residents shall be evacuated past the room of origin. This may require residents to be evacuated to the exterior of the building. However, they may re-enter the building into an unaffected zone.*
- The evacuation priority for all remaining residents within the affected zone is:
 1. **First:** ambulatory residents
 2. **Second:** wheelchair residents
 3. **Third:** bed bound residents

In the event of a total facility evacuation, we have agreements with Regency, Park Manor, and Milton Freewater Rehab to shelter residents. 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/>

Evacuation Management:

The Odd Fellows Home will evacuate upon orders from County Emergency Management (or other recognized Life Safety organization), when Incident Commander deems the building to be compromised, or if sustenance food supply cannot be maintained during an event.

In the event of total facility evacuation, there are hospital wristbands and Sharpie markers to identify residents. There are forms to identify the destination of each resident in the green NHICS binder.

Building Evacuation Defend in Place:

1. When necessary to evacuate the building, the residents shall be moved to the adjacent building via the established evacuation routes.
2. Senior Fire Department Officer and Administrator or person in charge of the facility will set up Command Post to supervise the evacuation. 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.
3. The charge nurse or supervisor of the work area shall be responsible for resident and staff activity and procedures in the fire emergency.
4. 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

FIRE PROCEDURE

- R**emove any resident from the danger area.
Alarm pull the alarm. Get WWFD on the way as soon as possible.
Contain the fire by closing doors.
Extinguish the fire with a fire extinguisher if it is safe to get near the fire.

1. If smoke or heat is detected, the alarm panel will sound an alarm. Find the nearest fire panel and read the screen to determine where the location of the problem is. If the horn and strobes are activated, the fire department is notified automatically.
2. *The person in charge shall dial *80 on any staff phone and to use the facility intercom and announce "Attention Dr. Blaze" and announce the area or zone where the fire is located. Repeat the announcement three times.
3. Send a staff member to meet the fire truck
4. If the fire is in a resident room, evacuate residents from the room and close the door.
5. Take the resident to area beyond closest hallway fire doors, or to another resident room a safe distance from the fire area.
6. Pull the closest fire pull station if the alarms are not already activated if a fire is present.
7. All available employees of the Home shall be responsible to close all doors, windows, clear the halls, and request the visitors to remain in the rooms.
8. Locate the nearest fire extinguisher and fight the fire if safe to do so, otherwise keep the door closed.
9. The person in charge shall be responsible to call the fire department at 911 and to report the area of fire and type of material that is burning.
10. The person in charge shall be responsible for supervision and control of the emergency until the arrival of fire department or the Administrator. They will verify that:
 - a. The elevators are brought to the first floor and staff are stationed at the elevator to prevent its use.

- b. Staff are to remain in the hallways and be ready to assist with evacuation if necessary. They are to assist in keeping residents and visitors calm.

FIRE DRILL

Carry out each fire drill as if it were an actual fire, but do not call 911.

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 911.
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.

FIRE ALARM PANEL

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.

1. **Red** lights indicate a fire condition.
2. **Yellow** lights may indicate a fire condition in a room or a system trouble. Read the panel and go to the room where it indicates there is trouble. Call maintenance if there is no fire.

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. If after hours go to "Emergency Maintenance Procedures".

HAZARD IDENTIFICATION

The Washington Odd Fellows Home follows the Walla Walla County Hazard Identification and Vulnerability Analysis (HIVA) and Hazard Mitigation Plan (HMP) as summarized below:

Hazard	Probability	Vulnerability	Risk Rating
Earthquake	HIGH	MEDIUM	HIGH
Severe Storm	HIGH	MEDIUM	HIGH
Wildfire	HIGH	MEDIUM	HIGH
Dam Failure	HIGH	MEDIUM	MEDIUM
Flooding	MEDIUM	MEDIUM	MEDIUM
Radiological Incident	LOW	MEDIUM	MEDIUM
Terrorism	LOW	MEDIUM	MEDIUM
Hazardous Materials	MEDIUM	LOW	LOW
School Violence	MEDIUM	LOW	LOW
Civil Disturbance	LOW	LOW	LOW
Urban Fire	LOW	LOW	LOW
Volcanic Ash	LOW	LOW	LOW

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.

LEGIONELLA AND BACTERIAL CONTAMINATION

The facility risk for formation of legionella is limited to one indoor water feature and the hot water system. The facility maintains ozone systems to prevent bacteria from forming in

the fountain. The facility tests its water system on a yearly basis for gram negative bacteria.

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**

In the event of an evacuation, key staff will be temporarily granted remote access to the EHR system so that we can provide continuity of care using remote IP addresses.

MISSING RESIDENT

If a resident is suspected to be missing from either the Care Center or TLC, implement the following procedures:

- Immediately notify the Supervisor
- Verify that the resident is not signed out or on an appointment
- Assign staff to conduct a complete search of the Care Center or TLC area. Be sure to check all rooms. If the supervisor is reasonably sure the resident is missing from the respective resident area (Care Center or TLC), the supervisor will activate the Incident Command Structure by doing the following:
 - ✓ Announce an overhead page (*80) **“Code Missing all available staff contact** (the extension number) **or come immediately to** (Location)
 - ✓ Contact and inform the Director of the current situation
 - ✓ Contact the Social Worker to help identify possible destinations
 - ✓ Send an Onshift message to all staff that a resident is missing from their living area and a campus wide search is underway.

Have a photo of resident and last known information available for staff to conduct a search.

Supervisor will organize campus search.

- ✓ Consider the possible resources while conducting the search:
 - Maintenance golf carts
 - Facility camera's

- Maintenance radios

When satisfied that the resident is not in the facility and or on the grounds, nor on an authorized leave of absence, an elopement has occurred and the following will be notified by the supervisor:

- Walla Walla Police Department 527-1960
- The Administrator
- The DSHS Complaint Resolution Unit (800-562-6078)
- The Resident’s Family

Staff are not permitted to leave until the resident has been found or has been dismissed by the Incident Command.

Once the resident has been found, the Supervisor will send an OnShift message to terminate the search and notify by overhead page: “Code Missing all clear” three times. The Supervisor will also and place follow-up calls to the persons and entities notified of the incident.

Systematic Search Assignments:

TLC	2,3,4 floor East building 1,2,3 floor Brick building
Activities	Library, activity room, auditorium, mud hut, wellness center, game room, 2 nd floor dining
ECC	ECC rooms
WCC	WCC rooms
Front Office	Lobby, bathrooms, parking lot, front yard campus
Housekeeping	Assist with area search on floor assigned
Laundry	Brick Basement laundry & sewing + breakroom + conference room
Maintenance	Basement East building + Meriam Street apartments + green house
Grounds	Clinton apartments + picnic area + back outside
Kitchen	Kitchen + walk ins + main dining room + Rosy’s Cafe
Medical Records	Communications: overhead page, email photo & details, Incident Commander

Initial Response (30 minutes-1 hour)

Process	Date & Time	Staff Name
Time discovered missing _____		
Location last seen _____		
Verify resident has not signed (<i>Check all sign out books</i>)		
Contact family if local and known to take resident out		
Notify Supervisor _____		

Announce overhead page *80 "Code Missing Resident" x 3 "All available staff contact ext # _____ or report to _____"		
Notify Director		
Contact Social Worker to identify possible destinations		
Send Onshift message to all staff		
Supervisor to organize campus search: TLC all floors _____ Brick _____ ECC _____ WCC _____ Common areas _____ Outside campus _____ Storage rooms _____ Consider: <ul style="list-style-type: none"> • Closets, under beds, behind furniture, showers, walk-in refrigerators & freezers • Maintenance golf carts & radios + facility cameras • Distribute photo of resident to those searching 		

Secondary Response (1 hour)

Process	Date & Time	Staff Name
Call Police Department <u>509-527-1960</u> and provide: <ul style="list-style-type: none"> • Name of resident + physical description • Describe clothing, ambulation, cognitive status • Provide photo 		
Notify Administrator		
Notify responsible party (family/POA/legal representative)		
Notify DSHS Complaint Resolution Unit: <u>800-562-6078</u>		
Coordinate with public safety agencies to continue search		
Staff are not permitted to leave until dismissed by Supervisor		

Resident Secured

Process	Date & Time	Staff Name
Notify responsible party (family/POA/legal representative)		
Announce overhead page *80 "Code Missing all clear" x 3		
Send Onshift message to all staff		
Notify Social Worker		
Notify Director		
Notify public safety agencies involved in search		
Notify Administrator		
Complete Incident Report		
Complete Progress note		
Follow up DSHS Complaint Resolution Unit		

PANDEMIC INFLUENZA

The Washington Odd Fellows Home requires all employees to be immunized for seasonal flu. In the event an employee chooses not to receive the vaccine, they are required to wear a mask for the duration of the flu season as defined by the CDC. This vaccine is given free of charge to all employees and volunteers.

Residents of the Odd Fellows Home are highly encouraged to receive the seasonal influenza vaccine.

In the event of a flu outbreak, the following steps will be implemented:

- Everyone will wear a mask.
- Residents that show **no symptoms** may dine in the main dining room.
- Residents **with symptoms** will eat meals in their rooms. Residents needing assistance will dine in the activity room.
- Following dining, housekeeping will clean the activity room.

SAFETY AND SECURITY PLAN

The Washington Odd Fellows strives to maintain a safe environment for its staff and residents. Staff awareness is the first line of defense in maintaining a safe environment. Staff are to report promptly any perceived safety incidents when suspicious or criminal activity is observed. Notify senior staff of an incident or 911 in the event of an emergency. Odd Fellows has an extensive campus with several entrances and exits and we are continually looking at ways to provide a safer environment by controlling access into resident and working areas:

- All West Care Center exterior doors are locked from the outside and are protected by Accutechs (Wander Guard). The interior doors that connect with the Brick Building are protected by Accutechs, but remain open to the brick building basement and ambulance ramp.
- The connector exterior doors to West Care (called ambulance ramp and main entry ramp doors) are locked at 9:00pm and are subject to revision of locking times.
- The Brick Building has the back-kitchen door and West stairwell doors are locked from the outside. The front door locks at 7:00pm along with the side door from the ramp. Doors can be opened with electronic fobs or combination. The East stairwell door is locked at 9:00pm. The breakroom door is locked at 9:00pm.
- Front Entry by the office Doors are locked at 9:00pm along with the side door to the East Gazebo area.
- The kitchen door opens at 4:00am and remains open for staff until approximately 8:00pm.

- The East Care Center has a door off the dining room that remains locked from the outside. The West facing door towards the ambulance ramp is locked at 9:00pm

Staff and visitors after 9:00 pm must use the intercom to communicate with the East Care Nurses station. Video surveillance is used at the entrances to assist in determining if the person is safe to enter the building. If you suspect the person may be a threat to the safety and security of the staff and residents by their actions, words, or even suspicious appearance do not open the door. Call 911 if you feel threatened.

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.
 - Drop
 - Cover
 - Hold on
 - Cover head and neck
- 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.

Instructions for residents:

- If the resident is in a wheelchair, recliner or bed, do not try to transfer to or from the chair during the shaking. Wait until the shaking stops to transfer.
- Have the residents stay put. If in bed, cover the head and neck with their arms or a pillow until the shaking stops. If in a wheelchair, lock wheelchair wheels and cover the residents' head and neck. The force of the earthquake may knock you off your feet or throw you to the ground. If the resident has mobility or balance issues, the shaking may make it even harder to move around.

Flood

Many areas of Walla 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.

Flooding is a serious risk at the Odd Fellows Home. We are located adjacent to a flood channel designed to handle 6000 cubic feet of water per minute. Walla Walla has had three major flooding incidents in the past 100 years.

1. Rescue anyone in immediate danger while protecting the safety of rescuing staff member(s).
2. If the flood poses danger to residents, staff or visitors, call 9-1-1 immediately and include a description of the flood situation (basement, room #'s, etc.)
3. Alert residents, staff and visitors.
4. Unplug non-essential appliances, equipment and computers.
5. Check for gas leaks, water line ruptures, sewage contamination, etc. If you smell gas, and it is safe to do so, shut off the gas. Do not do so unless the need is certain as only the gas company can turn it back on. Report utility problems to appropriate utility company.
6. Report utility problems to appropriate utility company.
7. If water lines are disrupted, consider the water supply to be contaminated and follow the procedures for emergency water. Heed public health notices regarding water contamination (including the following notices: Boil Water, Do Not Drink Water, and Do Not Use Water). Consider all flood water contaminated. Avoid walking through flood waters and wash hands thoroughly after contact. Do not use pre-packaged food and drink products that come into contact with flood water. When in doubt, throw it out!
8. If needed, activate emergency water procedures.
9. Gather critical supplies to take to higher ground/evacuation (e.g., medications, drinking water, health records, important personal items, communication devices, blankets, etc.)

10. Do not allow electrical devices to come into contact with water.
11. If the decision is considered to evacuate the facility, see SHELTER-IN-PLACE or EVACUATION INCIDENT RESPONSE GUIDE in the bright green binders located in the front office, WCC Nurse Station, or TLC Nurse Station.
12. Notify appropriate state survey agency to report an emergency.

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

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 store a 3-day supply of food and water for 450 people. This includes enough food for subsistence for all residents of the Care Centers, Assisted Living, and the Apartments, as well as for staff members. Food is located in the kitchen, with emergency storage in the Merriam Street Apartments. In the event we need food for a period exceeding 3 days, we will activate the Food Services of America emergency delivery plan.

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

Loss of Power

In the event of a power outage, verify that essential equipment is working:

- **Nursing and TLC Staff:** Nurse Call System
- **Nursing and TLC Staff:** Resident oxygen concentrators, pressured mattresses and other needed medical equipment. Red outlets indicate emergency power. Emergency boxes have extension cords.
- **Maintenance and Custodial:** Verify by “visual check” there are no staff or residents trapped in the elevators including Merriam apartments. If after hours use “Emergency Maintenance Procedures”.
- The TLC dining room has no heat or AC. ECC and WCC dining rooms have HVAC.
- **Office Staff or Supervisor:** Call each elevator to verify that no one is trapped.

• Elevator #1	Administration Area	ext. 2856
• Elevator #2	ECC and TLC	ext. 2854
• Elevator #3	TLC Dining Room	ext. 2855
• Elevator #4	Brick Building	ext. 2857
• Elevator #5	Merriam Street North	ext. 2859
• Elevator #6	Merriam Street South	ext. 2858

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.

All generators are powered by Natural Gas and have backup LP gas in the event of a utility interruption.

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
 - To the east of the Brick Building porch
 - In the back yard of the West Care Center
 - Near the midpoint of the Merriam Street Apartments
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 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.

- The main valve for the four-story building is in the Courtyard Gift Shop on the side of a cabinet on the south wall.
- The Brick Building valve 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 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 is in the attic above Room 1. Attic access is in the shower room.
- The Merriam Street valve is in the utility pit by the city sidewalk at the midpoint of the apartments.
- The Clinton Street valves are at the east end near the midpoint of each building.

Non-Potable Water: We will use the swimming pool water for non-potable water needs. These include water usage for general cleaning, flushing toilets, and other non-consumable purposes. There is approximately 22,000 gallons of non-potable water in the swimming pool.

Fire Sprinkler Valves: We have three fire sprinkler valves.

- The main valve 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 is in the basement of the Brick Building at the east end.
- The valve for the Merriam Street Apartments 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.