



# Emergency Plan Worksheet

## For the Residential Care Facility (Six Residents or Less)

Complete one Emergency Plan Worksheet for each Facility. Keep completed worksheet in a visible place for quick reference by staff members.

### Care Facility Information

**Care Facility Name:** \_\_\_\_\_  
Address: \_\_\_\_\_  
Cross Street: \_\_\_\_\_  
On Site Phone: \_\_\_\_\_  
Administrator's Phone: \_\_\_\_\_  
Administrator's Phone: \_\_\_\_\_  
Other Phone: \_\_\_\_\_  
Neighbor name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Neighbor name: \_\_\_\_\_ Phone: \_\_\_\_\_  
Neighbor name: \_\_\_\_\_ Phone: \_\_\_\_\_

### Secondary Evacuation Facility

Care Facility Name: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
Address: \_\_\_\_\_

### Evacuation Transportation Information:

Facility Vehicle(s): \_\_\_\_\_  
Staff Vehicle: \_\_\_\_\_ Number of seats: \_\_\_\_\_  
Staff Vehicle: \_\_\_\_\_ Number of seats: \_\_\_\_\_  
Transportation Company: \_\_\_\_\_  
Other: \_\_\_\_\_

### Out of Area Contact Person

Designate an out of area contact for resident's family to contact in the event they are unable to reach your facility directly. Ensure your staff knows to contact this person to provide status updates. Often long distance phone lines are operational when local lines are not.

Name: \_\_\_\_\_  
Home phone: \_\_\_\_\_  
Cell phone: \_\_\_\_\_  
e-mail: \_\_\_\_\_

### Emergency Phone Numbers

#### Emergency 9 -1-1

Police: \_\_\_\_\_  
Fire: \_\_\_\_\_  
Ambulance: \_\_\_\_\_

### Emergency Alert Stations

Check with emergency management agencies for your local emergency broadcast stations:

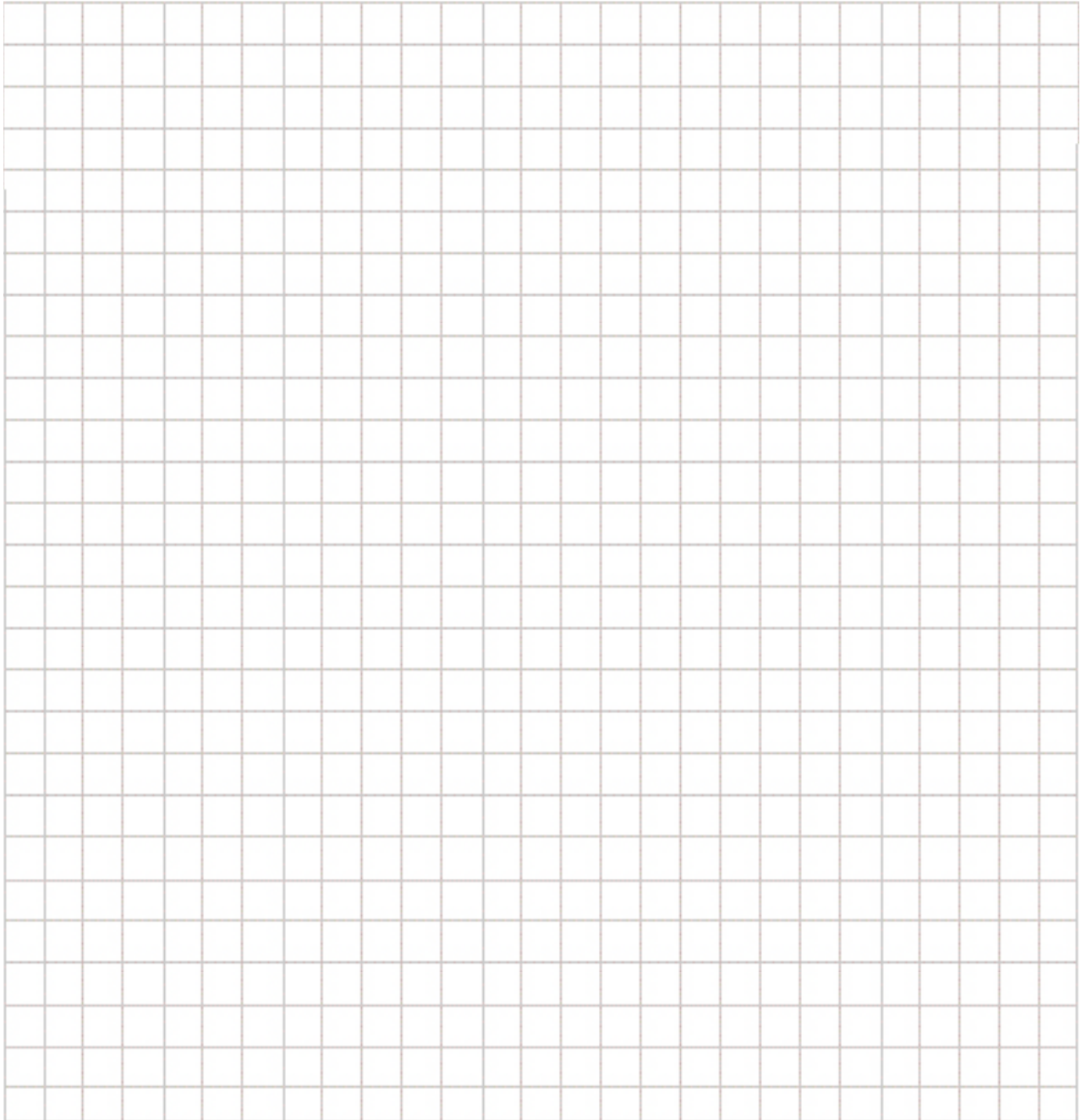
Write them here:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

## Emergency Evacuation/Utility Map

Use this page to draw a floor plan of your house. Make a floor plan for each story of your facility.

- Indicate primary exits from each room (doors, windows). Include location of escape ladders, ropes, etc.
- Identify location of emergency supplies.
- Mark location of utility valves, circuit breakers or fuses.
- Be sure all staff members know where utilities are and how to turn them off.
- Be sure all staff members know how to use a fire extinguisher.
- Share your plan with visitors and each resident's family.
- Residents and staff will reunite at our meeting spot located at \_\_\_\_\_
- \_\_\_\_\_



## Emergency Actions

### After all disasters, remember to:

- Stay calm & evaluate your surroundings.
- Turn your portable radio on and listen for instructions.
- Check for injuries (for life threatening injuries only, call 9-1-1).
- Locate flashlights & emergency supplies.
- Wear protective clothing (shoes, gloves, etc.).

### Earthquake/Aftershocks

#### During the earthquake

- Duck, cover and hold.
- Move away from windows, bookshelves, cabinets, and exterior walls.
- If indoors, “ride it out” until the shaking stops.

#### After the earthquake

- Pay attention to damaged utilities. Shut off those utilities that are damaged.
- Check for structural damage.
- Check on neighbors.
- Prepare for aftershocks.
- Keep streets clear for emergency traffic.

### Fire

- Stay calm - alert other staff and visitors.
- Call 9-1-1
- For fires smaller than a wastebasket size use your fire extinguisher.
- Evacuate if necessary.

### Shelter in Place

- If outdoors, go indoors; if indoors, stay put.
- Ensure you have enough food and supplies for your residents for the duration of the shelter in place order.
- Close and lock all doors, windows and chimney flues.
- Turn off all fans, heating and air conditioning systems.
- If directed, use duct tape and plastic sheeting to seal areas where outside air can enter the house.
- Tune your radio to the emergency broadcast station and listen for instructions.
- Answer the telephone, instructions maybe given by your emergency management agency through recorded messages.

## Immediate Evacuation from Facility

### For Immediate Danger

- Call 9-1-1.
- Alert other staff and visitors of danger and direct them to assist in evacuating residents.
- Begin evacuating residents in order of least assistance needed to most assistance needed.
- Take/direct residents to your designated meeting place.

## Evacuation from your Neighborhood

If you have to evacuate out of your neighborhood, what do you do?

- Take emergency “Go Kits”.
- If time permits:
  - Close windows, blinds, and doors.
  - Shut off damaged utilities.
  - Leave a note on the front door, to let others know where you have evacuated.
  - Lock doors and windows when leaving.
- Listen to your local radio station for information.

## Resident’s Family Checklist

- Make certain your resident’s emergency contact card is accurate and up-to-date.
- We have shared our care facility’s plan with resident’s family.
- We have an up to date list of individuals who have permission to take residents from our facility.
- We have encouraged resident’s family to prepare for emergencies and disasters in their own homes. We have shared with them the Family Emergency Plan Worksheet and Preparedness Calendar.

## Emergency Supplies Plan

### Protecting lives from fire

- We have food for our residents and staff for 3 - 7 days.
- We have emergency shelter and supplies in one place. ( Tip: Tent, lanterns, sleeping bags and portable stoves can double as emergency equipment.)
- We have "Go Kits" for each resident.
- We have a minimum of 1 gallon of water per person per day for at least 3 -7 days. The more water you can store, the better off you will be. Calculate how much water you will need:

\_\_\_ Residents/staff in home x 1 gal = \_\_\_\_\_ gals.

### I know where I have:

- Cash and coins.
- First aid items.
- Flashlight, radio, tools and sanitation supplies.

## Maintenance Plan

### Every six months:

Date last checked

Check and replace as needed:

Batteries for flashlights, smoke alarms, radio, etc.

Review facility emergency plans

Conduct a fire drill

Rotate water supply

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Every year:

Rotate canned goods.

Replace emergency medications.

\_\_\_\_\_

\_\_\_\_\_

### Every two years:

Review and photograph property inventory.

Update insurance policies.

\_\_\_\_\_

\_\_\_\_\_

## Fire Hazard Mitigation Plan

### Protecting lives from fire

- We have at least one A-B-C fire extinguisher in our home and know how to use it.
- We have changed the batteries in all our smoke alarms.
- We use surge protectors to protect against electrical issues.
- We store flammable liquids outside in air-tight containers away from ignition sources such as pilot lights. (Example location: outdoor shed)

### Landscaping against fire

- We have cleared our property of excess and dead vegetation and highly flammable plants.
- We have trimmed branches that hang over our care home.
- We trim grass and vegetation at least 100 feet around our care home.
- We have garden hoses connected to outside faucets.
- We store firewood away from our care home.

### Home maintenance

- Our house numbers are large and easily read from the street.
- We have spark arresters on our chimneys.
- Our roof is fire-resistant.
- We keep leaves and debris out of our rain gutters.

## Earthquake Mitigation Plan

### Surviving the event

- My staff and I have reviewed the information on the [www.usgs.gov](http://www.usgs.gov) website for reducing earthquake damage.

### Home preparedness

- We have attached the necessary tools to the utility shut-off valves.
- We have done a home hazard hunt and corrected hazards we found.