

ALL STAFF

WHEN NATURAL DISASTER IS APPROACHING (EARTHQUAKE, HURRICANE, TORNADO)

LEVEL 1- ADVISORY (IN NEARBY REGION)

- CLOSE ALL FIRE DOORS AND WINDOWS to contain areas.
- COMFORT Residents and family members
- STAY CALM STAY INDOORS and obtain updates from Person in Charge
- TAKE DIRECTION from Person in Charge.

LEVEL 2 WARNING (IN OUR REGION)

- SHUT OFF all non-essential electrical equipment
- GATHER FLASHLIGHTS from Nursing station and have them ready.
- KEEP TELEPHONE CONVERSATIONS TO A MINIMUM - only with family members
- MAINTAIN A SAFE DISTANCE from windows and unsecured objects.
- TAKE DIRECTION from the Person in Charge

LEVEL 3 - IMMEDIATE (IN THE STRIKE PATH)

- DO NOT LEAVE BUILDING
- ASSIST IN MOVING residents and all staff to inner core of building (in corridor) away from all exterior windows. Use inner rooms that do not have windows. Close all residents' doors.
- KEEP CALM
- KEEP CONFUSION AND NOISE TO A MINIMUM.
- STAY CLOSE TO FLOOR.
- TAKE DIRECTION from Person in Charge.

WHEN EVENT IS DECLARED OVER

- ASSIST those injured or trapped.
- PROVIDE MEDICAL ATTENTION to injured people as required.
- BE AWARE of hazards caused by the storm and advise Person in Charge.
- REMAIN IN THE BUILDING to assist with recovery activities, as required.
- RESUME NORMAL DUTIES when appropriate and safe to do so.

PERSON IN CHARGE

LEVEL 1 - ADVISORY (IN NEARBY REGION)

- TAKE CHARGE - TAKE CONTROL
- DIRECT STAFF TO:
- CLOSE ALL FIRE DOORS AND WINDOWS to contain the fire.
- COMFORT Residents and Family members.
- STAY CALM
- STAY INDOORS and obtain updates from Person in Charge

LEVEL 2 - WARNING (IN OUR REGION)

- DIRECT STAFF TO:
- SHUT OFF all non-essential electrical equipment.
- GATHER FLASHLIGHTS from Nursing station and have them ready.
- KEEP TELEPHONE CONVERSATIONS TO A MINIMUM - only with family members.
- MAINTAIN A SAFE DISTANCE from windows and unsecured objects.
- CONTACT EXECUTIVE DIRECTOR AND DIRECTOR OF CARE (DOC) if after hours to advise them of the situation.

LEVEL 3 - IMMEDIATE (IN STRIKE PATH)

- DIRECT STAFF TO:
- DO NOT LEAVE BUILDING.
- ASSIST IN MOVING the residents and all staff to inner core of building (in corridor) away from all exterior windows. Use inner rooms that do not have windows. Close all residents' doors.
- REMAIN CALM.
- KEEP CONFUSION AND NOISE TO A MINIMUM.
- STAY CLOSE TO FLOOR.

WHEN EVENT IS DECLARED OVER

- ADVISE ED AND DOC of status.
- DIRECT STAFF TO:
- ASSIST those injured or trapped.
- PROVIDE MEDICAL ATTENTION to injured people as required.
- BE AWARE of hazards caused by the storm and advise Person in Charge.
- REMAIN IN BUILDING to assist with recovery, as required.
- ASSIGN STAFF, AS APPROPRIATE to handle family enquires.
- RESUME NORMAL DUTIES when appropriate