Date: 1/20/21

**Re: EMERGENCY PREPAREDNESS**

Dear Residents/Family member/Responsible Party/Staff

This notice is to inform each of our Residents, Family Members, Responsible Party, and Staff that Fiddlers Green Manor conducts Emergency preparedness in forms of drills, in-services, and social media and is part of The Mutual Aid Plan of Western New York. This is reviewed at General orientation, with all new admissions and annually at resident Council. The information below is a summary of the plan.

**EVACUATION:**

* **Internal**- Move residents to an unaffected area in the building ( pass fire doors)
* **External**- to another building. Order of evacuation: Casualties, independent, wheelchair/walker, then bedridden

**EVACUATION POLICY:**

* Administrator will establish a “command post”. Mutual Aid Plan provides detailed instructions on finding a location to move residents to and the required transportation. All units have a copy of the Mutual Aid Plan for reference. Residents will be sent with the following: Medical record, Medications, and any necessary supplies to provide care.

**EFINDS:**

* EFINDS is a NYS wide system to track residents that need to be evacuated from the facility. The system is located at the front desk in the disaster tote. The system consist of a bar code bracelet which is scanned upon placement on the resident and when the resident arrives at their new location. This assures everyone that the resident is in the proper place.

**BUILDING LOSS OF ESSENTIAL SYSTEMS:**

The Emergency Preparedness Plan (EPP) covers the loss of systems and the response.

* Electricity-Generator will start within 10 seconds
* Water- Bottle water in store room; tanker of water is available
* Ventilation- Open windows and use fans.
* Fire Alarms- Fire watch will be hourly rounds
* Fuel Source- Move residents to another area in building or evacuate
* Oxygen- use tank oxygen
* Communications- Use cell phones and/or walkie talkies

**CODE LIST**

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| --- | --- |
| **CODE SILVER** = Active Shooter* Do Not panic
* Do Not approach gunman
* Do Not activate fire alarm

 CALL 911* Move Residents behind closed doors-create a barrier behind door.
 | **DR.RED** = Fire* Upon finding a fire, pull alarm
* RACE: **R**escue-**A**lert-**C**onfine-**E**vacuate

***Remove residents from room and place a magnet and/or tag on door*** |
| **CODE YELLOW**= Severe Weather* Tornadoes
* Earthquake
* Hazardous Chemical Spill
* Flash Floods

***Please report to command post for detailed instruction***. | **Dr. BLACK** = Bomb Threat* Keep on line
* Document time
* Ask location
* Advise building full of elderly
* Listen Closely
* IMMEDIATELY contact Police-Fire-Administrator

DO NOT PANIC: Wait for instructions |
|  | **DR.WANDER** = Missing Resident* Page Resident overhead x3
* Search building and surrounding area
* Notify Administrator/DON
 |

**Mutual Aid Plan-** The plan is activated if we need to evacuate should an emergency arise. Area nursing facilities will provide shelter, supplies, and transportation.