

GREEN VALLEY 10TH BRANCH EMERGENCY ACTION PLAN

Retreat at Sunbrook
359 N. Dixie Dr. St. George UT 84770

DATE PREPARED: 9/5/2018

EMERGENCY PERSONNEL NAMES AND PHONE NUMBERS

Garrett Wilkerson 801-602-9779

Brian Pulsipher 435-632-7026

EVACUATION ROUTES

- Evacuation route maps have been posted in each work area and the following information is marked on the evacuation maps:
- Emergency exits - Primary and secondary evacuation routes Locations of fire extinguishers
- Fire alarm pull stations' location Assembly points should know at least two evacuation routes.

EMERGENCY PHONE NUMBERS

FIRE DEPARTMENT: (435)627-4150 AMBULANCE: (435) 215-2022 POLICE: (435) 627-4300

MOUNTAINLAND SECURITY: 1-800-999-3133

MEDICAL EMERGENCY

Contact Resident Care Coordinator if it is not life threatening otherwise call 911.

Provide the following information for 911:

- a. Nature of medical emergency
- b. Location of the emergency (address, building, room number)
- c. Your name and phone number from which you are calling

Do not move victim unless absolutely necessary. As a minimum, attempt to provide the following assistance:

1. Stop the bleeding with firm pressure on the wounds (note: avoid contact with blood or other bodily fluids).
2. Clear the air passages using the Heimlich maneuver in case of choking or provide CPR if not breathing.

POWER OUTAGE

- Use the rechargeable flashlights located in the med rooms, break room, kitchen, and laundry rooms to direct coworkers and residents away from hazards. Use the call light phones or Cell phones to communicate with other staff.
- Secure all exits of enhanced care. If not enough staff present secure exits with furniture to eliminate the possibility of wandering residents walking out the doors.
- Locate the portable O2 tanks in the downstairs storage room for residents in need and make sure all residents with O2 orders are connected to O2 tanks or contact Alpine if you need Additional O2 tanks.
- Shut off computers and other sensitive electrical devices.
- Notify the Department Head or designee and report the impact of services.

Please refer to “**If There is a Fire**” **section 2 and 3 for evacuation procedures.**

SECURITY THREAT

If there is a suspicious individual on the premises Contact Management first and then Police

SEVERE WEATHER AND NATURAL DISASTERS

Tornado, Earthquake, Flood Assist residents to small interior rooms on the lowest floor and without windows, be prepared to follow the recommended primary or secondary evacuation routes. Please refer to “**If There is a Fire**” **section 2 and 3 for evacuation procedures.**

FIRE EMERGENCY

Alarm Sounds:

1. **RUN:** immediately to control panel at front desk-**All Staff *except kitchen cooks (secure kitchen) and servers report to Enhanced Care and help secure exits).**
2. **Identify:** The person in charge (Administrator, Dietary Manager, RCC, and Assisted side Med Tech- in that order).
3. **Immediately:** check the zone indicated on the panel for a fire. Send only one person to check if there is an actual fire. Wait for their response.
4. **Hospice:** Enhanced Care Med Tech will ensure residents evac plan is followed if necessary.

DO NOT SILENCE THE ALARM UNTIL THE ABOVE HAS BEEN DONE

FALSE ALARM

If you are Absolutely Certain it is a false alarm, Silence the alarm by selecting the Ack button then silence. Mountain Dispatch call Center will call and ask for the at that time you will tell them if it is a false alarm or not and they will handle the dispatch of the fire department.

After it has been determined that the trucks are not coming re-set alarm system. If the Fire Department has arrived have them re-set the alarm system.

IF THERE IS A FIRE

1. **IMMEDIATELY START THE EVACUATION PROCESS AROUND THE FIRE FIRST**
If the fire can safely be put out using extinguishers, do so, (See evacuation map for extinguisher locations) **Everyone that works at Sunbrook must know where Extinguishers are located!** Whoever is incharge will make this call after it is determined where the fire is located. If Fire Department does not arrive within 10 minutes please continue to steps 2 and 3.
2. **Assign an Evacuation Area away from fire:** The Building has 6 compartments (Yellow Down, Blue, Red, Orange, Yellow Up, Green) staff will be given an evacuation map and kit matching compartment color located under the front desk along with assignments. Staff need to stay in their assigned compartment areas and follow through.
3. Staff will go to the rooms in their assigned areas and inform residents they are being evacuated and where to exit and meeting place. **Place the vacant sign on outside of door:**
 - A. **Independent Residents** If so instructed will immediately evacuate their rooms and staff will place evacuated sign on door to indicate apartment is empty.
 - B. **Dependant Residents** will be evacuated First by staff. Memory Care residents will be loaded on to the bus for first transport to the evacuation location.
 - C. **Staff** will then go back to assist any remaining residents who appear to be in need.
4. If all the building needs to be evacuated please use grass area by front yard fountain and Memory care will use the bus.

The person in charge will see to it that the **MED CARTS and emergency contact Binder are taken out of the building** to the meeting place. **The assigned staff will take roll.**

General Guidelines

Night Shift-Chances are there will be limited people available during the night shift. Please realize you can only do so much. Do your best without putting yourself in unnecessary danger. If you need additional help with assisting residents out you may call staff that live close, see the **Emergency Directory**. First contact Brian Pulsipher: 435-632-7026.

1. If there is smoke coming out from under the door, first stop to see if the handle is hot, check from top to bottom. **If hot do not open that door. Instead wait for the fire department. This will prevent the fire from spreading.** This may be hard to do if there is a resident in the room, but if you are able to go after checking door first do so with caution, and remove the resident to safety. **Do not prop open the fire break doors in hallways ever!**
2. Use business or cell phones to communicate with staff in other areas as needed.
3. If the building cannot be re-entered, the residents will be evacuated to LDS Church located at 1601-1699 West 100 North St. George, Utah 84770, with the help of Staff, City Authorities, and Law Enforcement.
4. AT the Time - the decision is made to evacuate, the med cart, binders, and O2 must be moved to evacuation area and this will be done by Employee in Charge.

Other Disasters

Bomb threat and explosion

1. Staff will meet at the front desk to be given assignments for a quick evacuation in case of a bomb threat. Local Police will be notified right away by the employee that is in charge at that time.
2. Please refer to **if there is a fire section for evacuation process**.
3. In case of explosion start the evacuation process around the area and then report to front desk for further instruction.

Public Utilities

1. Executive director will be notified right away and will stay in contact with the City for updates to utilities.
2. If utilities will not be on or running for certain amount of time then we would evacuate the building.
3. Please refer to General guidelines to where the residents would evacuate to the LDS Church located at 1601-1699 west 100 North St.

Missing Resident

1. The day shift will report to Executive director and at that time all staff will meet up at front desk to start search.
2. The police will be notified right away by the manager in charge at the time.
3. If resident becomes missing at night please refer to Night Shift general guidelines.

Death of Resident

1. If resident is found dead in the room or on the property, management needs to be notified right away.
2. Management will call the police and the body will not be touched or moved when found.
3. If resident is on Hospice then the management and the hospice company will come in and assist with proper policies for the deceased resident.

Sickness

1. Resident will be sent to rooms if they become sick to help with containment.
2. Utah state health department will be notified by manager on shift.
3. Nurse and RCC will be notified right away.
4. The process on cleaning and disinfecting the halls handrails, door knobs, hall trays and all other items that come into contact with residents.