
**All Hazards Emergency Plan
Facility Action Cards (FACs)**

FACs – Plan Activation

In the event of a crisis or disaster situation (or notification of the potential for one) the **person in charge** of the facility (succession of command) at the time of the incident shall:

1. Announce the appropriate code in accordance with the Disaster Priority Matrix.
2. Activate the Incident Command System (ICS).
3. Ensure an appropriate emergency response has been coordinated with appropriate outside resources.
 - Fire
 - Emergency Medical Services
 - Law Enforcement
 - Transportation Services
 - Service Contractors for Utility/Equipment Failures
 - Other Essential Resources to Handle the Incident
4. Direct all leadership staff on duty to the pre-established Incident Command Post.
5. Call back essential leadership staff that is not on duty at the time of the incident.
 - Administrator
 - Assistants Administrators
 - Director of Nursing
 - Director of Maintenance/Environmental Services
 - Director of Human Resources
 - Corporate Management
 - Other Key Individuals
6. Activate appropriate sections of the facility's Emergency Response Plan (Section IV).
7. Utilize appropriate sections of the All Hazards Emergency Plan to manage the incident.