
_____, _____ (facility position) is responsible for the testing and maintenance of the above devices to ensure proper functioning when needed.

6. Resident/Responsible Party/Family Communications

_____ (facility name) shall maintain emergency contact numbers in addition to primary telephone numbers for resident responsible parties and family members. Responsible parties and family members will be notified as quickly as possible when there is a disaster/emergency situation at the facility.

Staff members will be briefed to the following elements to share with residents and family members as assigned:

- “Type of threat
- Estimated time and severity of impact
- General outlook at the current time
- Expected disruptions to services or routines
- What the facility administration has done and is doing right now to lessen negative outcomes
- When to expect updated status reports
- What the residents, responsible parties, and family members can do to help”
 - (Florida Health Care Association Emergency Guide for Nursing Homes, Part I Comprehensive Emergency Management Plan, 2007, page 15.)

7. Employee Emergency Preparedness

_____ (facility name) will ensure that information for all staff members will be updated at least annually. This information will include telephone numbers, emergency numbers, and their plans and family arrangements during an emergency situation. **An Employee Emergency Preparedness Information form can be found in Appendix H.**

_____ (facility name) shall accommodate immediate family members of staff members as best it can during a shelter-in-place situation.

Sheltering staff members and their immediate families will bring with them the following items:

- Sleeping bags/air mattresses
- At least three changes of clothing
- Toiletries, prescription medications
- Flashlights and extra batteries
- Special items for children and *pets*

See Appendix I for additional information regarding Family Disaster Planning.

If an evacuation does occur, the _____ (facility name) will obviously need staff to provide care and services at the receiving facilities. Discussions will occur with the receiving facilities in advance to determine if families would be allowed to come during an evacuation situation.

The Functional and Medical Support Shelters provided by Community Colleges during catastrophic events requiring mandatory evacuation of a geographical area will make provisions for staff members, families of staff members, and pets. North Carolina Emergency Medical Services will not be able to transport all staff members, families, and pets, so arrangements will have to be made to assist in transporting everyone to the Community College Shelter.