
Emergency Job Tasks *Shelter-in-Place*

Specific tasks shall be assigned to staff members during an emergency based on the following criteria:

1. Administrator/Incident Commander
 - a. Meet with management team to activate Incident Command System (ICS) and discuss preparations for Sheltering-in-Place.
 - b. Notify ownership, Corporate Contact, Division of Facility Services, Emergency Management Office, and Medical Director of the decision to Shelter-in-Place.
 - c. Ensure staff members, residents, resident family members/responsible parties are notified of the decision.
 - d. Remain calm to not upset the residents.
 - e. Move residents to Area of Refuge.
 - f. Ensure "Emergency Go Box" is complete
2. Director of Nursing
 - a. Ensure doors, blinds, drapes are closed.
 - b. Guide staff in creating water supply.
 - c. Notify pharmacy and vendors.
 - d. Ensure residents' families/responsible parties are notified.
 - e. Assist in moving residents to Area of Refuge and frequently monitor their conditions.
 - f. Connect O₂ concentrators to all residents requiring oxygen.
 - g. Shut off oxygen or other medical gasses.
 - h. Remain calm to not upset the residents.
 - i. Ensure all residents and staff are accounted for.
 - j. Be prepared to assist where needed at the direction of the Incident Commander.
3. Nursing Staff
 - a. Initiate preparations by closing doors, blinds, and drapes, and filling up tubs and sinks with water.
 - b. Assist in moving residents to the Area of Refuge and frequently monitor their conditions.
 - c. Close all doors and windows.
 - d. Connect O₂ concentrators to all residents requiring oxygen.
 - e. Shut off oxygen or other medical gasses.
 - f. Remain calm to not upset the residents.
 - g. Be prepared to assist where needed at the direction of the Incident Commander.
4. Certified Nursing Assistants
 - a. Initiate preparations by closing doors, blinds, and drapes and filling up tubs and sinks with water.
 - b. Prepare to move residents to Area of Refuge.
 - c. Remain calm to not upset the residents.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.
5. Medical Records
 - a. Protect and gather resident records
 - b. Ensure complete data backup.
 - c. Remain calm to not upset the residents.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.