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- K. Be prepared to access essential disaster supplies, such as nonperishable food, battery-powered radios, first aid supplies, flashlights, batteries, duct tape, plastic sheeting, and plastic garbage bags.
 - L. Select interior room(s) above the ground floor, with the fewest windows or vents available, for safe refuge and move residents there. The rooms should have adequate space for everyone to be able to sit in. (Refer to as Area of Refuge.)
 - 1. Avoid overcrowding by selecting several rooms if necessary. Large storage closets, utility rooms, pantries, and copy and conference rooms without exterior windows will work well.
 - 2. Avoid selecting a room with mechanical equipment like ventilation blowers or pipes, because this equipment may not be able to be sealed from the outside.
 - 3. It is ideal to have a hard-wired telephone in the area you select. Call emergency contacts and have the phone available if you need to report a life-threatening condition. Cellular telephone equipment may be overwhelmed or damaged during an emergency.
 - M. Use duct tape and plastic sheeting (heavier than food wrap) to seal all cracks around the doors and any vents into the room.
 - N. Bring everyone into the Area of Refuge. Shut and lock the doors.
 - O. Make staff assignments.
 - P. Be alert for leaking water or gas, broken windows, fire hazards, and electrical wires.
 - Q. Ensure accountability and keep track of all residents and staff members.
 - R. Evaluate resident status changes and needs, especially if power is lost. Activate hot or cold weather procedures if necessary.

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.
- 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.