
Emergency Procedure *Take Cover* *External Threat*

The following procedure shall be utilized when a threatening situation occurs outside of the building and requires that all occupants of the building immediately **Take Cover**.

These situations include (but are not limited to): Severe Weather (tornado, intense thunderstorm, etc.), Immediate National Emergency (attack), and Transportation Emergency (proximal explosion)

1. It is the responsibility of the Administrator and/or Incident Commander to monitor all threatening situations and determine when the **Take Cover Procedure** shall be initiated. The decision shall be based on visual observations of the environment (outside conditions) and broadcast weather or news reports of an impending situation. Any situation where the safety and well-being of the residents and staff members of the facility are at risk due to an event that occurs outside of the facility should be considered in the decision of **taking cover**.
2. Activate the Incident Command System (ICS) to manage the incident. The most qualified staff member (in regard to the Incident Command System) on duty at the time will assume the Incident Commander position.
3. Upon making the decision to **Take Cover**, an announcement shall be broadcast over the facility's intercom system stating the following message:
"Attention all staff, there is an immediate situation outside of the building requiring all occupants to *Take Cover*. Please initiate the *Take Cover Procedure*."
4. Upon broadcast of the announcement, all staff shall immediately discontinue the tasks they are working on and begin implementing their responsibilities.
5. All nursing staff shall immediately relocate the residents to either the bathrooms within the rooms or the interior hallways away from all windows and doors as quickly as possible. Staff members shall close all drapes/blinds and all doors during the procedure. All visitors shall be directed to **Take Cover** with the residents.

IMPORTANT NOTE: If residents, visitors, and staff are directed to *Take Cover* in a hallway that has a door or window at the end of the corridor, all persons must be kept at a distance of at least thirty feet (30') away from the door or window and attempt to stay near the center of the building.

6. All staff shall avoid all areas where there are large ceiling spans. Small rooms or interior hallways away from windows and doors are suitable for **taking cover** in a situation where an immediate threat is present.
7. Upon relocating all residents to a safe refuge, staff shall stay in close proximity of the residents while **taking cover** as well. Every attempt shall be made to maintain calm and reassure the residents during the emergency.
8. Maintenance staff should be prepared to activate Shutdown Procedures if warranted by the situation. **See Shutdown Procedures in Appendix W.**
9. All *other* staff members shall immediately secure their work areas by securing records, closing drawers and cabinets, shutting down electronic appliances, etc., and reporting to the nearest Area of Refuge away from all windows and doors.