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10. Staff members shall close as many interior doors as possible. Staff working in an area near the residents shall assist with relocating the residents and reassuring them about the situation.
  11. If a situation occurs that allows for a longer time (advanced warning), then the residents, staff, and visitors shall be re-located to the designated area that provides optimum refuge. If time permits, all occupants shall be moved from upper floors to the basement or lowest level within the facility. Priority should be given to evacuating the highest floor first. If it can be a coordinated relocation effort, residents on the upper floors shall be moving toward the lower floors until all residents and staff have been moved to the lowest level within the facility. A census should be taken to ensure all residents are accounted for. All employees should be accounted for as well.
  12. Stairwells must be recognized as safe areas and used to relocate residents and visitors whenever possible.
  13. All residents, staff, and visitors shall remain in their refuge area until the danger has passed. This determination shall be made by the Incident Commander.
  14. An **"All Clear, Take Cover is over"** shall then be paged to signal the **Take Cover** situation has ended.
  15. Upon issuance of the All Clear announcement, residents shall be taken back to their rooms.
  16. Account for all staff members and residents.

### *Essential Tasks*

The following tasks must be completed during all **Take Cover** situations:

1. Keep all doors closed in resident rooms and functional rooms (storage, pantry, linen, etc.).
2. Keep all stairwell doors closed.
3. Close all windows.
4. Shut off oxygen or other medical gasses.
5. Connect O<sub>2</sub> concentrators to all residents requiring oxygen.
6. Be prepared for the worst—maintain calm at all times.
7. Account for your residents at all times.
8. Maintenance staff should be prepared to shut off gas and electric service if warranted by the situation.

### *Emergency Job Tasks* **Take Cover**

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

1. Administrator/Incident Commander
  - a. Monitor weather alert radio and television for changing conditions.
  - b. Be prepared to activate the Incident Command System (ICS).
  - c. Direct staff as needed.
  - d. All visitors shall be directed to **Take Cover** with the residents.
  - e. Be prepared to contact authorities if injuries and damages occur.
  - f. Ensure staff members are accounted for and safe.