
Emergency Job Tasks

Utility Outage

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

1. Administrator/Incident Commander
 - a. Immediately determine if the loss of a utility (electric, gas, propane, water, etc.) is due to an incident occurring at the facility like a rupture, leak, fire, collision (vehicle striking meter, etc.).
 - b. Determine the impact of service disruption and projected duration.
 - c. Notify appropriate utility company(s) of the outage and contact 911 if there is an emergency situation.
 - d. Consider activating the Incident Command System (ICS) to manage the situation.
 - e. Activate the 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. If severity of fire warrants, then appoint other positions of the ICS structure.
 - f. If severity of incident warrants, then appoint other positions of ICS structure.
 - g. Initiate Severe Cold and Hot Weather Procedures if necessary.
 - h. Initiate Evacuation Emergency Procedures, if outage is long-term and threatens resident safety and welfare.
 - i. Ensure staff members and residents are accounted for and safe.
2. Director of Nursing
 - a. Ensure back-up systems (emergency generators, emergency lighting, additional blankets, flashlights, emergency water, etc.) are available and operating as designed in accordance with requirements.
 - b. Monitor safety of the residents and staff members during severe cold and hot weather during a power outage. Activate Severe Weather Procedures.
 - c. Be prepared to activate Evacuation Procedures.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.
3. Nursing Staff
 - a. Initiate proactive and preventative measures to safeguard and isolate resources to help preserve said resources (keep doors to refrigerators and freezers closed, keep outside doors closed to maintain air conditioning, etc.).
 - b. Monitor resident safety. Initiate Severe Weather Procedures if necessary.
 - c. Be prepared to activate Evacuation Procedures.
 - d. Be prepared to assist where needed at the direction of the Incident Commander.
4. Certified Nursing Assistants
 - a. Monitor resident safety. Initiate Severe Weather Procedures if necessary.
 - b. Be prepared to activate Evacuation Procedures.
 - c. Be prepared to assist where needed at the direction of the Incident Commander.
5. Office Staff/Medical Records
 - a. Initiate proactive and preventative measures to safeguard and isolate resources to help preserve said resources (keep doors to refrigerators and freezers closed, keep outside doors closed to maintain air conditioning, etc.).
 - b. Be prepared to activate Evacuation Procedures.
 - c. Be prepared to assist where needed at the direction of the Incident Commander.