
_____ (facility name)

Emergency Procedure
TERRORISM–EXPLOSION

The following procedure shall be utilized when an explosion occurs in or near _____
(facility name).

- A. “CODE WHITE” shall be announced overhead. “Attention all staff members, there has been an explosion in the area. Please **Take Cover**. Please initiate the **Take Cover Procedure**.”
- B. Instruct staff and residents to get under or next to a sturdy table or desk if things are falling. When items stop falling, warn them to watch for weakened floors and stairways.
- C. Administrator and Director of Nursing _____ (facility to fill in appropriate titles/positions) will be notified if not on the premises. The Recall Roster shall be activated if warranted.

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.

- D. Facility management staff should report to the Incident Command Post for a briefing and instruction.
- E. 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. If severity of incident warrants, then appoint other positions of ICS structure.
- F. All staff members 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.
- G. Upon relocating all residents to a safe refuge, staff members shall stay in close proximity of the residents while “taking cover” as well. Every attempt shall be made to maintain calm and to reassure the residents during the emergency.
- H. Maintenance staff should be prepared to activate Shutdown Procedures if warranted by the situation
- I. 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.
- J. Staff members working in an area near the residents shall assist with relocating the residents and reassuring them about the situation.
- K. Stairwells must be recognized as safe areas and used to relocate residents and visitors whenever possible.
- L. If someone is trapped in debris, encourage them to:
 - Use a flashlight to signal location
 - Avoid unnecessary movement, so to not kick up dust
 - Cover nose and mouth with anything you have on hand and breathe through material. Dense-weave cotton material can act as a good filter
 - Tap on a pipe or wall so rescuers can hear location