

## Plan for Disaster

1. The disaster plan may be put into effect if there is a need to evacuate the building and/or to deal with weapons of mass destruction or acts of terrorism.
2. Each department supervisor should keep a list of personnel that can be called in to assist with the disaster plan.
3. Staff members should follow the evacuation details as described in the fire safety plan.
4. During the time of disaster, the lines of authority and responsibility for direction will remain as established for routine operation of the facility. Whoever is acting supervisor, or in charge of a particular area at the time of the disaster alert, is in authority and will keep that authority until the person higher in the organizational structure arrives and assumes control.
5. All personnel, unless specifically assigned to specific disaster control duties, will remain at or return immediately to their place of usual employment. Personnel are to carry on their normal routine work assignments until reassigned by their supervisor.
6. If Leadership Team members or other personnel are given special duties, they must appoint a person in charge of their area prior to leaving and must make sure that the main telephone to their area is manned.
7. Use of telephones will be restricted to emergency situations and necessary business.
8. The Administrator will coordinate all functions of the disaster plan and authorize the call for assistance to federal, state, local, and volunteer agencies. The Administrator will also be the person to correspond with the news media. The Administrator will designate a staff member to keep family members informed of events via telephone or email.
9. When appropriate, the Administrator would make a decision to shelter in place. LCH would obtain needed food, water, medications, treatments, and equipment through our normal suppliers and as listed. LCH keeps a 72-hour supply of nursing supplies, equipment, food, and water on hand. LCH maintains agreements with suppliers for emergency needs.
10. Staff members should follow the evacuation details as described in the fire safety plan.
11. When a resident is evacuated from the facility, they will be sent with a current Emergency Information Profile that is updated at least quarterly. This Emergency Information Profile is placed into a badge held by a caregiver that is placed around the resident's neck. The following information is included on the profile: Name, Social Security Number, Insurance Information, Date of Birth, Diagnosis, Current Medications, Udit, Contact information for the next of kin or responsible party. This profile is included as Appendix A. It will need to also placed on the resident to aid in identification. The resident's photograph is attached to the emergency information profile.