

DISASTER PLANNING GUIDE

for

ASSISTED LIVING HOMES



Municipality of Anchorage
Emergency
Management

**Municipality of Anchorage
Office of Emergency Management**
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INTRODUCTION

Earthquakes, wildfires, winter storms, and other emergencies can happen in Anchorage. This document will assist you in preparing to manage your facility during any emergency affecting your assisted living home within the Municipality of Anchorage.

An assisted living home must have a disaster preparedness and emergency evacuation plan approved by the state's licensing agency. This template incorporates State of Alaska Assisted Living Home requirements into additional preparedness activities that you should undertake to ensure the safety of your residents and staff. Whether you are using this template as part of your application process or if you are using it to enhance your existing plans, you should submit it to your state licensing specialist upon completion.

LIMITATIONS

This guide is not a complete emergency planning guide. No guarantee is implied by this planning guide or the model disaster plan. All facilities are encouraged to personalize the plan so that it meets their specific needs. It is imperative that each staff member understand his/her roles and responsibilities in any given situation.

This planning guide is intended for use by assisted living facilities within the Municipality of Anchorage. Hazards present in communities outside the Municipality may not be reflected in this plan.

Planning should never be a one-person effort. Facility staff, residents, and residents' relatives should be included in the planning process whenever possible. Experience has shown that plans are less likely to be used or are less effective during an emergency if there has been little participation in the planning process.

ADDITIONAL RESOURCES

Municipality of Anchorage, Office of Emergency Management
1305 E Street, Anchorage, AK 99501 • 907-343-1401
www.muni.org/oem

State of Alaska, Assisted Living Licensing
619 Ship Creek Avenue, Suite 232, Anchorage, AK 99501 • 907-269-3640
<http://www.hss.state.ak.us/dph/CL/ALL/default.htm>

Alaska Division of Homeland Security and Emergency Management
www.ak-prepared.com

American Red Cross
www.redcross.org/pubs/dspubs/genprep.html

Federal Emergency Management Agency
<http://www.fema.gov/plan/index.shtm>

US Department of Homeland Security
<http://www.ready.gov>

If you have comments or questions, please contact the Anchorage Office of Emergency Management at 343-1401 or wwoem@muni.org.

DEVELOPING YOUR PLAN

To help you understand the planning process and to know what you are planning for, you will want to take some time to go through this section to gather information, to gain knowledge and to make some assessments about your staff and facility to help you complete your written plan.

1. Know who will be affected by your plan.

- Residents
- Staff
- Residents' loved ones

2. In addition to building-specific emergencies, be aware of what hazards may affect the Municipality.

Natural	Technological	Human/Societal
Earthquake	Dam Failure	Civil Disturbance
Wildfire	Energy Emergency	Terrorism—including chemical, biological, radiological, nuclear, or explosive agents.
Extreme Weather	Urban Fire	
Flooding	Hazardous Materials Release	
Avalanche	Power Failure	
Ground Failure/ Landslide	Radiation Release	
Volcanic Ashfall	Transportation Accident	
Severe Erosion	Air Pollution	
Infectious Disease	Communications Failure	
Food/Water Contamination		

3. Know how you will obtain information during an emergency.

If the emergency affects only a small area of the community, the police or fire department may notify you by going door-to-door in the affected area.

For emergencies affecting a large area of the community, the Municipality will issue an emergency alert via the Emergency Alert System (EAS). While nearly all broadcast radio and television stations broadcast EAS messages, KFQD-750AM is the designated radio station in the Municipality. Be sure you have a battery-operated radio and extra batteries in your disaster supply kit.

4. Identify evacuation locations.

Designate two places for everyone to meet and make sure all of the residents' emergency contacts know where the alternate sites are located.

- One evacuation location should be located directly outside the facility, such as the end of the driveway or an adjacent property.
- A second evacuation location should be in a different part of town in the event that you need to move further away from the facility such as a community recreation center, a church, or a hotel lobby. Check with the facility first for approval.

If weather or other circumstances prevent you from using your evacuation sites, the Municipality can provide additional sheltering options.

5. Develop a communications plan

Make sure that loved ones know how to reach you if you have evacuated the facility and make sure you know how to reach them. It's a good idea to include contact information in your disaster supply kit.

Identify an out-of-area phone contact for families of staff and residents to call during a large-scale emergency. Out of area phone numbers often work better than local phone numbers during emergencies. If your facility has restricted the long-distance calling feature, be sure you have calling cards available to use during an emergency.

If the power is out, many modern phones or phones with built in answering machines will not work because they require electricity to operate. Be sure you have a phone on hand that plugs in only to the phone jack and not into an electrical outlet so that you can call for help if necessary.

6. Create a disaster supply kit.¹

Make sure your facility has a disaster supply kit and adequate supplies to sustain your staff and residents for 5 to 7 days if necessary.

7. Be prepared to shelter-in-place.

Familiarize yourself with shelter-in-place procedures and identify a "safe spot" in the facility should sheltering-in-place become necessary.

8. Know how to shut off your utilities.²

9. Know how to operate and maintain your fire extinguishers.³

- All staff should know where fire extinguishers are located and how to use them.
- Like any mechanical device, fire extinguishers must be maintained regularly to ensure their proper operation.

10. Write your plan

Using the information you have gathered in the previous steps, fill in the blanks of the model disaster plan, and customize it to meet the needs of your facility. You should modify any of the narrative that does not adequately meet the needs or capabilities of your facility.

11. Provide a copy of your plan to your state licensing representative.

If this plan is part of your initial application, this step is a requirement. If you used this template to update your existing plan, you may still want to forward your new plan for their records.

12. Distribute the plan to all each staff member, each resident, and each resident's family.

13. Determine what staff training may be needed and create a timeline for training completion.

14. Conduct fire and emergency drills as required by state regulations and remember to document the results.

15. Review your plan with your staff every six months or after any emergency requiring its use.

If a problem is identified during a review, develop a solution and practice the new procedure. If this resolves the problem, modify your plan to reflect the change and supply a copy of the modified plan or section to each staff member, resident, residents' families, and to the state licensing authority.

¹ A list of disaster supplies can be found in Appendix B.

² Instructions on shutting off your water and gas can be found in Appendix C.

³ Instructions on fire extinguisher use and maintenance can be found in Appendix D.

MODEL DISASTER PLAN

GENERAL INFORMATION

Comprehensive emergency plan for: _____ Assisted Living Home Name

This assisted living home is owned and operated by: _____ Manager

Facility address: _____

Nearest cross street: _____

Facility contact number(s): _____

The out-of-area contact for this assisted living home is: _____ Name / phone number

Types of emergencies that could occur in this area are:

- Earthquake
- Wildfire
- Extreme Weather
- Flooding
- Avalanche
- Ground Failure/ Landslide
- Volcanic Ashfall
- Severe Erosion
- Infectious Disease
- Food/Water Contamination
- Dam Failure
- Energy Emergency
- Urban Fire
- Hazardous Materials Release
- Power Failure
- Radiation Release
- Transportation Accident
- Air Pollution
- Communications Failure
- Civil Disturbance
- Terrorism

Our first aid kit is located: _____

Our fire extinguisher(s) are easily accessible and located in plain sight at the following location(s):

Our disaster supply kit is located: _____

It contains:

If an emergency requires an evacuation, we have established two evacuation sites. If offsite evacuation is required, we will place a sign at the facility entrance to notify resident's loved ones and emergency responders of our location.

1. Just outside the assisted living home we will meet at: _____

2. If evacuation to a location further away from the facility is required we will evacuate to: _____

Our procedures for evacuating residents with limited mobility or who are mentally or visually impaired are as follows:

The following major steps have been taken toward preparing our assisted living home.

- YES NO The out of area contact number has been provided to loved ones of residents who have been instructed to call this number if they cannot get through to the local phone number during or after an event.
- YES NO We have posted emergency numbers and the building address by each phone that is used in the assisted living home.
- YES NO An emergency exit plan is posted at each entrance/exit door.
- YES NO All staff members have been trained on how and when to shut off utilities to the facility.
- YES NO Emergency telephone numbers are posted in plain sight and residents are informed to call 911 if directed in the event of an emergency or if informed to do so by staff.
- YES NO Upon admission and at least monthly thereafter, residents are advised of the outdoor area that is the designated meeting place in the event of an emergency.
- YES NO Upon admission and at least annually thereafter, capable residents receive training in first aid, fire, and evacuation procedures.
- YES NO Water and food stored for disasters are rotated every six months.
- YES NO At least one staff person in the facility is current in First Aid and CPR.
- YES NO Each room has at least two escape routes.
- YES NO The emergency plan is reviewed every six months with employees and whenever a new staff person is hired.
- YES NO Fire extinguishers are examined monthly and recharged as recommended by the manufacturer.
- YES NO There is a smoke detector inside each resident's bedroom and a carbon monoxide detector on each level of the home.
- YES NO Smoke and carbon monoxide detectors are checked monthly and batteries are replaced twice annually if battery-powered.
- YES NO We have at least one battery-powered radio with extra batteries.
- YES NO We have working flashlights, including flashlights at each resident's bedside table, in the assisted living home.
- YES NO We have a list of residents who do not have a relative who can pick them up after a disaster.
- YES NO Each resident has an "emergency duffel bag" under his/her bed, which contains the following supplies: _____
-
-

- YES NO A first aid book and quick reference chart is located in the common area for residents.

(If you have answered no to any of these questions, please explain on a separate sheet of paper.)

EMERGENCY ORDERS

At the outset of an emergency, the facility administrator or lead staff on duty will designate an initial emergency order based on what is appropriate for the emergency. 911 will be called any time there is a life-threatening emergency. Initial emergency orders may be one of the following:

- Drop-cover-hold
- Evacuate
- Lockdown
- Shelter-In-Place

As information about the emergency becomes known and as conditions change, the initial order may be amended by the facility administrator or lead staff. In an earthquake, for instance, residents and staff may be told to duck-cover-hold until the shaking stops, and then be told to evacuate the building.

Emergency responders may be able to help the facility administrator or lead staff decide if, when, or how orders should be changed.

DROP-COVER-HOLD

The need to drop-cover-hold is generally obvious such as during an earthquake or explosion.

Staff shall immediately ensure that able residents:

1. Drop to the floor
2. Get under a table or other sturdy piece of furniture.
3. Hold on to a table leg or other stable support during an earthquake.
4. Remain until the order is rescinded or revised by the administrator or lead staff.

Residents who are unable to drop-cover-hold should:

1. Move away from windows.
2. Protect their head using a pillow if possible.
3. Avoid moving around as much as possible.

Residents and staff caught outdoors should:

1. Move away from electrical wires, buildings or other structures that could collapse.
2. Get down and cover their heads if possible.

LOCKDOWN

Lockdown may be appropriate for an active attack or an intruder. Any staff member sensing an imminent threat to life is authorized to call a lockdown. This condition is maintained until the order is rescinded or revised by a recognized authority.

Staff shall immediately ensure that:

1. All residents are accounted for.
2. Residents get down and seek cover away from windows and doors.
3. All doors and windows are closed and locked.

4. All lights are turned off.
5. Doors and/or windows are covered, as appropriate, based on the threat.

SHELTER-IN-PLACE

This action may be appropriate for a hazardous materials incident. The shelter-in-place command is given by the facility administrator or lead staff. The order may be based on observations reported to the front office by third parties. This condition is maintained until the order is rescinded or revised by a recognized authority

Staff shall immediately ensure that:

1. All residents outdoors are brought inside.
2. All building entrance/exit doors and all exterior windows are closed and locked.
3. All rooms with an exterior wall are abandoned.
4. The heating system is shut down especially if it is a forced air system.
5. Using duct tape, abandoned rooms are converted to dead air spaces.
6. Roll will be taken, if possible.

EVACUATE

This action may be appropriate for fire, active attack, bomb threat, post-earthquake damage, wildfire, or facility fire. Evacuation may be the initial emergency order. It is always appropriate in the case of a facility fire, for instance. An evacuation could be called as a secondary action. With earthquakes, for example, evacuation may follow a drop-cover-hold for an inspection of the facility for damage. In an active attack, evacuation could be preceded by a brief lockdown period.

During an evacuation, staff will ensure that:

1. Residents remain calm and organized.
2. Emergency duffel bags are taken if time permits.
3. Disaster supplies kits are taken.
4. Residents are assembled for roll call at pre-planned staging areas when possible.
5. Any posted evacuation routes are followed if conditions permit.
6. Notice is posted, if time permits, as to where residents have evacuated.

INCIDENT-SPECIFIC CHECKLISTS

This facility has established checklists of procedures to be followed in the different emergency events described below:

Aircraft accident	Explosion	Loss of utilities
Incident with serious injuries	Fire in facility	Bomb Threat
Animal problem	Fire near facility	Suspicious item
Death at Facility	Flood	Windstorm
Earthquake	Intruder	

These checklists will aid the assisted living administrators and staff in managing emergencies, particularly those that are drawn out in time and/or are a component of a larger, community-wide, disaster.

Emergencies not appearing on this list may occur, but the lists still contain measures that might be helpful to staff trying to decide how best to respond.

The lists are not all inclusive. Additional measures may be required as an incident progresses. Conversely, events may unfold in such a way that some items on the checklist are rendered unnecessary or counter-productive. The checklists are there to remind staff of measures likely to be useful and worthy of consideration.

AIRCRAFT ACCIDENT

1. Consider an initial emergency order based on the size of the aircraft, nature of the crash, and the impact location relative to the facility. If the facility is safe, residents should be kept indoors.
 - Shelter-in-place
 - Evacuation
2. Call 911 if necessary
3. Evacuate if necessary. Change telephone message and leave information posted on facility door or window. Once at the evacuation point, notify residents' emergency contacts. Do not return to the facility until buildings have been declared safe by officials
4. If structural damage is suspected, arrange for a structural inspection by contacting the Emergency Operations Center at 343-1400 or contact a qualified engineer.
5. Log activities, decisions, and communications as soon as possible.
6. Debrief staff and review actions taken to consider whether emergency procedures were effective.
7. Amend plan as necessary based on review.

INCIDENT WITH SERIOUS INJURIES

1. Consider an initial emergency order.
 - Lockdown (ex: onsite violent crime)
 - Evacuate (ex: earthquake has rendered facility unstable)
2. Call 911 to report serious injuries.
3. Trained staff administer first aid.
4. Notify emergency contacts of affected residents.
5. If a crime is committed, meet with police and assist in investigation as requested. Obtain and record case number for your records.

7. Reassure concerned residents and/or relatives regarding safety precautions at facility.
8. Log activities, decisions, and communications as soon as possible.
9. Debrief staff and review actions taken to consider whether emergency procedures were effective.
10. Amend plan as necessary based on review.

ANIMAL PROBLEM

1. If life threatening, call 911, otherwise call APD at 786-8900.
2. Confirm that police are notifying Alaska Fish & Game or Anchorage Animal Control, as appropriate.
3. Monitor the situation, and act as necessary.
4. Keep residents isolated from the animal
5. Keep track of the animal's location to the extent possible
6. If animal injures someone, see accident/incident with serious injuries checklist
7. Log activities, decisions, and communications as soon as possible.
8. Debrief staff and review actions taken to consider whether emergency procedures were effective.
9. Amend plan as necessary based on review.

DEATH AT FACILITY

1. Do not move body, or disturb evidence or immediate surroundings.
2. Clear residents from area
3. Call 911.
4. Do not phone next of kin if death was not from natural causes. Death notification will be made by the police.
5. If facility administrator is not on premises, contact them to respond to scene.
6. Log activities, decisions, and communications as soon as possible.
7. Debrief staff and review actions taken to consider whether emergency procedures were effective.
8. Amend plan as necessary based on review.

EARTHQUAKE

1. Drop-cover-hold
2. Call 911 after the shaking stops only if there is a life-threatening emergency.
3. Avoid glass and falling objects. Move away from windows where there are large panes of glass and heavy suspended light fixtures
4. Inspect facility after the shaking stops or as soon as it is safe. If damage is apparent, consider evacuation
5. If structural damage is suspected, request a structural inspection by calling the MOA Emergency Operations Center at 343-1400

6. Warn all personnel to avoid touching electrical wires
7. Determine a secondary emergency order:
 - a. If shelter-in-place is selected, begin planning for food, shelter, and sanitation requirements; secure disaster supplies kit
 - b. If evacuation is selected, secure disaster supplies kit and retrieve emergency duffel bags; instruct staff to take all personal items, including vehicle keys; change telephone message and post information on facility door or window. If evacuating, do not use exit routes that have heavy architectural ornaments over entrances/exits
8. Obtain available information on the magnitude of the disaster; try to determine if aftershocks, fires, hazmat incidents, etc. are expected that may affect personnel, residents, or the facility.
9. Log activities, decisions, and communications as soon as possible.
10. Debrief staff and review actions taken to consider whether emergency procedures were effective.
11. Amend plan as necessary based on review.

EXPLOSION

1. Select an initial emergency order:
 - Drop-Cover-Hold
 - Shelter in place
2. Move residents away from windows and out from under light fixtures to avoid glass and falling objects if possible.
3. Call 911
4. When the event is over, inspect the facility if it is safe to do so. If structural damage is apparent, consider evacuation.
5. If evacuating, change telephone message and leave information posted on facility door or window. Once at the evacuation point, contact relatives
6. If evacuating, do not use routes that have heavy architectural ornaments over entrances/exits
7. Look for indications suggesting whether the explosion was accidental or intentional. Preserve evidence
8. If bombing is suspected, be alert for unexploded secondary devices and report them. Do not touch anything that appears suspicious
9. Be wary of the possibility of nuclear/biological/chemical dispersal.
10. Warn all staff to avoid touching all electrical wires.
11. Log activities, decisions, and communications as soon as possible.
12. Debrief staff and review actions taken to consider whether emergency procedures were effective.
13. Amend plan as necessary based on review.

FIRE IN FACILITY

1. Confine the fire by closing the door to the area involved.
2. Extinguish the fire if it can be done so safely, such as a small kitchen fire.

3. Order an evacuation immediately if the fire cannot be put out quickly.
4. Call 911.
5. Do not return to the facility until instructed by the fire department.
6. If applicable, maintain a list of persons removed by ambulance, including name of intended hospital
7. Notify family members of any affected residents.
8. Log activities, decisions, and communications as soon as possible.
9. Debrief staff and review actions taken to consider whether emergency procedures were effective.
10. Amend plan as necessary based on review.

FIRE NEAR FACILITY (Wildfire or other structural):

1. Evacuate, if necessary.
2. If not evacuating, call 911 to ensure the fire has been reported.
3. Monitor the situation visually and listen to the radio for any changes in incident status.
4. Log activities, decisions, and communications as soon as possible.
5. Debrief staff and review actions taken to consider whether emergency procedures were effective.
6. Amend plan as necessary based on review.

FLOOD

1. Select an Initial emergency order based on the extent of the flooding:
 - Evacuation
 - Shelter-in-place
2. Call 911, if necessary
3. If evacuating, do not return to the facility until it has been declared safe by the police department, the fire department, or municipal building safety officials
4. If structural damage is suspected, request a structural inspection by calling the Emergency Operations Center at 343-1400.
5. Log activities, decisions, and communications as soon as possible.
6. Debrief staff and review actions taken to consider whether emergency procedures were effective.
7. Amend plan as necessary based on review.

INTRUDER

1. Notify another staff member, then approach and greet the person to ascertain his/her reason for being at the facility
2. If the person refuses to leave, take reasonable steps to insulate the residents. This could mean clearing residents from a room or hall, clearing an outdoor area, or calling a lockdown
3. Call 911 and report the incident.
4. If you can safely do so, keep an eye on the person, and keep APD advised of his/her whereabouts and any weapons the intruder might have.

5. Log activities, decisions, and communications as soon as possible.
6. Debrief staff and review actions taken to consider whether emergency procedures were effective.
7. Amend plan as necessary based on review.

LOSS OF UTILITIES

1. Call the pertinent utility and determine the extent of the outage
2. Determine if utility loss is a nuisance (no lights in May) or a hazard (no heat in December)
3. Determine the scope of the outage. Is it just the facility, the entire neighborhood, or the entire city?
4. Try to determine how much time will be required to correct the problem
5. Considering the collected information, determine an initial emergency order:
 - Consider shelter-in-place if utilities are to be restored soon.
 - Consider evacuation if prolonged occupation of the facility is inadvisable.
6. Log activities, decisions, and communications as soon as possible.
7. Debrief staff and review actions taken to consider whether emergency procedures were effective.
8. Amend plan as necessary based on review.

BOMB THREAT – caller on phone

1. Keep caller on the phone as long as possible
2. Motion to someone else to call 911 on another line.
3. That second person should relay the following information to the 911 dispatch:
 - a. Time threat call received
 - b. Phone extension receiving threat call
 - c. Request that a police officer respond to the facility
4. Do not use cell phones until approved by police
5. Assist in securing the facility or area, if applicable
6. Evacuate if instructed by the facility administrator or lead staff, following regular evacuation procedures.
7. Assist police in walk-through scan for suspicious items if requested to do so.
8. Log activities, decisions, and communications as soon as possible.
9. Debrief staff and review actions taken to consider whether emergency procedures were effective.
10. Amend plan as necessary based on review.

BOMB THREAT – written or recorded message

1. Call 911
2. If message is by email or fax, print message and read verbatim to 911 dispatch. Give originals to the responding officer

3. If message is a paper note, read verbatim to 911 dispatch. Give originals to the responding officer making efforts to preserve the suspect's fingerprints on the paper.
4. Do not use cell phones until approved by police.
5. Assist in securing the facility or area, if requested.
6. Evacuate if instructed by facility administrator or lead staff following regular evacuation procedures.
7. Assist police in walk-through scan for suspicious items, if requested.
8. Log activities, decisions, and communications as soon as possible.
9. Debrief staff and review actions taken to consider whether emergency procedures were effective.
10. Amend plan as necessary based on review.

SUSPICIOUS ITEM

1. Do not touch device or suspicious object
2. Evacuate immediate area (and keep others away)
3. Call 911
4. Turn off cell phones and radios
5. Assist police in walk-through scan for suspicious items if requested to do so.
6. Log activities, decisions, and communications as soon as possible.
7. Debrief staff and review actions taken to consider whether emergency procedures were effective.
8. Amend plan as necessary based on review.

WINDSTORM

1. Select an initial emergency order based on the severity of the event:
 - Duck-cover-hold
 - Shelter-in-place
2. Call 911 if life-threatening emergencies occur.
3. Ensure that all windows and blinds are closed
4. Clear the side of the facility bearing the full force of the wind
5. If the facility is multi-storied, relocate the occupants to the lower floor near the inside walls.
6. Keep tuned to a local radio station for latest advisory information
7. Upon passage of the storm, initiate any other appropriate action, or return to normal routine.
8. Log activities, decisions, and communications as soon as possible.
9. Debrief staff and review actions taken to consider whether emergency procedures were effective.
10. Amend plan as necessary based on review.

DISASTER PLANNING APPENDICES

APPENDIX A: EMERGENCY CONTACT INFORMATION

EMERGENCY NUMBERS

Anchorage Police	911
Alaska State Troopers	911
Fire Department	911
Paramedics / Emergency Medical Services.....	911
Poison Control Center.....	800-222-1222

NON-EMERGENCY NUMBERS:

Anchorage Police Department	786-8500
Anchorage Fire Department Emergency Medical Service	267-4944
Anchorage Fire/Rescue Operations	267-4942
Alaska State Troopers	269-5511
Anchorage Office Emergency Management	343-1400
American Red Cross of Alaska	646-5400 or after hours 1-800-951-5600
Alaska Native Medical Center	563-2662
Alaska Regional Hospital	276-1131
Providence Medical Center	562-2211
Emergency Alert System Station, KFQD-AM 750.....	522-0750
Anchorage Daily News.....	257-4300

APPENDIX B: DISASTER SUPPLIES KITS

EMERGENCY DUFFEL BAG CONTENTS

Each resident will be required to have an “emergency duffel bag” under his/her bed, which will contain the following items:

- Warm clothing
- Underwear
- Thick blanket
- Pair of socks and shoes
- Towel

ASSISTED LIVING HOME DISASTER SUPPLIES KIT

Each assisted living home will have a disaster supplies kit. The disaster supplies kit should be kept on the ground floor of the house. Consider placing these items in a large wheeled trashcan. Note that the size and complexity of this kit will be related to the size of the facility. The kit should include the following:

- Canned and dried foods sufficient for at least five to seven days for all residents and staff
- One gallon of water per person per day for five to seven days
- Manual can opener
- Battery-powered radio*
- Flashlights*
- Extra batteries*
- Matches in a waterproof container
- Candles
- First aid kit
- Lightweight, compact blankets, or space blankets
- Sanitation items (i.e., toilet paper, paper towels, moist towelettes, soap, plastic garbage bags, etc.)
- Copy of the disaster plan
- Copy of all residents' emergency records
- Whistle
- Extra clothing
- Medication
- First Aid Kit
- Large trash bags to act as rain ponchos or waste disposal
- Small amount of cash

You may also want to keep on hand a telephone that can be plugged directly into the wall without a power outlet, so you can still call for help if the power is out.

APPENDIX C: SHUTTING DOWN YOUR UTILITIES

GAS

If an earthquake affects your home, you will need to make a determination whether you need to shut down your gas or your gas appliances. **Never turn off your gas unless you smell or hear gas leaking.**

1. Stay calm and carefully check your gas pipes and gas appliances for the sound of escaping gas.
2. If an appliance is leaking gas, identify the shutoff valve where it connects with your gas supply. Close the appliance shut-off valve to stop the leak.
3. If your main gas line is leaking, evacuate your home immediately.
 - Do not turn on a light switch
 - Do not smoke
 - Do not use a match or candle if the power is out; use a flashlight
 - Do not pick up your phone
4. If your main gas line is leaking and you feel you can safely shut off the gas, evacuate your residents and staff first and then shut down your gas supply. Keep your gas meter free from ice, snow, or other obstructions.
 - a. Keep an 8"-12" adjustable wrench handy to turn off the gas. You should store it near your gas meter or in your disaster supply kit.
 - b. Find the gas meter shutoff valve. It is usually the first fitting on the gas supply pipe coming out of the ground near your meter.
 - c. Use the wrench to turn the valve one-quarter turn in either direction so the valve is crosswise to the pipe.
 - d. Once the gas is off, leave it off. Do not attempt to restore your gas service. Only an ENSTAR or other qualified service technician can restore your gas.
5. If you cannot shut off your gas supply to your home safely, go to a neighbor or other safe place and call Enstar at 277-5551 or 911 to report the gas leakage. Do not use the phone in your facility.

WATER

You will need to protect the water sources already in your home from contamination if you hear reports of broken water or sewage lines, or if local officials advise you of a problem.

1. Know where your water shutoff valve is located.
 - Residential plumbing code requires the water shutoff valve to be located within 10 feet of the crawlspace access when it is located in the crawlspace.
 - Other places to look would be at or near the water heater in the garage or mechanical room when located in a basement.
 - Know what type of shutoff valve you have and which direction to turn off the valve. In most cases, counter-clockwise is the off position.



APPENDIX D: FIRE EXTINGUISHERS

USE

You and your staff should practice the motion of operating a fire extinguisher. Do not pull the pin or squeeze the lever during a practice; this will break the extinguisher seal and cause it to lose pressure.

To operate an extinguisher remember PASS (Pull – Aim – Squeeze – Sweep)

1. Pull the pin.
2. Aim the nozzle or hose at the base of the fire from the recommended safe distance.
3. Squeeze the operating lever to discharge the fire-extinguishing agent.
4. Sweep the nozzle or hose from side to side until the fire is out. Move forward or around the fire area as the fire diminishes. Watch the area in case of re-ignition.

MAINTENANCE

Monthly Maintenance: Every 30 days you should verify the following:

1. Is the extinguisher in the correct location?
2. Is it visible and accessible?
3. Does the gauge or pressure indicator show the correct pressure?

Annual Maintenance: Your fire extinguisher needs annual maintenance, which may require professional service. Each fire extinguisher is different so you will need to read the manual or instructions on your fire extinguishers for specific instructions.

DISASTER PLANNING GUIDE FOR ASSISTED LIVING HOMES



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