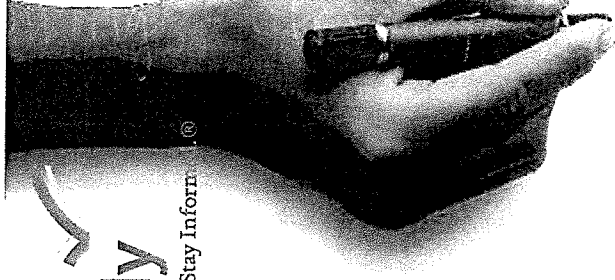




#### Additional Items to Consider Adding to an Emergency Supply Kit:

- Prescription medications and glasses
- Infant formula and diapers
- Pet food and extra water for your pet
- Important family documents such as copies of insurance policies, identification and bank account records in a waterproof, portable container
- Cash or traveler's checks and change
- Emergency reference material such as a first aid book or information from [www.ready.gov](http://www.ready.gov)
- Sleeping bag or warm blanket for each person. Consider additional bedding if you live in a cold-weather climate.
- Complete change of clothing including a long sleeved shirt, long pants and sturdy shoes. Consider additional clothing if you live in a cold-weather climate.
- Household chlorine bleach and medicine dropper – When diluted nine parts water to one part bleach, bleach can be used as a disinfectant. Or in an emergency, you can use it to treat water by using 16 drops of regular household liquid bleach per gallon of water. Do not use scented, color safe or bleaches with added cleaners.
- Fire Extinguisher
- Matches in a waterproof container
- Feminine supplies and personal hygiene items
- Mess kits, paper cups, plates and plastic utensils, paper towels
- Paper and pencil
- Books, games, puzzles or other activities for children



# Ready

Prepare. Plan. Stay Informed.®

# Emergency Supply List



# HEMA

[www.ready.gov](http://www.ready.gov)

<p><i>Columbia Basin Care</i></p> <p><i>Policy [x] Procedure [x]</i></p>	<p><i>Page 1 of 3</i></p> <p><i>Effective Date March 7, 2020</i></p> <p><i>Revised:</i></p>
<p><i>Emergency Preparedness</i></p>	
<p><i>Subject: Employee Preparedness</i></p>	

## **Preparedness**

Emergency response and recovery of operations can be stressful for affected residents and employees in addition to the families of both. Our employees may be requested to report to their work site and provide services related to emergency response and recovery operation and/or assisting in monitoring and/or containing an outbreak of illness in addition to their normally assigned duties. Supervisors, co-workers, and residents share an expectation that medicals services will proceed uninterrupted and that medical needs generated by the incident impact will be addressed. Preparedness planning in this facility should be recognized as a shared responsibility between nursing home leadership and staff. All staff are expected to have a current *family disaster plan* so they can fulfil their work obligations knowing that their families are well prepared and safe. Staff are encouraged to visit <https://www.ready.gov/plan> and <https://www.redcross.org/get-help/how-to-prepare-for-emergencies.html> for guidance and templates for personal disaster plans. Staff are also encouraged to have an emergency preparedness bag with them at work. In the bag staff are encouraged to include change of clothes, medications, pharmaceuticals, and any other supplies they might need.

## **Staffing During an Emergency**

### Staff Recall

Columbia Basin Care staff may be called in and/or availability may be requested by a pre-designated staff person as detailed in Staff Recall and Survey. The individuals contacted may be asked to report for duty immediately or be scheduled for future shifts during the emergency and/or outbreak of illness. The location of a detailed emergency contact list for staff is contained in this binder.

### Emergency Employee Call-Ins

All staff in regular or temporary positions should contact their immediate supervisor or manager if they are unable to report to duty as scheduled.

All approved Paid Time Off (PTO) days during an event may be cancelled. Employees should be available to report for duty if it is safe and feasible to do so.

Employees may be assigned to a Team and should report to duty as follows.

- The Nursing Department Includes: Team A (day shift), Team B (evening shift), and Team C (noc shift)
- The Dietary Department Includes: Team D
- The Environmental Services Department includes: Team E
- The Management Team includes: Team M
- All other staff will be assigned to: Team Z
- Team A will report to the facility as scheduled once an emergency is declared, and travel is safe. Team A will remain in the facility for the duration of the disaster and/or outbreak and its effects, and until relieved by Team B.
- Team B members are expected to report to duty to their department as assigned unless otherwise notified. Some event(s) may require an all-clear to be called by the Incident Commander (IC) or local officials prior to coming to work. The ability to safely commute shall also be considered.
- Team C members are expected to report to duty to their department as assigned unless otherwise notified. Some event(s) may require an all-clear to be called by the Incident Commander (IC) or local officials prior to coming to work. The ability to safely commute shall also be considered.
- Team D members are expected to report to duty to their department as assigned unless otherwise notified. Some event(s) may require an all-clear to be called by the Incident Commander (IC) or local officials prior to coming to work. The ability to safely commute shall also be considered.
- Team E members are expected to report to duty to their department as assigned unless otherwise notified. Some event(s) may require an all-clear to be called by the Incident Commander (IC) or local officials prior to coming to work. The ability to safely commute shall also be considered.
- Team M members are expected to report to duty to their department as assigned unless otherwise notified. Some event(s) may require an all-clear to be called by the Incident Commander (IC) or local officials prior to coming to work. The ability to safely commute shall also be considered. Team M members might also be expected to fill other roles during an event and/or outbreak of illness. This will be determined and directed by the Incident Commander (IC) and/or designee
- Employees who do not provide direct patient care and whose departmental functions can be halted until the emergency and/or outbreak is over will be designated to Team Z and assigned tasks as needed. Those employees will report directly to the conference room for assignment if contacted by Executive Director and/or designee.

Depending on the situation and/or disaster other staffing options may need to be evaluated and considered. For example: Agency staffing for nursing, consulting for janitorial services, and/or running the kitchen with limited staff and working with cross trained individuals to fill the roles currently established in the building.

All Teams will be encouraged to bring the following to the facility:

- Staff identification
- Medications/personal items
- Money: cash and change for vending
- Flashlight with extra batteries
- Critical personal phone numbers
- Battery-operated cell phone charger

#### Staff Responsibility

Team A, Team B, and Team C will be deployed and rotated, as deemed appropriate by the Director of Nursing and/or Designee during the duration of the disaster and/or outbreak of illness. Teams may be asked to work in various assigned shifts; and/or provide non-routine duties. All teams will report in when an “All Clear” is called out.

#### Staff Support

To the extent that the facility’s needs permit, space may be provided for families of working staff during the disaster. Reasonable sleeping and showering areas will be assigned to off-duty staff. Childcare may be available if family caregivers are not available. Families should bring snacks, drinks, linens, personal items and children’s activities whenever possible. Food will be provided in cafeteria style from a limited menu for staff. Food for residents will be the priority.