

TRINITY TERRACE



EMERGENCY PREPAREDNESS PROGRAM DEVELOPMENT PLAN

OVERVIEW OF DEVELOPMENT

- **Phase I** - Information and Fact Finding
- **Phase II** - Written Programs
- **Phase III** - Communications & Training
- **Phase IV** - Fire Drills & Mock Situations
- **Phase V** - Redirect/Program Evaluation
- **Phase VI** - Maintenance of Program

PHASE I

Information & Fact Finding

- Evaluate RVM Plan
- Evaluate Exit Routes, Signs & Meeting Places
- Evaluate & Photograph Utilities/Cutoff Valves
- Evaluate HCC Procedures
- Evaluate Potential Emergency Situations

PHASE I (Con't)

- Evaluate Communication Procedures
- Evaluate Chain of Command
- Evaluate Means for Accounting for Employees/Residents
- Evaluate Means for Evacuating Non-ambulatory Residents.
- Evaluate Sources of Ignition/Fire Safety

PHASE II

Written Programs

- Resident EPP Handbook
- Employee EPP Handbooks by Department
- Evacuation Routes/Floor Plans
- System Operations/Emergency Procedures Manual

PHASE II (Con't)

- Fire Prevention Plan/Emergency Evacuation Plan
- Communications Flow Sheets
- Emergency Plan Checklist

PHASE III

Communications & Training

- Residents
- Employees
- Base Station
- Communications with Outside Agencies
- Telecommunications
- Company/Department Training
- Resident Training

PHASE III (Con't)

- Non-ambulatory Residents Training
- Communicating Via Chain of Command
- First Aid Training
- Special Assignments for Employees

PHASE IV

Fire Drills & Mock Situations

- Fire Drills for All Departments
- Fire Drills for Resident Floors
- Various Mini Drills
- Mock Bomb Threat
- Mock Non-ambulatory Resident Evacuation

PHASE V

Redirect/Program Evaluation

- Evaluate Accuracy of Written Programs
- Evaluate Performance During Drills
- Evaluate Communications
- Evaluate Effectiveness of Residents & Employee Roles
- Evaluate Levels of Training
- Redirect Areas not Working

PHASE VI

Maintenance of Program

- Continue Periodic Drills
- Update Written Programs as Changes in Facility Arise
- Continue Newsletters
- Continue Periodic Training
- Review All Aspects of Plan Annually

PROJECT COORDINATOR ROLE

- Keep Project Moving
- Develop & Implement Plan for Completion
- Conduct Fact Finding & Document
- Organize Committees & Meetings
- Arrange for Necessary Training
- Data Processing (Producing Final Written Documents/Disks)

PROJECT COORDINATOR ROLE

- Coordinate with Outside Agencies (Fire, Water, Electric, Gas, EMS)
- Schedule Drills & Mock Situations
- Develop and Distribute Periodic Newsletters
- Photography & Emergency Drill Documentation
- Be Accountable for Project