

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 assignment 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 lanyard 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, Diet, Contact Information for the next of kin or responsible party. This profile is included as Appendix A. A wrist band is also placed on the resident to aid in identification. The resident's photograph is attached to the emergency information profile.

12. The Administrator will designate a staff member to accompany the resident to the alternate location and that person will document their arrival in the medical record. If the resident becomes ill during transport, an emergency call will be placed via the 911 system. LCH policy and procedure will be followed in the event of cardiac arrest.
13. If a resident goes missing during an evacuation, facility elopement policy and procedure will be followed as outlined in this plan.
14. The local ombudsman program will be notified how, when, and where residents will be sheltered so the program can assign representatives to visit and provide assistance to the residents and their families.
15. The Pastoral Coordinator and Director of Social Services will be available to meet any counseling needs.
16. Transfer agreements are in place with Schneck Medical Center, Seymour Crossing, Covered Bridge, and Hoosier Christian Village. These agreements enhance and strengthen our plan.
17. Transportation agreements are in place with Hoosier Christian Village, Covered Bridge, and Jackson County EMS. The Seymour School System is willing to help with any additional needs.
18. A decision to reenter the building would be made by the Administrator and the Board of Directors after appropriate approval is received from state and federal agencies. During the time that the building is evacuated, LCH staff members will monitor the building and contents to ensure their security.