

## Disaster Procedure

**Name Of Facility:** Mapleway Community Inc./Amelia's House  
7175 53<sup>rd</sup> St. North  
Pinellas Park, 33781

**Tel:** (727) 541-6911  
**Fax:** (727) 726-5705

### **Type of Facility**

**Assisted Living Facility**

**License # 10402**

### **Owner of Facility:**

**Gene and Amelia Cowles**  
475 Mapleway St  
Safety Harbor, FL 34695

**Year Facility was built: 2003**

### **Type of Construction:**

**Single Story cement block**  
**Roof – Shingles**  
**Floors – concrete and ceramic tiles**

**The facility has a front door and side door all access on to a sidewalk.**

### **Name of Administrator**

**John Ross**  
475 Mapleway St  
Safety Harbor, FL 34695  
**Tel: (727) 726-4171 or Fax: (727) 726-5705**

**This is a corporate operated facility with levels in the organization**

**Facility has city water, sewer, central heat and air.**

### **Purpose of this plan:**

**To be able to evacuate all consumers in a timely, safe and orderly manner in case of disaster. This facility is an assisted living home for the hearing and hearing impaired. Disaster drills conducted on a monthly basis to ensure that every consumer master the evacuation plan.**

**\*\*No history of flooding\*\***

**Number of staff:  
Administration: 1**

**Staff: 4**

**Organization Chart**

**Owner/ Administrators**

**Staff**

**HAZARD ANALYSIS:**

**Surroundings:**

- 1) No bodies of water, drainage, canal and ditches
- 2) Trees – some trees in front and side of house height of which is not in danger of causing damage to the property during storms or hurricane.
- 3) Residential Neighborhood.
- 4) No hazardous materials stored or used in the neighborhood.

**Number of facility Beds: 14**

**Maximum number of consumers on site: 14**

**Average number of consumers on site: 10**

**Type of residents served by the facility:**

**All ambulatory.. No consumers with dementia and no consumers that will require special equipment such as oxygen or dialysis. All are self-sufficient.**

**Hurricane Evacuation Level “D”**

**Facility is close to a railroad track. Hazardous Materials are NOT transported daily on these train tracks. Follow evacuation procedures for internal disaster.**

**Facility is not located near an Emergency planning zone of a Nuclear Plant.**

**Reference Material – Energy Management Planning criteria for assisted Living Facilities from the Office of Pinellas County Emergency Management.**

**Hierarchy of Authorization – Same as organization chart.**

**Evacuation Destination:**

**Internal Disaster:**

**Bible Baptist Church  
280 Riviere Road  
Palm Harbor, FL 34683  
Tel: (727) 771-7979**

**Directions: go north on 53<sup>rd</sup> st to Park Blvd turn right go to 49<sup>th</sup> st turn left go to US 19 / Left on Tampa Road / Right on Riviere Road.**

**External Disaster: Will evacuate to the same address.**

**Notification Procedure:**

**One staff member is a live in staff member. Staff are on duty all days and evenings.**

- 1) Contact Administrator/Owners. No Alternate person at this time since**
- 2) Get all consumers and accompanying staff in the transporting vehicle, Do a head count prior to leaving facility.**
- 3) Take all consumers records and medications with you in this move.**
- 4) Notify receiving facility of your arrival**
- 5) Follow procedure for Internal/External Procedure with evacuation required.**

**Re-Entry**

- 1) Administrator/Owner to check facility for safety to re-enter**
- 2) The administrator needs to ensure that the following are in working order before returning to Facility:**
  - a. Lights**
  - b. Cooking equipment**
  - c. Water is safe and running**
  - d. No structural damage (walls, roof, water damage)**
  - e. Bathrooms are in good working order.**

**Pinellas County Sheriff's Office will authorize re-entry into an evacuated portion of the County. Monitor local media for the latest storm track/re-entry information.**

- 3) Consumers and medications, unused food supplies, if any will be transported back to facility by owner/administrator or staff via van, same way as transported to alternate facility.**

**Internal Disaster: (NO EVACUATION REQUIRED)**

**Fire/ explosion/chemical hazard/flooding/water line break**

**Administrators Duties:**

1. Remove consumers from affected areas. Coordinate with arriving fire department.
2. Remove medications and records if in affected areas.
3. Return situation to normal as soon as possible

**Staff's Duties:** Staff shall perform above duties if Administrator not present.

1. Pull fire alarm and call fire department
2. Confine hazard, if possible. Use fire extinguisher if at all possible.

**Internal Disaster: (EVACUATION REQUIRED)**

**Fire/explosion/chemical hazard/flooding/waterline break**

**Administrators or staff Duties:**

1. Remove consumers from facility to front yard.
2. Remove records from facility, if conditions allow. Load all records/medications into transporting vehicle.
3. Obtain transportation assistance, if necessary, from and to receiving facility.
4. Notify the Office of the Health Care Administration and residents relatives of the temporary change in the facilities location.
5. Return situation to normal as soon as possible.

**Staff's Duties:**

1. Pull fire alarm and call fire department by calling 911
2. Confine hazardous area, if possible. Use fire extinguisher if at all possible
3. Pack emergency food supplies, if time and conditions allow. Have all records and medications kept in an away where it can be picked up all together in an emergency. It will help to have containers handy to pack food supplies into in case of an emergency.

**External Evacuation: (No Evacuation Required)**

**Tornado/Hurricane/Chemical Hazard/Flooding**

**Administrator's Duties**

1. Assure safety of all consumers and their records.
2. Gather battery operated radio and flashlights. Monitor through local radio emergency alert system (EAS) is WSJT 940 am or WRBQ 104.7 secondary Fm and television for information.
3. Fill bathtubs and clean plastic containers with water.
4. Ensure non-perishable, no cooking required foods are stocked in sufficient quantities.

**Staff's Duties:** Staff shall perform above duties if Administrator not present.

1. Remove all loose objects from outside
2. Windows are windborne Impact glass no need to cover.

3. Need to close doors and windows
4. Put all consumers in the living room by the laundry room where there is no window nearby.

**External Disaster: ( EVACUATION REQUIRED)  
Tornado/Hurricane/Chemical Hazard**

**Evacuation Level "D"**

**Code: Yellow**

**Administrator's Duties:**

1. Remove consumers from the facility as instructed by local authorities
2. Remove medicines and records from the facility
3. Call for transportation assistance if necessary
4. Notify residents' family and health care administration office of the temporary location.
5. Return situation to normal as soon as possible.

**Staff Duties: Staff shall perform above duties if Administrator not present.**

1. Gather battery operated flashlights and radio.
2. Pack emergency food supplies
3. Have bottled water on hand
4. Call receiving facility prior to arrival
5. Since all consumers are self-sufficient they can be taught as part of the drill to gather their own necessities for evacuation

**Transportation:**

We have our own vans 1 15 passenger and one 7 passenger van on premise.  
**Directions:** go north on 53<sup>rd</sup> st to Park Blvd turn right go to 49<sup>th</sup> st turn left go to US 19 / Left on Tampa Road / Right on Riviere Road.

**Note:** Head count should be done as soon as all consumers are in the transporting vehicle and head count done again after arrival to the receiving facility and on loading for return to the facility. Make a list of existing consumers and make a roll call.

Be it that most of these consumers are fairly young and ambulatory, loading and unloading of consumers can be completed in two or three minutes.

One vehicle will accommodate all consumers and staff this is a 15 passenger on site.

Should this vehicle fail, some of the staff have their own vehicle Owners can load as many as they can into their own private vehicle, they can lead the way and the other cars can follow, This will be part of the emergency Procedure Drill, including directions to the receiving facility.

All food supplies adequate for 72 hours is the responsibility of the moving facility.

### Information, Training and Exercises

Owner/ Administrator conducts a monthly fire drill. This drill is documented and all consumers are encouraged to participate all noted errors in emergency procedures are reviewed with the consumers.

#### Alternate Water Source

1. Emergency water should be identified without use of private water company.
2. Empty water containers are kept in the Administrator's residence and these will be filled with water in case of emergency. There are 3 – 50 gallon containers that will be used for emergency.
3. Facility has adequate amount of water on hand to use in an emergency till other alternate source can be made.

### FIRE

Administrator's Duties if Present, if not staff is trained in the implementation of this plan. This plan is reviewed annually and with all new staff as part of their orientation to life health and safety a required training for all staff.

1. Assure safety of all residents and employees
2. Implement, coordinate and control the response of Staff.
3. Implement RACE
  - Rescue – Consumers and employees who are in danger
  - Alarm – Sound Alarm within the facility and immediately call 911
  - Confine – Or contain the fire by shutting doors after everyone has been rescued. Isolate the burning area
  - Evacuate – You May attempt to extinguish the fire if it is small and you feel you are able to do so, without jeopardizing anyone's safety.
4. If Possible collect consumer's records and personal effects
5. If evacuation is necessary, evacuate consumers to Bible Baptist Church. Notify families and health care administration of temporary location.
6. If fire extinguisher was used, replace as soon as possible.

Fire Safety features:

- a) Fire alarm system
- b) Sprinkler system
- c) Fire extinguishers—3—5 pound ABC
- d) Emergency lighting

**e) Exits all lighted with exit signs**

Control panel to fire system, electrical breaker panels are in the hallway at the rear of the building South side. The sprinkler valves are located on the exterior of the building front north west.

**Fire Hazards**

There are no extraordinary fire hazards in the building. There is no gas in the building. No oxygen stored in the building.

**Maintenance**

Fire extinguishers shall be inspected monthly by Administrator

Fire extinguishers shall be inspected/ tested annually by --Oldsmar Fire and Safety

Fire alarm and Sprinkler system is under contract with --A Total Solution

**IMPORTANT!!**

Inform all consumers' families or responsible parties of the temporary move and temporary location. Provide those parties with address and phone Number of temporary shelter.

**Transportation:**

**WE HAVE OUR OWN VANS ON PREMISES A 15 PASSENGER AND A 7 PASSENGER VAN ARE ON PREMISE AND WILL BE USED FOR TRANSPORT.**

**Annexes**

- 1. Map with route highlighted and detailed directions**
- 2. Emergency phone numbers**
- 3. Copy of mutual aid agreement with a facility to receive consumers**
- 4. Transportation agreement**
- 5. Fire safety plan approved by the local fire department**