
In the event of an emergency incident at your facility, the following steps will assure a timely and efficient response.

- ▶ **1. Recognition:** An emergency incident ***has or is*** occurring (e.g. fire/smoke condition, burst pipe with internal flooding, loss of power with generator failure, loss of heat / air conditioning, etc.).

- ▶ **2. Life Safety Preservation Actions:** Staff and Residents relocate within the building to area(s) of safe refuge (e.g. fire/smoke – move past cross-corridor fire doors / smoke barrier to unaffected smoke compartment). *NOTE: FAST OUT evacuations are a rare occurrence (e.g. Credible bomb threat, all areas of internal safe refuge are significantly compromised).*

- ▶ **3. Notifications:**
 - Call **911** for immediate emergency response (police, fire department, EMS).
 - Internal notifications (Administrator / Executive Director, Director of Nursing / Resident Care Director, Maintenance Director / Plant Operations, Other members of your leadership team) as needed.
 - Call **(860) 207-9270** for the Long Term Care Mutual Aid Plan (LTC-MAP) Duty Officer.
 - Notify CT DPH for the reportable event at <https://dphflisevents.ct.gov/>.

- ▶ **4. Activate Facility Incident Command Center** (Administrator's Office, Conference Room):
 - Assign roles to your leadership team (Incident Commander, Safety/Security Officer, Liaison Officer, Public Information Officer, Section Chiefs (Operations, Planning, Logistics, Finance). Only assign positions needed for the response.
 - Develop an Incident Action Plan (IAP), using the NHICS 200 Form (IAP Quick Start).

- 5. Decision Point:** Shelter-in-Place vs. Evacuation
 - Reference "Evacuation Decision Making Guide", algorithm page 1.3 (See MAP Binder).
 - *NOTE: Decision point should be continually reassessed during the first hour of the incident and may change based on worsening or improving conditions.*

- 6. Evacuation Actions:**
 - Communicate with LTC-MAP the decision to evacuate.
 - Evacuating census and any specific categories of care: Bariatric, dementia secured / memory care, trach / suction, central / PICC line, TPN, vents, etc.
 - Transportation Requirements: Number of residents requiring stretcher (ambulance), wheelchair, and ambulatory. See "Quick Reference Guide, Transportation & Evacuation Resource Tool".
 - Establish Holding Area(s) for evacuation and assign Holding Area Coordinator(s). See "Quick Reference Guide – Holding Area Coordinator Checklist".
 - Establish Staging Area (on or off campus) for arriving transportation vehicles (work with local police and fire department to assist with managing vehicle staging).

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 - Prepare residents to evacuate on the units. See "Quick Reference Guide, Resident Evacuation Preparation".