

## 487.12 Disaster and emergency planning.

(a) The operator shall have a written plan, approved by the department, which details the procedures to be followed for the proper protection of residents and staff in the event of an actual or threatened emergency or disaster which interrupts normal service.

(b) The plan shall include, but not be limited to:

(1) procedures and designated staff responsibilities for execution of any part of the plan;

(2) procedures for full and partial evacuation of the facility, including:

(i) designation of staff responsible for the conduct and supervision of evacuation;

(ii) schedule and procedures for training all staff in evacuation procedures and responsibility;

(iii) procedures for the conduct of monthly fire drills for staff;

(iv) procedures for the conduct of quarterly fire drills for staff and residents; and

(v) specific and current procedures for evacuation of any residents with need for individual procedures;

(3) preliminary plans for relocation of residents, if necessary;

(4) coordination of the facility plan with such community resources and local disaster and emergency planning organizations as may be available to provide temporary shelter, food and clothing, and other essential services; and

(5) plans for the maintenance of service in the event of reductions in personnel.

(c) The operator shall conduct training for each new and current employee and volunteer in both the overall plan and the individual's specific responsibility in its execution, and shall review with staff their performance after the conduct of each drill.

(d) Evacuation procedures shall be conspicuously posted on every floor and in each wing of the facility.

(e) Emergency contact numbers and procedures shall be available to the person(s) designated with supervisory service responsibilities.

(f) To insure that each shift has an opportunity to practice its respective responsibilities:

(1) the operator shall conduct monthly fire drills for staff and volunteers;

(2) these monthly fire drills shall:

(i) be conducted at varied times during the day and night;

(ii) include both full and partial evacuation of the facility; and

(iii) simulate different fire conditions.

(g) At least once in each calendar quarter, residents shall participate in a fire drill; each 12 months, at least one of these drills must include total evacuation of the facility.

(h) The operator shall arrange, at least annually, to have the local fire authorities, certified service agency or department staff observe one fire drill in which residents participate.

(i) The operator shall maintain a record of all fire drills, including the date and time of the drill, a description of the drill, the number of residents participating and the signatures of participating staff and volunteers.

(j) Any time there is a work stoppage, a fire within the facility, failure of any one of the fire prevention or detection systems, lack of hot water, interruption or shut-off of essential services or any circumstances necessitating the implementation of the disaster and emergency plan, the department shall be notified by the next business day.

(k) The operator of an adult home shall obtain from the Department's Health Provider Network (HPN), HPN accounts for each adult home he or she operates and ensure that sufficient, knowledgeable staff will be available to and shall maintain and keep current such accounts. At a minimum, twenty-four hour, seven-day a week contacts for emergency communication and alerts, must be designated by each home in the HPN Communications Directory. A policy defining the adult home's HPN coverage consistent with the home's hours of operation shall be created and reviewed by the adult home no less than annually. Maintenance of each adult home's HPN accounts shall consist of, at a minimum, the following:

(1) sufficient designation of the home's HPN coordinator(s) to allow for HPN individual user application;

(2) designation by the adult home operator of sufficient staff users of the HPN accounts to ensure rapid response to requests for information by the State and/or local Department of Health;

(3) adherence to the requirements of the HPN user contract; and

(4) current and complete updates of the Communications Directory reflecting changes that include, but are not limited to, general information and personnel role changes as soon as they occur, and at a minimum, on a monthly basis.