

## Community Living's Emergency Management Plan for Direct Support Staff

Revised 11/06/17

The purpose of the emergency plan is to assure that Community Living is prepared to provide adequate shelter & services to its residents and staff in case of an emergency and to remain as self-sufficient as possible. To accomplish this, CLI has established an *Emergency Management Group (EMG)* capable of responding to emergency events.

### Who will do what?

#### **Incident Commander (Michael Planz)**

In the event of an emergency or potential emergency the Incident Commander will activate the Incident Command System and make necessary decisions to ensure the health & safety of residents and staff.

**The Operations Chiefs (Sandy Illig, Carlota Salter and Tom Buttner...if needed)** will break out and implement Community Living's Emergency Plan.

**The Planning Chief (Matthew Cora)** will contact local emergency management personnel to establish the location of potential evacuation sites and obtain any other relative information concerning the pending emergency.

The **Logistics Chiefs (Debra Oehler, Senior Residential Coordinator)** will direct the Direct Support Staff & the **(Assistant Director of Support Services (Donna Fuss)** will direct **Support Services** to ensure there are proper supplies and safety equipment present in each house/facility. **Karen Keegan** will be the **Logistic Chief for Day Services**.

In the event of an anticipated evacuation, **Residential Coordinators and assigned Support Services Staff and Day Program Staff** will contact individual families to inform them of designated evacuation point and to inquire if the family would prefer to take their family member home with them.

**Maintenance staff** will look at homes and assess for potential and hazards. Windows will be boarded up as needed.

During after-hour emergencies, the **Senior Residential Coordinator/On-Call Support Services Staff** will be responsible for coordinating transportation in the event of an evacuation.

Residential Coordinators will inform the **Senior Residential Coordinator** of any issues or lack of supplies. **On-Call Support Services Staff** will notify Director of Support Services.

**Direct Support Staff** will always:

- Keep adequate levels of nonperishable foods (minimum of 3-days on hand) See Appendix D
- Keep adequate level of water available (minimum of 3-days)(1 gallon per day per resident/staff)
- Insure a minimum of 3-days of medications and other supplies the individuals require. (Incontinent briefs, under pads, special foods, etc.)
- Have a working flashlight with an ample supply of batteries as back-up if needed
- Have a phone in each house that is not cordless or has an answering machine
- Have a manual can opener available for use (you need to purchase)

- Know where to find the MayDay Bucket
- Know how to turn off electric, gas & water
- Keep van/car at least ½ tank full of gas
- Have read and re-read this emergency manual to prepare for an emergency

### **Ensuring Adequate Direct Support Staffing During an Emergency**

To insure adequate staffing during an emergency, the Emergency Management Group **may permit** employee's families to "shelter in place" at the staff's designated work site until the emergency passes. The employee will be provided with a list of items they should bring from home in the event the employee needs to bring family members. (See Appendix B pg.10)

### **Sheltering in Place, Evacuation and Transfer of Individuals**

"Sheltering in Place" will be the desired method for riding out most emergencies. Sheltering in Place can involve keeping the individuals in their own home or occupying another Community Living house.

If needed, **Michael Planz** will decide on the type of evacuation or transfer of staff and individuals. An evacuation could include abandoning some or all of Community Living's properties. Decisions to evacuate Community Living properties will be coordinated between Michael Planz and local emergency personnel.

Evacuations of Community Living property may involve the transfer of individuals to public emergency shelters as ordered by emergency personnel. In addition, it could involve the transfer of individuals back to family or relatives who may live out of harms way or may have a more suitable "shelter in place". Individuals from one home may be moved to other CLI homes.

### **A Community Living Evacuation or a General Area-Wide Evacuation (As ordered by local emergency personnel)**

- Staff will remain calm
- Staff will act swiftly and confidently
- Staff will follow instructions and recommendations from CLI Management staff, local authorities (police, fire, gas/electric company, etc.)
- Staff will go to area designated by authorities (police, fire department, ) with sufficient supplies for each individual (this includes clothing, medication, other supplies)
- Staff will provide whatever assistance is necessary, to ensure that everyone remains safe
- Staff will maintain as much contact with supervisory staff as possible, keeping lines of communications open for CLI management staff only.
- **STAY OFF OF THE PHONE EXCEPT FOR EMERGENCY COMMUNICATIONS.**

**Pets** If the Red Cross opens a shelter in Frederick, they **will not allow pets**. However, the County Animal Control Center has made plans to open a shelter for pets close to the evacuation site.

- Don't forget to prepare pets for "shelter-in-place" or for evacuation.
- Have available...food, water, bedding, chew toys, leash, litter, medications, rags and trash bags for clean-up
- You must have proof of current vaccinations for any pets.

## **Types of Emergencies & Responses**

Emergencies include, but are not limited to the following:

### **Flooding**

Frederick City sits low and it doesn't take much rain for major flooding to occur and roads, including city streets and major highways, might be closed for some time due to the high water.

- Make sure the battery-operated radio and flashlight are working and you have extra batteries.
- Always have a stock of extra food and drinking water available.
- If instructed, turn off utilities at the main switch or valves. Do not touch electrical equipment if you are wet or standing in water.
- Fill a clean bathtub with water in case city water becomes contaminated or services are cut off.
- Six inches of moving water can knock you off your feet. Stay away from moving water.
- If you must drive, don't drive through standing/running water.
- Turn your radio to 93.0 AM...or 106.9 FM...or 103.1 FM...to hear the latest road closings

### **Lightning**

#### ***If inside a home:***

- Avoid bathtubs, water faucets and sinks because metal pipes can conduct electricity.
- Stay away from windows.
- Avoid using the phone, except for emergencies.
- If lightning hits the house... call 911 and seek safe shelter outside of the home

#### ***If outside:***

- Do not stand underneath a tree, etc.
- Get away from anything metal. A car or van is a safe place to be.

### **Windstorms**

- Make sure outdoor furniture, garbage cans and umbrella are stored so they can't blow-away. Know ahead of time if you have heavy furniture, etc. and will need assistance in securing.
- After the storm, make sure you can account for all furniture, garbage cans, etc.
- If any lines (electrical, cable or phone) are down...do **NOT** touch and stay away from.

## Tornado

When a **tornado watch** has been issued, it means that conditions exist for a tornado to form. If a **tornado warning** has been issued, it means that a funnel cloud or tornado has been spotted in your area and you should go to the basement or lowest level of the house. If you don't have a basement or can't get a resident to the basement, go to a windowless, interior room (closet, bathroom or interior hallway). If possible get under a sturdy table. If you have time, put a mattress over you and the residents (watch-out for suffocation).

- If you have time...place large objects (tv) on floor so they can't move and hurt someone
- If you are in a vehicle, get out and take shelter in a nearby building. Do not attempt to out-drive a tornado.
- If there is no shelter nearby, lie flat in the nearest ditch, ravine or culvert. Shield your head with your hands.

## Loss of Electrical Power

- Staff will remain calm
- If you aren't sure the outage is widespread, see if your neighbor has electricity.
- Report outage by calling the electric company (use cell phone or non-electric using phone)
- If you have someone on a medical device that requires electricity, call the electric company to report the situation.
- If electricity will be off for some time and you need to use an electrically-operated medical device; contact another CLI home to see if they have electricity. If they do, go to that home. (Often one area of Frederick City may not have power, but our homes in another area of the city will have power). If you can't find a place to go and it is an emergency...go to the local emergency room.
- You may not be able to get gas for the car or van because the gas pumps work on electricity
- If electrical power is lost use flashlights. Candles can be used for emergency lighting if they are in a glass jar and are attended. (Emergency lighting in the homes should last 4-6 hours).
- Know how to turn off water, electric, gas or other utilities.
- Turn off all major appliances (**except for refrigerator**) as they could overload the electric supply when power is restored.
- Keep on one light or radio, so you will know when power is restored
- Keep refrigerator and freezer closed as much as possible, food can be kept cold for a few days when the refrigerator is left closed

## Winter Storms (Snow)

**Depending upon when the winter storm is predicted to hit our area, the Senior Residential Coordinator with advice from the CEO will decide whether or not to call Staff and ask them to come in early for their shift. We will always try to have all staff in Place before bad weather is scheduled to begin.**

- If they are calling for snow...start preparing before the storm hits. CLI houses will receive a shovel and ice melt before the winter season begins.
- Staff will keep themselves aware of changing weather conditions, and follow instructions issued by local authorities, the National Weather Service and/or supervisory staff.

- Have the MayDay bucket handy and make sure the battery powered flashlight & radio are working.
- Have extra heavy clothes and blankets ready for use.
- Make sure all of your residents have an adequate supply of medications (several days). If not, **immediately** notify the nurses.
- Have food that doesn't require cooking and a manual can opener available.
- You can store extra water in clean soda bottles or milk containers.
- If electricity goes off and it is cold...have residents wear several layers of clothes and wear a hat.
- Prepare for boredom & increase in behaviors if residents are unable to leave the house for several days. Plan games and other activities \*\*\*Remember, if power goes, so does the television.\*\*\*

### Code Orange/Code Red Air Quality

- Code Orange Air Quality means the high air temperature plus poor air quality can cause health and breathing problems for sensitive groups of people (young, elderly and those with heart, respiratory problems and other chronic conditions).
- Code Red Air Quality means the air temperature plus poor air quality is unhealthy for all individuals, especially the elderly, the very young and those with asthma, bronchitis, emphysema, heart, respiratory problems and chronic conditions. Even healthy individuals should restrict their time outdoors.
- Monitor Code Orange/Code Red by listening to radio/television stations
  - During Code Orange/Code Red Alert, restrict residents from spending time outside.
  - Make sure vans/cars have the air-conditioning on before residents get in
  - Residents must **NOT** be left in any van or car for **any** period of time without staff present and the air conditioner running.
  - Vehicles should **NOT** be left idling so someone can "run in". Plan Ahead!

### Smelling Gas (The annex is heated and cooled by Natural Gas)

- Staff will remain calm
- The use of cell phones is prohibited. **TURN-OFF** all **cell phones**, as they can cause an explosion. Do **NOT** turn on or off **ANY** light-switch.
- Evacuate and go as far away from the building as possible.
- Call 911
- Leave a window or the door open for ventilation
- Do **NOT** go back into the house until fire department advises you it is safe

### Earthquake

- In the event of an earthquake, buildings and the ground may shake for several seconds to several minutes. If you are outside, get into the open and stay clear of buildings, power lines, trees or anything else that could fall on you.
- If you are indoors, DROP to the ground, take COVER by getting under a sturdy table or other piece of furniture and HOLD ON until the shaking stops. If there isn't a table or desk near you, cover your face and head with your arms and crouch next to an interior wall.

- Stay clear of exterior walls, glass, heavy furniture, fireplaces and appliances. The kitchen is a particularly dangerous spot.
- Use a doorway if it is in close proximity to you and if you know it is a strongly supported, load bearing doorway. Brace yourself on the side with the hinges to avoid the door swinging at you.
- If a resident is in a wheelchair, put them in a strongly supported and load bearing doorway
- Stay in bed if you are there when the earthquake strikes. Hold on and protect your head with a pillow unless you are under a heavy light fixture, window or anything that could fall. If unsafe, move to the nearest safe place (under desk or table or in supported doorway)
- If you are in an office building, stay away from windows and outside walls and don't use the elevator.
- If you are driving, move the car out of traffic and stop. Avoid parking under or on bridges and overpasses. Try to get clear of trees, light posts, signs and power lines. When you resume driving, watch out for road hazards. Avoid driving, if possible, so streets stay clear for emergency vehicles.
- If you are in a crowded public place, avoid panicking and do not rush for the exits. Stay low and cover your head with your hands and arms.
- After the shock is over, check for fire hazards. If you smell gas, shut off the main gas valve. If there is evidence of damage to electrical wiring, shut-off the power at the control box.
- Be aware items may fall out of cupboards or closets when the door is open and chimneys can be weakened and many fall. Maintenance staff will check the homes, but if you see damage, please report it by Carematic, phone, text, etc.
- Listen to the radio/emergency personnel for important information and instructions. Remember that aftershocks can sometimes cause damage.

## **Fire**

### **Evacuation Procedures**

- Staff will remain calm
- Immediately evacuate all persons from the building (**don't forget off-duty, sleeping staff**).
- Residents should be adequately clothed if possible (i.e. robes and slippers), but don't waste time finding robes/shoes. **In the absence of clothes, use blankets for covering**
- For individuals who use wheelchairs or have difficulty walking; put them on a sheet, blanket, or throw rug and pull them out of the house (pulling residents who are on a sheet or blanket is a quicker and more efficient means of evacuating than attempting to maneuver wheelchairs)
- There should be no furniture blocking windows in bedrooms. You may need to escape through windows. **225 Wyngate and 10<sup>th</sup> Street have egress windows in the basement**
- If necessary, crawl to the nearest window, push it open and push residents through the opened window while not letting them stand-up any higher than necessary
- Do not open a door that is hot to the touch
- When possible, close and unlock all doors, turn on lights & close windows as you evacuate
- Be sure all residents are accounted for and **NO ONE RE-ENTERS THE HOME**
- **Call 911 FROM THE NEAREST AVAILABLE PHONE THAT IS NOT IN THE BURNING BUILDING**

### After Evacuation

- Gather all individuals in staging area and have at least one staff member remain with them at all times
- If, after the evacuation, it is discovered someone is missing, report that information to the fire department.
- **Make sure that no resident re-enters the home**

### Fire Extinguisher Use

If staff members are properly trained in the use of fire extinguishers, they may be able to contain a small fire (pot burning on the stove, oven fire or small grease fire).

Currently, all fire extinguishers at Community Living, are multi-fire (ABC) and dry chemical. If a small fire should occur:

Get the fire extinguisher (**Remember PASS**) and pull the pin

- Stand back several feet & Pull the pin on the fire extinguisher
- Aim the extinguisher at the base of the fire
- Squeeze the handle and sweep the extinguisher agent back and forth over the fire
- Use a steady stream until the extinguisher is empty or the fire is out

If the fire is still burning after you have emptied the fire extinguisher, **START THE EVACUATION PLAN...GET OUT!**

If a small fire does occur and you successfully extinguish it, **contact the office immediately** and advise them of the incident.

The worst thing one can do in an emergency is to panic.

**DO NOT PANIC. FOLLOW YOUR FIRE SAFETY PLAN.**

### Terrorist Activity (Could include chemical/radiation, etc.)

At any time, we could experience a terrorist activity and sheltering in place or evacuation may be required. The following guidelines are to be followed to ensure that everyone remains safe.

- Staff will remain calm
- Staff will remain patient and wait for direction from EMG and/or local emergency officials
- Have the MayDay bucket available for use if necessary

### **Sheltering in Place**

- In case of chemical or radiation, the primary goal is to re-circulate the clean air in the house
- Staff will remain calm
- Staff will go inside if they or the individuals in their care are outside
- Staff will assist the individuals in their care to the center of the house while final preparations are being completed
- Staff will close all doors and windows & tape the cracks for extra protection
- No one should leave or enter the home, including pets

- Staff will close all vents on cooling, heating and ventilation systems
- Everyone will stay inside until local radio or television announces everything is clear or the EMG contacts the home that the emergency is over
- Staff will obtain knowledge of how and when to turn-off water, electric, gas or other utilities before an emergency occurs.
- Have adequate supplies for any pet(s) in the home

**If the residents and staff have to evacuate...you must take:**

- Medications/Thick-it/Feeding tube/Glasses/Hearing aids/Oxygen/Inhaler/etc.  
If using insulin...you will need small ice chest to keep drug refrigerated (complete list of supplies needed to with you should be on your refrigerator)
- Emergency Medical Information Folder for each resident
- Names & contact information of relatives for each resident
- Cell phone if you have one
- Flashlight with extra batteries

**In preparation for emergencies:**

- Vans must always be filled when the gas level gets to ½ or less. You may not be able to obtain gas during an emergency.

**Routes to use in case of evacuation**

- Fire Police, Police or CLI staff will instruct you on which route(s) to take
- Listen to 930 AM, 103.1 FM or 106.9 FM for information on which roads are closed or opened for evacuation

**Chemical Emergencies**

During a chemical or hazardous material emergency, there are two options: sheltering in place or evacuation.

- Sheltering in Place
  - To shelter in place during a hazardous material crisis, the primary goal is to re-circulate the clean air in the house
  - Staff will remain calm
  - Staff will go inside if they or the individuals in their care are outside
  - Staff will assist the individuals in their care to the center of the house while final preparations are being completed
  - Staff will close all doors and windows & tape the cracks for extra protection
  - Staff will close all vents on cooling, heating and ventilation systems
  - Everyone will stay inside until local radio and television or EMG contacts the house that the emergency is over
- Evacuation
  - Staff will remain calm
  - Individuals will be directed to a safe area
  - If the decision is made to evacuate, immediately move to a location designated by public officials and /or EMG



- Head upwind when in the immediate area of an incident
- The EMG will monitor the radio and television broadcasts for location of emergency shelters and other instructions from local emergency authorities
- Cover mouth and nose with a damp cloth
- Take frequent and shallow breaths
- Keep car windows and vents closed if evacuating by car
- Staff will take all appropriate clothing, medication and essential supplies of each individual
- Staff will take all Medication, Residents and Household Files

## Epidemics

**The nurse(s) will keep in contact with the staff, families of those sick and with the CEO.**

- Keep the infected person isolated from other residents and staff
- Remember to follow bloodborne pathogens guidelines, including the wearing of gloves and the disposal of contaminated materials & supplies.
- Use disinfectant, germicidal liquids or diluted bleach to clean the entire house.
- Good hand-washing procedures **by everyone is a MUST.**
- Have waterless antiseptic hand cleansers available.
- Cover your cough with your forearm & clean hands after coughing or sneezing.
- Soiled laundry should be washed separately from the rest of the household laundry & use hot, soapy water.
- Keep patient room clean and on a daily basis use disinfectant, germicidal liquids or diluted bleach to wipe off surfaces.
- Cleanup blood/body fluids as soon as possible and use solution of bleach & water (1 cup of bleach to 10 cups of water to wipe the area again. Double-bag the used paper towels and dispose of them in the trash.

\*\*\*In case several residents are ill..." Sick Houses" may open. Those who are ill would stay in the sick house(s)...away from those who aren't ill.

## If oxygen is being used in your house

- Use the oxygen only as directed.
- Do **NOT** smoke around oxygen. Make sure "**No Smoking**" signs are posted on all doors leading to the inside of the house.
- Store oxygen cylinders away from heat & direct sunlight. Do not allow oxygen to freeze or overheat.
- Keep oil/petroleum products (such as Vaseline, oily lotions, face creams or hair dressings, grease and flammable materials away from the oxygen. Don't use aerosols (such as room deodorizers) near the oxygen.
- Keep any open flame away from the oxygen source.
- Don't drape the cylinder with any material. Use 100% cotton bed linens and clothing to prevent static electricity.
- Make sure cylinder can't be tipped over. Store in a well-ventilated area and not under decks or in the trunk of a car.
- All electrical equipment should be properly grounded and don't use electrical appliances, like razors & hairdryers while using oxygen. Any electrical system which might spark should be kept at least 10 feet from the oxygen.
- Don't use extension cords.

**If severe weather is called for, make sure you have at least 3 tanks of oxygen available**

### **Radiation Emergencies**

In the event of a radiation emergency, such as a nuclear power plant or the explosion of a radioactive “dirty bomb”, you may need to leave your home or the immediate area (evacuate). Depending on the direction of the radioactive cloud or stream (called a plume) is moving from the incident site (the area where the explosion took place), you may have to evacuate or go to an emergency shelter.

- You should turn on the radio or television (for information about evacuating or sheltering – in-place
- You may need to take shelter until a evacuation order is given. If you take shelter:
  1. Stay inside
  2. Close and lock all windows, doors and close fireplace dampers
  3. Turn off all fans, air conditioners and forced-air heating units that bring air in from the outside.
  4. Go to a room in the middle of your home or workplace, or go to a basement, if possible.
  5. Your shelter should have as few windows as possible.
- Local police, and/or Government Officials will alert you by radio/television if you need to evacuate.
- Sometimes it is safer to shelter-in-place depending upon the direction the radiation is traveling.
- If you are told to evacuate, take all items needed by your residents (this list should be on the refrigerator or easily found). While in the vehicle, keep the windows closed and the air conditioning or heating system turned off.
- Listen to all police, emergency workers and/or Government Officials and follow whatever directions they give you.

### **Overwhelming Emergencies**

For the very difficult situations of overwhelming emergencies, where outside help may not be available, CLI will do the best it can with the resources it has.

See Appendix D for a list of food that should be bought ahead of time as well as menu ideas. See Appendix D on page 12 to find items included in the MayDay Bucket.

### **Recovery: Actions immediately after an Emergency Event**

- Direct Support and nursing staff will administer first aid and get help for injured people and seek out needed medical care
- Do not light candles or use matches, check for damage by using a flashlight.  
**Candles can ignite fuels and gasses** that may be leaking or unknowingly present
- Check for potential secondary emergencies such as fire, damaged electrical switches or lines, household hazards, spilled chemicals such as bleach and lighter fluid. Some liquids produce deadly fumes when some liquids/chemicals mix they may also be a potential fire hazard
- Shut off any damaged utilities
- Direct Support Staff to contact the CLI with immediate needs
- CLI management to have office staff contact and visit homes under their command to assess damage and needs

- In the event of loss of a house or apartment, the Incident Commander and Finance Office will secure temporary housing
- Maintenance staff will begin immediate repairs within their capability to return a unit to habitability
- In the event of needed repairs beyond the maintenance departments' capabilities, the Finance Office will contact local contractors to affect repairs

### **Appendix A - First Aid Kit List**

- 1 cold pack (that doesn't require prior-freezing)
- 20 Band Aids
- 10 Packets of Triple Antibiotic Ointment
- 1 Roll of 1-inch tape
- 10 2 x 2 gauze pads
- 1 3" or 2" roll of gauze
- 1 Pair of rubber gloves
- 1 Tweezers
- 1 roll 4" elastic (Ace) bandage
- Antiseptic towelettes
- 1 Pair of scissors
- Sterile water solution

### **Appendix B - Family Items List** (If family members are Sheltering in Place with You)

- Pillows, blankets and sleeping bags for each member of family
- Hygienic items like toothbrushes, toothpaste, soap, shampoo, etc. for each member
- Vehicle to transport family in the event of an evacuation
- Medications and medical supplies like insulin, inhalers for family as needed
- Any available canned good, non-perishables, and water to supplement household menu for family
- Flashlight and batteries
- Appropriate games to entertain children if appropriate; board games, battery operated video games, cards, art supplies

### **Appendix C - Emergency Supplies for Vehicle**

Fire Extinguisher  
 OSHA Kit with CPR mask, gloves, gown, 2 chux, first aid kit  
 Seat belt cutter  
 Antiseptic lotion  
 Flashlight

## Appendix D - Suggestions of food to buy ahead of time:

- Cans of vegetables: kidney beans, northern white bean, sliced potatoes, green beans
- Cans of fruit: fruit cocktail, peaches, etc.
- Cans of meat: tuna, salmon, chicken, turkey, deviled ham, Spam (low sodium, if possible)
- Cans of ready to eat soup or stew: beef stew, chili, spaghetti & meatballs, Beefaroni, ravioli
- Cheese that doesn't need refrigeration
- Apple sauce
- Pudding cups that don't need refrigeration
- Fruit boxes
- Dried fruit
- Peanut Butter
- Ready to eat cereals
- Crackers
- Powdered Milk
- Granola bars
- Bananas, apples, etc.
- Gallons of water
- Paper plates, plastic spoons, paper cups and paper napkins or Picnic Pack with salt, pepper & sugar

### Menu Ideas

#### **Breakfast**

Ready to eat cereal  
Powdered milk  
Fruit

#### **Lunch**

1 serving of ready to eat soup/ravioli/Spam  
Saltine crackers with peanut butter

#### **Dinner**

Serving of vegetables  
Low salt, healthy varieties of tuna, chicken,  
chili & corned beef  
Serving of stew  
Powdered breakfast drink

#### **Snacks/dessert**

Granola Bar  
Applesauce  
Fruit

### Healthy and easy recipe that doesn't need electricity:

1 can of tuna, 1 can of green beans, 1 can sliced potatoes, 1 can White Northern Beans, Italian Dressing. Put tuna on a plate, cover with some green beans, potatoes, white northern beans and Italian dressing for taste.

## Appendix E - Emergency Provisions

Emergency supplies (fixed and mobile) and supply storage areas are established for emergencies where government or other support agencies or activities may not be able to respond at all or in sufficient time to adequately support Community Living.

There is a **MayDay Bucket** in each home. In the bucket you will find:

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> 4 in 1 Survival Tool    | <input type="checkbox"/> Utility Knife    | <input type="checkbox"/> 4 Survival Blankets    |
| <input type="checkbox"/> Whistle                 | <input type="checkbox"/> 4 Ponchos        | <input type="checkbox"/> Box Waterproof Matches |
| <input type="checkbox"/> 4 Facemasks             | <input type="checkbox"/> Toilet Deodorant | <input type="checkbox"/> 5 Moist Towelettes     |
| <input type="checkbox"/> Duct Tape               | <input type="checkbox"/> Flashlight       | <input type="checkbox"/> 1 Light Stick          |
| <input type="checkbox"/> Gloves                  | <input type="checkbox"/> Radio            | <input type="checkbox"/> First Aid Kit          |
| <input type="checkbox"/> Replacement Toilet Bags | <input type="checkbox"/> Crowbar          |   |

**It will be the responsibility of the House Manager to check the MayDay Buckets twice a year (in January and July).** A reminder will be sent through Carematic for this to be done and Residential Coordinators will follow-through.

If, at any time, any supplies are used from the MayDay Bucket, please Carematic the Director of Training to let the individual know what supplies have been used so they can be replaced.

**It is also the responsibility of the House Managers to keep at least a 3-day supply of food/water in stock** in case of an emergency where personnel can't get out of the house/or come to the house. 1 gallon of water per person per day is needed. Only buy items that don't need to be heated. If you buy cans, make sure you have a manual can opener. **Every 6 months (January & July)**, these items should be used and new supplies bought (unless the used by date is far enough in advance).

## Appendix F – Grab & Go List

### House \_\_\_\_\_

Emergency Supplies to take with you in case of an Emergency Evacuation

- |  |  |
|--|--|
| <input type="checkbox"/> Meds for all residents          | <input type="checkbox"/> Eating/Drinking Adaptive equipment                                |
| <input type="checkbox"/> Emergency Packets               | <input type="checkbox"/> Gloves  |
| <input type="checkbox"/> Diastat                         | <input type="checkbox"/> Diapers/Depends   |
| <input type="checkbox"/> Insulin                         | <input type="checkbox"/> Chux  |
| <input type="checkbox"/> Epi-pen                         | <input type="checkbox"/> Dentures  |
| <input type="checkbox"/> VNS Magnet                      | <input type="checkbox"/> Glasses   |
| <input type="checkbox"/> Glucometer + testing equipment  | <input type="checkbox"/> Hearing Aids  |
| <input type="checkbox"/> Cell Phone                      | <input type="checkbox"/> Change of clothing for each resident                              |
| <input type="checkbox"/> Wheelchair                      | <input type="checkbox"/> Pet Supplies (food, collar, leash, cage, vaccination information) |
| <input type="checkbox"/> Walker                          | <input type="checkbox"/> House/resident money  |
| <input type="checkbox"/> Cane                            | <input type="checkbox"/> Staff driver's license  |
| <input type="checkbox"/> Gait Belt                       | <input type="checkbox"/> Med Cups (paper & plastic)  |
| <input type="checkbox"/> Oxygen                          | <input type="checkbox"/> Chest Vest  |
| <input type="checkbox"/> Feeding tube supplies           | <input type="checkbox"/> Nebulizer   |
| <input type="checkbox"/> Food for feeding tube           | <input type="checkbox"/> Treatment equipment   |
| <input type="checkbox"/> G-tube supplies                 | <input type="checkbox"/> Food and manual can opener  |
| <input type="checkbox"/> Thick-It                        |  |
| <input type="checkbox"/> Utensils/Blender/Food Processor |  |

## Annex 1

### Communications Directory and Emergency Management Group Information

Emergency Management Group EMG 301-663-8811

CEO	Michael Planz x 1213
Residential Services Director	Sandy Illig x 1205
Senior Residential Coordinator	Debra Oehler x 1214
Director of Day Programs (ROW & Voc)	Tom Buttner x2228
Vocational Program Manager	Karen Keegan x 2230
SSD Director	Carlota Salter 2206
SSD	Donna Fuss x 2231
SSD Executive Manager	Jessica Troxell 2225
SS Administrative Coordinator	Meghan Beauchamp x 2207
Director of Human Resources	Kim Daigre x 1221
Residential Coordinators	Debra Oehler x 1214 (Senior RC)
	Farhan Akhtar x 1230
	Assunta Hage x 1216
	Martha Weeks x 1215
	Matt Cora x 1233
	Rhonda Ryan R.N. x 1219
Director of Training/Emergency Plan Nurses	Jalika Hammond x 1220
	Stella Mensah x 1232
	Joyce Olabisi x 1204
	Jeff Griffin x 1210/Erin Arnold x 1211

Health Services

Other Personnel

#### **Allegeny Power – 1-800-255-3443**

Kolb Electric – 301-293-9500

Warner Plumbing & Heating-301-662-5387

Roto Rooter – 301-695-1750

Health Department – 301-600-4786

#### **Day Programs**

Change 410-876-2179

Goodwill 301-662-0622

Spectrum Supports 301-791-1242

CLI's Annex 301-378-9631

Scott Key Center 301-600-1600

Soldier Fit 240-457-4630

UCC2 301-663-8700

Way Station 301-662-0099

HDC 301-293-6055

#### **Other Contact Information**

Website for Frederickcountymd.gov Click on Emergency Management

Weather Channel (Channel 30)

#### **Radio and Television Stations**

WFRE 99.9 FM

Frederick County TV Channel 19

City of Frederick Channel 99

WAFY Key 103.1 FM

Frederick County Schools Channel 18

NBC 25 WHAG-TV