



Policies and Practices
Infection Control – Bioterrorism and Disaster Preparedness
Disaster Training

Policy Statement

This facility has established training and education programs that provide specific guidance and instruction on the proper handling of a crisis or disaster situation.

Policy Interpretation and Implementation

1. Staff members, contract employees, and volunteers are trained upon hire and at least annually on the community’s emergency preparedness and response plan and procedures.
2. Exercises, drills, and simulations are conducted on all levels of management within the organization and not just confined to routine fire or evacuation drills.
3. The main objectives for the training are:
 - a. to provide staff with relevant information on emergency procedures and emergency management in compliance with local, state, and federal guidelines, as well as nationally recognized standards and best practices;
 - b. to foster a “culture” of emergency preparedness within the facility to help ensure the safety of residents, families, visitors, and team members; and
 - c. to help ensure that proper planning, response, and recovery programs are in place and are appropriate for the facility.
4. Training exercises are conducted annually to test the emergency plan. Training exercises include all of the following:
 - a. unannounced drills using the emergency procedures;
 - b. community based, or facility based full-scale; and
 - c. community based or facility based “table top” exercise that includes a group discussion led by a facilitator using a narrative scenario with problems and questions designed to challenge an emergency plan.
5. Emergency training exercises, drills, and simulations are conducted in accordance with all applicable local, state, and federal guidelines.
6. Training topics presented to facility staff on a regular basis include the following subjects:
 - a. Discovering/Reporting an Emergency Situation;
 - b. Sounding the Alarm/Initiating Emergency Procedures;
 - c. Using, maintaining, and operating emergency equipment;
 - d. Emergency Code System;
 - e. Fire Control and Extinguishment;
 - f. Implementing evacuation, shelter-in-place and relocation procedures;
 - g. Accessing emergency medical information, equipment, and medications for residents;
 - h. Transfer Trauma;
 - i. Evacuation Carries and Maneuvers;

- j. Locating and shutting off utilities;
- k. Severe Weather Awareness and Procedures;
- l. Sheltering-in-Place Principles and Procedures;
- m. Emergency Response/Succession of Command;
- n. General principles of the National Incident Management System (NIMS) and the Incident Command System (ICS); and
- o. Utilizing community support services.

7. An annual schedule of exercises, drills, and simulations is maintained to help ensure compliance with regulations as well as meet recommended practices.
8. Disaster training is organized and conducted by qualified persons within the organization or from other credible resources, such as local emergency responders, qualified vendors, and consultants.
9. Outside resources, including local emergency responders, local emergency coordinator, and other appropriate persons or agencies are invited periodically to participate in, observe, and evaluate internal exercises and drills.
10. An actual natural or man-made emergency that requires activation of the emergency plan will satisfy the annual training requirement.
11. All exercises, drills, and simulations are documented and include the individuals who participated, issues identified, an analysis of the response and any revisions made to the plan.
12. Documentation of training is maintained for at least two years.

| References | |
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| Related Documents | http://www.fema.gov/emergency/nims/nimstraining |
| Generations Revision | March 2020 |
| Version | 1.2 (PEMAPL0009) |