



Activation of Emergency Management Plan

Infection Control – Bioterrorism & Disaster Preparedness

Policy Statement

The facility has emergency response guidelines and procedures for activation of an emergency response.

Policy Interpretation and Implementation

1. Any staff member aware of a crisis or disaster situation must notify his or her immediate supervisor and/or the Administrator.
2. In the event of a crisis or disaster situation (or notification of the potential for one), the most qualified staff member (in respect to the Incident Command System) on duty at the time assumes the Incident Commander position.
3. The facility ensures that all staff members are trained on the Incident Command System and identifies qualified/trained individuals who may assume the role of Incident Commander throughout the facility on all shifts.
4. The Incident Commander, in conjunction with the Administrator (if the Administrator does not function as the Incident Commander), has the responsibility to declare a situation a disaster and to activate the Emergency Management Plan.

Procedure

1. Communicate the appropriate code to bring leadership staff to the pre-designated Incident Command Post and alert the facility of a disaster status.
2. Instruct staff to remain in their assigned areas to begin implementation of related emergency procedures and then report to the Incident Command Post as called.
3. Activate the recall roster if the Incident Commander determines the situation requires such action.
4. If staff members are called in from home to respond to the emergency, they do so after rendering their families safe and will report to the facility in a safe manner.
5. Activate the appropriate parts of the plan, based on the type of disaster that has occurred.
6. Notify the following as needed:
 - a. Emergency Management Services–CALL 911 if not already notified;

- b. Administrator, Director of Maintenance and Director of Nursing to potentially activate Recall Roster;
 - c. Other key individuals within the organization (owner, corporate contact); and
 - d. Local, regional, tribal and state Emergency Management agencies, and State Licensing and Certification agencies.
7. Follow the guidance provided in the plan for the specific crisis or disaster situation.

References	
References	
Related Documents	Activation of Incident Command System (ICS) Call-In of Off-Duty Personnel/Recall Roster Incident Action Plan (IAP)
Generations Revision	January 2020
Version	1.2 (PEMAPL0019)