

Emergency Preparedness Plan

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1 INTRODUCTION

Each year as hurricane season begins we all hope that the tropical weather does not bring storms that develop into hurricanes, and if they do, we hope they never make landfall. As we all know from weather history, hope is not a plan, so we must prepare for the worst. This plan is intended to prepare the physical community for the effects of hurricanes or tropical storms.

Hurricane season officially starts June 1 of each year and ends November 30. During this time, it is extremely important to remain prepared and to consistently verify that all supplies, plans and procedures are readily available and finalized in the event of impending or imminent landfall of a storm. Also, ensure that transportation agreements are checked, and if necessary, that new agreements are established no later than October 1 so that coverage is maintained through the next year.

Listed in this manual are commonly needed supplies, tasks to be completed, and tips to better prepare for hurricanes and tropical storms. Use this manual in conjunction with individual community plans for evacuation, relocation or sheltering.

2 SUPPLY LIST

Below is a list of necessary supplies for each community. At minimum, verify the list monthly to ensure the community is ready at a moment's notice. Quantities are subject to change for community's needs.

1. Plywood
2. Hurricane clips, screws, nails, roofing nails
3. Tarps and plastic
4. Painters tape and duct tape
5. Water jugs
6. Fifty (50) gallon drums (collapsible) and hand pump for gas for generator
7. Food and water for three (3) plus days
8. Disposable dishes for three (3) plus days
9. Satellite phone – ships from home office prior to a storm
10. Grill
11. Charcoal
12. Garbage cans (fill up with water prior to hurricane to have extra water)
13. Fill up large garbage bags with ice and put in walk in freezer
14. Drills, hammers, screwdrivers
15. Cash – provided by home office prior to a storm
16. Hand sanitizer
17. Fans
18. Weather radio
19. Sand bags (if needed)
20. Matches and lighters
21. Coolers (families and associates can bring them in with their personal drinks and food)
22. Resident hurricane storage box (stored under each bed) to be used to pack necessary personal items
23. Buckets
24. First aid supplies
25. Batteries (assorted)
26. Flashlights

- 27. Rope
- 28. Safety items (hardhats, safety glasses, gloves, rain coats or ponchos, rain boots)
- 29. LED rope and emergency lighting (corridors, bathrooms, etc.)
- 30. Extra phone chargers and packs
- 31. Vehicle tanks fully fueled
- 32. Extension cords (quantity determined at community)
- 33. Power strips
- 34. Cots/blow up mattresses
- 35. Portable a/c units
- 36. Portable generators and extra fuel
- 37. Door alarms (exterior or access doors only, especially for memory care units)

3 IMPORTANT COMMUNITY INFORMATION

Local Authorities Contact (county/city EMS)	Ascension Parish Homeland Security
Notification to the State – HHSC, ADPH, OSHA	GOHSEP
Evacuation Sites and Contacts	Regency House
Emergency Transportation Company	USA BusCharter

2 hr 22 min (147 miles)
via U.S. Hwy 190 W and I-49 N
Fastest route, the usual traffic

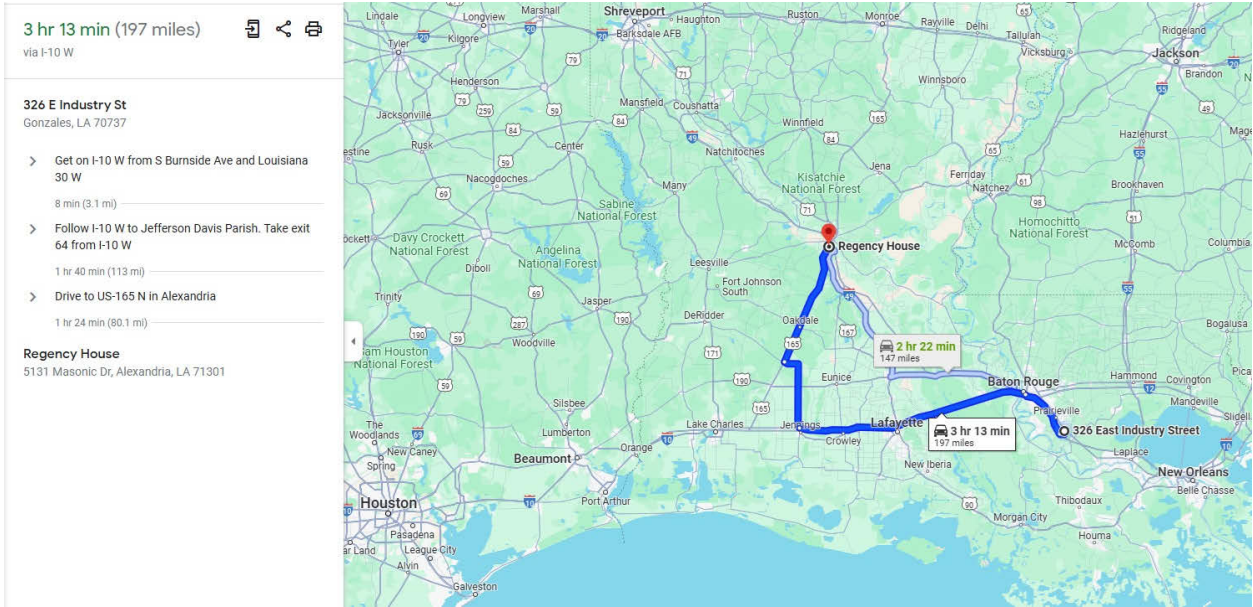
326 E Industry St
Gonzales, LA 70737

- > Get on I-10 W from S Burnside Ave and Louisiana 30 W
8 min (3.1 mi)
- > Follow I-10 W to West Baton Rouge Parish. Take exit 151 from I-10 W
24 min (26.0 mi)
- > Get on I-49 N/US-167 N in St. Landry Parish
54 min (52.8 mi)
- > Follow I-49 N to US-167 BUS N/US-71 N/U. S. Hwy 71 N in Rapides Parish. Take exit 80 from I-49 N
50 min (61.1 mi)
- > Continue on U. S. Hwy 71 N. Drive to US-165 S/Masonic Dr in Alexandria
6 min (3.7 mi)

Regency House
5131 Masonic Dr, Alexandria, LA 71301

The map displays a route starting at 326 East Industry Street in Gonzales, Louisiana, heading north on I-49 N, then west on I-10 W, and finally south on I-49 N to Regency House in Alexandria, Louisiana. The route passes through Shreveport and Ruston. Major highways shown include I-49, I-10, I-55, and I-20. Landmarks like Ouachita National Forest and Kisatchie National Forest are also visible.





List of Providers we are in contact with during this time:

Food	Performance Foodservice
Transportation	USA BusCharter
Gas	Gonzales City Utilities
Water	Gonzales City Utilities
Generators	Cummins Sales & Service
Pharmacy	Carmichael's Pharmacy

4 TASKS TO COMPLETE PRIOR TO HURRICANE

1. Send letter to associates for the responsibilities before, during and after a hurricane:
2. Create hurricane binder to grab and go including:
 - a. Resident names and contact info
 - i. Medications, charts, oxygen, and adult protective garments (APGs)
 - b. Associate names and contact info
 - c. Family names and contact info
 - d. Emergency Contacts
3. Ensure each resident has one (1) labeled plastic storage bin that fits under a bed (per resident, kept in their apartment) containing the following clean items:
 - a. Two (2) changes of clothes, including underwear and socks
 - b. One (1) pair of non-slip soled shoe
 - c. One (1) blanket
 - d. One (1) pillow
 - e. One (1) towel
 - f. Two (2) washcloths
 - g. Toothbrush/toothpaste
 - h. Toilet paper
 - i. Incontinence supplies (if required)
 - j. Flashlight
 - k. Pet food (if applicable)
 - l. One (1) extra phone charger (if applicable)
4. Unplug and cover computers with a waterproof material and secure all documents to protect them from water damage.
5. Secure the perimeter.
6. Obtain a list of what is powered by the generators during emergency back-up including a diagram of those areas highlighted, the run time for the available fuel, and the plan for obtaining and storing fuel.
7. Identify if mobile generators are needed.
8. Have at least one (1) satellite telephone per community.

SHELTERING IN PLACE:

- a. Arrange a plan for associates.
- b. Timelines of hurricane and action steps.
- c. Clean up after hurricane:
 - i. Resident refrigerators – throw away food and clean thoroughly
 - ii. Outside Trash – may be delayed due to storm
 - iii. Roofing and other debris cleaned from exterior

EVACUATING:

- a. Evacuation addendum costs for going with the community.
- b. Who will be going.
- c. One (1) vehicle to carry supplies.
- d. Oxygen – take only what is minimally needed.
- e. Medications – what will be taken w/carts and charts.
- f. First aid supplies.
- g. Hurricane plastic boxes.
- h. Maintenance to stay behind to watch community and let the team know when everyone can return.
- i. Turn off electricity, gas, fire system and power. Secure all doors.

RECEIVING EVACUEES:

- a. Red Cross deliver cots, sleeping bags and pillows.
- b. Order oxygen for those residents needing O₂ ; and medications
- c. Order food to cover the incoming residents, associates and families.
- e. Order extra supplies:
 - iv. First aid
 - v. APGs
 - vi. Toiletries
 - vii. Disposable dishes and utensils
- f. Assure staffing to assist with extra residents.

5 TIPS TO PREPARE FOR AN IMMINENT HURRICANE

The following tips are best for preparations to begin forty-eight to thirty-six (48-36) hours prior to landfall on a path to the community:

1. Inspect and verify that all fire protection equipment such as sprinkler control valves, fire extinguishers and fire pumps are in service. Notify the insurance carrier of any sprinkler impairment, if required by the community policy.
2. Ensure that associates have a current telephone contact list, supplies and equipment (potable water, non-perishable food, first aid supplies, flashlights, walkie-talkies or cellular telephones).
3. Have cash on hand for post-hurricane needs such as buying food and supplies or paying associates and contractors.
4. Anchor or fill above ground tanks with product or water.
5. Fill the fuel tanks of generators, fire pumps, and all company-owned vehicles.
6. Clean out drains, catch basins and roof drains.
7. Cover computers, machinery, and stock with tarpaulins and waterproof covers.
8. Get as many goods as possible off the floor or ship them out of the community.
9. Isolate, neutralize, or remove from the site any chemicals that can react violently with each other.
10. Contact the gas utility. Determine if it is advisable to turn off gas valve.
11. Tour entire grounds. Check landscape, roofs, roof-mounted equipment, signs, doors, window and door covers, electrical systems and the interiors.