



POLICY: Administration Disaster Plan

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PURPOSE: To provide procedures for protecting the health and safety of clients, staff and other individuals on the premises in the event of a disaster. Responsibilities may be assigned to staff and arrangements made to provide medical services if needed by the appointed leader.

This policy is for the Sun Health administrative office locations, including Administrative offices A and B and Mountain View, which provides guidance in the following situations:

- Fire
- Bomb Threat
- Active Shooter
- Weather Emergency
- Long-term Power Outage
- Toxic Plumes
- Pandemic Influenza/Virus

Content:

- A. The disaster plan will be reviewed at least every 12 months
- B. An evacuation drill will be conducted at least every 12 months at each administrative office location.

Emergency Procedures Plan: The Emergency Procedures plan has been established to provide direction in emergencies that ensure the safety of clients, visitors and staff.

Emergency Codes: Sun Health uses the following Codes to indicate emergency situations on each of its campuses, including the Administrative buildings:

- Red: Fire Emergency
- Pink: Missing Resident
- Green: Severe Weather/Natural Disaster
- Black: Utility Outage
- Orange: Hazardous Materials Incident
- Grey: Workplace Threat of Violence
- Brown: Nuclear Power Plant Emergency
- White: Terrorist Attack
- Yellow: Suspicious Package/Bomb Threat
- Blue: Medical Emergency
- Purple: Epidemic/Pandemic Episode
- Active Shooter: (Common language code – color will not be used)

Incident Command: Depending on the nature of the code or issue, an Incident Command may be called at one or more campuses. If the same event affects more than one campus,

POLICY: Administration Disaster Plan

Incident Command may be called at Administrative level to support the affected campuses and assist with allocation of resources across the enterprise.

Emergency Equipment: Emergency equipment is maintained in the common areas of our Administration buildings as noted below:

- Basic First Aid Kit-maintained in Betty's Kitchen in the Center for Health & Wellbeing (CHW) in Building B and in the kitchen within the Mountain View building.
- Automatic External Defibrillator (AED) - Hallway by bathrooms in Bldg. B.
- Fire Extinguisher-throughout all buildings in the hallways.

A. In the event of an emergency:

1. Staff will initiate Emergency Response System by dialing 911
2. Staff may provide basic first aid if trained
3. Staff may initiate CPR if trained and utilize the Automated External Defibrillator (AED) if trained

B. In the event of an evacuation, staff is trained on the evacuation plan and procedures for their department during their departmental orientation.

C. The AED machine located in the hallway next to the restrooms will be maintained per manufacturer recommendations to ensure its proper function by the CHW staff. Monthly battery checks are completed and documented by the CHW staff.

1. Battery life for the AED is 5 years as are the electrodes. Replacement electrodes are available in the event the AED is used.

Follow this link to learn how to change out the batteries.

https://youtu.be/xa5Ez_jJlFM

2. This link will explain how to set up and maintain the unit.

<https://youtu.be/A6CE2jQ7VXw>

3. Self-Test checks-

- a. Hold the on and off button in the bottom right hand corner for 5 seconds. A click can be heard. Let go of the button. In about 15 seconds you should hear "unit ok" and a green check mark will appear in the window on the left of the handle.
- b. This has checked battery capacity, electrode connection, Electrocardiogram and Charge/discharge circuits, microprocessor hardware and software, CPR circuitry and CPR-D sensor and audio circuitry.

Fire Safety Plan: The Fire Safety Plan has been established to provide an environment protected from predictable fire emergencies. The plan provides processes for the safety of patients/clients, staff, volunteers, visitors as well as property from fire, smoke, and other products of combustion and to provide for the safe use of buildings and grounds.

A. In the event of a fire or other related emergency, staff will:

1. Follow the procedures outlined in R.A.C.E.
2. Rescue: those that are in immediate danger
3. Alarm: the fire alarm system by pulling a fire alarm pull station, call the facility emergency number or 911 for off-site location to report the emergency
4. Contain or confine: the fire and or smoke by closing doors and windows

POLICY: Administration Disaster Plan

5. Extinguish: If the fire is small and can be extinguished by a fire extinguisher follow the procedures outlined P.A.S.S.
 - i. Pull the pin
 - ii. Aim at the base of the fire
 - iii. Squeeze the handle
 - iv. Sweep side to side
6. Or Evacuate: staff and visitors in the following order as determined by emergency and leadership:
 - a. Limited evacuation – move staff and visitors from the area of immediate danger to an area of refuge
 - b. Horizontal evacuation – move staff and visitors to the exterior of the building
 - c. Total evacuation – Leadership will advise staff, if a total evacuation is required outside of the building based on the emergency.
7. New employees are orientated to the facility and their department to learn about specific fire safety response actions including fire extinguishers, evacuation routes, and the department evacuation meeting point outside of the facility.
8. Employees receive refresher training on fire safety on an annual basis.
9. Employees' fire safety knowledge is evaluated on an annual basis during fire drills including the location of fire extinguishers, evacuation routes, fire procedures, use of an extinguisher and the department evaluation meeting point outside the facility.

Bomb Threat Plan: The Bomb Threat Plan has been established to define processes to respond effectively to events that pose an immediate danger to the health and safety of patients, staff, and visitors.

The plan will communicate a timely and coordinated response to bomb threats or suspicious devices to ensure an effective response to an emergency through the appropriate use of entity resources and mitigate the effects of an emergency on the entity's operations and mission.

- A. Steps to follow in the event of a called in threat:
 1. Keep the caller on line if possible
 2. Notify another staff member if possible
 3. Determine if possible:
 - a. Can they tell you which building?
 - b. When will it explode? Time frame before explosion.
 - c. Identify any accent of caller, male, female, older, young
 - d. Phone number on caller ID
 4. Use of Bomb Threat report (see attached, C. Appendix)
- B. Evacuation of Building
 1. Call 911 and report providing as much information as possible using the Bomb Threat Report.
 - a. Determine location to meet police/fire, point of contact
 2. Simultaneously evacuate building using the evacuation routes and put distance between buildings. Watch for unknown persons/suspects or anything unusual and report to law enforcement or fire officials as staff are exiting.

POLICY: Administration Disaster Plan

3. When encountering suspect Improvised Explosive Devices or detonations follow the “4 C’s” process:

CONFIRM	Always assume the suspect device will detonate and assume presence of secondary devices. Note any strange wires, antennas, or anything “out of place” Communicate location and description of device to responding Police and Fire Units.
CLEAR	Remove people from the immediate area, don’t allow anyone to remain within line of site of the item.
CORDON	Establish safe entry point for responding Police and Fire. Ensure 360-degree evacuation. Observe (do not approach) for any evacuees that may be an attacker and report observation to Police.
CONTROL	Only permit authorized first responders inside cordon.

4. Only authorized first responders will be allowed inside the building until an “all clear” is called.

Active Shooter Plan: The Active Shooter Plan is meant to establish protocols for an active shooter situation. An active shooter is defined as an individual actively engaged in killing or attempting to kill people in a populated area.

Sun Health will provide training, materials and/or awareness discussions during employee orientation and on an annual basis thereafter, to inform employees of active shooter preparedness plans to ensure:

- A. Employees are aware of Run, Hide, Fight concepts.
- B. Employees are informed of the importance of having a personal plan.
- C. Training is provided during new employee orientation and on an annual basis on the following steps:
 1. How to use more than one option in Run, Hide, Fight
 2. Decide which action is appropriate based on their locations
 3. Staff will understand the response plan and how to lead or direct facility occupants to the nearest evacuation routes (run) and identified secure areas (hide).
 4. Pre-designated assembly points for people who need assistance evacuating.
 - a. Verified points of accessible egress
 - b. Established alert and notification procedures
 - c. Pre-determined communications capabilities
- C. In the event of an active shooter incident, staff will follow their developed exit strategies of Run, Hide Fight concepts dependent on the location of the shooter.
 1. If exiting the building Staff will exit with arms up
 2. Staff will assemble at pre-designated locations.

Weather Emergency Plan: The Phoenix area is subject to monsoon storms which can cause extensive rainfall, high winds, microbursts, blowing dust and flash flooding. These conditions can compromise our work locations and may also restrict the safe movement of employees and supplies to and from these locations. Advance warnings will be provided by the National Weather

POLICY: Administration Disaster Plan

Service and broadcast regularly via TV and radio media. The Executive Leadership Team will work closely with assigned governmental agencies to manage the disaster as this will affect more than the immediate area surrounding the administrative offices.

Weather Warnings are presented in three categories:

A. STATUS YELLOW - Weather Alert - Be Aware

The concept behind YELLOW level weather alerts is to notify those who are at risk because of their location and/or activity, and to allow them to take preventative action. It is implicit that YELLOW level weather alerts are for weather conditions that do not pose an immediate threat to the general population, but only to those exposed to risk by nature of their location and/or activity.

B. STATUS ORANGE - Weather Warning - Be Prepared

The category of ORANGE level weather warnings is for weather conditions which have the capacity to impact significantly on people in the affected areas. The issue of an Orange level weather warning implies that all recipients in the affected areas should prepare themselves in an appropriate way for the anticipated conditions.

C. STATUS RED - Severe Weather Warning - Take Action

The issue of RED level severe weather warnings should be a comparatively rare event and implies that recipients act to protect themselves and/or their properties. This could be by moving employees out of the danger zone temporarily, by staying indoors or by taking other specific actions aimed at mitigating the effects of the weather conditions.

Based on the weather situation, a decision will be made to evacuate or shelter in place:

- Imminent threat and safe to evacuate, notification of all staff to exit the building and go to the Colonnade and enter via the side employee door.
- Imminent threat and not safe to evacuate- shelter in place

Long Term Power Failure Plan: Extensive or prolonged failure of any of the main utilities can constitute an emergency. Power cuts and loss of other utilities can happen at any time and with little warning. In the event of extended power loss to our administrative buildings, certain precautionary measures should be taken depending on the geographical location and environment of the building.

- Electronics such as laptops can be unplugged and taken out of the building in the same manner as working out of the office.
- If power outage is more than 24 hours, moving staff to another community building would be an option to enable resumption of work. Sun Health IT would need to be included in this process and would most likely facilitate the move of electronics and phones.
- Loss of Internet procedure for Sun Health can be found in the Business Continuity Plan (BCP) that addresses mobile computing, prioritizing business applications (VISION, Kronos, Outlook, etc) Internet redundancy, etc.
- Unnecessary electrical equipment and appliances should be turned off if power restoration would surge causing damage to electronics and effecting sensitive equipment
- During freezing temperatures, the equipment listed below should be turned off and the following lines should be drained:
 - Fire sprinkler system
 - Standpipes
 - Potable water lines
 - Toilets
- Equipment that contains fluids that may be damaged due to long term exposure to freezing weather or excessive heat should be moved to areas where auxiliary sources for heat or

POLICY: Administration Disaster Plan

cooling can be provided.

- Upon restoration of heat and power:
 - Electronic equipment should be brought up to ambient temperatures before energizing to prevent condensation from forming on circuitry.
 - Fire and potable water piping should be checked for leaks from freeze or excessive heat damage after the heat or AC has been restored to the facility and water turned back on.

Toxic Plumes Exposure Plan: Sun Health's administrative office buildings are located within a quarter of a mile of both a railroad spur and a major highway. Toxic materials are transported in rail cars and in trucks. Both the rail cars and trucks may become involved in accidents that cause toxic plumes that may require an evacuation.

In the event of a toxic plume, the Executive Leadership Team will work closely with assigned governmental agencies to understand the severity of the situation and decide whether staff should evacuate or shelter in place:

- Imminent threat and safe to evacuate, notification of all staff to exit the west side of the building and go to the Colonnade and enter via the side employee door.
- Imminent threat and not safe to evacuate- shelter in place
 - If sheltering in place, a representative of the Environmental Services department should immediately stop all air intake fans.

Pandemic Influenza/Virus Plan: The following procedure should be utilized in the event of a Pandemic Influenza/Virus outbreak.

Awareness and Surveillance Stage:

1. "Code Purple" should be announced when a novel virus is increasing and sustaining human-to-human spread in the United States and cases are occurring in Arizona.
2. Chief Executive Officer and Executive Leadership Team are notified if not on the premises. The Recall Roster is activated if warranted.
3. The Executive Leadership Team and essential staff should meet as the "Code Purple" team for briefing and instructions. They should determine how frequent the meetings will occur and by what means (conference call, video chat, etc.)
4. Contact local and state health departments to discuss the availability of testing, vaccines and antiviral medications, as well as recommendations of usage.
5. Employees, contract employees, visitors and vendors, should be evaluated daily for symptoms. Employees should be instructed to self-report symptoms and exposure. Follow CDC, Arizona Department of Health Services and Maricopa County Dept. of Public Health guidelines for screening specific to each virus/flu. Put up signs on entrances to the building to communicate screening guidelines.
6. Follow CDC, Arizona Department of Health Services and Maricopa County Dept. of Public Health guidance in regard to managing high-risk employees and guidelines as to appropriate working conditions and when infected employees can return to work.
7. Adherence to infection control policies and procedures is critical. Post signs for handwashing, cough and sneezing etiquette and social distancing recommendations. Assure that adequate infection control materials including disinfecting liquid and/or wipes and hand sanitizer is present in all work areas.

POLICY: Administration Disaster Plan

8. The CEO shall designate a leader to serve as a Pandemic Response Coordinator who will monitor public health advisories (federal and state) and updating the Code Purple team, particularly when pandemic flu has been reported in the United States and is nearing the specific geographic location.
9. Develop education specific to employees about the virus/flu so that they may be prepared and keep themselves, their families, their work colleagues and Sun Health constituents healthy and safe as possible.
10. Plan needed communication to constituent groups such as Board members, staff, residents, members, clients and the community at large. All communications to be developed by or approved by Human Resources and Marketing departments. One voice is needed to communicate all needed messages to ensure consistency and timeliness of information.

Initial Infection Stage:

As the flu/virus activity increases in the area, the Code Purple team should consider implementation of the following:

1. Develop a protocol to monitor the incidence of illness in employees.
2. If necessary, to minimize the spread of the illness among employees, consider the following:
 - Close the office to visitors and vendors
 - Deploy staff home to work from home
 - For those staff who require access to sensitive documents such as patient files or financial information, assure these staff are undertaking appropriate social distancing in the workplace and/or have access to private offices
 - Add additional infection control processes to all common areas and high-touch areas such as door handles, conference room tables, restrooms, etc.
 - Monitor employees in the workplace through appropriate screening mechanisms such as daily temperature taking
3. Increase frequency of Code Purple meetings to share information and plan necessary response.
4. Plan needed communication to constituent groups such as Board members, staff, residents, members, clients and the community at large. All communications to be developed by and/or approved by Human Resources and Marketing departments. One voice is needed to communicate all needed messages to ensure consistency and timeliness of information.

Infection Spread:

1. If an employee or visitor is found to have exposed others in the workplace or if any of the Sun Health Communities are having outbreak and their ability to care for residents/patients:
 - a. Assure appropriate notification of other potentially exposed employees, residents or visitors
 - b. Conduct a professional terminal cleaning of all potentially affected work areas.
2. If at any time our ability to conduct business, staff critical positions or serve our residents is impacted by the spread of the influenza/virus, activate the Incident Command System (ICS) and implement the disaster plan to initiate necessary responses and communications. The most qualified staff member (in regard to the Incident Command System) on duty at the time assumes the Incident Commander position.
3. Implement contingency staffing plans as needed.

POLICY: Administration Disaster Plan

4. In addition to communications needed for the ICS, the Pandemic Response Coordinator is responsible for communications with the public health authorities during a pandemic.
 - a. Maricopa County Department of Public Health 602-344-5011
 - b. Arizona Department of Health Services 602 364-2690
5. Plan needed communication to constituent groups such as Board members, staff, residents, members, clients and the community at large. All communications to be developed by or approved by Human Resources and Marketing departments. One voice is needed to communicate all needed messages to ensure consistency and timeliness of information.