

**Plan  
Activation**

**Emergency  
Procedures**

**Incident  
Command  
System (ICS)**

**Full Building  
Evacuation  
(FBE) Plan**

**Emergency  
Resources  
and Listings**

**Disaster  
Recovery  
Plan**

**Emergency  
Management  
Plan**

**Appendices**

## Plan Activation

[Activation of Plan](#)

[Command Center Operations](#)

[Communications during a Disaster](#)

[Resources and Assets](#)

[Department Rapid Assessment Form](#)



## Emergency Procedures

### [Active Shooter](#)

### [Bioterrorism / Terrorism](#)

National Terrorism Advisory System Terrorism Response Algorithm

### [National Terrorism Advisory System](#)

### [General Actions Applicable to All Staff](#)

Department-Specific Action Guidelines

Administration / Incident Commander

### [Food Services](#)

### [Housekeeping](#)

### [Laundry](#)

### [Maintenance](#)

### [Nursing Staff](#)

### [Reception Staff](#)

### [Security](#)

### [Social Services / Pastoral Care](#)

### [Supply / Receiving Area](#)

Recovery from Bio-Terrorism Incident

Inspection and Handling of Suspicious Packages / Envelopes

Telephone procedures – Terrorism Threat Checklist

### [Infection Control Practices for Resident Management](#)

### [Bomb Threat / Suspicious Package](#)

### [Building Lock-down](#)

Carbon Monoxide Alarm Activation

Civil Disturbance / Demonstrations

Contamination of the Outside Air (fire, smoke, chemical, radiological)

Disaster Staffing / Credentialing and Privileging

### [Earthquake](#)

### [Fire](#)

Flood (Internal & External)

Hazardous Material Spill or Leak

Hostage Taking / Person with a Weapon

Hurricane

Loss of Central Services:

Loss of Air Conditioning / High Heat

Loss of Cooking Ability

Loss of Electric Service

Loss of Electric Service During Dialysis

Loss of Emergency Generator Power

Loss of Elevator Service

Loss of Fire Protection Systems

Fire Watch Checklist

Loss of Heating System

Loss of Information Technology

Loss of Natural Gas

Loss of Oxygen / Vacuum

Loss of Parking / Inability to Commute to Facility

Loss of Sewer / Toilet System

Loss of Steam Pressure

Loss of Telephone Service, Internal Communications, Nurse Call

Loss of Water Service / Contamination of Water Supply

Loss of Water Service During Dialysis

### [Missing Resident](#)

Missing Resident Information Sheet

Missing Resident Checklist

Natural Gas Odor / Leak

Security Situation

Snow Emergency / Ice Storm

Surge Capacity Plan

Tornado / High Winds

Volcanic Eruption

Wildfire



## Active Shooter Situation Response - Code Silver

An active shooter is defined as a person or persons who appear to be actively engaged in killing or attempting to kill people in the building or on the campus.

In most cases active shooters use a firearm(s) and display no pattern or method for selection of their victims.

### GENERAL ACTIONS APPLICABLE TO ALL STAFF

- The first employee to identify an active shooter situation:
  - Should call the emergency number (x\_\_\_\_) and announce a Code **Silver** (with the location of the incident) and a description of the person(s) with the weapon, and type of weapon, if known.
  - Evacuate residents, visitors and staff from immediate area, if safe to do so.
- If an Active Shooter comes into the area where you are and enters your unit, office or meeting room, you should:
  - Try to remain calm. Try not to do anything that will provoke the active shooter.
  - If there is no possibility of escaping or hiding, only as a last resort when your life is in imminent danger should you make a personal choice to attempt to negotiate with or overpower the shooter.
  - If the active shooter(s) leaves the area, barricade the room or go to a safer location.
- At a location distant from the active shooter, such as on a different unit or floor, or if you are not able to leave the area safely:
  - Remain calm.
  - Warn other staff and visitors to take immediate shelter; protect residents.
  - Go to a room that can be locked or barricaded. Lock and barricade doors or windows, turn off lights and close blinds, block windows if possible.
  - Turn off radios or other devices that emit sound. Silence cell phones.
  - Keep yourself out of sight and take adequate cover/protection (i.e., concrete walls, thick desks, filing cabinets).
  - Have one person call 911 and state: "<This is (name) at (facility name & address) we have an active shooter in the building (give your exact location), gunshots fired."
- If you are in an outside area and encounter an active shooter, you should:
  - Try to remain calm.
  - Move away from the active shooter or the sound of gunshot(s) and/or explosions(s).
  - Look for appropriate locations for cover/protection (i.e., brick walls, retaining walls, parked vehicles, etc.).
  - Call 911 and provide the information listed above.

