

# Initial RCFE Administrator Certification



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# Online Class Rules

## Navigation Tips and Features of this class:

- This class is narrated.
- The class and each slide is timed. You must wait until the narration for each slide is complete.
- Press the next slide button at the bottom of each slide to go to the next slide.
- You may view and listen to a prior slide by using the back button at the bottom of each slide.

# Online Class Rules

## Navigation Tips and Features of this class:

- Throughout the course, there will be short quizzes. These will prepare you to take and pass the final test.
- The final test is 20 questions that you must pass in order to complete this section of the online Certification course. If you do not pass the test, you will be directed to retake the test.

# DSS Training Requirements

Per DSS requirements, this segment of the 20 hour online RCFE Initial Certification Program will focus on:

- ✓ Building and Safety
- ✓ Working with the Fire Department
- ✓ State Building Codes
- ✓ Disaster Planning

# Definitions

“DSS” = Department of Social Services

“AB” = Assembly Bill

“SB” = Senate Bill

“LPA” = Licensing Program Analyst

“RCFE” = Residential Care Facility for the Elderly

“FEMA” = Federal Emergency Management Agency



# Definitions

“Ambulatory” = DSS defines this as “a person who is capable of demonstrating the mental competence and physical ability to leave a building without assistance of any other person or without the use of any mechanical aid in case of an emergency.”

“Non-ambulatory” = DSS defines this as “a person who is unable to leave a building unassisted under emergency conditions. It includes any person who is unable, or is likely to be unable, to physically and mentally respond to a sensory signal...or to an oral instruction relating to fire danger.”

# Sources

Many sources were consulted to create this course content. They include:

- Department of Social Services regulations
- American Red Cross
- FEMA
- California State Fire Building Codes (California Building Standards Commission)

# Working with the Fire Department

If you are applying for a facility license, you must provide DSS with a form titled “Local Fire Inspection Authority Information Required by the Department of Social Services, Community Care Licensing Division” (LIC 9054) form.

You will need to find out who your local RCFE fire inspector is and list their name and address (you can usually find this on the city’s website).

# Working with the Fire Department

When DSS receives your license application, they will generate an 850 form; it is sent directly to the fire inspector you listed on the 9054 form.

The fire inspector will then contact you to set up an appointment for the inspection.

When the inspection is complete and approved, the fire inspector will send a report directly to the LPA at DSS. You may not receive a copy of this.



# Preparing your Building for a Fire Inspection

Let's discuss how to prepare your facility for the initial fire inspection.

1. You need to determine what your capacity will be. What is capacity? DSS defines this as "...the maximum number of persons authorized to be provided services at any one time in any licensed facility." How is this determined?

Link to the OC Fire Authority guideline:

[www.ocfa.org/Uploads/CommunityRiskReduction/OCFA%20Guide-F03-Residential%20Based%20Care%Facilities.pdf](http://www.ocfa.org/Uploads/CommunityRiskReduction/OCFA%20Guide-F03-Residential%20Based%20Care%Facilities.pdf)

# Preparing your Building for a Fire Inspection

Per Title 22, Section 87158, capacity is determined by several items:

1. Available bedrooms (remember, the maximum per bedroom is 2 residents);
2. Family members or staff living in the house;
3. Number of available staff to meet the care needs of the residents;
4. General size of the common areas; and
5. Physical energy and skills of the licensee as it relates to their ability to meet the needs of the residents.

# Preparing your Building for a Fire Inspection

2. If you will be applying for a capacity of more than 6, you will be required to have sprinklers throughout your facility. If you are applying for 1-6 capacity, sprinklers are not required.
3. If you are asking for more than 6 capacity, you will also need a Conditional Use Permit from the city. Oftentimes, this is difficult to obtain.

# Preparing your Building for a Fire Inspection

## 4. Your goal is to ask for your entire facility non-ambulatory cleared.

Do you have bedrooms on floors higher than the first floor? Do you have an elevator? Is your facility built of concrete? Do you have sprinklers and fire doors throughout the facility?

If the answer is NO to all of the above, you will most likely NOT receive a non-ambulatory clearance above the first floor.



# Preparing your Building for a Fire Inspection

## 4. Non-ambulatory clearance (cont'd):

Hint: ask your fire inspector what would need to be done structurally in order to get the entire facility non-ambulatory cleared. It may mean replacing windows with doors or creating exterior concrete walkways.

# Preparing your Building for a Fire Inspection

## 4. Non-ambulatory clearance (cont'd):

Why does getting a full non-ambulatory clearance matter?

The majority of our residents coming to RCFE's are non-ambulatory. These residents can ONLY reside in a room/apartment that has been cleared for non-ambulatory (whereas ambulatory residents can live in any type of room). What if your ambulatory resident falls and now needs a walker? If you do not have a non-ambulatory room to move them to, then they must move out!

# Preparing your Building for a Fire Inspection

## 4. Non-ambulatory clearance (cont'd):

You will also want to ask for at least 1 room cleared for a bedridden resident (more in a larger facility).

Generally, this room will need an exit through a door or sliding glass door (minimum 32") to (possibly) a concrete path (depending on your city's fire department regulations).

# Preparing your Building for a Fire Inspection

5. You must have at least one fire extinguisher available (in a small facility) and multiple extinguishers in larger facilities (check with your city's specifications).
6. You must also have at least one carbon monoxide detector (see following slide for details).



# Carbon Monoxide Detectors

The State's Building Code has been modified to require carbon monoxide (CO) devices.

- ❑ The detector must sound an audible warning once carbon monoxide is detected;
- ❑ It also must be powered by a battery, or if it is plugged in, have a battery for a backup; and
- ❑ The detector also must be certified by national testing labs, such as the Underwriters Laboratories (the packaging on the carbon monoxide detector will state this).

# Preparing your Building for a Fire Inspection

Note: It is important to be respectful to your fire inspector and follow his/her directives.

You will not receive a facility license if you do not receive a fire clearance!

# State Building Codes

The State of California has established building standard codes that are consistent throughout the state, but a city, county, or city and county may establish more restrictive building standards reasonably necessary because of local climatic, geological or topographical conditions.

It is important to ask your fire inspector about any additional code requirements in your city.

# State Building Codes

7+ size facilities are in the  
R-2 Occupancy Group

1-6 size facilities are in the  
R-3.1 Occupancy Group

What does this mean? This  
means that these facilities  
must conform to these  
Group building codes.



# Working with the Fire Department



You must notify the Fire Department when you have a resident that:

- ◆ is on oxygen (within 2 days)
- ◆ becomes bedridden (within 2 days)
- ◆ Or you add bars to your windows
- ◆ Or you renovate, reconstruct or add new construction to your facility

# Working with the Fire Department

It is **IMPERATIVE** that your smoke detectors are fully functioning at all times.

You should always have batteries available onsite and train your staff and residents to **NEVER** disable a beeping detector!



# New Fire Codes

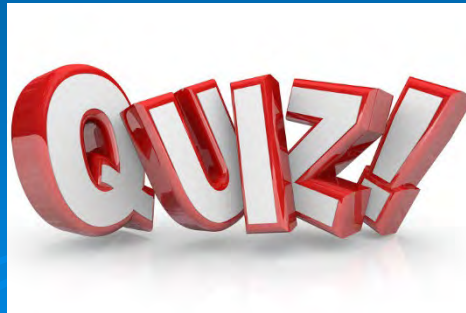
Effective January 1, 2020, from the Office of the State Fire Marshal and approved by the Building Standards Commission:

- New building Code (2019 CBC, Section 1030.1 Exception 2)
- Increased the security and safety of residents in Memory Care units by allowing the windows to be permanently secured to a maximum 4" open position.

# Quiz

This is a short quiz to test your knowledge.

You will not be graded on this quiz – it will help prepare you to take the final test at the end of the course, which you will be required to pass in order to receive credit for this course.



You should only ask for half of your facility non-ambulatory residents as you will have a great mix of ambulatory and non-ambulatory residents.

100%

## Quiz 1

*Quiz - 3 questions*

Last modified: Sunday, April 30, 2017 at 12:35:58 PM

### Properties

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Edit in Quizmaker



Edit Properties

# Building and Safety

Maintenance and Operation regulations are specified in Section 87303.

The following slides will be discussing these regulations.

# Building and Safety

87303(a) states:

The facility shall be clean, safe, sanitary and in good repair at all times. Maintenance shall include provision of maintenance services and procedures for the safety and well-being of residents, employees and visitors.

1. Floor surfaces in bath, laundry and kitchen areas shall be maintained in a clean, sanitary, and odorless condition.

# Building and Safety

Your facility could be brand new or built 100 years ago – it is the cleanliness that matters.

- ❖ Is it free of odors?
- ❖ If you have a pest issue, it is being controlled by an outside exterminator service? How often?
- ❖ Do you have screens on your windows so bugs won't enter the facility?
- ❖ How often do you sweep/vacuum and clean the floors?
- ❖ Is your staff trained to immediately address or bring to your attention any maintenance issues, such as a spill?



# Building and Safety

Per 87303(b), a comfortable temperature for residents shall be maintained at all times:

- Heat the rooms to at least 68 degrees
- Cool the rooms to at least 78-85 degrees or 30 degrees less than the outside temperature
- If the residents have individual heating/cooling units in their room, they may adjust it according to their desire (which will most likely be very warm).

# Building and Safety

87303(c): All window screens shall be clean and maintained in good repair.

87303(d): There shall be lamps or light appropriate for the use of each room and sufficient to ensure the comfort and safety of all persons in the facility.

Question – are you responsible to provide light bulbs for resident-owned lamps? No, unless you promised this in the Admission Agreement.

# Building and Safety

87303(e):

- Water temperature of public faucets must be between 105 and 120 degrees F. But....if it is over 125, just put up a warning sign. (Huh?)
  - It is very important to check this on a regular basis and maintain these temperatures!
- Grab bars are not optional – they must be installed by each toilet and bathtub/shower used by residents.
- Non-skid mats or strips in the showers and bathtubs are also *not* optional – they must be installed.

# Building and Safety

87303(f):

- Trash must be stored in an area (like the side of the house or in a large dumpster) that does not create odors or welcome unwanted “pets”.
- Trash must be picked up at least once a week or more often if necessary.
  - (If you have many incontinent residents using products, you may want to have more frequent pick-up service!)
- Trash cans (except for those large, movable bins) must have tight-fitting lids on them at all times.

# Building and Safety

## 87303(g) – Laundry services:

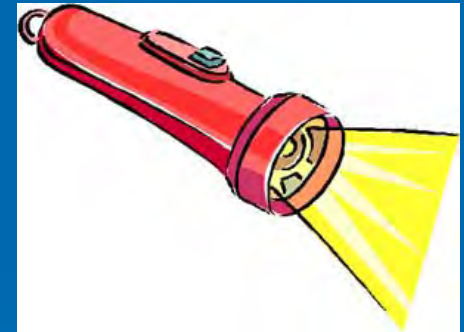
- No resident's personal laundry can go un-done. So who does it?
  - Generally, small facilities provide laundry service free of charge (included in the base rent) but can charge if specified in their Admission Agreement.
  - Larger facilities either have laundry rooms that the residents can utilize or they will charge for laundry services, as specified in their Admission Agreement.
- What about their bed sheets, etc.? The facility is responsible for changing and laundering these at least once a week or more often, if necessary.

# Building and Safety

87303(h):

- Emergency lighting must be available at all times.  
What is this?

Flashlights or battery-powered lighting.



**No candles or open-flame lighting!**



# Building and Safety

## 87303(i) – Emergency Call Systems

- Required for 16+ capacity facilities; and
- All residential facilities having separate floors or buildings

This can consist of either pull cords in the individual units or pendants worn by the residents.

# Your Disaster Plan - Be Prepared



# The Paradise Fire



# DSS Requirements

The Emergency Disaster Plan is discussed in both Title 22 and the Health & Safety Codes.

**Title 22, Section 87212 (RCFE)**  
**H&S 1569.695 (RCFE)**

# Assembly Bill 3098

## Assembly Bill 3098 – Emergency Preparedness

- Went into effect January 1, 2019
- Evacuation chair requirement went into effect July 1, 2019

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

New Requirements (in addition to current Title 22 requirements Section 87212):

1. The LPA will **confirm**, during annual licensing visits, that the Plan is on file at the facility and includes the required content;
2. Staff training – upon hire, quarterly AND annually train on emergency preparedness, including staff responsibilities during an emergency or disaster;



# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

3. Drills, at least quarterly, under varied emergency situations (i.e., earthquake, fire), for each shift and this must be documented.
4. The Plan must be reviewed at least annually by the Administrator or Licensee and updated, as needed (for example, the floor plan changed).

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

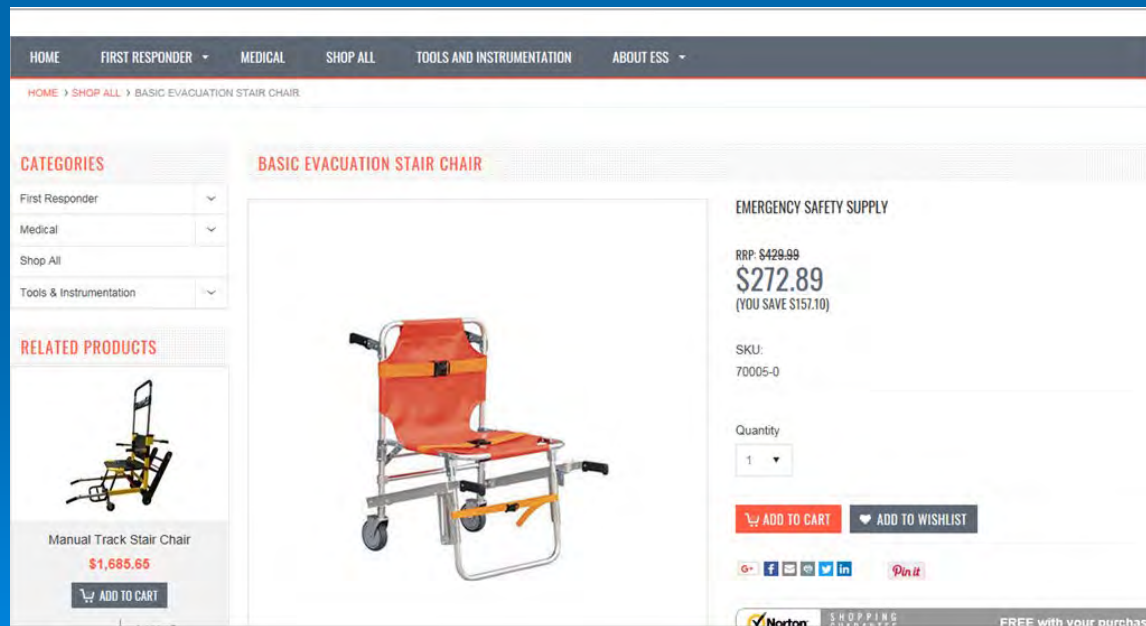
### New Requirements (cont'd):

5. Evacuation chairs were required for multistory buildings starting July 1, 2019. This requirement is one chair per stairwell, not per floor. The next slide shows several chairs. There is no specific requirement on what type of chair you must provide.

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):



# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

6. Identification of two evacuation sites with one being outside of the immediate area (i.e., 25 miles away).
7. Plans for the facility to be self-reliant for a period of not less than 72 hours immediately following any emergency or disaster, including a power failure.

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

8. Procedures for confirming the location of residents during an evacuation.
9. Plan for how residents will contact staff if their emergency call buttons are inoperable.
10. Location and operation of generators, if used.

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

#### 11. Staff access to resident information and vehicle and facility keys:

- All occupied resident units
- All facility vehicles
- All facility exit doors
- All facility file cabinets that contain emergency files, the Disaster Plan, food supplies, etc.



# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

#### 12. Information readily available to facility staff during an emergency:

- A resident roster with the date of birth for each resident (use the LIC 9020A form but this form does not list birthdates – add it!);
- An appraisal needs and services plan (LIC 625 or equivalent) for each resident;

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

#### 12. Information readily available to facility staff during an emergency:

- A list of resident medications that are centrally stored; and
- Contact information for the responsible party and physician for each resident (on the LIC 9020A and/or LIC 601)

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

New Requirements (cont'd):

13. A contact information list of all of the following:
- Emergency response personnel
  - DSS' contact information
  - Ombudsman contact information
  - Transportation providers

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

14. Designated assembly point(s) for use during an evacuation and identification on a facility sketch (LIC 999).
15. Identification of utility shut-off locations.
16. Staff knowledge of their role during an emergency.
17. Communication means with DSS during an emergency.
18. Encouraging residents to participate in drills.

# Assembly Bill 3098

## AB 3098 – Emergency Preparedness

### New Requirements (cont'd):

19. Two methods of communicating during an emergency, and resident/family awareness of those methods.
20. Allowing the Plan to be reviewed by residents, any responsible party, the Ombudsman and local emergency responders – make sure any resident and employee information is kept confidential!
21. New Licensees must submit a copy of their Plan with their initial license application.

# The LIC 610E Form

State of California – Health and Human Services Agency		California Department of Social Services	
Name of Facility and License Number		Administrator of Facility	
Street Address	City	State	Zip Code
Telephone Number	Alternate Telephone Number	Cell Phone Number	
<b>EMERGENCY NAMES AND TELEPHONE NUMBERS (IN ADDITION TO 9-1-1)</b>			
<b>Emergency Contact Name</b>		<b>Telephone Number</b>	
Ambulance/Paramedics			
Fire Department			
Poison Control			
Police/Sheriff			
Office of Emergency Services			
Red Cross			
Transportation Provider(s)			
Community Care Licensing (CCL) Adult and Senior Care Regional Office			
Local Long-Term Care Ombudsman			
Adult Protective Services			
County Mental Health			
<i>Note: Emergency numbers must be posted at the facility.</i>			
<b>ASSIGNMENTS DURING AN EMERGENCY OR DISASTER</b>			
Assignment	Facility Staff Member(s) Responsible		
	Name	Title	
Accessing emergency supplies			
Utility shut-off and if applicable, operation of backup generator			
Provide transportation			
Direct evacuation, assembly of residents to predetermined evacuation site, and person count			
Supervision of residents during evacuation and/or relocation			
Contact local emergency response agencies, CCL, residents' representatives, hospice providers, local Long-Term Care Ombudsman, transportation providers, and others as necessary			

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# The LIC 610E Form

State of California – Health and Human Services Agency		California Department of Social Services
<b>RESIDENT INFORMATION</b> <b>(TO BE READILY AVAILABLE TO FACILITY STAFF DURING AN EMERGENCY)</b>		
<b>Information</b>	<b>Location</b>	
Roster of residents with date of birth for each resident		
Appraisal of resident needs and services for each resident		
Medication list for residents with centrally stored medications		
Contact information for the responsible party and physician for each resident		
<i><b>Note:</b> This information must be located in the facility to ensure all information and records obtained from or regarding residents is kept confidential as required by California Code of Regulations, Title 22, <a href="#">Section 87506</a>, Resident Records.</i>		
<b>UTILITY SHUT-OFF</b>		
<b>Utility</b>	<b>Shut-Off Location</b>	<b>Instructions for Shut-Off</b>
Electricity		
Gas		
Sewer		
Water		
Other		
<b>FACILITY EXIT DOORS</b>		
<b>Exit Door</b>	<b>Location</b>	
<b>RESIDENT ASSEMBLY POINTS</b>		
<b>Assembly Point</b>	<b>Location</b>	
<i><b>Note:</b> A licensee must show the location of all resident assembly points on the facility sketch.</i>		
<div style="display: flex; justify-content: space-between;"> <span>LIC 610E (3/19)</span> <span>Page 3 of 9</span> </div>		

# The LIC 610E Form

State of California – Health and Human Services Agency		California Department of Social Services
<b>TEMPORARY SHELTER LOCATIONS</b>		
Name	Address	Telephone Number
<i>Note: A licensee must list at least two appropriate shelter locations that can house facility residents during an evacuation and are equipped to provide safe temporary accommodations. One of the locations must be outside the immediate area where the facility is located.</i>		
<b>SHELTERING IN PLACE PROCEDURES</b>		
If the facility plans to shelter-in-place, indicate the planned sheltering-in-place procedures. In case one or more utilities, including water, sewer, gas, or electricity, is not available, specify the plan and supplies available to provide alternative resources during an outage.		
<div></div>		
Specify plan for the facility to be self-reliant for a period of not less than 72 hours immediately following any emergency or disaster, including, but not limited to, a short-term or long-term power failure.		
<div></div>		
LIC 610E (3/19)		Page 4 of 9

# Facility Sketches

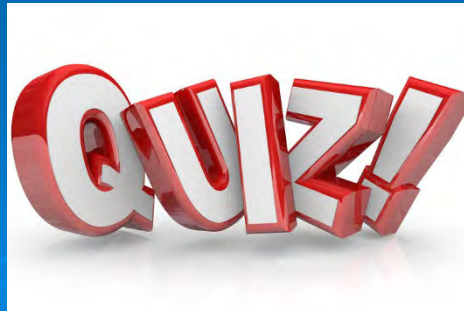
The Facility Sketch can be drawn on the LIC 999 Form (“Facility Sketch (Floor Plan)”), if desired, or on a blank paper.

The sketch must include an interior drawing (identifying exits, room types, etc.) and an exterior drawing (identifying fencing, a pool, etc.).

# Quiz

This is a short quiz to test your knowledge.

You will not be graded on this quiz – it will help prepare you to take the final test at the end of the course, which you will be required to pass in order to receive credit for this course.



Assembly Bill 3098 regarding disaster preparedness went into effect January 1, 2019 but what date does/ did the evacuation chair requirement go into place?

- ☐ June 1, 2019
- ☐ July 1, 2019
- ☐ December 1, 2019

## Added Quiz

*Quiz - 5 questions*

Last modified: Thursday, April 25, 2019 at 4:56:22 PM

### Properties

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Edit Properties

# Disaster Planning Regulations

## Title 22, Section 87212 – Emergency Disaster Plan

### **87212 EMERGENCY DISASTER PLAN**

**87212**

- (a) Each facility shall have a disaster and mass casualty plan of action. The plan shall be in writing and shall be readily available.
- (b) The plan shall be subject to review by the Department and shall include:
  - (1) Designation of administrative authority and staff assignments.
  - (2) Plan for evacuation including:
    - (A) Fire safety plan.
    - (B) Means of exiting.
    - (C) The assembly of residents to a predetermined evacuation site.
    - (D) Transportation arrangements.



# DSS Requirements

Regulations state:

“Each facility shall have a disaster and mass casualty plan of action.

The plan shall be in writing and shall be readily available.”

# Disaster Video

Let's watch a video that was created by the San Ramon Fire Department.

To start the video, go to the next slide. You cannot proceed further in the course until the video is complete.

# Disaster Video

Web Video

# Disaster Plan

DSS regulations state that your Disaster Plan must include the following:

1. Staff assignments and training
  - a. Emergency drills
  - b. Types of disasters
2. Evacuations
3. Transportation options



# Disaster Plan

DSS regulations state that your Disaster Plan must include the following (cont'd):

4. Relocation sites
  - a. Supervising the residents
5. Emergency Agency contacts
6. Relocation plans
7. Evacuating in place (“shelter in place”)



# Disaster Plan

## Staff assignments:

- Make sure your staff knows where your Disaster Binder is located and what is in it. A red binder is a great color to use.
- Are their first aid cards current?



# Disaster Plan

## Staff assignments (cont'd):

- Part of your new employee Orientation must be a complete review of your disaster policies and procedures and the location of your Binder.
- Why not train your residents and families, too?

# Disaster Plan

## Staff assignments (cont'd):

- Who is going to call:
  - DSS
  - Families
  - Hospice
  - Physicians, if necessary

# Disaster Plan

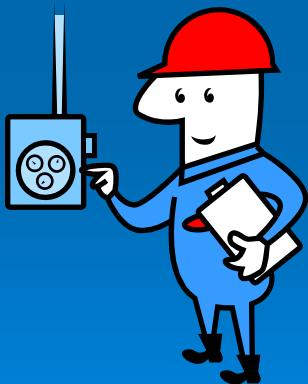
## Training your staff:

1. Review your entire Disaster Manual and policies and procedures with them.
2. Call your local fire department to see if they will provide training *(staff and residents!)*
3. Call your local Red Cross chapter to see if they will provide training *(staff and residents!)*

# Disaster Plan

## Training your staff (cont'd):

It is extremely important that you train your staff on the location of your utility shut-off's and first aid kit.



# Quiz

This is another short quiz to test your knowledge.

Just like the first one, you will not be graded on this quiz – it will help prepare you to take the final test at the end of the course, which you will be required to pass in order to receive credit for this course.

Cities may have fire codes and regulations that go beyond the State code and your municipality by them.

## Quiz 2

*Quiz - 3 questions*

Last modified: Sunday, April 30, 2017 at 12:37:34 PM

### Properties

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# Types of Disasters

## Fire:

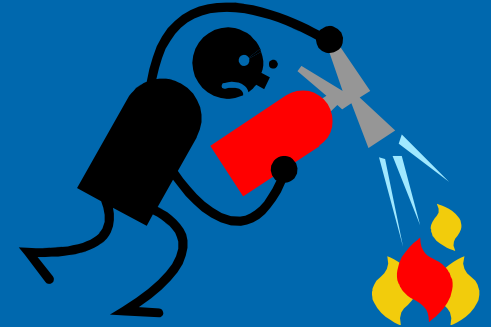
Initial steps to take:



1. Check the batteries in your smoke detector regularly – change at least once a year.
2. Keep your fire extinguisher in a central location (kitchen preferably).
3. Never leave the kitchen when something is on the stove.

# Types of Disasters

## Fire extinguishers:



Per the Red Cross, only use a fire extinguisher if:

- The fire is confined to a small area, and is not growing.
- The room is not filled with smoke.
- Everyone has exited the building.
- The fire department has been called.

# Types of Disasters

Remember **PASS** when using a fire extinguisher:

**P**ull the pin and hold the extinguisher with the nozzle pointing away from you.

**A**im low. Point the extinguisher at the base of the fire.

**S**queeze the lever slowly and evenly.

**S**weep the nozzle from side to side.

# Types of Disasters

## Fire:

Remember to GET OUT, STAY OUT and CALL 9-1-1 or your local emergency phone number.



# Types of Disasters

## Fire:

- ✓ If closed doors or handles are warm, use your second way out. Never open doors that are warm to the touch.
- ✓ Crawl low under smoke.
- ✓ Go to your outside meeting place and then call for help.
- ✓ If smoke, heat or flames block your exit routes, stay in the room with doors closed. Place a wet towel under the door and call the fire department or 9-1-1.
- ✓ Open a window and wave a brightly colored cloth or flashlight to signal for help.

# Types of Disasters

## Fire:

- ✓ Never go back into a burning building for any reason. **Get out and stay out!**
- ✓ If your clothes catch on fire, drop to the floor and roll to suffocate the fire. Keep rolling (running from the fire only “fans” the flames and makes it worse).



# Types of Disasters

## Earthquake preparation:



1. Pick safe places in each room of your home or workplace. A safe place could be under a piece of furniture or against an interior wall away from windows, bookcases or tall furniture that could fall on you.

# Types of Disasters

## Earthquake preparation:



2. Did you know that doorways are no stronger than any other part of the structure?
3. Practice “drop, cover and hold on” in each safe place. If you do not have sturdy furniture to hold on to, sit on the floor next to an interior wall and cover your head and neck with your arms.

# Types of Disasters

## Earthquake preparation:



4. Keep a flashlight and sturdy shoes by each person's bed.
5. Bolt and brace water heaters and gas appliances to wall studs.
6. Bolt bookcases, china cabinets and other tall furniture to wall studs.

# Types of Disasters

## Earthquake preparation:



7. Hang heavy items, such as pictures and mirrors, away from beds, couches and anywhere people sleep or sit.
8. Learn how to shut off the gas valves in your home and keep a wrench handy for that purpose.

# Types of Disasters

## During an earthquake (you are indoors):

- ➔ Drop, cover and hold on. Move as little as possible.
- ➔ If you are in bed, stay there, curl up and hold on. Protect your head with a pillow.
- ➔ Stay away from windows to avoid being injured by shattered glass.

# Types of Disasters

## During an earthquake (you are indoors):

- ➔ Stay indoors until the shaking stops and you are sure it is safe to exit. If you must leave the building after the shaking stops, use stairs rather than an elevator in case there are aftershocks, power outages or other damage.
- ➔ Be aware that fire alarms and sprinkler systems frequently go off in buildings during an earthquake, even if there is no fire.



# Types of Disasters

During an earthquake (you are outdoors):

- ➔ Find a clear spot and drop to the ground.
- ➔ Stay there until the shaking stops (away from buildings, power lines, trees, streetlights).

# Types of Disasters

## After an earthquake:

- ➔ Expect and prepare for potential aftershocks.
- ➔ Check yourself for injuries and get first aid, if necessary, before helping injured or trapped persons.
- ➔ Look quickly for damage in and around your home and get everyone out if your home is unsafe.
- ➔ Call for emergency services, if necessary, and call the resident families.
- ➔ Turn off the gas, if necessary.

# Disaster Plan

According to FEMA, all health-care facilities should be prepared for an **influenza** (also known as the flu) outbreak.

Influenza is a contagious respiratory disease caused by different strains of viruses. In the United States, there is a flu season that begins every fall and ends every spring.

# Disaster Plan

## Influenza (cont'd):

Flu viruses spread from person to person when people who are infected cough or sneeze. In fact, adults may be able to infect others 1 day before getting symptoms and as long as 5 days after getting sick.

# Disaster Plan

If you have a **flu** outbreak in your facility:

- Ask the residents with the flu to stay in their room or apartment (quarantine).
- Deliver tray service. You may want to use disposable plates and cups.
- Minimize contact with sick residents the best you can (a minimum three feet distancing is recommended).

# Disaster Plan

If you have a **flu** outbreak in your facility (cont'd):



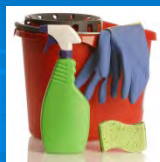
- Stop the spread of germs:
  - Wash hands frequently with soap and water or an alcohol-based hand sanitizer.
  - Avoid touching your eyes, nose and mouth.
  - Cover your mouth and nose with tissues when you cough and sneeze. If you do not have a tissue, cough or sneeze into the crook of your elbow.



# Disaster Plan

If you have a **flu** outbreak in your facility (cont'd):

- Disinfect doorknobs, switches, handles, computers, telephones and other surfaces that are commonly touched around the facility.
- Wash everyone's clothes in a standard washing machine as you normally would. Use detergent and very hot water and wash your hands after handling dirty laundry.



# Disaster Plan

If you have a **flu** outbreak in your facility (cont'd):

- Wear disposable gloves when in contact with or cleaning up body fluids.
- Request that families and guests not visit during the quarantine.
- If required, notify your LPA and the Health Department.

# Disaster Plan

## Evacuation Relocation Sites:

You must have at least 2 choices. They are to be listed on the LIC 610E (Page 4).

State of California – Health and Human Services Agency

California Department of Social Services

### TEMPORARY SHELTER LOCATIONS

Name	Address	Telephone Number

**Note:** A licensee must list at least two appropriate shelter locations that can house facility residents during an evacuation and are equipped to provide safe temporary accommodations. One of the locations must be outside the immediate area where the facility is located.

# Disaster Plan

## Evacuation Relocation Sites:

- ◆ What are good evacuation sites?

*Hint: hotels are great relocation sites, especially hotels with a restaurant attached!*

- ◆ Where are yours?

*Hint: choose one that is close by and one that is about 25 miles away in case the local area is affected by the earthquake or disaster.*

# Disaster Plan

## Evacuation Relocation Sites:

Note: On the LIC 610E form, they ask for a letter of permission from the property owner....if available.

*Sometimes the hotel manager, etc. will not be willing to put this in writing. If your LPA asks for this, let him/her know that you cannot get this in writing and typically hotels will accommodate any paying guests as long as they have rooms available.*

# Disaster Plan

## Evacuations (cont'd):

- ◆ How are you going to keep your residents safe?

*Hint: you may, if you have residents with dementia and/or wandering tendencies, have to assign staff to “guard” each door or wing to prevent losing a resident.*



# Disaster Plan

## Evacuations (cont'd):

- ◆ How are you going to inform the families and DSS?

*Hint: The person calling families and the LPA and/or other agencies should be the Administrator or Licensee of the facility. This is an important responsibility that should not be delegated to care staff unless absolutely necessary.*



# Disaster Plan

## Evacuations (cont'd):

- ◆ How are you going to evacuate your medications?

*Hint: If possible when evacuating your facility, gather all of the resident medications, MARs, physician orders, etc. If you are not able to get this out of the facility, call the resident physicians and pharmacies immediately, or as soon as possible, for refills.*

# Disaster Plan

Evacuations (cont'd):

## Medications:

- Plan for evacuations – store them in easy to grab baskets or containers.
- What if they need refrigeration? Make sure you refrigerate them immediately upon arrival at the relocation site. If they are compromised, ask the pharmacy for refills.
- Grab your Medication Records!

# Disaster Plan

## Evacuations (cont'd):



Idea: Create an **Emergency Binder**

**For each resident, include:**

LIC 601 (Emergency Info)

Physician Report

Medication Lists

Insurance Cards

DNR's, POLST's, etc.

# Quiz

This is another short quiz to test your knowledge.

Just like the others, you will not be graded on this quiz – it will help prepare you to take the final test at the end of the course, which you will be required to pass in order to receive credit for this course.

A good place to wait out an earthquake is near a tall piece of furniture.

1. True  
2. False

## Quiz 3

*Quiz - 4 questions*

Last modified: Monday, April 5, 2021 at 10:19:21 AM

### Properties

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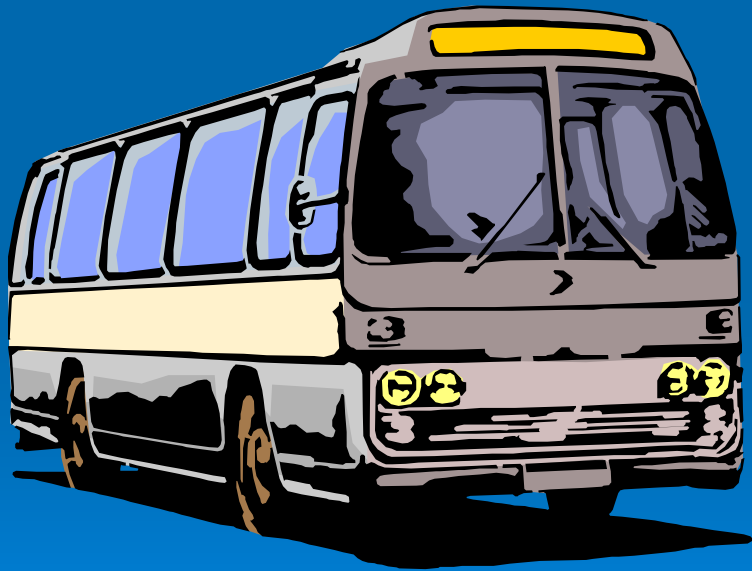
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# Disaster Plan

Transportation arrangements:



Your own car or  
a bus?

# Disaster Plan

In your car or bus, have:

1. gas
2. emergency information
3. first aid kit
4. blankets

*Note: When you leave, lock the facility door behind you!*



# Disaster Plan

## Emergency Agency contacts:

1. Department of Social Services or the Department of Health Services (*phone number depends on your location*)
2. American Red Cross (*1-800-RED CROSS*)
3. Office of Emergency Services (*phone number depends on your location*)

# Shelter in Place

You will need to develop a plan to shelter in place (translation: stay put!) and become self-sufficient for *at least* 72 hours.

- What will you do?
- What will you eat?
- Where will your employees want to go (answer: HOME!)? Now what???

# Shelter in Place (cont'd)

## 1. What will you do?

1. If possible, gather the residents and staff to meet and discuss the circumstances and the plan. Try to make everyone as comfortable and anxiety-free as possible.
2. Grab your disaster supplies kit (do you have one?), if needed.
3. If there is a power outage, refer to that section of your Disaster Plan.

# Shelter in Place (cont'd)

## 2. What will you eat?

1. If the utilities were not affected, then proceed as normal.
2. If the utilities *were* affected, you may need to start using your non-perishable food supplies (see upcoming “Food Supplies” section of this course).
3. In all cases, keep the residents as hydrated as possible.

# Shelter in Place (cont'd)

## 3. What will I do with no employees to help me?!?!?

1. Plan ahead – you cannot care for your residents yourself.
2. You may need to tell your employees that you understand their desire to go home to see their families, but that you will need their help at the facility. If you have room, tell them to bring their family members back with them and assign one staff member to “babysit” so you can have help!
3. You may need to entice your employees with over-time or double-time pay.
4. Ask your family members if they would be able to assist in the event of an emergency. If so, record their cell phone number and find out if they get text messages.

# Shelter in Place (cont'd)

Let's think about.....

What if your resident uses oxygen?

What if your resident uses a nebulizer?

What if your resident uses an motorized scooter?.....

**and you have no  
electricity!!!**





# Disaster Plan

## Power outages:

To prepare:

1. Have an emergency preparedness kit: flashlights, a cooler, water, food, extra batteries.
2. Keep your food safe. Per the Red Cross, if a power outage is 2 hours or less, you need not be concerned about losing your perishable foods.





# Disaster Plan

## Power outages:



### 3. Keeping your food safe:

- a. Keep refrigerator and freezer doors closed as much as possible. First use perishable food from the refrigerator. An unopened refrigerator will keep foods cold for about 4 hours.
- b. Then use food from the freezer. A full freezer will keep the temperature for about 48 hours (24 hours if it is half full) if the door remains closed.
- c. Use your non-perishable foods and staples after using food from the refrigerator and freezer.

# Disaster Plan

Power outages:

Other potential outages:

water

gas



# Disaster Plan

## Power outages and oxygen concentrators:

Residents using an oxygen concentrator should have a portable oxygen concentrator or appropriate backup oxygen tanks available for power failures. During a power failure, the resident should be assisted to switch to the backup oxygen tank.

Portable oxygen concentrators usually can also be plugged into the DC outlet of a vehicle, and most of these devices have the ability to run from electric batteries, also, for ambulatory use.

# Disaster Plan

## Power outages and CPAP machines:

Residents that use CPAP machines should have sufficient backup batteries that are kept charged at all times.

The resident's physician should be consulted for recommendations for alternative equipment to be used during long term power failure.

# Disaster Plan

**Power outages** and adjustable/motorized beds used for repositioning:

Residents that use an adjustable, motorized bed for repositioning purposes will be assisted to reposition, if necessary.

If the bed has mechanical controls, the bed can be adjusted manually. If not, pillows or wedges can be used for positioning, according to the resident's needs.

# Disaster Plan

**Power outages** and motorized scooters:

Residents with motorized scooters should switch to either their battery pack or a manual wheelchair, or other assistive device that the physician recommends (i.e., walker).



# Shelter in Place (cont'd)

If the facility uses emergency call buttons, they most likely will *not* work. Now what?

- ❑ whistles or bells for each resident
- ❑ perform hourly (or more often, if needed) checks on residents
- ❑ possible 24/7 supervision of dementia residents



# Food Supplies

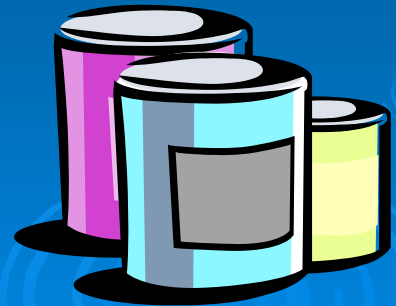
- DSS requires 2 days of perishables
- DSS requires 7 days of non-perishables

Good non-perishables:

canned foods – fruit, vegetables,  
beans, protein (i.e. tuna)

cereals

peanut butter and crackers



# Food Supplies

They did not mention  
water in the  
regulations.....

How much should be  
available?

Suggested: 3-day supply of potable  
water with one gallon of water, per  
resident, per day



# Residents with Dementia or Bedridden Residents

Your Plan also needs to address how you will keep your dementia and bedridden residents safe.

1. Physically evacuating them
2. Supervision while out of the facility
3. Transfer trauma
4. Delayed egress units – guard the doors!!!!

# Evacuating Bedridden Residents

EVACUATION TECHNIQUES – BOTTOM LINE:

GET VICTIMS TO SAFETY ANY WAY YOU CAN.

PROTECT YOURSELF AND THE VICTIM –  
MOVE QUICKLY AND CALMLY TO  
SAFETY.

# Evacuating Bedridden Residents (cont'd)

Types of carries for transferring residents upon evacuation:

1. Side-by-side come-a-long
2. Blanket drag
3. Hip carry
4. Two person carry

# Emergency Resources



# Emergency Alert Resources

Below are 3 apps that are all designed to keep you in-the-know about emergencies, natural disasters and other events in your area:

1. FEMA app
2. Red Cross Emergency: Alerts app
3. Everbridge/Nixle app



# Emergency Alert Resources

## 1. FEMA

- Set up the app.
- Enter your location.
- Select the alert type you would like – flooding, extreme weather, earthquakes, fire, etc.
- It also gives you tips to prepare for emergencies, such as safety tips, preparing a personal emergency kit and a list of active shelters when there is an emergency.

# Emergency Alert Resources

## 2. Red Cross Emergency: Alerts app

- This app combines more than 35 emergency alerts.
- This app gives you preparation tips for different types of emergencies, along with quizzes to test your knowledge.
- Gives you a map with different weather overlays (i.e., rain, snow)

# Emergency Alert Resources

## 3. Everbridge/Nixle app

- It can provide users with information from local public safety departments and municipalities.
- Note: Some municipalities do not provide alerts to Nixle, so it may be less useful than the previous two.
- It provides you a searchable map where you can zoom in on alerts.

# Emergency Alert Resources

## Walkie-talkie Apps:

Many of these are free and can be used on iOS and Android phones:

Zello

HeyTell

Voxer

Two Way

# Conclusion

You never know when or where a disaster will occur so you must be prepared at all times.

Use the information you learned in this course to prepare your Disaster Plan and remember to train your staff, residents and families about your plan.

# Proceed to Test

You have completed the class presentation and now you must take the 20 question Final Test.

You must score at least 70%, which is 14 or more correct answers, to pass the test. If you do not pass the test, you will be redirected to take the test again.

Proceed to the next slide to begin your Final Test.

**Good Luck!**

When you are applying for a family license, the fire inspector must come out to the family for an inspection.

☐ True  
☐ False

## Final Test for Building and Safety

*Quiz - 20 questions*

Last modified: Monday, April 5, 2021 at 9:41:35 AM

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# Completion

Congratulations on completing this online class for your RCFE Administrator Certification.

You are now ready to proceed to the next section.



THANK YOU !

**Thank You for taking our  
Certification Course.**

We hope you will enroll in our live  
classes or online classes in the future.