



EMERGENCY GUIDEBOOK – Plan, Practice, and Respond

Table of Contents

SECTION I – PLAN

1. Emergency Service Contacts
2. Emergency Shut Off
3. Region Specific Resource Lists
 - a. Emergency Resource List West Location
 - b. Emergency Resource List Central Location
 - c. National and Local Emergencies
 - d. NIXLE Emergency Alert System Instructions
4. LADD Specific Information
 - a. Emergency Procedure – Responsible Person CLS/ Region 01
 - b. Emergency Procedure-Responsible Person Region 02
 - c. Emergency Procedure-Responsible Person Region 03
 - d. Emergency Procedure-Responsible Person Region 04
5. Emergency Staffing
6. Emergency Supplies & Checklist
7. List of Documents to be filed Electronically

SECTION II – PRACTICE/RESPOND/ Surprise Drills are recommended as best practice

1. Recommended Emergency Practice Drill Schedule Log
2. Emergency Worksheet
3. Emergency Diagram Floor Plan for Fire Department
 - Print page and draw a map with details. Scan and save electronically as the EMERGENCY PLANNING DIAGRAM (insert program name here)
4. Emergency Evacuation Route - Fire Evacuation Routes with Tornado Safe Areas
 - Print page and draw a map with details.
5. Emergency Practice Drill Definitions
6. Emergency Preparedness
 - Quarterly Emergency Preparedness Employee Competency Skills Check & Instructions

Fire Emergencies.....

Fire Drill Data Sheet
Fire Emergency Drill Log Worksheet
Fire Prevention Guidelines
Fire Evacuation Practice Drills
Responding to a Fire Emergency
Fire Evacuation Procedure I Days
Fire Evacuation Procedure II Nights
Fire Alarm Failure Procedure and Chart

E-Scores

E-Score Instructions: Appendix F Life Safety Code
E-Score Packet Licensed
E-Score Packet SIL
E-Score Packet People Living Independently

Natural Disaster Emergencies.....

Natural Disaster Emergency Drill Worksheet
Natural Disaster Practice Drills

Responding to a Natural Disaster	
Carbon Monoxide Emergencies	
Responding to a Carbon Monoxide Emergency	
Utility Failure	
Utility Failure Drill Worksheet	
Responding to a Utility Failure	
Bomb Threats	
Bomb Threat Emergency Drill Worksheet	
Responding to a Bomb Threat Emergency	
Medical Emergencies	
Medical Emergency Drill Worksheet	
Responding to a Medical Emergency	
Head Injury Form	
Violent or Threatening Situations	
Violent or Threatening Situations Drill Worksheet	
Responding to Violent or Threatening Situations	
Missing Person	
Emergency Search Worksheet	
Responding to a Missing Person/ Unauthorized Leave of Absence (ULOA)	
Medication Administration	
Quarterly Medication Administration Employee Competency Skills Check & Instructions	
 SECTION III –	
LADD Corporate Emergency Plan	
Pandemic Response Plan	

EMERGENCY GUIDEBOOK INSTRUCTIONS FOR DOCUMENT STORAGE

When possible, the documents below are available in the Management Manual as PDF and can be typed on and saved directly into folders or if the document can not be typed on then it should be printed, handwritten and scanned and saved into folders. Regardless, all documents are to be scanned, saved, and filed in the electronic system following guidelines below. Make sure to save the form according to the specific Region's folder and add the programs name to the end of the file name i.e. Emergency Supplies Baldwin or Emergency Shut Off Forest Beach.

DOCUMENTS TO BE FILED ELECTRONICALLY

AFTER COMPLETION:

Emergency Service Contacts
Emergency Shut Off
Emergency Supplies
Emergency Worksheet/Diagram
Fire Evacuation Practice Drills
Responding to a Fire Emergency
Natural Disaster Practice Drills
Responding to a Natural Disaster
Carbon Monoxide Alarm Response Procedure

DRILL LOGS TO BE FILED ELECTRONICALLY

AFTER COMPLETION:

Fire Emergency Drill Log Worksheet
Natural Disaster Emergency Drill Worksheet
Utility Failure Emergency Drill Worksheet
Bomb Threat/Suspicious Package Drill Worksheet
Medical Emergency Drill Worksheet
Violent or Threatening Situations Emergency Drill Worksheet
Community Emergency Search Worksheet

DOCUMENTS TO BE FILED ELECTRONICALLY ANNUALLY:

Recommended Emergency Practice Drill Schedule Log
Fire Drill Data Sheet
E-Score Packet
Quarterly Medication Administration Skills Check (also submitted with annual Performance Review)
Quarterly Emergency Preparedness Skills Check (also submitted with annual Performance Review)

*****Originals of all contents will remain in the Emergency Guidebook at each location.
Records of Drills logs will be maintained in the book for a minimum of 2 years. ****