

# Disaster Drill Outline

## Tornado

### Purpose – Drill Objectives:

1. To afford staff the opportunity to review and practice their Tornado procedures, activate Incident Command positions, establish alternate communications and conduct Departmental/Facility Assessments for decision making.
2. To correct any deficiencies noted during the drill and/or revise the existing procedure.
3. Facility to determine evacuation or shelter in place.
4. Review the Full Building Evacuation (and Mutual Aid) Plans.

### Conducting the Drill:

1. Conduct in the facility Command Center, Conference or other suitable room
  - a. Gather Leadership team and department managers and establish a Command Center
  - b. Have Leadership team determine and assign command positions
  - c. Review Tornado scenario
  - d. Review Tornado procedures – explain differences in staff actions for a Tornado Watch versus a Tornado Warning
  - e. Handout department scenarios (Inform them to keep them folded)
  - f. Determine alternate means of communications
  - g. Implement procedures
    - i. Send Department Manager back to departments to review Tornado procedures with their staff
    - ii. After they review the Tornado procedures with staff unfold the handout and review the rest of the scenario
    - iii. Conduct Assessment of Department (damage & injuries)
    - iv. Report Assessment to Incident Command Center
  - h. Incident Command and Leadership Team – based on assessments determine ability to provide continued resident care
  - i. Determination of Evacuation
    - i. Evacuate or Shelter in Place
  - j. Critique Drill and Procedures
    - i. Summary of actions taken and decision making
    - ii. What worked well and did not work well?
    - iii. Are their procedure revisions based on the outcome of the drill?
    - iv. Review utility shut off locations (gas, water, electric) with charge personnel in case utilities need to be secured during the evening/night/weekend shifts when maintenance may not be onsite

# INCIDENT COMMANDER

## THIS IS A DRILL!!

The facility has just received an alert that there is a Tornado Warning for the area; a Tornado has been spotted on the ground. It is cloudy outside with extremely high winds and debris is blowing everywhere. Residents are screaming and calling for help. There is building damage, however the extent is unknown, external communications appear not to be working. Normal power is lost, backup power systems are working.

Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

- ESTABLISH AN INCIDENT COMMAND CENTER**
- CONDUCT INITIAL BRIEFING, ASSIGN MANAGERS TO CONDUCT ASSESSMENTS AND CHECK FOR INJURIES**

- DETERMINE WHAT IS OPERATIONAL AND WHAT IS NOT OPERATIONAL IN THE BUILDING**
- DETERMINE WHAT AREAS ARE DAMAGED OR UNSAFE BASED ON ASSESSMENTS**
- REVIEW WITH CHARGE STAFF ALL THE UTILITY SHUT-OFF LOCATIONS FOR THE BUILDING**

- DETERMINE NEED TO EVACUATE OR RELOCATE RESIDENTS (INTERNALLY OR EXTERNALLY)**

*(WHAT IS THE PLAN OF ACTION IF EVACUATION OR RELOCATION IS NECESSARY)*

- USING THE FACILITY'S CURRENT CENSUS CONDUCT THE FOLLOWING:**
  - **Census reduction – determine if any of your residents could go home with families for a few days**
  - **Transportation Evacuation Survey – determine how many and what type of transportation resources (ambulances, wheelchair, bus) will be needed based on today's census**

- DETERMINE WHO NEEDS TO BE NOTIFIED (INTERNALLY AND EXTERNALLY)**

## INCIDENT COMMANDER - continued:

After conducting assessments, your department managers should have reported the following to you at a minimum:

- Portions of the ceiling or ceiling tiles have fallen in some areas. Exposing electrical wiring with some sprinkler heads operating. Computers and business records are being damaged by the sprinkler water.
- Windows in some areas are broken and some residents and floors are covered with broken glass. Several residents appear to have suffered minor cuts.
- The phones are not working (internal and external) and the main electrical power to the building is out – Generators are supplying emergency power, only systems on emergency power are working.
- Water lines in the Laundry have broken and water is flooding the room.
- All natural gas sources are not working.
- There is no water pressure in Dietary.
- Supplies all over the building have fallen onto the floors.
  - Dry storage room supplies are on the floor
  - Medical storage room supplies are on the floor
  - Linen supplies have fallen and are on the floor
  - Maintenance storage supplies are on the floor.
- Staff members in Dietary are injured and other staff members are hysterical. Some nursing staff are requesting to go home to check on families.
- Several visitors were just walking into the facility as the tornado occurred. They are hysterical and demanding to go find their family members.
- Other:

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# **BUSINESS OFFICE**

## **THIS IS A DRILL!!**

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Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

APPROXIMATELY 3 MINUTES AFTER INFORMING YOUR STAFF OF THE SITUATION, GIVING THEM INSTRUCTIONS/ REVIEW THE TORNADO PROCEDURE, OPEN THE BOTTOM PORTION OF THIS NOTE

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Staff have reported the following to you:

- Portions of the ceiling or ceiling tiles have fallen in your area, exposing electrical wiring with some sprinkler heads operating.
- The computers and business records are being damaged by water from the sprinkler system.
- Windows in the area are broken and glass is covering the floor.
- The phones and computers are not working.
- Main electrical power to the building is out – Generators are supplying emergency power.

**Give appropriate instructions to your staff for dealing with the above and inform the Incident Commander of conditions, utilizing the Department Rapid Assessment Form.**

# DIETARY/FOOD SERVICES

## THIS IS A DRILL!!

The facility has just received an alert that there is a Tornado Warning for the area; a Tornado has been spotted on the ground. It is cloudy outside with extremely high winds and debris is blowing everywhere. Residents are screaming and calling for help. There is building damage, however the extent is unknown, external communications appear not to be working (cellular service is not functioning). Normal power is lost, backup power systems are working.

Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

APPROXIMATELY 3 MINUTES AFTER INFORMING YOUR STAFF OF THE SITUATION, GIVING THEM INSTRUCTIONS/ REVIEW THE TORNADO PROCEDURE, OPEN THE BOTTOM PORTION OF THIS NOTE

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Your staff have reported the following to you:

- Portions of the ceiling have fallen in the kitchen contaminating food that was being prepared.
- The hood suppression system activated and the food preparation area is contaminated with extinguishing agent.
- There is no water pressure; the water supply does not seem to be functioning.
- All natural gas sources are not working – effects the ability to cook. Staff are reporting the odor of natural gas and suspect a gas line has ruptured.
- Shelves in the dry storeroom have collapsed and goods are scattered all over the floor.
- A few employees were injured by the falling shelving.

**Give appropriate instructions to your staff for dealing with the above and inform the Incident Commander of conditions, utilizing the Department Rapid Assessment Form.**

# GENERAL DEPARTMENT MANAGER

## THIS IS A DRILL!!

The facility has just received an alert that there is a Tornado Warning for the area; a Tornado has been spotted on the ground. It is cloudy outside with extremely high winds and debris is blowing everywhere. Residents are screaming and calling for help. There is building damage, however the extent is unknown, external communications appear not to be working (cellular service is not functioning). Normal power is lost, backup power systems are working.

Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

APPROXIMATELY 3 MINUTES AFTER INFORMING YOUR STAFF OF THE SITUATION, GIVING THEM INSTRUCTIONS/ REVIEW THE TORNADO PROCEDURE, OPEN THE BOTTOM PORTION OF THIS NOTE

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Your staff have reported the following to you:

- Portions of the ceiling have fallen in some areas, exposing electrical wiring with some sprinkler heads operating.
- Windows in your area are broken and some nearby residents are covered with broken glass. Several residents appear to have suffered minor cuts. Broken glass is covering the floors as well.
- The phones are not working (internal and external).
- Main electrical power to the building is out – Generators are supplying emergency power.
- From a nearby utility/storage room a colored liquid is coming from under the door.
- One of your staff members is hysterical, they are worried about their family (spouse and children) and want to go home.

**Give appropriate instructions to your staff for dealing with the above and inform the Incident Commander of conditions, utilizing the Department Rapid Assessment Form.**

# LAUNDRY SERVICES

## THIS IS A DRILL!!

The facility has just received an alert that there is a Tornado Warning for the area; a Tornado has been spotted on the ground. It is cloudy outside with extremely high winds and debris is blowing everywhere. Residents are screaming and calling for help. There is building damage, however the extent is unknown, external communications appear not to be working (cellular service is not functioning). Normal power is lost, backup power systems are working.

Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

APPROXIMATELY 3 MINUTES AFTER INFORMING YOUR STAFF OF THE ABOVE SITUATION AND GIVING THEM INSTRUCTIONS, OPEN THE BOTTOM PORTION OF THIS NOTE

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Your staff have reported the following to you:

- Portions of the ceiling have fallen in the laundry area exposing electrical wiring with some sprinkler heads operating.
- All natural gas sources are not working. Staff report an odor of gas coming from the laundry room area.
- A water line in the area has broken and is flooding the room, the washing chemicals are leaking and mixing with the water.
- Linen supplies have fallen and are scattered on the floor.

**Give appropriate instructions to your staff for dealing with the above and inform the Incident Commander of conditions, utilizing the Department Rapid Assessment Form.**

# MAINTENANCE / ENGINEERING

## THIS IS A DRILL!!

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Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

APPROXIMATELY 3 MINUTES AFTER INFORMING YOUR STAFF OF THE SITUATION, GIVING THEM INSTRUCTIONS/ REVIEW THE TORNADO PROCEDURE, OPEN THE BOTTOM PORTION OF THIS NOTE

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Your staff have reported the following to you:

- There are reports of downed power lines or wires on the outside of the building
- Windows in some areas are broken, ceilings have fallen and sprinklers have activated.
- Main electrical power to the building is out – Generators are supplying emergency power, only systems on emergency power are working.
  - The generator will run for \_\_\_\_hours/days (based on the current fuel supply) – report to Incident Commander
- An assessment of the building needs to be conducted to determine what is/is not operational – report results to the Incident Commander – “you” decide what else is impacted.

**Give appropriate instructions to your staff for dealing with the above and inform the Incident Commander of conditions, utilizing the Department Rapid Assessment Form.**



# NURSING / RESIDENT CARE SERVICES

## THIS IS A DRILL!!

The facility has just received an alert that there is a Tornado Warning for the area; a Tornado has been spotted on the ground. It is cloudy outside with extremely high winds and debris is blowing everywhere. Residents are screaming and calling for help. There is building damage, however the extent is unknown, external communications appear not to be working (cellular service is not functioning). Normal power is lost, backup power systems are working.

Follow the steps which you would normally take if this situation had just occurred. Call your staff together and give instructions to them as to what you would have them do. **HAVE YOUR STAFF ACTUALLY TAKE THESE STEPS.**

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The following has occurred on your unit:

- There is no regular power or operational emergency power receptacles on your unit. Report how this will impact your patient care area to the Command Center.
- Please report any medical equipment that will need to be powered. \_\_\_\_\_ (list equipment)
- Do you have any residents on oxygen? How many? \_\_\_\_\_
- Indicate if you need portable Oxygen tanks brought to your unit and how many: \_\_\_\_\_
- Do you have any residents that could be discharged to family members for a few days? How many? \_\_\_\_\_.
- Windows in some areas are broken and some residents and floors are covered with broken glass. Several appear to have suffered minor cuts.
- Some nursing staff are asking to go home to check on their families.

**Give appropriate instructions to your staff for dealing with the above and inform the Incident Commander of conditions, utilizing the Department Rapid Assessment Form.**