



The Senior Resiliency Project

Product User Guide – January 2016

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Handling Instructions

The title of this document is “The Senior Resiliency Project – Product User Guide – 2016”. This document has been developed to aid independent living, assisted living, and long term care facilities in completing planning and training documents developed through The Senior Resiliency Project. Questions, comments or concerns pertaining to this guide should be directed to:

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Introduction

The Rhode Island Department of Health engaged in development of products to promote resiliency at senior living facilities throughout the state in 2015. The project, known as The Senior Resiliency Project, was intended to improve the reliability of emergency power systems and overall shelter-in-place capabilities. Three pilot sites participated in the project and represented independent living, assisted living and long term care facilities. Each of the pilot sites completed an initial self-assessment, conducted a thorough onsite assessment, developed emergency plans and conducted training for their staff. Plans and training for each of the site were completed based on template materials that were developed as a part of the project. This document outlines the basic principles and content that should be used when completing these templates at other, similar facilities. The documents covered in this user guide are as follows:

- Self-Assessment Tool
- Energy Resiliency Planning Template
- Generator Training Slides
- Shelter-in-Place Planning Template
- Shelter-in-Place Training Slides

The documents listed above and described throughout this document should be completed by facilities in order to bolster their overall resiliency and shelter-in-place capabilities. The documents described in this guide are meant to supplement but not replace existing plans, policies, and procedures related to disaster response (e.g., Emergency Operations Plans, Hazard Vulnerability Analysis, etc.). To this end, facilities should be cognizant of the various disaster scenarios that may impact their area such as flooding (coastal or riverine), coastal storms, blizzards, ice storms, chemical spills, and other hazards. Since disasters can have a variety of impacts to a facility based on numerous factors, these documents should be completed with careful thought given to what has happened at the facility in the past and what could potentially happen to the facility in future disasters. Also, consideration should be given to the likelihood of future disasters being more severe or possibly catastrophic due to changing climate, aging infrastructure, and other related considerations.

These documents have been distributed electronically to participants in two RI Senior Resiliency Workshops held in Lincoln, RI in January 2016. To obtain additional electronic copies of these materials please contact Julia Gold at Julia.gold@health.RI.gov.

Self-Assessment Tool

Overview

The Self-Assessment Tool is a Microsoft Excel workbook that has been formatted such that users can select answer options for over 100 criteria from drop-down menus. The tool was originally designed to be completed by the pilot sites to provide onsite assessors with preliminary information prior to the onsite assessments. However, the tool can aid facilities completing Energy Resiliency and Shelter-in-Place plans by identifying the infrastructure, systems, and planning that is in place relating to both topics. The tool has been formatted so that each answer option defaults to the “best case” scenario; meaning that each initially visible answer would be the most optimum. While no aggregate scoring of the overall assessment is done through the tool, the defaulted values can give facilities a general idea of where they stand in terms of overall preparedness and vulnerability while completing each section.

Instructions

The Self-Assessment Tool is broken out into multiple sections based on topic areas related to Energy Resiliency and Shelter-in-Place operations. Each section has questions/criteria associated with it and multiple choice answers that area available in a drop-down menu found in column D.

Location and Elevation

A total of 5 items are listed in this section. The intent is to identify inherent vulnerabilities due to the facility’s location. The lowest elevation of the facility should be determined; this information is readily available through open-source tools, such as Google Earth. The shortest distance from open water or river flow should be done linearly, as opposed to by road or other measurements. Isolation from outside resources during flooding should be determined based on road/rail access in the surrounding areas, with specific attention paid to major corridors for commerce or travel. Flood plain data is available at <https://msc.fema.gov/portal>. Facilities should consult with local officials regarding historical flood data to determine historic impacts in the area. For coastal properties, STORMTOOLS can be used to map sea level rise and storm inundation:

<http://www.arcgis.com/home/item.html?id=a54ede99a2704409a320183de01766b6>

Structural Concerns

A total of 15 items are listed in this section. The intent is to determine what structural vulnerabilities might be present at the facility. This section examines vulnerability to wind damages (e.g., window ratings, etc.) as well as flood damages. Flood damage can come from coastal and riverine flooding or from torrential rainfall. For this reason the tool examines vulnerability of exterior openings (e.g., doors, rooftops, etc.) as well as interior drainage (i.e., floor drains). Areas that are not protected from damage, have unknown ratings, or have histories of problems associated with flooding or other weather-related issues should be noted in this section, as they may impact the overall resiliency of the facility.

Utilities and Resources

This is the largest section and contains 50 items. The intent of this section is to identify what resources are available and overall resource sustainability. Since potable water is critical for shelter-in-place operations, this section pays particular attention to water storage and consumption. It is important for

facilities to know how much water is stored and how much water is expected to be consumed should domestic water be unavailable. This section also examines components of the Emergency Power Supply System (EPSS). Specifically, this section looks into the generator configuration and sustainability as well as the vulnerability of the municipal power supply. In addition, this section examines Heating, Ventilation and Air Conditioning (HVAC) systems, which are critical to supporting a safe environment of care during outages, particularly in the summer and winter months. Other items, such as medical gas storage, are evaluated in this section; however, independent living facilities may find many of these items are not applicable to their organization. In these cases the questions should be ignored.

Food and Nutrition

This section has a total of 11 items and focuses on food storage capacity as well as methods for preparing food. Although not all facilities provide their occupants with food services, this section should be reviewed by all those completing the tool as there may be relevant components within it (e.g., methods for cooking food, although not typically stored, or storage of disposable eating ware, etc.). Facilities should include staff when considering the total timeframe that they can provide food services, even if staff is not typically fed onsite. While not explicitly addressed in the tool, the possible need to provide food services or cooking capabilities at facilities that don't typically provide food services should be examined as the occupants may not have the means to prepare their own food during disasters.

Clinical, Staffing and Notification

A total of 16 items are listed in this section. This section primarily examines the staffing information for the facility, including the number of staff, primary means of transportation, staff preparedness and mechanisms for communicating with staff during disasters. In addition this section looks at security requirements for the facility, including personnel and systems that are in place. Other considerations such as supplies for staff and support systems for sheltering (e.g., childcare, eldercare, etc.) are in this section as well. Clinical considerations may not be applicable for all facilities completing the tool and should be discounted in such circumstances.

Alternate Care

This section has 8 items in total and examines alternate spaces and considerations for implementing alternate care sites during disasters. This section also looks at planning considerations for instances where a state of emergency has been declared and regulatory waivers are in place, including how the facility plans to conserve and distribute resources to its occupants.

Evacuation and Movement

This section has a total of 17 items and examines the planning, systems and resources that in place to assist in vertical and horizontal evacuations. Specifically this section looks at planning for both types of evacuation, staff training on movement devices and regional integration for facility evacuations.

Energy Resiliency Planning Template

Overview

The Energy Resiliency Planning Template was developed to provide the pilot sites with a mechanism to develop a plan that addresses the current configuration of their EPSS as well as potential options to further energy resiliency during disasters. The template was completed by each site with assistance from experts in the field of resiliency and electrical engineering. While useful to have this expertise to assist in completing the plan, the template was designed such that any facility could complete it with the assistance of their maintenance and engineering staff. The Self-Assessment Tool can aid in obtaining some of the information in the plan; however, maintenance and engineering staff (and in some cases vendors) will likely need to be integrated in completing the planning template due to the level of detail and subject matter expertise it requires. Additionally, the facility's administration should be asked to review the plan and approve its content prior to finalization.

Instructions

The plan is broken into 4 sections, each of which is described below. The sections are ordered to frame an overview of the plan, the current configuration at the facility, the sustainability of the EPSS, considerations for extending operating time during outages, and a record of changes made throughout the plan's lifecycle.

Section 1 – Plan Overview

This section outlines the plan's purpose, policy and scope. The language placed in this section is generic and does not outline or reference any specific procedures, plans or policies the facility may have, but rather frames the overall intent of the plan. Administrators at the facility should review the language in this section to ensure it does not contradict any existing documents or statements pertaining to the facility and amend the language accordingly.

Section 2 – Current Operating Configuration

This section is intended to document the current configuration of the facility's EPSS. This includes the description of the EPSS's components, with specific attention paid to the facility's generator. If the facility has more than 1 generator each should be documented in a separate table. Additionally, this section documents what areas of the facility are supported or not supported by the EPSS. If the facility has more than 1 generator it is recommended that a third column be added to these tables to identify which generator is supporting these areas, if applicable. Regardless, it is important that facilities identify all areas, departments and systems that are or are not supported by the EPSS in the corresponding section. For areas not supported it is recommended that specific contingencies are described to document what should be done during outages, such as moving residents out of non-supported spaces or using manual means to compensate for system failure (e.g., opening windows to increase ventilation if air conditioning is not supported, etc.).

Section 3 – EPSS Sustainability

This section outlines the parameters and metrics associated with the facility's ability to maintain operations during periods of municipal power failure. The section addresses the generator's fuel supply

to identify the rate of fuel consumption, the overall fuel supply and the maximum operating time before refueling is required.

This section also contains a table that documents the maintenance and upkeep of the generator. In some cases the facility's maintenance and/or engineering department may have similar documentation; since the plan is not intended to be duplicative, only relevant information regarding general maintenance and upkeep should be documented in the table and reference can be made to the other documentation as appropriate. Only activities performed by the facility's staff should be documented in this section; maintenance activities performed by external vendors should be excluded. Some examples have been listed in the table, however, these are not prescriptive and should be removed if they are not pertinent to the facility.

This Vendor Support table is intended to document all vendors that support the facility's power supply, either municipal or emergency. This includes the municipal power company, generator service company, fuel supplier and other vendors the facility may utilize for routine or emergency operations. If the facility uses multiple vendors for any of these or other related activities, their contact information should be listed here as well.

Section 4 – Considerations for Extending EPSS Operating Times

This section documents the various methods the facility may employ to extend the amount of time that it is able to self-sustain while on emergency power. The first table in this section is intended to identify what areas of the facility may be disconnected to taken off of the EPSS to extend the operating time of the generator should fuel supply become a concern. It is noted in the plan that reducing the load on the generator may adversely impact its overall lifespan and that the activities documented in the table may be used to extend the generator's operating time to avoid a shut-down due to lack of fuel.

This section also identifies alternative energy sources that may be available. Several examples are listed in the planning template, although these are by no means exhaustive. It is expected that most of the items listed in the table would be considered capital improvement projects. As such the table should not be taken as prescriptive but rather as a mechanism to allow the facility to review potential methods for bolstering their resiliency beyond the traditional EPSS configuration. The benefit such methods or activities provide to the overall sustainability and energy resiliency at the facility should be documented in this section.

Similarly this section outlines energy efficiency considerations with some examples provided in the planning template's table. Ongoing projects or anticipated enhancements to increase the facility's energy efficiency should be documented and updated in this section along with the benefit such activities provide to the overall sustainability and energy resiliency at the facility.

Section 5 – Record of Changes

This section serves as a means to document all changes made to the plan throughout its lifetime. The plan should be reviewed and updated annually and all changes at each interval should be documented in this section.

Generator Training

Overview

The Generator Training slide deck template is intended to provide facilities with a template approach to educating their staff about the facility's EPSS. The target audience for this training is any staff member at the facility, although maintenance and engineering staff may find it less useful since it details much of their current job duties or existing knowledge. The overall goal is to provide staff with a better understanding of the facility's generator system, components and coverage during power outages.

Instructions

The slide deck template is broken out into 6 modules. Ideally facility administration as well as senior staff from maintenance and engineering should be included in the facilitation of all sections of the training. Doing so will ensure that instructors are able to answer questions the staff may have while the training is conducted. Based on trainings conducted at each of the pilot sites, facilities should plan on the generator training lasting roughly 60-90 minutes.

Module 1 – Facility Overview

This module is intended to provide the target audience with a basic understanding of the facility, its population housed, configuration and surrounding area. All information in this module should be relevant in terms of disaster preparedness and municipal power outages. While the overall layout of the facility may be known by many of the staff in the training, it is important to describe all portions of the facility, including mechanical spaces that some staff may not be aware of (along with any restricted areas). A map or multiple maps or floor plans may be helpful to insert to illustrate the facility as well. The facility's emergency and disaster history is important to note as it provides contextual reference to how the facility has performed in prior events. Particular attention should be paid to how long the facility operated on generator in the past, as catastrophic events may require the facility to be on generator for 5 days or more.

Module 2 – EPSS Overview

This module is intended to provide the target audience with an understanding of what the EPSS is comprised of. It is important to note that the training is not meant to alter the capability or job duties of the learner, but rather give them a better understanding of the facility they work in. To this end it should be reiterated that only qualified staff are expected to work with the various components of the EPSS. This module should be completed to include all the various aspects of the EPSS and should be facility-specific. This means that items such as generator fuel supply, sustainability, maintenance, and service should be detailed here to give the target audience an understanding of the capabilities of the facility's EPSS. Finally, the trainer(s) should convey to the learners that while they are not expected to service the generator, they do serve an important role in monitoring their areas to report any abnormalities that might be part of a more systemic EPSS problem while on emergency power.

Module 3 – EPSS Coverage

This module is intended to provide a more detailed review of the EPSS coverage at the facility. As a part of this module, maintenance and engineering staff should take the learners to the physical location of

the generator, start the unit and describe its operation. This provides the target audience with reference for how the generator should sound and behave during operation. By doing so, the learners will be better poised to identify if there is an abnormality during disasters. If appropriate, maintenance and engineering staff may also take the learners to other areas of the facility, such as where the generator switchgear is located, to review other EPSS components.

After the EPSS Tour the module has an activity which asks the learners if they know their respective work areas. This discussion should include descriptions from staff about what will or will not operate when on generator power and allow for maintenance and engineering representatives to answer any questions or address any misconceptions. The rest of the module specifically addresses areas of the facility that are fully supported, partially supported or not supported by the EPSS. In addition it is important to describe any systems (e.g., HVAC, hot water, etc.) that are or are not supported by the EPSS.

Modules 4 and 5 – Actions for Expected/Unexpected Outages

Most of the content for modules 4 and 5 has been pre-developed in the training template. The intent is to provide the target audience with a basic understanding of what they should do during periods of municipal power interruption. These modules should be reviewed and amended as appropriate depending on the facility and the expectation of its staff. The underlying principle for both modules is to encourage staff to be thoughtful about their use of emergency power while maintaining constant situational awareness and reporting any abnormalities to the maintenance and engineering department.

Module 6 – Unique Considerations

This module is intended to provide the target audience with an understanding of what happens in the event of a generator failure. The content should provide them with an understanding of what role maintenance and engineering staff have to restore generator power, any contractual timelines for vendor support and other actions the facility will take when the generator fails. This module is also where maintenance and engineering staff should provide any additional content that is not covered in the other modules, as appropriate.

Shelter-in-Place Planning Template

Overview

The Shelter-in-Place (SIP) Planning Template was designed to provide the pilot sites with a plan that addresses the various considerations facilities have for sheltering in place during disasters. The plan was populated with as much information as possible to reduce the burden on facilities with regard to the plan's purpose, policy, scope, authorities, etc. As a result, the template requires facilities to focus more heavily on adding specific details that are relevant to their SIP operations. The plan was completed by the pilot sites with assistance from SIP subject matter experts; however, the format of the plan closely follows items identified through the self-assessment tool and can be completed by facilities using expertise from the maintenance and engineering, administration, and other departments. The template also contains an appendix with additional tools and resources that can be leveraged prior to, during, and after disasters (Appendix A – Tools and Resources).

Instructions

The plan is separated into 7 sections which are described below. Each section structures the plan such that it addresses the plan's purpose, the facility's authorities/responsibilities, the current layout and configuration of the facility, and the various components of sheltering in place.

Section 1 – Plan Overview

This section outlines the plan's purpose, policy and scope. The language placed in this section is generic in that it does not outline or reference any specific procedures, plans or policies the facility may have, but rather frames the overall intent of the plan. Administrators at the facility should review the language in this section to ensure it does not contradict any existing documents or statements pertaining to the facility and amend the language accordingly.

This section also briefly describes the risks, hazards, threats, and vulnerabilities affecting the facility. The table in this section should be filled out to list the top 3-5 hazards (with descriptions) that the facility has identified based on its Hazard Vulnerability Analysis (HVA).

Section 2 – Authorities and Responsibilities

This section provides the foundation for the various elements of plan activation and emergency management at the facility. This section is not intended to replace other plans maintained by the facility and should at minimum reflect similar processes addressed by such documents. While the template provides some basic language regarding plan activation, emergency management structures and mechanisms for convening emergency management personnel, each facility will likely have different terminologies and structures in place. As such this section should be closely reviewed and modified to be representative of the facility's true operational framework during disasters. It is recommended that each facility inserts an image or organizational chart to visually represent its command structure. If the facility has adopted the Incident Command System or a similar model, it is recommended that the chart show the Command and General Staff assignments at minimum.

Section 3 – Facility Information

This section is meant to document the current configuration of the facility and should include all buildings or properties owned or leased by the facility. The table in this section lists a number of items that are intended to provide an overall picture of what residents, tenants, staff and other persons may be available and/or required for SIP operations; however, the table is by no means exhaustive. Facilities are encouraged to add to this table to address other items that may be relevant to the facility for SIP operations, such as a breakdown of resident spaces or other relevant information.

This section also contains a placeholder for Other Considerations. This area should be used to describe any agreements the facility has with other agencies or organizations that may impact SIP operations. Other unique considerations for the facility should be placed in this section as well, although they should not be duplicative of items covered in sections 4 through 7.

Section 4 – Utilities and Resources

This section addresses the various utility and resource aspects of SIP operations. Specifically, the plan documents what areas and systems are supported by the EPSS, actions that can be taken to supplement the HVAC system, supply sufficiency, and waste management alternatives. The supply sufficiency should be documented in the provided table but should not include supplies that are addressed in Section 5. The HVAC section should address actions that should be taken to supplement HVAC failures in both the summer and winter months. The waste management section should document the current interval for waste removal (including recycling) and methods that may be implemented to temporarily store waste if removal service is not available. Particular focus should be paid to waste management considerations especially if the facilities occupants maintain their own food supplies, as spoiled food can pose a unique health hazard during disasters.

Section 5 – Food and Nutrition

This section identifies the current food and water storage at the facility. The intent is to provide an outline of what is readily available at any given time and what may be added for anticipated SIP operations. In addition to the hours or days of material that is available each facility should identify where food is typically stored and where additional storage locations are at the facility. Other processes, such as disaster menus, should be added to this section if they are available (actual menus may be inserted into Appendix A). If the facility does not ordinarily provide food services to its staff or occupants, this section should be modified to include how the facility plans to support its occupants during SIP operations (e.g., provide a common eating/cooking area, etc.).

Alternative means for water storage is addressed in the Water Supply area of this section. Consideration should be given in this section to both potable and non-potable water storage. Non-potable storage alternatives should be noted as such in the description for each method.

Other considerations may be added to this section as well. As an example, the template provides some basic language to describe disposable eating ware storage, which could reduce water consumption for dish washing. If the facility has other items that are relevant to food and nutrition services they should be added in this section.

Section 6 – Clinical and Staffing Concerns

This section is intended to outline the various clinical and staffing aspects of SIP operations. The facility should list any agreements or commitments outside organizations have to provide clinical or other support to its tenants in this section, along with relevant contact information. If the facility plans to utilize staff to provide these services or similar services during SIP operations, it should be stated in this section. Additionally this section details the numbers of staff typically present onsite at the facility as well as what additional staff members may be called-in to support operations. Additionally facilities should list areas that have been pre-identified for housing staff during disasters. These areas should include a name, description and number of staff that can be housed.

This section also addresses how the facility will notify and maintain contact with its staff during disasters. Any systems that the facility uses, such as automated notification or websites, should be listed in this section. Other information, such as passwords or login instructions for these systems, may be described here as well. Other considerations, such as family or pet care services, should be added to this section as appropriate.

Section 7 – Evacuation and Patient Movement

This section describes the various triggers the facility has identified for evacuation during SIP operations. It is important for the facility to carefully evaluate what systematic failures may necessitate a partial or full evacuation of the facility and document them appropriately in this section. These failures may include some of the examples listed in the plan template; however, the implication and evacuation priority should be modified to reflect exactly how the facility will be affected and what actions they will need to take.

Additionally, any evacuation devices that the facility owns, such as stair chairs, should be noted in this section. Pictures of the devices and their location may be added to this section. Images of device instructions or training materials may be added to this section or Appendix A as well.

Other relevant evacuation information should be added to this section. This might include contact information for local emergency services or other agencies; however, this section is not meant to replace any pre-existing evacuation plan the facility may have. If the facility has an emergency evacuation plan it should be referenced in this section.

Appendix A – Tools and Resources

This appendix contains several pre-developed tools that the facility may choose to use during SIP operations. It includes a Pre-Storm Checklist, Staff Hoteling Roster, and a Personal Storm Preparedness Checklist.

The Pre-Storm Checklist has multiple sections that address actions each department within the facility should take at time-based intervals. The facility should review this checklist and omit any departments it does not have or add any that are not listed. The Staff Hoteling Roster is meant to provide the facility with a means to document staff sleeping arrangements; however, if the facility has a similar document that they already utilize they should replace the template material. The Personal Storm Preparedness

Checklist should be reviewed by the facility and may be distributed to staff prior to a weather event to bolster staff preparedness.

Other materials that are relevant to SIP operations at the facility should be added here and referenced within the appropriate section of the plan.

Appendix B – Record of Changes

This section serves as a means to document all changes made to the plan throughout its lifetime. The plan should be reviewed and updated annually and all changes at each interval should be documented in this section.

Shelter-in-Place Training

Overview

The Generator Training slide deck template is intended to provide facilities with a template approach to educating their staff about the facility’s operations while sheltering in place. Since SIP operations impact everyone working at the facility this training is designed to educate all staff members regardless of discipline. The overall goal is to provide staff with a better understanding of the facility’s infrastructure and their role during SIP operations.

Instructions

The slide deck template is broken out into 6 modules and a scenario-based discussion. The modules are structured such that much of the information contained in the completed SIP Plan can be inserted into the training. Ideally facility administration should be included in the facilitation of all sections of the training. Doing so will ensure that instructors are able to answer questions the staff may have while the training is conducted. Other departments, such as food and nutrition or maintenance and engineering, may be included in facilitation as well. Based on trainings conducted at each of the pilot sites, facilities should plan on the training lasting roughly 60-90 minutes.

Module 1 – SIP Overview

The intent of this module is to provide the target audience with context for the rest of the training. The term “Shelter-in-Place” is used by many different agencies and organizations to mean a variety of things. For this reason this module looks to further define SIP operations as those actions taken by staff, patients/residents, and visitors during emergencies or disasters that allow them to self-sustain for a period of time. The module goes further to describe the circumstances for sheltering in place and how it affects normal operations. Facilities do not need to alter these slides; however, they may add relevant context for their facility.

Module 2 – Facility Overview

This module is similar to Module 1 in the Generator Training in that it provides an overview of the facility. However, the information provided in this module should be expanded from the Generator Training to include things in the surrounding area that contribute to the need for SIP operations. These may include adjacent industries to the facility (e.g., chemical manufacturing, interstate highway, rail,

etc.), nearby floodplains, dams, or other risks. The department layout at the facility should be altered as well to reflect the items bulleted in the slides (e.g., EPSS coverage, supply storage locations, vulnerabilities, etc.). Finally, the facility should include information in this section that reflects their emergency management configuration. This should also include an organizational chart similar to the one found in the SIP Plan.

Module 3 – Utilities and Resources

This module is intended to provide the target audience with an understanding of the current EPSS configuration at the facility, how HVAC systems are supported, supply sufficiency and waste management capacities. Much of the information contained in this module should be drawn from the completed SIP Plan; however, other unique aspects of the facility’s operations may need to be added as well. In addition, pictures of the generator, HVAC systems (or alternatives, such as windows), supply storage areas, and alternative spaces for waste storage may be inserted. It is important to convey to the learner what areas and systems are provided with emergency power and to promote an understanding of how long the facility can self-sustain without deliveries or waste removal. To this end, all relevant information should be inserted into this module, although food and water storage is reserved for Module 4.

Module 4 – Food and Nutrition

This module is designed to convey information about the facility’s food and water sustainability during SIP operations. The information contained in this module may be drawn directly from the completed SIP Plan and should describe how much food the plan typically stores, how it is prepared, and how the facility plans to augment food services during SIP operations. If the facility does not provide food services to its staff/residents on a regular basis, the module should be adapted to include what provisions the facility plans to put in place to support its occupants during SIP operations.

Information related to potable and non-potable water storage is also described in this module. Facilities should include information about how much water is stored, how long they can provide water to staff and residents, how the duration is calculated, and what alternatives are in place to further self-sufficiency when municipal water is not available.

Module 5 – Clinical and Staffing Concerns

This module is intended to provide the target audience with information relevant to general staff for SIP operations. Information related to emergency staffing ratios is not contained in this module; however, if the facility feels this is important to convey it can be added. The module is meant to convey information about staffing levels (on and off shift) and how the facility plans to support its resident population with staff during SIP operations. Additionally, the module is meant to provide the learners with an understanding of what services will be made available to them while sheltering in place. It is important for the facility to include all possible information about these services so staff knows what is expected of them and what they can expect during SIP operations.

Module 6 – Evacuation and Movement

This module is designed to briefly describe how the facility plans to determine the need to partially or fully evacuate and what systems are in place to aid in evacuation. While evacuation of a facility is a very complex undertaking, this module is designed to describe the circumstances when evacuation may be necessary instead of the details of a full or partial evacuation. If a facility has developed an emergency evacuation plan, it may be relevant to describe the plan in this module; however, separate evacuation training may be more appropriate to convey all the details of that plan. The facility should include all information about evacuation triggers in this module and also any relevant images or descriptions of evacuation devices the facility owns.

Scenario-based Discussion

The end of the training is focused on a scenario-based discussion to engage the learner in a discussion about SIP operations. The first half of the scenario is based on a hurricane that is expected to make landfall in the region in approximately 36 hours. It is important for the facility to note that while landfall is not expected for 36 hours, tropical storm conditions will likely precede this. To that end the first half of the discussion should focus on how the staff plans to make sure their home and family is prepared for the storm before coming to work and how this will impact their ability to report. Also the discussion should include considerations for what items staff will bring with them to work and how the facility plans to accommodate the staff already on duty at the facility.

The second half of the scenario accelerates the timeline to after the storm has passed. The premise is that the hurricane caused widespread damage to the region and the facility is expected to self-sustain for at least 4 days. Given this information and the various sustainability measures described in the training, the discussion should focus on what actions staff will have to take to maintain a safe environment until assistance can be provided. Additional discussion can focus on how staff will communicate with their loved ones if lines of communication are disrupted and how they plan to comfort the residents until systems are restored.

While the scenario has been described in the template slide deck, facilities may opt to insert other impacts or an entirely different scenario. If this is the case, the purpose of the discussion should remain the same; staff should be asked to describe how they will implement what they have learned and describe any unique aspects of SIP operations that may affect them, the facility or its residents.