Authority: [WAC 388.78A.2700, Safety measures and disaster preparedness](http://apps.leg.wa.gov/WAC/default.aspx?cite=388-78A-2700)

**PURPOSE:**

This policy provides the structure used during an emergency.

**SCOPE:**This policy applies to all Trouves employees.

**POLICY:**

1. Trouves has established the Emergency Preparedness Program to maintain and ensure continuity of resident care during an emergency.
2. The Emergency Preparedness Program utilizes the National Incident Command System (NIMS) and Incident Command System (ICS) concepts to facilitate preventing, protecting against, responding to and recovering from as well as mitigating the effects of incidents.
3. Trouves uses a Comprehensive Emergency Management Plan (CEMP). The CEMP is the overarching all hazard plan for Trouves facilities. This plan addresses health, safety and security needs of staff and the resident population during an emergency incident, disaster or pre-planned event.

1. A Continuity of Operations Plan (COOP) is also used. The COOP identifies critical functions that must remain operational immediately following an incident or disaster.
	1. The COOP plan provides continue continuity of resident care and supporting operations after an emergency incident, disaster or pre-planned event. Important elements in the COOP are:
* Mission essential functions
* Succession planning
* Delegation of authority
* Utility failure information
* Sustenance information
* Emergency supplies
1. The CEMP and COOP is the responsibility of the Administrator or designee and is reviewed annually.
2. All Trouves employees, contract employees, interns, students, and volunteers are expected to have working knowledge of the Comprehensive Emergency Management Plan (CEMP). Each employee is responsible to understand the role they may be required to play in an emergency.
3. Supervisors and Managers are responsible to direct their staff to review plans and procedures for emergency response in their work area annually.

**PROCEDURE:**

1. Trouves Health Care uses Incident Command and Management where staff follow their chain of command.

During incidents or disasters, a Scene Commander will be located at the incident site and is in charge of the incident. The Scene Commander is usually the highest ranking nurse and most trained person on duty at the time of the incident (Usually a Charge Nurse). The Scene Commander reports to the Administrator and work together to manage the incident.

1. During an incident, the Administrator is the Incident Commander and will remain in charge until someone higher ranking (Administrator On Duty (AOD)) or other members in the chain of command arrives and relieves them.
2. The Administrator will serve as Incident Commander until relieved by the Administrator on Duty (AOD). This will occur only if necessary and if the AOD come on site to open a Command Center. A period of overlap and briefing must occur before there is a transfer of command.
3. When an Administrator on Duty (AOD) or other Executive Leadership Team (ELT) member relieves the Administrator they will announce the new Incident Commander by name and location.

**EXCEPTIONS:**

No exceptions to this policy may be granted without the prior written approval of the Director.

**SUPERCEDES:**

None