

Students: DSP is the acronym for Direct Support Professional. A DSP is someone who provides any type of hands on support to a consumer (client) of the Lori Knapp Companies; including CNA's and PCW's. Although this training speaks to the CNA the content is intended for all Direct Support Professionals. (kg 02/23/2016)



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A Safety Module: Disaster Planning

ARE YOU READY AND WILLING?

As a trained medical professional, you must always be **ready and willing** to take action in the event of a disaster. This means that:

- You have been trained in basic first aid.
- You know how to stay calm and work well under pressure.
- You understand the basic physical and emotional needs of people when they are most vulnerable.

So what will you do if you are suddenly faced with a disaster situation? For example:

- What will you do if the building you work in is hit by a tornado?
- How will you keep your client safe in a home fire?
- Where will you go if a massive hurricane is headed in your direction?
- What will you do after an earthquake has flattened your city?
- What is your workplace procedure for evacuating a whole building full of residents?

If you don't know the answer to these questions, it's time to learn!

Regardless of the event, disasters have several key elements in common:

- They are usually **unexpected**, with little or no warning or time to prepare.
- At first, emergency services (like EMT's, fire and police) may be overwhelmed by demands for their services, leaving you **in charge of the safety** of those around you.
- Lives, health, and the environment are all in **danger**.

That's why it is critical that you know exactly what to do if disaster strikes.

You must be ready and willing to snap into action without delay.

Keep reading to learn how you can be ready for natural disasters like hurricanes, tornadoes, or earthquakes, and other disasters like chemical or radiation exposure. Your preparation and quick action may mean the difference between life and death for many others.



KNOW WHAT IS POSSIBLE

Different hazards threaten different places. Knowing exactly what you need to be prepared for will help you narrow down your priorities.

Before beginning this inservice, you should:

- **Identify the most common disasters that occur in your community.** For example, if you live in an area that is often threatened by hurricanes but does not experience earthquakes, then focus your energy on being prepared for hurricanes!
- **Ask yourself, what's the worse that can happen?** Have a clear understanding of the most *severe* impact a potential disaster may have. For example, a tornado may leave very little damage on one street—and flatten every house on the next street over. It's important to be prepared for the worst!
- **Let history influence the future.** Learn valuable lessons from recent disasters such as hurricane Katrina and 9/11. Remember the devastation and the tragedy of lives lost in past disasters. Think about what went right and what went wrong. Let the lessons learned guide your actions and maybe even decrease the number of injured or dead in the next disaster.



The Facts

KNOW THE THREATS

- Every U.S. state has experienced tornados, but Texas holds the record with an annual average of 120.
- Every year about 10,000 people, on average, die as a result of earthquakes.
- Hurricane season in the Atlantic and Gulf of Mexico spans from June 1st through November 30th.
- The Department of Homeland Security continues to report that terrorist groups remain focused on major U.S. cities such as New York, Chicago, Los Angeles and Washington.

KNOW YOUR WORKPLACE POLICIES

While this inservice functions as a **general guide** to planning for a disaster, it is not a substitute for **your workplace policy** if disaster strikes while you are on the job! The **Emergency Guides** outline disaster policies for Lori Knapp Companies.

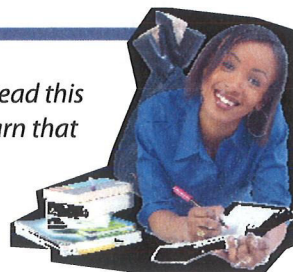
Your workplace is required by law to have policies and procedures in place that tell you exactly what to do in the event of an emergency or disaster. In addition, your employer is required by law to make sure you have been trained and have had time to practice those policies and procedures.

If you are not familiar with your workplace policies and procedures in the event of a disaster, ask for training TODAY!

Pay close attention to your workplace evacuation plan. If a mandatory evacuation is issued, you must know exactly what is expected of you and you should be prepared to fulfill your role and keep your clients and co-workers out of harm's way.

WHAT'S NEW?

Grab your favorite highlighter! As you read this inservice, **highlight five things** you learn that you didn't know before. Share this new information with your co-workers!



"An emergency is not the time to plan; it's the time to react, so be informed."

~Tom Ridge,
Secretary of Homeland
Security 2003-2005



WILDFIRES!

- A wildfire is an uncontrolled fire, often occurring in forests or fields, which can also destroy homes and farmland.
- Some wildfires are the result of lightning strikes or extreme dry condition, but more than four out of every five wildfires are caused by **people**.
- Arson and just plain carelessness (like irresponsible smoking and unsupervised campfires) are the biggest causes of wildfires in the U.S.
- An average of 1.2 million acres of U.S. woodland burn every year.
- **INTERESTING FACT:** A large wildfire can actually change the local weather conditions or produce "its own weather."

"Fire takes no holiday."

~Author Unknown

FOCUS ON FIRES IN FACILITIES

Fire can happen anywhere, any time, for a variety of reasons. But, when fire occurs in a facility or home where frail, elderly or sick people live, the consequences can be devastating.

While long-term care facilities are generally safe, the risk for fire remains high because of the types of materials and equipment present in the building.

Every workplace should have a plan so everyone knows what to do in case there is a fire. Please check with your supervisor for your facility's plan.

Here are some things you need to know before going into a facility:

- **KNOW THE FIRE PLAN:** It's not enough to just have a plan in place—facilities are responsible for making sure EVERYONE knows the plan and will know how to react appropriately when the need arises.
- **PARTICIPATE IN FIRE DRILLS:** Your facility should hold routine fire drills on each shift to make sure every employee has a chance to learn the routine. If you have not been involved in a drill, let your supervisor know.
- **LOCATE FIRE ALARMS:** Know the location of any fire alarms in your work area, and learn how to operate them—even in the dark.
- **LOCATE EXTINGUISHERS:** Know the location of portable fire extinguishers in your work area and get training on how to use them.
- **LEARN ABOUT OXYGEN:** Know how to shut off oxygen and other piped gas systems, **if and when** you are told to do so.
- **KNOW THE WAY OUT:** Know the escape routes from your work area and at least two ways to exit (in case one exit is blocked).

PREPARING FOR FIRES IN THE HOME

Clients being cared for at home are at an even slightly higher risk of experiencing a fire because there is little or no inspection or regulation of gases, flammable liquids and electrical devices.

Making matters worse, clients are permitted to smoke in their own homes without supervision.

Smoking is the leading cause of all residential fire deaths.

Help clients and their families prepare an evacuation plan:

- Draw a rough plan of the home, noting doors and windows that can be used for escape.
- Make sure doors and windows open easily.
- Designate one place to meet outside the home.
- Routinely check smoke alarms. Replace batteries as needed.

A WORD ABOUT PREVENTION: Of all the disasters discussed in this inservice, fire is the only one that you can help prevent! Always be on the lookout for potential fire hazards (smoking, electrical appliances, kitchens) and **eliminate the risk** before it becomes an emergency!

FOCUS ON TORNADOS

Tornados are small but powerful cones of wind that spin violently and can travel in excess of 200 miles per hour. ***A tornado can strike any time of the day and any time of year, causing damage that can:***

- Uproot trees.
- Destroy buildings.
- Rip apart roofs.
- Send debris and glass flying.
- Overturn cars and mobile homes.

Fortunately, with today's high-tech radar, weather forecasters can now predict when and where tornados are likely to form and can warn the public.

PLAN FOR A TORNADO:

- **Know the risk for tornadoes in your area.** Tornadoes can happen anywhere in the U.S., but some areas are at higher risk than others.
- **Identify a safe place to go when a tornado is approaching.** The best shelter from a tornado is somewhere underground. If an underground shelter is not available, plan to go to an *interior* room or hallway on the lowest floor and get under a sturdy piece of furniture.
- **If you are in a mobile home, get out!** No mobile home is safe in a tornado. If you make home visits to mobile homes, locate a sturdy structure nearby that you can get to if a tornado warning is issued.
- **Learn your community's warning system.** Most areas use the Emergency Alert System (EAS) which breaks into television and radio broadcasts. Communities at increased risk may use sirens. If you live in a community that uses sirens, it is critical to learn the siren warning tone to ensure that you recognize the warning when you hear it.
- **Participate in tornado drills.** If you work in a facility, participate in routine tornado drills. If you work in clients' homes, you should conduct your own tornado drills with the family to ensure that all family members know what to do and where to go during a tornado emergency.

DURING A TORNADO

- **Close all windows and doors.** Damage occurs when wind gets inside a building.
- **Seek shelter.** Move yourself and your clients to an underground shelter, a tornado-safe room, or interior room or hallway on the lowest floor.
- **Tuck and huddle.** Put as much shielding material (such as furniture or blankets) as you can around you and your clients.
- **Wait.** Stay put until you are sure the threat has passed.

AFTER A TORNADO:

- Avoid fallen power lines and immediately report those you see.
- Stay out of damaged areas until you are told that it is safe to enter.
- Turn off utilities, oxygen or other gas lines to prevent fires.



TALK ABOUT IT!

OPEN THE DISCUSSION!

If you or anyone you know has ever been in a tornado, you know it's an experience that cannot be forgotten.

Let the voice of experience teach the most important lessons!

- ***If you have been in a tornado . . . talk about what it felt like, how you stayed safe, what you learned and what you would do differently.***
- ***If you have never been in a tornado, ask your co-workers, clients and family members if they have ever been in one. Find out what lessons they learned from the experience.***

QUESTION:

What is a tornado?

ANSWER:

Mother nature doing the twist!



CONNECT IT NOW!

APPLY WHAT YOU KNOW!

WHAT WENT WRONG?

Think about New Orleans just after Hurricane Katrina.

Nearly 2000 people lost their lives—many of whom were elderly and frail.

Some elderly lived at home without transportation. Others lived in nursing homes without proper evacuation plans.

To make matters worse, government officials did not order a mandatory evacuation until 19 hours before the storm hit.

Then, there were not enough buses to take people out of the city.

Think about the lessons learned and ask yourself:

- *What can I do (including urging city officials to do their part) so that a tragedy like Katrina never happens again.*

Share your thoughts with your co-workers.

FOCUS ON HURRICANES

A hurricane is a violent storm that develops in the tropical Atlantic Ocean from June to November. To be classified as a hurricane, the storm must have winds of 75 miles per hour or more and be accompanied by heavy rains.

HURRICANES CAN:

- Damage or destroy structures.
- Lift and move unstable structures and objects.
- Damage utility and sewage lines.
- Cause floods, especially along coastal communities.
- Make roads impassable.
- Damage cell phone towers.

PLAN FOR A HURRICANE

- **Know the evacuation routes.** Knowing how to get out of the area as quickly as possible when evacuation is ordered is one of the best ways to be prepared.
- **Secure needed supplies.** If you assemble your disaster supply kits as suggested on page 10 of this inservice, you will have everything you need.

JUST BEFORE A HURRICANE

- Cover windows and glass doors with plywood or close hurricane shutters.
- Place flashlights and a portable radio in easy to find locations and make sure the batteries work.

EVACUATING A FACILITY

Your workplace will have its own evacuation plan, but it may look like this:

- The Administrator or Supervisor will set up a command center and become the "Commander" to direct people to areas needing assistance.
- A shelter for residents will be arranged.
- Residents should be evacuated in an orderly fashion to a predetermined meeting area to board transportation. Evacuate residents in this order:
 1. Residents in immediate danger.
 2. Non-ambulatory or bedridden residents.
 3. Wheelchair bound residents.
 4. Ambulatory residents.
- Medical Records personnel will tag and identify all residents upon evacuation. Medical records will be transported with the resident.
- The Charge Nurse will take the Med Cart to the shelter.
- Housekeeping and Laundry personnel will gather linens and supplies needed for resident care.
- Dietary personnel will gather food and dietary supplies.
- The Social Worker will contact family members to notify them of where residents are being transported.
- Everyone should assist with a last walk through the building to ensure that no one is left behind.

FOCUS ON WINTER WEATHER

Winter storms often involve extremely cold temperatures with snow, freezing rain, wind or even blizzard conditions that can last for several days.

Winter storms can be deadly—even though most deaths are not directly related to the storm. **Risks to human life include:**

- **Exhaustion and heart attacks:** Caused by overexertion when shoveling or doing other preparations.
- **Hypothermia and frostbite:** It's possible for older Americans to literally freeze to death in their own homes after being exposed to dangerously cold indoor temperatures. Elderly people account for the largest percentage of hypothermia victims.
- **House fires:** These occur more frequently in the winter because of the lack of proper safety precautions when using alternate heating sources (unattended fires, improperly placed space heaters, etc.). Fire during winter storms presents a great danger because water supplies may freeze, and it may be difficult for firefighting equipment to get to the fire.
- **Asphyxiation:** In an effort to get warm, people asphyxiate because of improper use of fuels such as charcoal briquettes or gas stoves which produce carbon monoxide.

IF YOU SUSPECT HYPOTHERMIA:

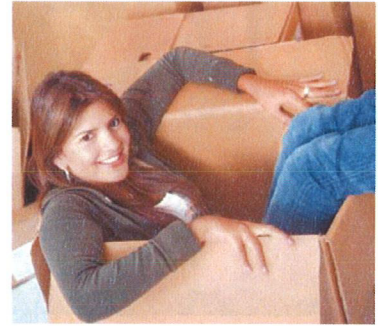
Take the person's temperature. If it is below 95 degrees Fahrenheit, seek medical care immediately! If medical care is not available, begin to warm the body slowly. Dress the person in dry clothing and wrap him or her in a warm blanket, covering the head and neck. Offer small sips of warm broth.

Warning signs of hypothermia include:

- Uncontrollable shivering
- Slurred speech
- Memory loss
- Drowsiness
- Disorientation
- Apparent exhaustion

DURING A WINTER STORM:

- Stay indoors and dress warmly. Dress elderly clients in layers of loose-fitting, lightweight, warm clothing. When necessary, remove layers to avoid sweating which can lead to chills.
- Provide frequent, small meals and snacks. Food provides the body with energy and energy produces heat. Warm liquids such as warm broth or juices can prevent dehydration.
- Close off unused rooms, stuff towels or rags in cracks under doors and cover drafty windows at night.



GET OUT!

THINK OUTSIDE OF THE BOX!

Working with clients in the home often requires coming up with creative solutions to uncommon problems.

- **The Problem:** You are caring for a 78 year old woman who lives alone—and the weather report shows a massive winter storm is on the way.
- When you arrive at her home, she asks you to do a load of laundry, fix the rubber stopper on her walker and make sure she has plenty of candles in case the power goes out.
- **What You Know:** These requests are not out of the ordinary, but, your focus is on her safety during this approaching storm!
- **Get Creative:** How would you make sure your client is safe during the storm? What are your thoughts on using candles when the power goes out?
- **Talk About It:** Share your ideas with your co-workers and supervisor and find out how they would solve the problem.



THINK ABOUT IT!

- There are about **500,000** detectable earthquakes in the world each year. 100,000 of those can be felt, and 100 of them cause damage.
- Southern California has about 10,000 earthquakes each year. Most of them are so small that they are not felt. Only about **15-20** are greater than magnitude 4.0.
- From 1975 to 1995 only four states in the US **did not** have any earthquakes. They were: Florida, Iowa, North Dakota and Wisconsin.
- Many earthquakes happen on the ocean floor. Big ocean waves can form after a quake resulting in a **tsunami**.

"It takes an earthquake to remind us that we walk on the crust of an unfinished earth."

~Charles Kuralt

FOCUS ON EARTHQUAKES

An earthquake is a sudden and violent shaking of the ground that happens when two blocks of the earth suddenly slip past one another.

Scientists closely monitor the areas where earthquakes are likely to occur, but have not yet found a way to predict when one will happen. Earthquakes can occur any time of the day or night, any time of the year.

Earthquake duration and intensity can vary greatly—lasting from several seconds to several minutes. Aftershocks can go on for days after the main earthquake.

EARTHQUAKES CAN:

- Cause buildings to move off of their foundations or collapse.
- Damage utilities, structures and roads.
- Cause fires and explosions.
- Cause dam failures that can trigger flash floods.
- Trigger landslides and avalanches or tsunamis.

WHERE DO EARTHQUAKES USUALLY HAPPEN?

- The area along the San Andreas Fault in California.
- Western Oregon and Washington.
- The Alaskan coast.
- The New Madrid Fault Zone in Missouri.
- Coastal South Carolina and New England.

DURING AN EARTHQUAKE

- The safest place to be during an earthquake is in a doorway or under a piece of sturdy furniture, away from any windows.
- Take cover close to where you are standing as soon as you begin to feel the shaking. Only move as far as needed to get to a safe place. Most injuries happen when people move more than five feet during the shaking.
- If you are inside a home or building, *stay there*. There is a risk of being hit by falling debris or collapsing walls if you go outside.
- If you are outside when the shaking starts, move quickly away from any building or trees.
- If you are in a car, pull over in an open area—away from any bridges, overpasses, power poles or buildings. Stay in your car until the shaking stops.
- When the shaking stops, survey the damage and check to see if any clients or co-workers need immediate care.
- Keep in mind, there is a 20 percent chance of an equal or larger aftershock in the two hours following an earthquake.

FOCUS ON NUCLEAR POWER PLANTS

Nuclear power plants are closely monitored and regulated, and even though accidents are rare, they are possible.

An accident at a nuclear power plant could cause dangerous levels of radiation to leak into the environment and harm the public in the immediate area.

WHAT IS RADIATION?

Radiation is energy. We are all exposed to a small amount of radiation every day from the sun, x-ray machines, television sets and microwave ovens.

In small amounts, over a short period of time, radiation is not harmful. However, it can build up over time. The longer a person is exposed to radiation, the greater the risk of serious illness or even death.

If an accident should occur at a nuclear power plant, people may be exposed to radiation through:

- **Absorption** to the body from the cloud and particles left on the ground.
- **Inhalation** of radioactive materials.
- **Ingestion** of radioactive materials.

DURING A NUCLEAR POWER PLANT EMERGENCY

- **Listen to the warning.** Stay calm and follow the officials' directions.
- **Evacuate if ordered.** Know your community's evacuation route. Stay tuned to the radio while you are evacuating. Keep your car windows closed.
- **If you are not advised to evacuate,** close the doors and windows of the home or building; turn off the air conditioner, ventilation fans or other air intakes.
- **Go to a basement or other underground area if possible.**

IF YOU THINK YOU HAVE BEEN EXPOSED

- Remove your clothes and shoes.
- Place exposed clothing in a plastic bag.
- Seal the bag, and place it out of the way.
- Shower thoroughly.

Exposure to intense radiation can cause radiation sickness, a potentially deadly illness that may include a range of symptoms, such as:

- | | |
|----------------------------------|-------------------------|
| • Nausea, vomiting and diarrhea. | • Disorientation. |
| • Headache. | • Weakness and fatigue. |
| • Fever. | • Bloody nose. |
| • Dizziness. | • Vomiting blood. |



THE NEXT STEP!

APPLY WHAT YOU'VE LEARNED

Of all the possible disasters discussed in this inservice, list the top 2 for which you need to be prepared.

- 1.) _____
- 2.) _____

Are you prepared today? If not, what do you need to do to get prepared?

Do you know your workplace policy for evacuating clients? If not, learn it today!

Do you have a disaster preparedness kit ready? If not, pack one today! (See page 10.)

"In the past, people worked together only when some great disaster threatened."

~Walter Ulbricht



FIVE KEY POINTS!

REVIEW WHAT YOU LEARNED!

1. Different hazards threaten different places. Knowing exactly what you need to be prepared for will help you narrow down your priorities.
2. While this inservice functions as a **general guide** to planning for a disaster, it is not a substitute for **your workplace policy** if disaster strikes while you are on the job!
3. Tornadoes, hurricanes and winter weather can all be predicted. Heed the warnings and keep yourself and others safe.
4. Fire is preventable! **Eliminate the risk** before it becomes an emergency!
5. Regardless of the particular threat, everyone can benefit from packing a disaster preparedness kit.

BOMB OR OTHER TERROR THREATS

There are only two reasons a person would call to warn you of a bomb or other terror threat:

1. The caller knows or believes that a threat exists and wants to **warn** people to minimize harm. The caller may be the person who placed the device or someone else who has become aware of such information.
2. The caller wants to cause **anxiety or panic** and disrupt the normal activities at the facility where the device is supposedly located.

IF YOU RECEIVE A CALL:

- Remain calm.
- Keep the caller on the line and attempt to get as much information as possible.
- Ask the location of the bomb and the time of possible detonation.
- Tell the caller that the building is occupied and that an explosion could cause death or serious injury to innocent people.
- Pay close attention to background noises which may give a clue as to the location of the caller.
- Listen to the voice and make note of whether the caller is male or female, calm or excited, or has an accent or speech impediment.
- Do not talk to other people in the room while you are on the phone, but alert someone near you, in writing, that you are receiving a threat.
- Alert your supervisor and call the police immediately to report the threat.

IF YOU RECEIVE A SUSPICIOUS PACKAGE

- Remain calm.
- Do not disturb or move the package.
- Move yourself and others to a safe distance.
- Alert your supervisor and call 911.
- Wait for directions from the Emergency Response Coordinator.

A suspicious package may include:

- Excessive postage.
- Handwritten or poorly typed address.
- Incorrect titles.
- Title, but no name.
- Misspellings of common words.
- Oily stains, discoloration or odor.
- No return address .
- Excessive weight.
- Lopsided or uneven envelope.
- Protruding wires or aluminum foil.
- Ticking sound.
- Marked with restrictive endorsements, such as "Personal" or "Confidential."
- Shows a city or state in the postmark that does not match the return address.



A Safety Module:
Disaster Planning

EMPLOYEE NAME
(Please print):

DATE: _____

- *I understand the information presented in this inservice.*
- *I have completed this inservice and answered at least eight of the test questions correctly.*

EMPLOYEE SIGNATURE:

SUPERVISOR SIGNATURE:

Inservice Credit:	
<input type="checkbox"/> Self Study	1 hour
<input type="checkbox"/> Group Study	1 hour

File completed test in employee's personnel file.

Are you "In the Know" about disaster planning? Circle the best choice or fill in your answer. Then check your answers with your supervisor!

1. **A violent storm that develops in the tropics of the Atlantic Ocean between June and November is known as a(n):**
 - A. Tornado.
 - B. Blizzard.
 - C. Hurricane.
 - D. Tsunami.
2. **Of all the disasters discussed in this inservice, the only one you can help prevent is a(n):**
 - A. Bomb threat.
 - B. Fire.
 - C. Winter storm.
 - D. Earthquake.
3. **Which of the following is a safe place to seek shelter during a tornado?**
 - A. Underground.
 - B. In an interior room.
 - C. In a hallway without windows.
 - D. Any of the above.
4. **If you receive a call warning you of a bomb in the building, you should:**
 - A. Hang up and evacuate the building.
 - B. Keep the caller on the line.
 - C. Hang up and call the police.
 - D. Announce the situation out loud.
5. **True or False**
Everyone can benefit from assembling a disaster preparedness kit.
6. **True or False**
Tornadoes, hurricanes and winter weather can all be predicted.
7. **True or False**
There is no way to prepare for an earthquake.
8. **True or False**
Even small amounts of radiation are harmful.
9. **True or False**
If you suspect hypothermia, put the person in a hot shower.
10. **True or False**
A disaster preparedness kit should have enough food and water to last 24 hours.



A Safety Module: **Disaster Planning**

LEARNER EVALUATION

Employee Name _____

Date _____

Self-Study Inservice

Group-Study Inservice

1. Put a checkmark in the box that best describes how you feel about each learning objective.

LEARNING OBJECTIVE	I am able to do this.	I might be able to do this.	I can't do this.	I'm not sure.
<i>Identify and prepare for all possible disasters that have the potential to strike in your area.</i>				
<i>Discuss your professional responsibility during a mandatory evacuation.</i>				
<i>List at least three ways to stay safe during a tornado, an earthquake, a hurricane and a winter storm.</i>				
<i>Describe the steps to handle a bomb or terror threat, either by phone or by suspicious package.</i>				
<i>Demonstrate readiness by assembling a disaster preparedness kit.</i>				

2. Did you learn anything new that will help you in your job? Yes No

If yes, please explain: _____

3. If you have questions about the inservice information that did not get answered, note them here:

4. Other comments? _____
