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# THURSTON WOODS VILLAGE

## HOW WE PREPARE FOR EMERGENCIES

### PURPOSE

No one wants to think and worry about disasters. Knowing what to expect ahead of time can help ease any concerns. This fact sheet tells you how our facility has prepared for emergencies.

### SCOPE

We have a written emergency plan that is reviewed and tested annually. Our plan addresses the following types of emergencies:

- Weather emergencies such as severe weather & tornadoes
- Security incidents such as bomb threats, explosion plan, and violence in the workplace/active shooter.
- Natural disasters such as floods

All staff are trained on emergency procedures. They participate in drills and exercises to test their knowledge. Residents are asked to take part in all drills so they can know what to expect in an actual emergency.

### COMMUNICATION

Our emergency plan includes procedures for communication. Notification of families in the event of an evacuation is part of that plan. We ask that you provide us with current phone numbers and/or email addresses. As time permits, you can expect a call in the event of an emergency. If you try to call the facility and all lines are busy or our landline is not working please don't hesitate to call our alternate cell phone numbers listed below.

Contact Information	
Telephone Number: 269-651-7841 Alternate Number: 269-625-2413 269-625-0649	Website: <a href="http://www.thurstonwoods.org">www.thurstonwoods.org</a> Email: <a href="mailto:agates@thurstonwoods.org">agates@thurstonwoods.org</a>

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## EVACUATION VERSUS SHELTER-IN-PLACE

This facility uses a standard approach to managing emergencies. Department Heads serve specific roles during an emergency. They communicate with staff and local emergency management officials in order to make decisions. One major decision is whether to evacuate or shelter-in-place. The Administrator makes the final decision.

In case of evacuation, we have procedures in place to ensure the safety of our residents. We have made arrangements in advance with other facilities and transportation services to ensure our residents have a safe place to go. Our nurses send important medical information with each resident. They keep a log of where each resident is sent.

For safety reasons, the Administrator may decide to shelter-in-place. This may occur when there is not enough time to evacuate safely. Sometimes it may be safer inside the building. We have procedures in place to ensure adequate food, supplies, power, and medications for our residents and staff. We have made arrangements in advance to receive additional supplies or assistance, if needed.

## LOCK-DOWN PROCEDURES

Some situations will warrant the facility to be placed on “lock down”. During these situations, no one will be allowed to enter or leave the facility. Lock-downs may occur for many reasons, including (but not limited to) a hazardous chemical inside or outside the building, a weather-related event, or police action outside the building. In the event of a lock-down, please remain calm and follow any instructions from management staff or emergency personnel.

A copy of this fact sheet can be downloaded from our website at:

[www.thurstonwoods.org](http://www.thurstonwoods.org)

Please direct any questions regarding our emergency plan to:

Carol Holmes 269-651-7841 ext. 345      email: [cholmes@thurstonwoods.org](mailto:cholmes@thurstonwoods.org)