2. NURSING FACILITY LICENSING

...2.9 Reports to the Licensing Agency

The following reports must be filed with the licensing agency:

(a) At any time a fire occurs in the home, regardless of the size or damage, the licensing agency and the Department of Labor and Industry must be notified by the next business day. A written report must be submitted to both departments by the next business day. A copy of the report shall be kept on file in the facility.

(b) Any untimely death that occurs as a result of an untoward event, such as an accident that results in hospitalization, equipment failure, use of restraint, etc., shall be reported to the licensing agency by the next business day, followed by a written report that details and summarizes the event.

(c) Any unexplained or unaccounted for absence of a resident for a period of more than 30 minutes shall be reported promptly to the licensing agency. A written report must be submitted by the close of the next business day.

(d) Any breakdown or cessation to the facility’s physical plant that has a potential for harm to the residents, such as a loss of water, power, heat or telephone communications, etc., for four hours or more, shall be reported within 24 hours to the licensing agency.

14. DISASTER AND EMERGENCY PREPAREDNESS

14.1 Written Plans

The facility must have detailed written plans and procedures, approved by the Department of Labor and Industry, to meet all potential emergencies and disasters, such as fire, severe weather, and missing residents.

14.2 Employee Training

The facility must train all employees in emergency procedures when they begin to work in the facility, periodically review the procedures with existing staff, and carry out unannounced staff drills using those procedures. Procedures shall include:

(a) At least an annual review of the facility disaster plan;

(b) Periodic staff instruction in disaster drills and information updates;
(c) Quarterly staff fire drills for all shifts; and

(d) Maintenance of written records and evaluations of all drills.