

## 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.