Comprehensive Emergency Management Plan and Life Safety Fire Plan

Moorings Park

120 Moorings Park Drive

Naples, FL 34105-2122

Continuing Care Retirement Community

Skilled Nursing Facility, The Chateau #SNF1357096

Assisted Living Facility, Orchid Terrace #AL9199

Home Health Agency License #299992880

Home Health Agency (Medicare) License #299991484

Revised: May 2023

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ANNEXES

STATEMENT OF PLAN

This plan is a source of information that can be used in an emergency.

Comprehensive Emergency Management Plan Purpose:

This Comprehensive Emergency Management Plan (the Plan) is to provide for the safety and well-being of the residents, employees, and visitors of Moorings Park in the event of an internal or external emergency, and to comply with all applicable regulations put forth in the Florida Rule of Law including, but not limited to the following: 58A-5 and 59A-4.126 of the Florida Administrative Code; 400-23 (2) (g) and 429-41 of the Florida Statutes.

This plan addresses emergency evacuation transportation; adequate sheltering arrangements; post-disaster activities, including emergency power, food, and water; post-disaster transportation; supplies; staffing; emergency equipment; individual identification of residents and transfer of records; and responding to family inquiries.

This comprehensive emergency management plan is subject to review and approval by the local emergency management agency, the Department of Elderly Affairs, the Department of Health, the Agency for Health Care Administration, the Division of Emergency Management, and appropriate volunteer organizations.

I.   Introduction

A. Basic Facility Information for The Chateau, Skilled Nursing Facility & Orchid Terrace, Assisted Living Facility:

    1. Name: Moorings Park Retirement Community
                              D/B/A Moorings Park Inc.

        Address: 120 Moorings Park Drive
                              Naples, Florida, 34105

        Telephone: 239-643-9111

        Emergency: 239-877-4251

        Fax: 239-262-7040

    2. Owner: Moorings Park Institute

        Address: 120 Moorings Park Drive
                              Naples, Florida 34105
                              www.mooringspark.org

        Telephone: 239 643- 9111

3. Licensure:

- Health Center License #SNF1357096
- Assisted Living Facility License #AL9199
- Home Health Agency License #299992880
- Home Health Agency (Medicare) License #299991484

4. Year Built: 1979 through current.

Leadership:

Primary Contact:	**Jordan Scardigno, Exec. Director**
Address:	120 Moorings Park Drive
	Naples, Florida 34105
Work Phone:	239 233-5619
Mobile Phone:	239 206-4406
Health Care Contact; Primary:	**Diana Bailey, VP Clinical Services**
Address:	130 Moorings Park Drive
	Naples, Florida 34105
Work Phone:	239 643-9133
Mobile Phone:	239 207-5704
Health Care Contact; Secondary:	**Cathy Krewer, Director of Nursing**
Address:	130 Moorings Park Drive
	Naples, Florida 34105
Work Phone:	239 643-9149
Mobile Phone:	239 207-5704

5. Organizational Charts: Please see Exhibits 4, 5 & 6.

6. Buildings (Original Campus) Use: Continuing Care Retirement Community with 18 Residential Buildings, 402 Independent Living apartments, 76 Assisted Living apartment suites and 106 Skilled Nursing and Long-Term Care beds

7. Building Statistics:

   Size:

Total Residential SQFT:	1,220,705
Total Nursing (Chateau) SQFT:	111,321
Total Assisted Living (Orchid Terrace) SQFT:	83,493

8. Construction:

   Original Clubhouse   Type 3 Commercial

Midrise Towers	Type 1 Commercial
Garden Homes	Type 1 Commercial
Orchid Terrace	Type 1 Commercial
Chateau	Type 2 Commercial
O, P, Q, L, M, N, J, K	Type 1 Commercial
Building R, Park Grill	Type 2 Commercial
Bower Chapel	Type 3 Commercial
Operations Bldg.	Type 1 Commercial

B. Introduction to the Plan:

PURPOSE

1. The purpose of this plan is to provide general guidelines for the mitigation of and response to natural, technological, and man-made hazards that could potentially endanger the residents, guests, and partners of Moorings Park.

2. This plan is implemented effective immediately and will be reviewed and amended annually or more often, as needed.

3. This plan describes how Moorings Park, Original Campus mitigates, prepares for, responds to and recovers from the effects of an emergency or disaster. It also addresses services and resources that can be, may be or cannot be provided in certain situations.

4. This plan outlines methods for assisting the residents and partners of Moorings Park to mitigate and deal with the effects of disasters.

5. This document identifies Moorings Park resources in one of three categories.

   a. Resources dedicated for use by the community, as required by the agency and not available to other facilities.

   b. Resources that may or will be available to other facilities.

   c. Resources that might be needed, which are not readily available within the property (projected unmet needs).

II. Authorities and References

A. Introduction to the Plan:

This Comprehensive Emergency Management Plan (CEMP) is to provide for the safety and well-being of the residents, partners, visitors and contractors of Moorings Park, Original Campus, in the event of an internal or external emergency, and to comply with all applicable regulations put forth by the Center for Medicare and Medicaid Services (CMS) and in the Florida Rule of Law, including but are not limited

to the following: 58A-5 and 59A-4.126 of the Florida Administrative Code; 400-23 (2) (g) and 429-41 of the Florida Statutes.

B.   Planning:

The development and promulgation of this plan resulted from collaboration among Moorings Park staff and residents, with added assistance provided by the Hagerty Consulting Group Inc. Additional regulatory guidance was obtained from Emergency Management Planning Criteria for Nursing Home Facilities, AHCA 3110-6006, and Nursing Home Emergency Preparedness and Response during Recent Hurricanes, Appendix C.

Address of Plan Developer:

Chief Operating Officer
Moorings Park
120 Moorings Park Drive
Naples, Florida 34105
Work: 239 643-9189

C.   The hierarchy of responsibility in an emergency is as follows:

Primary: Jordan Scardigno, Executive Director
Moorings Park
120 Moorings Park Drive
Naples, Florida 34105
Cell: 239 398-2294

Alternate: Kayla Crawford, Associate Executive Director
120 Moorings Park Drive
Naples, Florida 34105
Cell: 239 825-4399

III.   Hazard Analysis

A.   Moorings Park, Original Campus is vulnerable to the following potential hazards:

- Fire and Smoke
- Hurricanes
- Tornadoes
- Flooding
- Loss of Utilities
- Natural Gas Leaks
- Structural Failures
- Active Shooters
- Armed Robbery
- Bomb Threats
- Missing Resident

- Chemical Spill
- Trapped in Elevator

B.   Site specific information for this community includes the following:

1. **<u>Accommodations/Staffing</u>**: Mooring Park provides independent living, skilled nursing, assisted living and assisted living memory support:

   - **<u>402 Independent Living Apartments</u>** with an average of 382 units occupied. This represents an average resident occupancy of 640.

   - **<u>76 Assisted Living Apartments</u>** with a maximum occupancy of 80 residents and an average resident occupancy of 72.

   - **<u>106 Skilled Nursing Suites</u>** with a maximum occupancy of 106 and an average resident occupancy of 95.

   - **<u>Total Units of all types is 548</u>**, with an average resident occupancy of 807.

   The total number of FTE assigned to Mooring Park at 95% occupancy is 787. The maximum number of FTE per shift is 250 personnel.

2. **<u>Service Needs</u>**: The community serves residents who are independent, as well as those residing in assisted living, nursing, and memory support. Approximately 45% of all community residents are self-sufficient.   More than 15% of residents require services and/or equipment to maintain their highest functioning level. Services and equipment required by this population include, but are not limited to the following:

   - Oxygen
   - Wheelchairs
   - Walkers
   - Canes
   - Hearing aids
   - Corrective eyewear
   - Special beds and commodes
   - Other medical devices

3. **<u>Flood Zone</u>**:   The property is in Hurricane **Flood Zone B** (moderate risk of flooding). **Exhibit (1)** provides a geographic map of Moorings Park within Collier County, Florida.

4. **<u>Geographic/Elevation</u>**:   Depending on the specific geographic location at Moorings Park, the elevation ranges from 8.5 feet to 11.5 feet above mean sea level. The Chateau elevation is 10.79 feet above mean sea level. Orchid Terrace elevation is 10.57 feet above mean sea level. Moorings Park falls within the lines of demarcation for the City of Naples, Florida. The community is situated on 83 acres of land, adjacent to Goodlette-Frank Rd. This location is approximately 1.7

statute miles from the Gulf of Mexico coast and 2.8 statute miles from Florida Interstate Route I-75. **Exhibit (2)** provides an overview of the campus.

5. **Nuclear Power Plant**: Moorings Park is not currently located within the 10 or 50-mile emergency-planning zone of any nuclear power plant.

6. **Generators**:   Moorings Park is equipped with numerous generators that provide limited power for Chateau, Orchid Terrace, residential buildings, restaurants, and recreational facilities. Specific information on generator locations, fuel and electrical capacities and specific electrical service is detailed in **Exhibit (3)**.   Generators are serviced through established contractual agreements.

7. **Building Code**: Residential buildings, including health care and assisted living, are built in conformity with the provisions of NFPA 13. Fire extinguishers and smoke alarms are located in resident units and rooms, common areas and halls. Buildings are outfitted with fire suppression sprinkler systems. The exception is Building G in independent living.

8. **Demographics**: The ages of the resident population are all 62 years and older. The average age of residents is 83 years old.   Those residing in the Chateau or Orchid Terrace require assistance with the activities of daily living. Those living independently may require some guidance and assistance during an ordered building evacuation. Some may use special accommodations for hearing, mobility, vision and respiratory status. Residents living in Lilac (Orchid Terrace Memory Support) are memory-impaired, with varying degrees of dementia. This area is secured to prevent residents from wandering away from the community.

C. **Stored Chemicals:** The community uses household grade products for various purposes. Due to their utilization, some products are inventoried in quantity. The products are stored in various areas throughout the community, as follows. All chemicals are documented on MSDS sheets and maintained in applicable work areas.

Location, Material and Quantity

- Pool Area: general pool cleaning and sanitizing chemicals including bleach, muriatic acid, alkaline PH adjuster, algaecide, and others. Quantities of 55 gallons or less.

- Laundry: general purpose laundry supplies including detergents, fabric softeners and sizing chemicals. Quantities of 55 gallons or less.

- Housekeeping: general purpose cleaning supplies and floor finishes. Household and concentrated chemicals associated with the cleaning of residential apartment buildings and maintaining flooring including ammonia-based cleaning supplies, soaps, detergents, alkaline floor products, petroleum-based wax products and other in quantities of 55 gallons or less.

- Maintenance: various petroleum-based solvents, grease, light oils, latex and oil-based paints and cleaning supplies in quantities of 55 gallons or less.

- Boiler Rooms: Various circulating closed loop water treatment chemicals in quantities of 55 gallons or less.

- Kitchen Spaces: Various flammable food products including oils, meats, alcohol and flour. Cleaning supplies such as degreasers, chlorine and detergents, all in quantities of 55 gallons or less.

- Nursing: Various nursing supplies, such as isopropyl alcohol and hydrogen peroxide in quantities of 55 gallons or less.

NAPLES FLORIDA

Zip code: 34105

Moorings Park Geographic Location in Flood <u>Zone B</u>
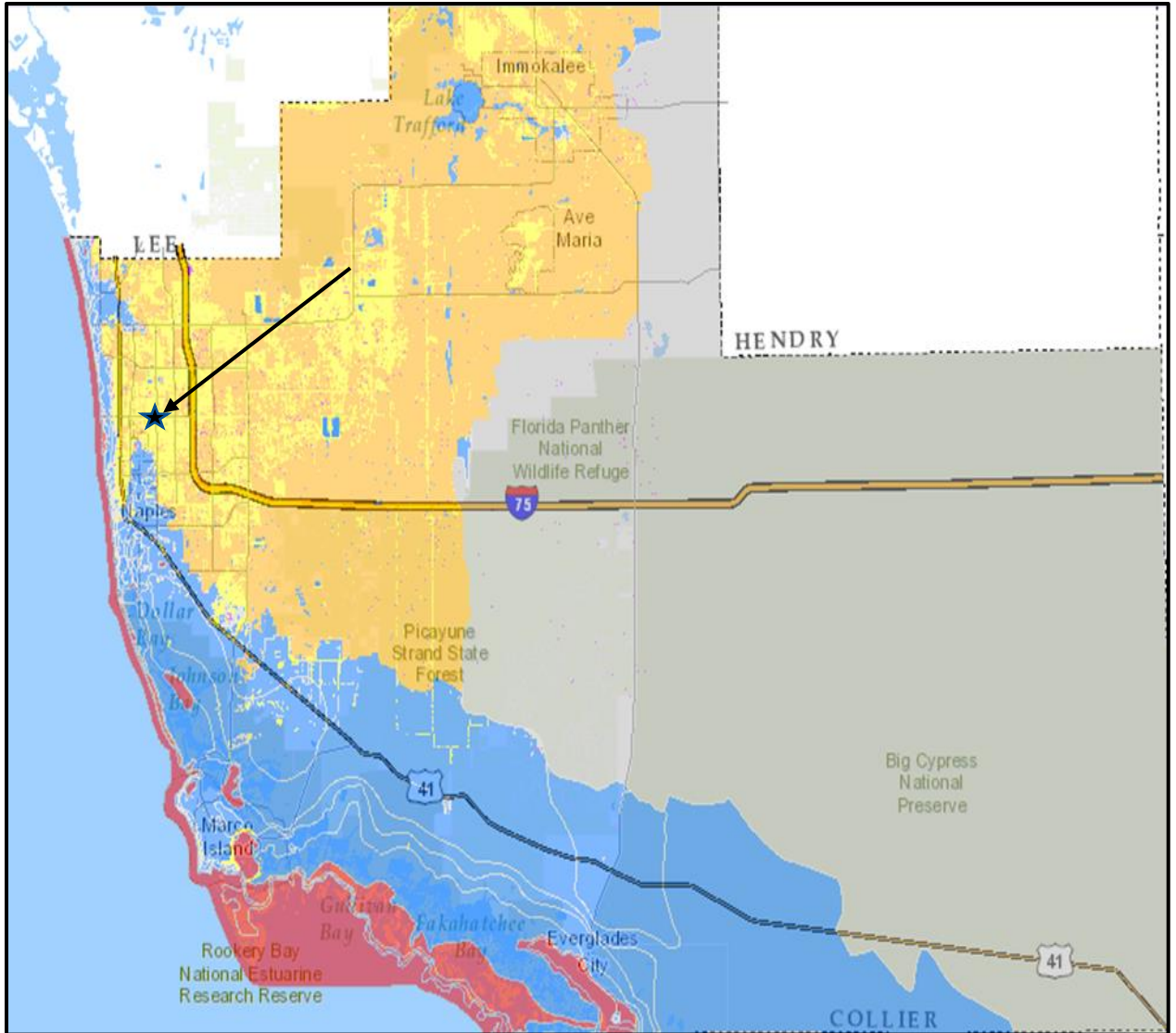
Exhibit (1)

Moorings Park Campus

Campus Site Plan (Not to scale)

Clubhouse
- Full Service Bank & ATM
- Executive Marketing Offices
- Clubhouse Dining Room
- Computer Mail Room
- Garden Café
- Park Grill
- Bar/Lounge
- Auditorium
- Library

Lyon Park
- Har-Tru Tennis Courts
- Putting & Chipping Greens
- Bocce Ball Courts
- Pavilion

Petri Center
- Fitness, Pool & Beauty

Activity Center
- Multi-Purpose Room
- Salon
- Games Lounge
- Pottery Studio
- Computer Training Center
- Creative Arts Studio
- Sailing Yacht Club

The Chateau
- Skilled Nursing
- Rehabilitative Services
- Physical Therapy
- Occupational Therapy
- Speech Therapy
- IV/Wellness Therapy

The Center for Healthy Living
- Personalized Physician Services
- Rejuvenate Salon & Spa
- Mac Wellness Point
- Internet Café
- Innovative Cardio/Strength Area
- Group Fitness Studio
- Cognitive Zone
- Shefield Theatre
- Internet Café
- Outpatient Rehab
- Rooftop Gardens

Orchid Terrace
- Assisted Living
- Lilac Memory Care

Botanical Garden

Bower Chapel & Koret Plaza

Bailey's Place Pet Park

South Gate Entrance

Tennis at Rest

Faith Lutheran Church

Rooftop Garden

Operations Building

Trio Restaurant

Home Health Agency

Car Rinse

Main Entrance & Security

Butterfly Garden

Wood Shop

Resident Gardens

Orchid House

Garden Residences
Buildings B, C, D, E, F, H, I

Tower Residences
Buildings A & G

Mid-Rise Residences I & II
Buildings J, K & R

Courtyard Residences
Buildings L, M, N

Waterside Residences
Buildings O, P, Q

Exhibit (2)

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Generator Locations and Capacities

Chateau (Nursing)
Genset:	MTU 1000kw
Fuel cap:	4500 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	124 hours
Run time full load	63 hours
Powers	All electrical/ac

Orchid Terrace (North and South)
Genset:	Superior 500kw
	MTU 750kw S
Fuel cap:	9700 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	310 hours
Run time full load	159 hours
Powers	All electrical/ac

Buildings A&G (each)
Genset:	DMT 180kw, MTU 200kw
Fuel cap:	1300 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer. Circ./Elevator

Main Clubhouse
Genset:	Superior 180kw
Fuel cap:	400 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	All electrical + a/c

Buildings O, P, Q + CHL
Genset:	Cummins 450kw
Fuel cap:	500 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer./Elevator

Garden Apartments
Genset:	Generac 25kw, Kholer 180kw
Fuel cap:	829 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer./Elevator

Buildings J, K
Genset:	Cummins 650kw (each)
Fuel cap:	450 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer./Elevator

Buildings L, M, N
Genset:	Superior 450kw
Fuel cap:	2000 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer./Elevator

Gate House
Genset:	Superior 40kw
Fuel cap:	330 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer. circ

Building R
Genset:	Cummins 230k
Fuel cap:	460 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer./Elevator

Operations Building
Genset:	Superior 100kw
Fuel cap:	700 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer. circ.

Activities Center
Genset:	Kohler 80kw
Fuel cap:	250 gls.
Fuel type:	Nr. 2 diesel
Run time 50%	108 hours
Run time full load	96 hours
Powers	Emer. circ.

Exhibit (3)

Executive Team Organizational Chart

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                        ┌──────────────┐
                        │  Executive   │
                        │  Director    │
                        └──────┬───────┘
        ┌──────────────┐       │
        │  Executive   │       │
        │  Assistant   │       │
        └──────────────┘       │
   ┌──────────┬──────────┬─────┴──────┬──────────────┐
┌────────┐ ┌────────┐ ┌──────────┐ ┌──────────┐
│Director│ │General │ │Associate │ │Director  │
│of Sales│ │Manager │ │Executive │ │of        │
│        │ │of      │ │Director  │ │Wellness  │
│        │ │Dining  │ │          │ │          │
└────────┘ └────────┘ └────┬─────┘ └────┬─────┘
              ┌────────┬────┴────┐       │
         ┌─────────┐ ┌─────────┐ ┌─────────┐
         │Director │ │Director │ │Director │
         │of       │ │of       │ │of       │
         │Facilities│ │Assisted │ │Campus   │
         │         │ │Living   │ │Life     │
         └────┬────┘ └─────────┘ └─────────┘
              │
         ┌─────────┐
         │Director │
         │of EVS   │
         └─────────┘
         ┌─────────┐
         │Director │
         │of Maint.│
         │&        │
         │Engineering│
         └─────────┘
         ┌─────────┐
         │Director │
         │of       │
         │Buildings│
         │and      │
         │Grounds  │
         └─────────┘
         ┌─────────┐
         │Director │
         │of Life, │
         │Health   │
         │and      │
         │Safety   │
         └─────────┘
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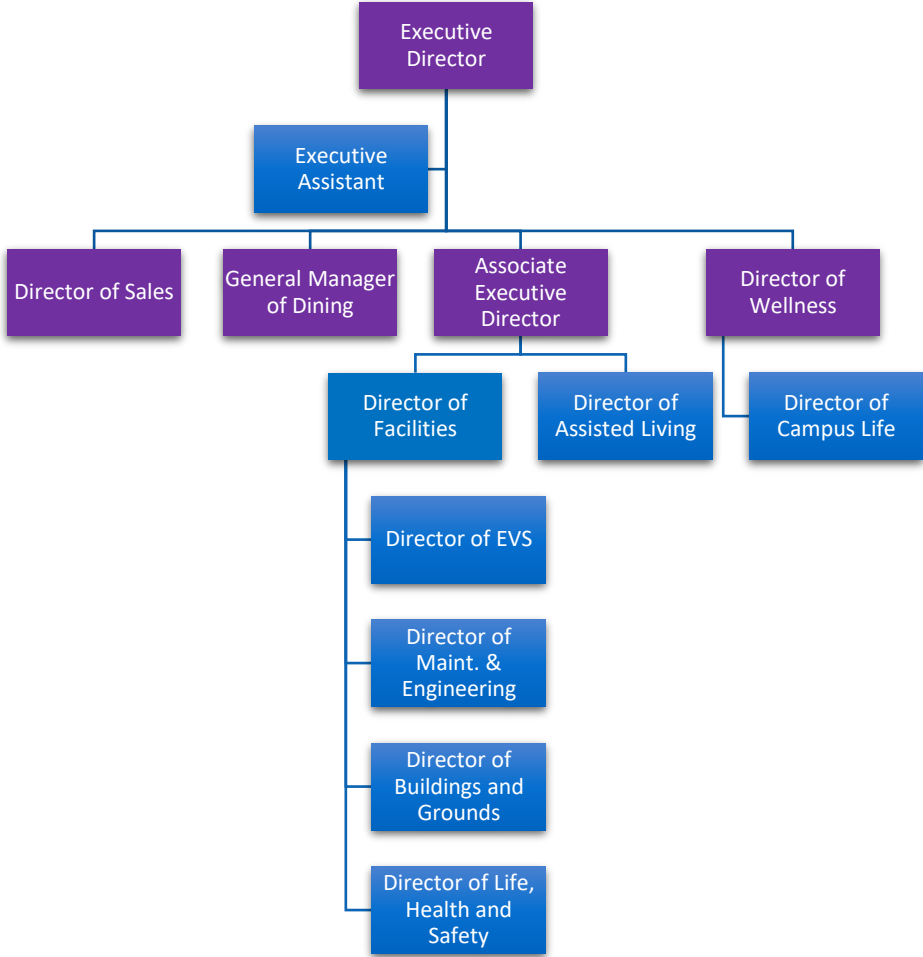
Exhibit (4)

The Chateau
Skilled Nursing Facility
Organizational Chart

VP Clincial Services
Administrator
239-430-6319

- **Director of Nursing**
  Chateau
  239-643-9149
  - **Assistant Director of Nursing**
    239-643-9148
  - **MDS Coordinators**
    239-919-1696
    239-465-4775

- **Director of Rehab**
  239-465-4900
  - **PT/OT/SLP Therapists**
    239-359-6045

- **Social Services**
  239-919-1696

- **Director of Food & Beverage**
  Orchid Terrace & The Chateau
  239-529-4636
  - **Assistant Director of Food & Beverage**
    239-919-1723

- **Activities Coorrdinator**
  239-643-9122

- **Admissions Coordinator**
  239-643-9126

Infection Control Specialist
239-643-9158

Medical Records Coordinator
239-643-9159

Transition Coordinator
239-919-1695

Orchid Terrace
Assisted Living Facility
Organizational Chart

Assisted Living Administrator
239-430-6354

- **Director of Nursing**
  OT
  239-643-9120

- **Director of Activities**
  239-919-1722
  - **Activities Assistant**
    239-359-6031

- **Office Coordinator**
  239-643-9127

Exhibit (5)

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Facilities Engineering
Organization Chart, Original Campus

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                    ┌─────────────────┐
                    │   Director of   │
                    │   Facilities    │
                    └────────┬────────┘
        ┌──────────────┐     │
        │Administrative│     │
        │  Assistant   │     │
        └──────────────┘     │
    ┌────────┬─────────┬─────┴────┬──────────┐
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| Director of Environmental Services | Director of Maintenance and Engineering | Director of Life, Health and Safety | Director of Buildings and Grounds |
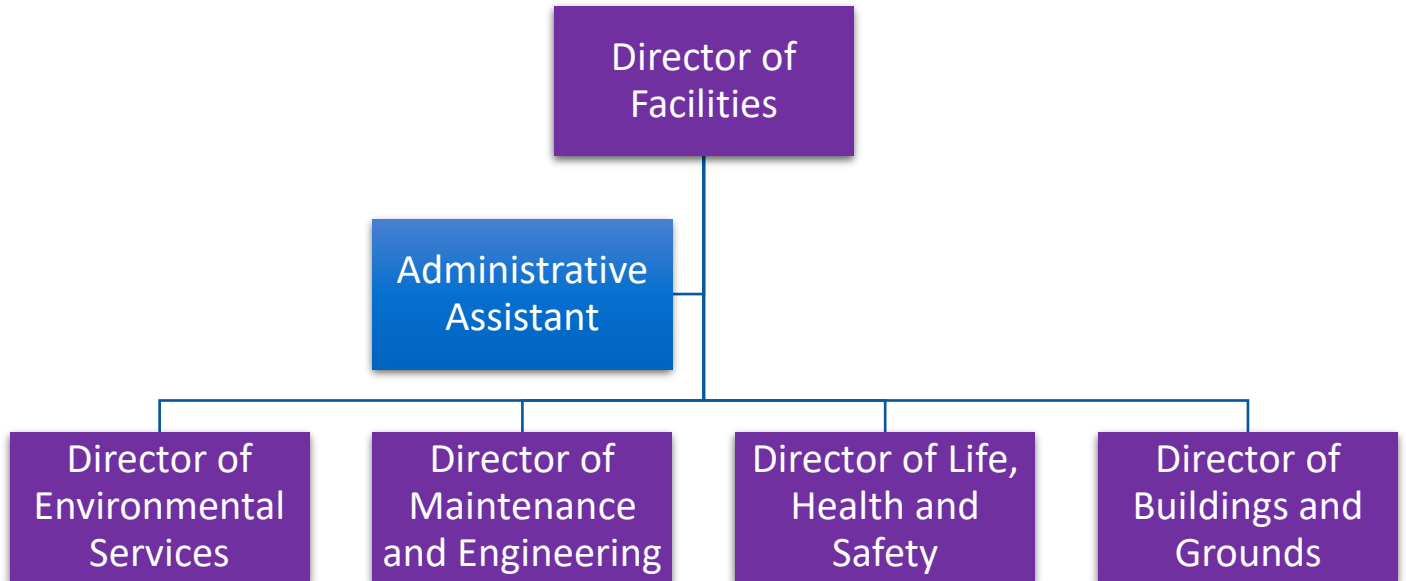
Exhibit (6)

IV. Policies, Procedures, Responsibilities and Actions

A. Direction and Control

1. The Board of Directors is the governing authority for Moorings Park, Original Campus. They delegate the responsibility of ongoing review and implementation of this plan to the Chief Executive Officer (CEO) of Moorings Park Institute. The CEO shall assure the ongoing review, modification, and implementation of this plan at Moorings Park through the Chief Operating Officer, to the Executive Director and interdepartmental Safety Committee. Moorings Park Original Campus is part of a larger business consortium (Moorings Park Institute). Accordingly, Moorings Park Original Campus is subject to and shall comply with all direction provided by the parent organization.

    The Chief Executive Officer (CEO) is in charge during an emergency and has the primary responsibility in determining the state of emergency - The CEO has the primary responsibility in determining the state of emergency and the need for the implementation of the Comprehensive Emergency Management Plan. In the absence of the CEO, the Chief Operating Officer shall have responsibility for the decision to implement the Emergency Management Plan.

    The CEO is responsible for the notification of and coordination with the Naples Fire and Rescue Department, Collier County, Office of Emergency Management and Collier County Sheriff's Department, as appropriate. If landline telephone or mobile service is not available during an emergency, the property will request assistance from the local authorities in maintaining communication.

    Safety Liaison: The person serving as Safety Liaison and responsible as the primary contact for emergency operations is Scott Millward, Director of Facilities. The following contact information applies:

    - Address: 120 Moorings Park Drive; Naples, FL 34105
    - Phone Mobile: 239-255-8006

    Emergency Responsibility Hierarchy:

Primary, Executive Director:	Jordan Scardigno
Mobile:	239-233-5619
Alternate, Associate Executive Director:	Kayla Crawford
Mobile:	239-825-4399

2. Chain of Command to ensure continuous leadership and authority in key positions is as follows:

Title	Work	Personal
Executive Director	239-206-4406	239-233-5619
Associate Executive Director	239-919-1754	239-825-4399
Director of Facilities	239-261-6733	239-255-8006

Jordan Scardigno, Executive Director

Kayla Crawford, Associate Executive Director

Scott Millward, Director of Facilities

3. Activation and provisions for team members and their families during an emergency:

Timely activation of staff in emergency functions:

a. The Executive Director, with assistance from the Executive Leadership Team, shall be responsible for implementing the Comprehensive Emergency Management Plan once an emergency is declared. These Executive Leadership positions (or designees) shall be responsible for 24-hour call notification.

b. All executive leadership members, department directors, and managers will be notified to report to Moorings Park. Upon the direction of the Executive Director, department heads and managers shall be responsible for contacting individual staff members via the emergency re-call listing, directing staff to return to the community. This listing shall be updated on each occasion that a partner changes their personal address or telephone number and at least annually in May. If there is no telephone service to or from the property, it is the responsibility of these team members to recognize the situation from communication channels within the community (radio, TV, etc.) and immediately report to Moorings Park.

c. Once recalled, briefings will be conducted with all staff. Clarification will be made regarding those partners assigned to the **RED** team or **BLUE** team. RED team members are considered essential to operations and are assigned to the community prior to, during and immediately after a disaster. BLUE team members are responsible for offering relief to RED team members, subsequent to the event and continuing through recovery. Department heads are responsible for conducting recall of partners within their respective departments.

Provisions for team members and their families:

a. In the event of a duly proclaimed emergency and in order for team members to respond to the needs of the residents at Moorings Park, it may become necessary to provide shelter to employees and their families.

b. Partners who are considered essential to Moorings Park's continued service during a hurricane or other emergencies will be notified by their department heads regarding the necessity to report to work. Moorings Park designates two teams, specifically Red and Blue; wherein Red Team members report to work prior to a natural disaster and remain during and immediately after the event. Blue Team members offer relief to the Red Team members subsequent to the event, as noted below. Details regarding support for immediate family members, pets and personal provisions can be found under separate cover **(see Mooring Park's Partner Hurricane Handbook).**

EMPLOYEE DESIGNATION

RED TEAM
Staff designated as Red Team partners will have their names placed on the essential partner list, which will be used to control persons entering the facility.

Red Team partners are responsible for reporting to Moorings Park at a designated time, prior to the hurricane or other emergency and remain on campus until properly relieved. Red Team partners will be asked to identify all immediate family members requiring shelter, including any special needs. All family members requiring shelter must be approved in advance.

BLUE TEAM
Blue Team members are responsible for monitoring InformaCast Emergency Messaging, and internet updates (if available), including the Moorings Park, Original Campus website. Blue Team members shall remain in contact with their supervisor during and after the emergency event. These team members must be prepared to report to work within four hours of driving restrictions being lifted in Naples. During a hurricane, all partners are expected to accommodate the needs of Moorings Park and its residents.

Note: Partners who fail to report at designated times will be subject to disciplinary action up to and including termination.

4. Standard Operating Procedures for Management when the Emergency Management Plan is implemented:

   - The primary **Facility Command and Control Center (FCC)** during an emergency is the Executive Director's Office. If this area is compromised, the

secondary location is the Operations Building Facilities Section. In the event of a catastrophic hurricane that is expected to generate significant storm surge, the Executive Director may relocate the Command and Control Center as deemed appropriate based on prevailing conditions.

- The Director of Facilities will take appropriate measures to secure and protect the property, in preparation for the impending emergency. This includes but is not limited to: storage of outdoor furniture and equipment, movement of vehicles, protecting and securing large doors as necessary, locking windows, and removal of awnings and other appendages, as deemed necessary.
- Responsibilities of key leadership positions in the event of a proclaimed emergency may include, but are not limited to the following:

Executive Director (ED)

a. Facilitate implementation of the Emergency Management Plan for the entire campus.

b. Act as **Incident Commander (IC)** for emergency events at Moorings Park, Original Campus. Assume senior leadership role prior to, during and after emergency.

c. Lead response to emergency situations through key personnel.

d. Set critical goals and objectives.

e. Liaison with other campuses, and local, state, and federal agencies.

f. Make time-sensitive decisions in the best interest of resident safety.

g. Activate the specified communications plan based on the incident type.

h. Advise the Chief Operations Officer of any compromise to safety and security at Moorings Park, Original Campus.

i. Implement and coordinate the evacuation order as directed by the Chief Executive Officer or Chief Operations Officer.

j. Coordinate campus efforts with VP Clinical Services

Associate Executive Director

a. Assume responsibility of the **Incident Commander (IC),** in the absence of the Executive Director.

b. Coordinate the implementation of the Emergency Management Plan with the directors and supervisors of the property.

c. Ensure that CEMP procedures are followed in accordance with written plans.

d. Maintain situational awareness at all times and respond accordingly.

e. Act as Communication Officer and **Resident Information Officer (RIO)**, by drafting and submitting for approval, reoccurring communication updates to residents and staff using a variety of available communication methods. This may include: InformaCast, email blasts, voice messages, website updates, and memoranda.

f. Maintain documentation for incident reports.

g. Liaison directly with the Dining General Manager, to ensure that provisions are available to serve emergency meals to residents and staff

h. When/if deemed necessary, coordinate the evacuation of all participating independent living residents with contracted transportation services

i. Complete applicable checklists designated for this position.

Director of Wellness (Wellness)

a. Coordinate accommodations for the family members of team members, who must be housed during the emergency.

b. Coordinate temporary resting and sleeping provisions in the Clubhouse auditorium.

c. Assist Associate Executive Director in coordination of resident evacuation with contracted transportation services

d. Complete applicable checklists designated for this position.

Human Resources Generalist (HR)

a. Coordinate the implementation of the Emergency Management Plan with the supervisors and managers in support of Red Team family members, including but not limited to space allocation, provisions, hotel facilities, child well-being and pet accommodations.

b. Account for the team members present during the emergency, through knowledge of who is present, and hours present during the emergency.

c. Facilitate the management of the Hazardous Pay Policy.

d. Complete checklists that are applicable to family member support.

Director of Facilities

a. Facilitate implementation of the Emergency Management Plan, specific to physical plant operations, safety, utilities, and environment.

b. Coordinate the implementation of the Emergency Management Plan with the managers and the supervisors of the property.

c. Secure the property (as appropriate) and provide protection from flying debris.

d. Ensure that generators are prepared for operation and fuel tanks are topped off.

e. Ensure that adequate environmental supplies are stocked and made available during extended periods of limited or complete power loss.

f. Take appropriate measures to protect and secure the property's physical plant in anticipation of the impending emergency, i.e., secure outdoor furniture and equipment, close and lock-down buildings, as needed.

g. Coordinate physical plant operations with the main campus and Collier County Office of Emergency Management.

h. Supervise parking plans on campus for all venues.

i. Advise the Executive Director of any compromise to safety and security.

j. In consultation with the Executive Director and Chief Operations Officer, determine the all-clear status for habitability of the property and return to normal operating procedures.

j.   Inform the Incident Commander of all emergency response activities and challenges.

k.   Complete checklists applicable to Facilities

General Manager of Dining Services (F&B)

a.   Coordinate the implementation of the Emergency Management Plan with the directors and supervisors of the property.

b.   Adjust meal plans to accommodate the emergency.

c.   Distribute disposable products and bottled water.

d.   Implement system for emergency sanitation of food-handling equipment and provision of hand washing. Dining General Manager will ensure that a supply of non-water hand sanitizing cleaner is available in adequate supply.

e.   Ensure that adequate menu planning is prepared and approved, prior to the beginning of the annual hurricane season.

f.   Stock necessary dry storage food supplies to meet emergency menu planning. Ensure that seven days of emergency food and water supplies are available and secured.

g.   Ensure that disposable products (paper plates, disposable utensils, etc.) are available, as necessary.

h.   Ensure that equipment for emergency cooking processes is available and appropriate for the need.

i.   Implement system for the emergency sanitation of food-handling equipment and provision of hand washing.

j.   Ensure that applicable checklists are completed for the department.

Vice President of Clinical Services/Health Care Administrator (VP HC)

l.   Facilitate implementation of the Emergency Management Plan specific to clinical services in Chateau and Orchid Terrace.

b.   Coordinate the implementation of the Emergency Management Plan with managers and supervisors in Chateau and Orchid Terrace.

c.   Facilitate the movement of residents in the event of relocation within the property or within the community or evacuation away from the property.

d.   Facilitate the preparation of records, medications, and personal care items, in the event of relocation or evacuation of residents.

e.   Ensure the accountability for residents' location through utilization of census logs.

f.   Initiate all communication/arrangements with any location that Moorings Park has entered into a mutual agreement for temporary sheltering of residents.

g.   Communicate with the Agency for Healthcare Administration regarding the need for implementation of the Emergency Management Plan and/ relocation of residents.

h.   Coordinate for the safe return of residents, post-emergency.

i.   Complete checklists that are applicable to clinical services.

Vice President of Sales and Marketing (VP Marketing)

a. Assume Blue Team senior leadership responsibility for Moorings Park Institute subsequent to Red Team relief (CEO)
b. Assist/Represent the Chief Executive Officer in all communications to the media, including but not limited to the press, television, and radio.
c. Assist with calls to family members of residents for the resident or the nursing team members.

5. **Provision of supplies:**

1. Moorings Park will maintain a minimum of seven-day supply of non-perishable food and bottled water for all nursing, assisted living and independent residents and to support 24-hour staffing, until the emergency is abated. Hurricane menu plans are identified in **Annex (12)** of this PLAN.

    In the event of a duly proclaimed emergency and for partners to respond to the needs of the residents of Moorings Park, it may become necessary to provide shelter to employees and their families. Environmental Services shall ensure that emergency supplies of linens, blankets, pillows, towels, toiletries, and rollaway beds are made available.

    a. **Generators:**

    Detailed generator information for various locations at Moorings Park is provided in **Exhibit (3)** THIS PLAN. The primary purpose of generator service is to provide electrical service to the nursing and assisted living settings, as well as independent residential and specified common areas.

    Notwithstanding Chateau and Orchid Terrace, emergency generators provide limited power for residential apartment homes, to include the following: emergency lighting, fire alarm, refrigeration, elevator operation, life safety alert system and one auxiliary outlet in each home. Emergency generator service provided to Chateau and Orchid Terrace is capable of providing normal electrical power and is only restricted by fuel capacity and consumption rate.

    b. **In the event of an ordered evacuation, Moorings Park will be supported by Naples Tours & Transportation (NTT).** They will utilize all necessary multi-passenger vehicles to effectively transport Moorings Park residents from Chateau, Orchid Terrace, and Independent Living venues to secondary or tertiary locations. The primary method of transport will involve the use of 56-passenger motor coaches. However, smaller vehicles may supplement larger bus service, particularly for meeting special needs. NTT may be contacted by calling their 7x24 dispatch center in Naples Florida at **(239) 260-3272.**

The Associate Executive Director is the designated person, under the direction of the Executive Director, to arrange for and coordinate all necessary travel and transportation needs during an ordered evacuation. The arrangement of transportation will be implemented immediately upon the decision to evacuate the property. Each year a pre-hurricane season agreement shall be entered into with NTT, in the event that such services are required during evacuation. The Associate Executive Director will also ensure transportation for supplies from all venues is procured and arrange for onsite deployment.

c. Moorings Park will maintain a minimum of 72 hours of essential supplies. <u>During hurricane season, a 7-day supply of food and water will be maintained for all residents in the nursing center and assisted living</u>.

Under the direction and coordination of the Vice President of Clinical Services, nursing team members will prepare the necessary resident medications, oxygen, assistive devices, paper files, identification and personal care items needed for residents.

The Director of Dining Services will evaluate and coordinate the preparation of food and water.

The Director of Facilities will supply necessary flashlights and batteries to the nurse and attendant stations, medication rooms and the reception and concierge areas.

The Director of Facilities will maintain an additional set of replacement batteries for two-way radios. The chargers for these batteries will be plugged into emergency power, in the event of a power outage. All outlets in Chateau and Orchid Terraces are powered by generator service.

Within 72 hours of emergency onset, the Vice President of Clinical Services and Administrator will evaluate, and as needed, coordinate the acquisition of additional supplies for residents who reside in nursing, assisted living and memory care.

B. Notification

Upon a decision to implement the Emergency Management Plan, the following procedures shall be used to notify residents and team members:

1. Receipt of Warnings:

The property utilizes information from the National Oceanic and Atmospheric Administration (National Hurricane Center) for the latest weather advisories and alerts, active storms, marine outlook, and graphical weather outlook, as well as satellite imagery. This 24-hour information is readily available on the internet at **www.nhc.noaa.gov**.

The property is also linked to automatic advisories from the National Weather Service and NOAA weather radio located at the Main concierge / reception desk located in the clubhouse and at the concierge desk in the Center for Healthy Living.

2. 24-Hour Community Contact Number:

   Telephone: **239-261-5743 (Security Office)**

3. Notification of Staff:

   ▪ In the event of an emergency or impending severe weather alert, the Executive Director or the Associate Executive Director (in the absence of the ED), shall contact departmental heads and managers, directing them to return to the community. These senior managers shall contact their specific department members, using the emergency re-call listing, directing a return to the community. The ED will act according to this plan and the type of emergency. If the emergency or severe weather alerts dictate an immediate response, partners will respond immediately and in accordance with this plan.

   ▪ It is a condition of employment that every partner be made available during the time of emergency, in accordance with the **Partner Hurricane Handbook** and those provisions outlined on Page 16 of this plan. In such instances, partners will be given direction by their supervisor, as well as general communication provided via **InformaCast** and the Moorings Park website.

   ▪ The primary method of communication to contact partners shall be telephone (mobile or landline). The secondary method will involve face-to-face communication with internal and external team members.

5. Notification of Residents:

   Residents will be notified of the emergency through the following communication methods, as appropriate to the emergency:

   • InformaCast Broadcast
   • Constant Contact Broadcast
   • Notification placed on the Moorings Park website (emergency link)
   • Door to door contact via security officers and other staff
   • Announcements made over individual building fire annunciators.

   These methods of notification apply to independent living, as well as nursing and assisted living. However, for health care and assisted living settings, individual notification shall be conducted in conjunction with electronic posting. In independent living, those identified as needing additional support will be contacted prior to the storm by the Resident Support Specialist or their designee.

6. Notification, Alternative Means:

   - The Executive Director may also call a meeting of residents in assembly areas, such as the Clubhouse Auditorium, Bower Chapel, and the Center for Healthy Living.

7. Notification of Receiving Facility:

   - In the event of an evacuation, the Vice President of Clinical Services will notify the receiving health care and assisted living facilities with whom there is a mutual aid agreement. This shall be done through direct verbal contact with the receiving community's Executive Director or appropriate leader. Alternatively, in the event that telephone service is not available, the message may be emailed or texted with confirmation of receipt.

   - Evacuating residents will be accompanied by team members of Moorings Park, including professional nurses, nurse aides, therapists, physician/s, dietary personnel, housekeeping and administrative personnel and others, as deemed necessary by the Vice President of Clinical Services to ensure resident well-being and safety.

8. Notification of Families (Evacuation):

   - The Vice President of Clinical Services (or their designee) will coordinate the notification of health care and assisted living family members, informing them of plans to evacuate. The primary method of notification will be made via telephone. Alternative methods of communication include email, texting and direct verbal contact. The Moorings Park website will provide family members, guardians, and powers of attorney with updated information regarding plans for sheltering or evacuation.

     The Executive Director (or their designee) will coordinate the notification of independent living family members, informing them of plans to evacuate. The primary method of notification will be made via the Moorings Park Emergency Link. Alternative methods of communication include email, texting, and direct verbal contact. The Moorings Park website will provide family members, guardians, and powers of attorney with updated information regarding plans for sheltering or evacuation.

   - If time and safety permit, these family members are encouraged to take the resident to their homes.

C. Preparedness

A special oversight committee designated the **"Emergency Management Committee"** shall perform the following functions listed below in an effort to maintain Moorings Park, Original Campus at the highest level of readiness and to successfully address natural and man-made disasters cited in this plan. Committee members shall convene meetings on an ad hoc basis at least three times annually. The committee shall be chaired by the Director of Life Safety and Security and include the Executive Director, the Associate Executive Director, Executive Assistant to the Executive Director, Director of Facilities, Director of Wellness, General Manager of Dining, Assisted Living Administrator, the Chateau Director of Nursing, and the Resident Support Specialist.

1. This Committee shall be responsible for the development of an emergency operations plan, integrating the nursing home/assisted living facility plan with the community's disaster plan and evaluating the effectiveness of the health care/assisted living plan by having drills or exercises at least three (3) times per year; namely one hurricane administrative review that entails readiness training for all residents and staff and a second mobilization drill. <u>The annual administrative desk review shall be conducted in May, just prior to the commencement of the annual hurricane season.</u> A third drill shall be conducted using any emergency scenario from the appendices of this plan but does not include FIRE. Fire drills in health care and assisted living are conducted in accordance with the regulatory guidelines set forth by the Agency for Health Care Administration (AHCA). Fire drills in independent living shall be conducted at least annually.

2. In the preparation of recurring training requirements, The Committee will assign partners specific emergency tasks and conduct training sessions on these assigned duties and tasks. The Committee will also prepare specific disaster scenarios and evaluate actionable steps, in accordance with emergency procedures in the plan. The evaluations will be documented and retained on file by the Director of Life Safety and Security.

3. Collier County and the City of Naples Emergency Management Directors, including Fire Department officials, are knowledgeable in total community disaster planning and should be called upon for assistance. These officials should also be invited to attend the exercises to observe and evaluate. Collier County Emergency Management Office can be reached at 239 252-8444 or dial (311). The City of Naples Emergency Services can be reached at 239 213-4844.

4. The committee will prepare a General Fire and Emergency Operations Plan for the nursing home and review it annually. The committee will review detailed procedures for each department consistent with the General Plan, citing any discrepancies to the Director of Life Safety and Security.

CHATEAU & ORCHID TERRACE
DISASTER PLAN

The Moorings Park Emergency Management Plan will always offer adequate flexibility to permit its adaptation to any emergency or disaster situation.

The emergency plan will contain a basic plan of action and a series of separate annexes. The plan will provide procedures for the evacuation of patients, personnel and supportive equipment and supplies and the expansion of treatment and patient areas, in response to mass casualty care within the capability of the facility.

The following table outlines the basic categories of emergencies for which Moorings Park will prepare and the types of action required of Moorings Park in response to these situations.

Emergency Category		**Nursing Home/Assisted Living**
Internal (Nursing and Assisted Living)		**Actions**
Fire, Explosion, Flood, Bomb threat, Power outage, Emerging Infection Disease		Evacuation of patients and personnel, if determined necessary for their safeguard
External (Nursing and Assisted Living)		**Actions**
Hurricane, Tornado, Storm, Fire, Explosion, Flood, Fire, Auto Collision, Terrorism, Emerging Infectious Disease		Expansion of emergency medical care generated by patient overload from community hospitals. Triage in-patients for potential evacuation to home

A.   POLICIES:

1.   Moorings Park shall protect, as closely as possible, its residents and staff from all harm, injury, and distress at all times. When an emergency occurs, the welfare of the residents will be the primary concern for the administrator and their staff.

2.   Moorings Park shall maintain, update, and post an evacuation plan, including a floor plan for fire and other emergency evacuations.

3.   Moorings Park shall maintain an internal disaster plan, use it in conjunction with the fire procedures plan, revise it when needed and follow it when necessary. The Administrator will report all unusual occurrences to AHCA and local public agencies, as required by law.

4.   This facility shall hold, and record regularly scheduled fire and internal disaster drills as required by law.

5.   Moorings Park will follow all reporting and operating guidelines from the Center for

Disease Prevention and the Florida Department of Health for emerging infectious diseases.

B.   PROCEDURES FOR EVACUATION:

1.   Meaning

In disaster planning for health care and assisted living, "evacuation" shall mean the transfer of patients/residents and related staff from the health care or assisted living center or within any part of these facilities, as quickly and safely as possible, under the prevailing conditions.

2.   Purpose of Evacuation

a. To move patients/residents from an area of actual or threatened danger to a location of safety.

b. To allow for the receipt of other patients from healthcare facilities in which Moorings Park has engaged in a transfer agreement. This may include other skilled nursing and assisted living facilities, as well as hospitals.

3.   Types of Evacuation

The evacuation of nursing and assisted living units or rooms, floors and wings fall within two distinct categories. These categories are unique to nursing and assisted living settings at Moorings Park.

i.   The first category is considered **General Evacuation.** This involves patients who must be transferred from one location of the facility to another OR when the need arises, to transfer all patients or residents from the facility to another secondary site outside of the facility. An example is where patient relocation within the facility may involve a storm surge threat, where extreme flooding is anticipated, and higher evaluation must be assumed. Another example may involve internal patient movement, due to the existence of uninhabitable sections of the facility.

ii.   The second category involves **Partial Evacuation.** This involves evacuation of patients or many patients, based on their declining health condition. Under this scenario, an order of triage is imposed by the Medical Director, where those patients with the most serious health conditions are transferred first, followed by the least serious (time and circumstance permitting).

4.   Responsibility for Evacuation

a. Notwithstanding evacuation of Moorings Park nursing and assisted living patients to a secondary site, the authority to initiate evacuation rests with the Vice President

of Clinical Services, in consultation with the Administrator and Medical Director. Ordered evacuation to a secondary site.

b. The Medical Director shall be responsible for designating specific patients and classes of patients to be evacuated.

5.   Accommodation for Evacuated Patients

Accommodations for evacuated patients may include, but are not limited to the following:

a.   Home (patients' conditions and home situation permitting)
b.   Other components of the nursing home
c.   Other nursing homes
d.   Hospital(s)

C. GENERAL INSTRUCTIONS FOR EVACUATION

If evacuation is ordered, either general or partial, the ordered process shall be according to patient medical condition.

The Charge Nurse will designate to each nursing station an equal number of personnel to contact, thus allowing latitude to supervise until the VP of Clinical Services, the Administrator or Director of Nursing arrives. A complete and current contact list of personnel is available in the office of the Director of Nursing and also at each nursing unit.

Order of evacuation shall involve the least serious patients first, followed by the next least serious and so on; time and circumstance permitting. Patient condition is divided into three distinct categories:

Ambulatory patients: These are patients who are able to walk independently or with assistance, to a safe location.

Wheelchair patients: These are patients are next in the order of evacuation. They are not able to walk and require wheelchair transport to a safe location.

Bed bound: These are patients who are unable to assist in their own transfer and are non-ambulatory. These patients are considered the frailest, requiring complete assistance in relocation to a safe place. Relocating this category of patient by tying to their bed may be the best and most effective way for rapid relocation.

The Charge Nurse is responsible for ensuring all patients under his/her charge are safe and properly cared for. This includes keeping track of patient movement after relocation has occurred. To effectively manage these responsibilities, the Charge Nurse will also be assisted by non-nursing staff; specifically:
  ▪ Housekeepers
  ▪ Janitors
  ▪ Volunteers

Each will assist by closing windows and doors, providing blankets and supplies, assisting with patient relocation and if necessary, using fire extinguishers until the arrival of the fire department.

TEMPORARY EVACUATION:

A temporary evacuation from Chateau or Orchid Terrace will be necessary when environmental conditions involve smoke, toxic fumes, flood water, or uncertain structural damage. Under these circumstances, patients will be temporarily relocated to a secondary site on property until the facility can be made fully habitable. If a temporary evacuation were ordered, the following actions shall be accomplished:

- Select the best location for relocation based on need and comfort for residents
- Notify applicable physicians as needed
- Recall off duty staff members to assist as needed
- Ensure medical records (electronic or paper) are made available at the secondary location
- Notify the Agency for Health Care Administration (AHCA) and provide a full briefing

COMPLETE EVACUATION (Offsite Facility):

Complete evacuation from Chateau or Orchid Terrace is applicable when it is no longer safe to remain at Moorings Park for an extended period. This may be a result of actual or potential devastation to buildings and structures resulting from explosion, fire, flooding or extreme weather. If this action were ordered, the followings steps will be taken:

- Notify police and fire department
- Confirm transfer site and contact Administrator to coordinate arrangements
- Recall off duty staff members to assist as needed
- Coordinate transportation for relocating patients; including non-emergency ambulance
- Notify the Agency for Health Care Administration (AHCA) and provide a full briefing
- Notify applicable physicians as needed
- Ensure medical records (electronic or paper) are made available at the secondary location
- Affix identification to each patient
- Coordinate with other departments to ensure adequate support at the secondary site (e.g., housekeeping, food service, laundry, activities, etc.)

NOTE 1: Complete evacuation procedures <u>specific to hurricane threat</u> are addressed in **Appendix (2)** of THIS PLAN.

NOTE 2: A detailed evacuation checklist that serves Chateau and Orchid Terrace when moving to another location is listed in **Annex (13)** of THIS PLAN. This evacuation checklist shall be used at all times when relocating to secondary site. Additionally, it shall be used in conjunction with the **Annex (5)** when evacuating Moorings Park as a result of hurricane threat.

Home Health shall be responsible for maintaining an accurate list of Independent Living residents who require special assistance before, during, or after a natural disaster. This list shall be kept on record with the receptionist at The Chateau and Orchid Terrace as well as with the main security gate. This list should be updated at a minimum, monthly.

Mutual Aide Agreements for shelter, transportation, and other support services, once executed, will be included in **Annex (12)** of THIS PLAN. These agreements are the responsibility of the VP of Clinical Services and shall be updated or verified on an annual basis.

The VP of Clinical Services in consultation with the CEO and VP of Operations will determine when the notification of mutual aid locations will begin. The notification and the decision to evacuate to these locations will depend on the impending emergency and time allowed to safely travel to any secondary site.

D. SHELTERING

If Moorings Park (the Chateau or Orchid Terrace) accepts residents from evacuating facility, the following protocol will be in effect:

<u>Notified of Incoming Residents</u>:
a. If rooms are available, try to designate specific locations to allow residents placement with outside care givers.
b. If rooms are not available, shelter areas will be set up by location as follows:
    a. <u>The Chateau:</u> Within the day rooms on Banyan, Palm and Cypress if it is determined to be a safe location. See the map on page 25.
    b. <u>Orchid Terrace:</u> Within the activity spaces including card room and classroom if it is determined to be a safe location. See the map on page 25.

<u>Additional Supplies:</u>
a. The incoming community will be expected to bring needed supplies. If unable, Moorings Park will contact local providers to assist with additional items to care for the additional residents.
b. Food service will be provided out of the Kitchen with assistance from the incoming community staff.

c. The incoming community is expected to bring bedding and resident supplies if possible. If unable, we will do our best to secure the needed items.

AHCA Notification:
The facility administrator or designee will contact AHCA if the Chateau or Orchid Terrace is expected to exceed its operating capacity to seek a waiver.

Operations:
a. The Chateau and Orchid Terrace are equipped with a full facility generator and has access to emergency food, water and gasoline supplies which will allow the facility to operate effectively.
b. Sheltering of family members of critical workers will be processed through Human Resources. A proper location will be determined. Family members are expected to bring their own sheltering items including bedding, clothing, food and medications.
c. The incoming residents will be given an arm band with their name and date of birth. Documentation will be organized from the incoming facility to assist with needed care.
d. The Moorings Park CEO will communicate with the incoming community to determine fair compensation for the temporary stay.
e. If the incoming community cannot return to their location, The Chateau and/or Orchid Terrace will work with the community to find the necessary placement or transition their stay to Moorings Park facilities if possible.

E. COMMUNICATION

All communication during a disaster response should be conducted in accordance with the approved Communications Plan see **Annex (2)** of this PLAN. Specifically, Chateau and Orchid Terrace personnel shall be trained on and utilize **UHF** commercial hand-held radios to communicate with other responders during periods of emergency.

UHF radios will be provided to and are the responsibility of the Administrators for Chateau and Orchid Terraces. These radios should remain in a charger at all times when not in use. Chargers are located at designated nursing stations for immediate dispatch during an emergency. When disaster conditions are recognized by the Charge Nurse or senior most staff member, handheld radios shall be distributed and utilized by key personnel.

A current list of phone numbers for fire, police, and health department officials, emergency management authorities, the coroner or medical examiner, telephone company officials, and drug and medical supply personnel is posted at each nursing station and at the front desk.

The VP of Clinical Services or Administrator will maintain the log of all residents evacuated from the property. The CEO and VP of Operations will also be notified of any changes in location of any resident that has been evacuated. The VP of Clinical Services or Administrator will ensure that communication with families is maintained, including providing recurring updates.

F. PERSONNEL

Response to an emergency is based on specific staffing levels during time of emergency. During normal working hours at Chateau, the Vice President of Clinical Services or Administrator in their absence, shall be the senior most staff member to take charge and implement the provisions of this plan. For Orchid Terrace, the Administrator is considered the most senior staff member for assuming responsibility for implementing this plan. After normal working hours, weekends and holidays, designated charge nurses are responsible for assuming the leadership role, including implementation of this plan. Lines of authority are clearly defined in the Chateau/Orchid Terrace Organizational Chart, **Exhibit (5)**, of THIS PLAN.

All new employees shall be initially orientated to and instructed on proper emergency responses for their place of work prior to fulfilling shift work. Employees will be instructed in detail their duties, including specific assignments. This will be accomplished through continuous in-service training programs.

The Chateau and Orchid Terrace disaster plan will be tested through recurring drills and exercises held under simulated conditions. Notwithstanding hurricane drills, these exercises will be in-house and involve only nursing or assisted living personnel depending on location of exercise. Exercises will be conducted on the following cycles:

- FIRE drills   Monthly for each individual shift
- Hurricane desk review   1 time annually
- Hurricane mobilization drill   1 time annually
- Operational drill (other)   1 time annually
- Community disaster drill   As coordinated with civil authorities

NOTE: A Community Disaster Exercise is a procedure by which a group of agencies, whether governmental or volunteer organizations, can determine their actual ability to cope with specific disasters.

G. CONTROL OF TRAFFIC

Traffic control at Moorings Park will be managed by Security. There are two evacuation routes available for use: namely the main entrance adjacent to Goodlette-Frank Road and the South Gate Road off Burning Tree Drive.

Based on circumstances, the Director for Security will determine the best route for evacuation of Chateau and Orchid Terrace Residents. Generally, the line of demarcation for Main Gate exiting will buildings H&I northward, including Orchid Terrace and all other buildings. The Chateau and residential buildings J&K, L,M,N, R, and O,P,Q will exit from the South gate. Those who reside in Buildings A thru I including Orchid Terrace and the Club House will evacuate via the Main Gate. Assigned security personnel will maintain traffic control.

H. UTILITIES
Emergency plans have been developed in cooperation with County Emergency Management, health department, utility companies and other community entities in order to assure the

greatest possibility for continuing source of water, power, telephone, fuel, and waste disposal service during an emergency situation.

I. EQUIPMENT AND SUPPLIES

Preparation for emergencies include appropriate inventory of supplies or reserves to ensure sustainability during a natural or manmade disaster. Supply inventory includes but is not limited to food, water, disposal dining ware, medications, personal hygiene products, toiletries, medical equipment, bed linens and pillows, emergency lighting and more. Lists of emergency supplies shall be maintained by individual departments and checked on a recurring basis against existing inventory. A list of medical supplies and resident personal items can be found in **Annex (5)** of THIS PLAN. Any noted shortfalls will be reported to the Emergency Management Committee at the next scheduled meeting. Shortfalls are to be addressed without delay. In addition to facility disaster inventory, a number of contractual agreements are established with local vendors to help fulfill basic needs and essentials. Some examples include: diesel and gasoline resupply, temporary bedding (cots), additional food and water provisions, portables generators and chiller units, grounds clean-up, etc. See **Annex (10)** for these agreements.

J. FIRST AID SERVICES

To provide first aid services for a mass casualty situation, the following procedures apply:

If off-duty hours, notify the Administrator or VP of Clinical Services.

The Administrator or VP of Clinical Services will initiate a recall of off-duty personnel, as deemed necessary.

The Administrator or VP of Clinical Services will notify the local Emergency Management office.

The Director of Nursing will call physicians and other medical personnel, as necessary.

The Director of Nursing will coordinate treatment room set-up as deemed necessary.

The Director of Nursing will direct emergency first aid supplies to be brought to the treatment rooms.

Incoming casualties will be assembled in the Clubhouse to await treatment.

The Administrator or VP of Clinical Services will be responsible for the registration of incoming patients:

Patients will be classified into three categories:

1. Those who will be treated and released.
2. Those to be transported to a hospital for further treatment.

3. Those that cannot be moved will remain at the Medical Center for intensive care or specialized treatment.

Notify EMS for patient transport to the hospital.

K. RECORD KEEPING AND CASUALTY IDENTIFICATION

Medical records for casualties shall be kept as simple and in as little detail as possible. Supplementary clinical information may be recorded after the critical stage of the disaster response.

The backup procedure and data integrity of electronic medical record keeping systems used by Moorings Park is the responsibility of the CIO and Director of Information Technology. Critical applications are considered those programs which, if not available, have a serious impact on the facility's ability to carry out its many functions. Moorings Park Disaster Recovery and Business Continuity Plan procedures along with IT Contingency Plans are in **Annex (9)** of this PLAN.

L. EXPANSION

Expansion refers to enlarging or temporarily increasing the capacity of Moorings Park for the purpose of providing care to mass casualties or the transfer of a large number of patients. In such a scenario, Moorings Park would receive casualties from other facilities including local or area hospitals. Expansion also applies to the rendering of first aid to those persons who can "walk in" to Chateau or Orchid Terrace during or subsequent to a disaster. If Expansion was activated the following actions apply:

Incoming patients will be brought to the Chateau Porte Cochere. This will be considered a triage site for conducting initial medical assessment. Patients will remain at this location only long enough for examination and further assignment to another location.

Patients requiring first aid will be brought to a first aid station located in the rehabilitation department of Chateau. Casualties can be initially treated here and released, assigned to a bed or transferred to another location offering higher acuity care.

If Expansion procedures were activated, employees of Moorings Park will be given specific assignments involving, reception, sorting, non-casualty care, clinical care, stretcher teams, traffic control and more. Assignments will be provided based on the nature of the disaster and demand for personnel. In the event of an emergency, team members trained or cross trained as nursing assistants but not working as such within the property will report to Health Services and will function as a nursing assistant and may be required to accompany residents during an evacuation.

M. RE-ENTRY

The CEO shall make the decision for property re-entry. The decision for re-entry to the property will be made based on the following chain of events by the CEO:

- Assessment of the physical structure, including commons and private residences, in consultation Collier County Code Enforcement and the City of Naples
- Assessment of utility services
- Assessment of grounds
- Assessment of any sanitary systems
- Removal of all hazards and potential dangers

NOTE: The property shall not be re-occupied until the Collier County Office of Emergency Management, or its designee has cleared the area for re-entry and the property can meet the immediate needs of all residents.

In the event of damage to building structures, re-entry will not be permitted until consultation with appropriate engineering professionals has been completed.

Moorings Park will coordinate the safe return of all residents evacuated or relocated during the emergency. Naples Tours and Transportation bus service will be utilized to transport residents back to the property after the emergency. The appropriate number of assigned nurses and aids to each vehicle will be determined by the Administrator and Director of Nursing for Chateau and Orchid Terraces. For independent living residents, a minimum of two staff members will accompany each motor coach.

The Director of Nursing, Assisted Living Manager, nursing aides and nursing shift supervisors will respond to family inquiries regarding the well-being of residents post-emergency.

The Director of Nursing, Assisted Living Manager, nursing aides and nursing shift supervisors will receive accurate data on residents re-entering the property and will assess and communicate actual or potential medical needs with resident's personal physicians. Emergency medical aid will be obtained as needed.

N. SYSTEM FAILURES AND CORRECTIVE ACTION

In the event the fire detection or suppression systems are deemed inoperative, the fire department and monitoring company shall be notified without delay. Facilities Department shall also be notified as soon as the system is determined inoperative. The Director of Facilities, with guidance from the fire department, will take appropriate actions to ensure safety. Depending on the system problem, this may include setting a manned fire watch with trained personnel until the system has returned to full operability.

Fire watch personnel must be:

- Off-duty from their regular position; in compliance with current state staffing regulations and personnel policies.
- In a condition that would not impair their performance.
- Trained and competent in what to look for and what to do.
- Have a provision for priority communicating (i.e., a radio or special telephone), and the ability to communicate and remain calm.

The Agency for Health Care Administration (AHCA) shall be notified of the time frame that the system is expected to be restored.

Other system failures shall be addressed with the highest level of urgency and communicated to the applicable AHCA regional office. This includes but is not necessarily limited to building structure, roof, sewage, air conditioning, heating and ventilation, nurse call and emergency power failure.

O. FACILITY MAPS

The Chateau
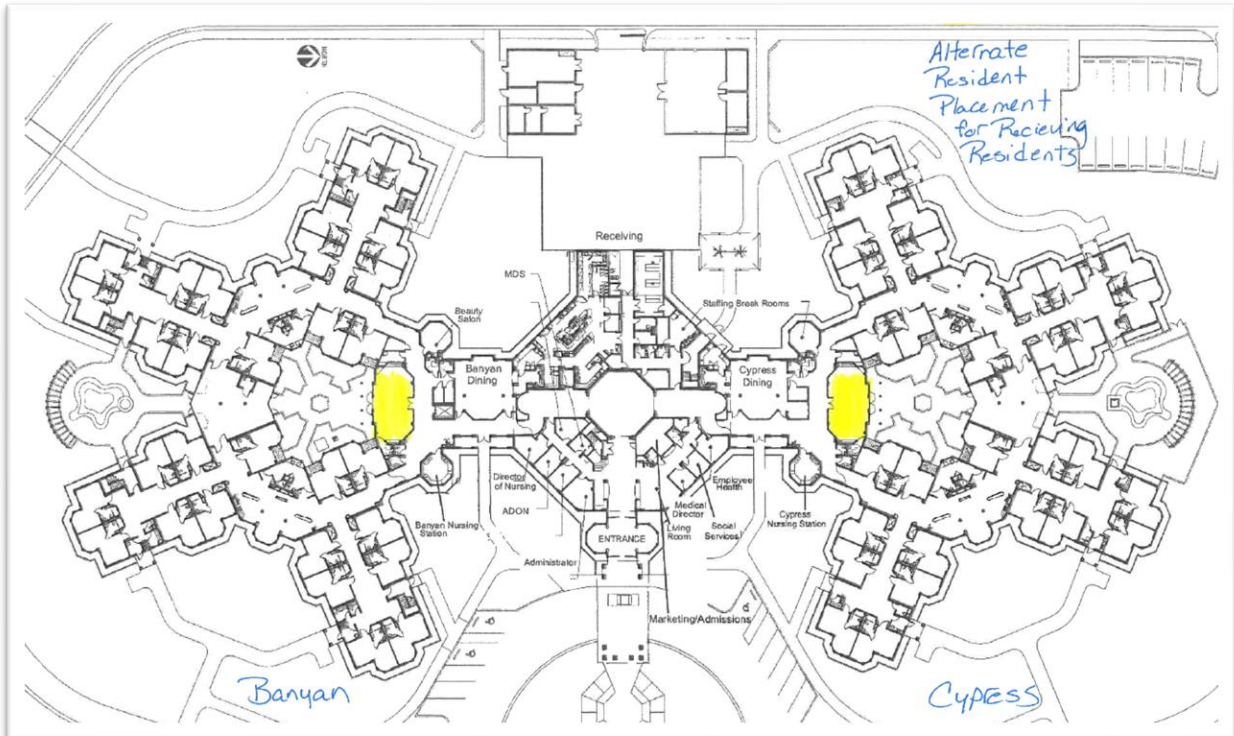
Orchid Terrace

APPENDIX (1)

<u>FIRE EMERGENCY</u>

GENERAL FIRE PROCEDURES

Moorings Park structures are designed and constructed to meet or exceed local, state and federal fire protection and suppression requirements, including fire rated assemblies. Appropriate and required actions to an alarm situation are distinctly different in the Chateau (Health Center) and Orchid Terrace (Assisted Living) versus independent living (residential) settings. Responsive actions are developed to prom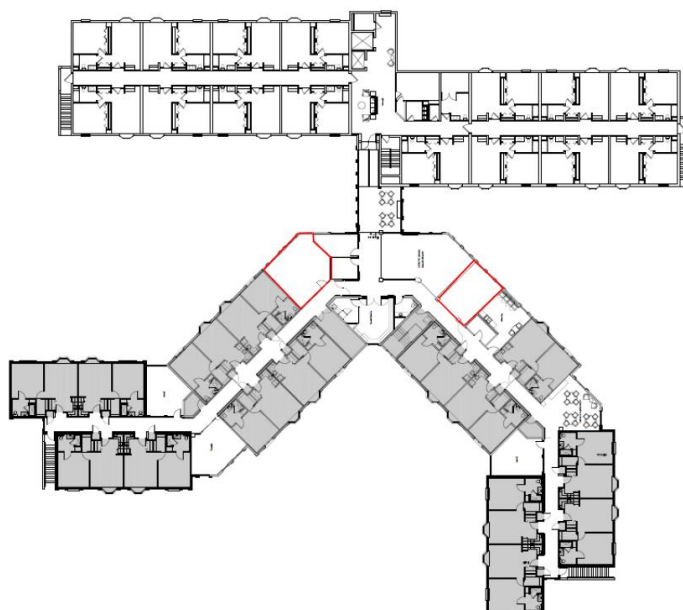ote immediate response to the threat of smoke and fire. Only by order of the Fire Department's On Scene Commander or the senior most clinical team member, shall residents in the Chateau or Orchid Terrace be directed to vertically evacuate the buildings. Resident and team member Alarm Event training is structured to be easily communicable and to illicit a high rate of compliance during Alarm Events.

An "Alarm Event" is the audible sounding of the fire alarm system. It will include an indication of an alarm on all enunciator panels throughout the affected building/s. Whether or not smoke or fire is present, the Alarm Event must result in consistent action by team members and residents.

All team members and residents are instructed to evacuate away from smoke and fire to an area, either where the alarm is not sounding or outside the building. The only exception to this instruction is for residents who are trapped within their apartment with a hot exterior apartment door or fire present, immediately outside their apartment door causing dangerous egress.

Instruction to Residents and Team Members discovering smoke or fire, or responding to an Alarm Event, is provided on the following pages.

IF YOU DISCOVER SMOKE OR FIRE in CHATEAU
(Nursing)

A. Residents:

- Evacuate horizontally away from fire and smoke to an adjacent zone that is free of smoke and fire. Follow the directions of attending staff members and firefighters.

- Activate the nearest fire alarm.

B. Team members: Follow the procedures of R.A.C.E.

Remove anyone in the room or area. Close the door to the room and area, including any connecting room doors.

Activate the fire alarm. Call the concierge desk and 911. Give the exact location and the nature of the fire.

Close all the remaining doors and windows in the area.

Evacuate residents and yourself horizontally in a safe direction, away from smoke and fire. Protect residents in place at a location that is free of smoke and fire. ONLY exit the building vertically, if directed to do so by the Fire Department or Executive Director. Obtain full accountability of all residents and staff who are present.

NOTES:

1. Fire Extinguishers - Upon arrival at the site of a fire with the correct fire extinguisher, if the fire is small and contained, you can attempt to put the fire out quickly with an extinguisher.   Otherwise, do not attempt to extinguish the fire. Shut the door to the area on fire and leave it closed. If the pull station has not been pulled or the alarm is not sounding, immediately locate the nearest pull station and activate the alarm and call the concierge desk. Give the exact location and the nature of the fire.

2. The order of the steps above is somewhat flexible. However, the evacuation of occupants to a safe zone and confinement of the fire are the top priorities.

RESPONDING TO A SOUNDING FIRE ALARM:

A. Residents:
Evacuate in accordance with the directions above. Await further direction from staff and the Fire Department.

Exceptions:

- <u>Hot Exterior Apartment Door</u> - Before opening your door, feel the surface for excessive heat with the back of your hand. If your door is very hot, do not open the door. Place a wet towel at the bottom of the inside of the door and remain in the apartment home. Your exterior door provides a fire and smoke barrier for you. Immediately notify the front desk.

- <u>Fire Blocking the Only Path Out of the Area</u> - If there is fire blocking your path out of the area, stay in your apartment home and place a wet towel at the bottom of the inside of your exterior door. Your exterior door provides a fire and smoke barrier for you. Immediately notify the front desk.

- <u>Health Care</u> - Residents shall remain in their suites if they are in a smoke and fire free zone. If they are located near smoke and fire, residents shall be assisted with horizontal evacuation to a safe zone; a location free of smoke and fire and await further direction from the Fire Department.

B. Nurses and Nurse Aides:
- Close doors and windows in the area of smoke and fire
- Evacuate residents and fellow team members to the nearest smoke or fire-free zone.
- Clear the corridor of obstructions. Do not place items in occupied resident apartments.
- Place the room waste container in at the room entrance door to indicate the space is clear of people.

C. Charge Nurse:
- Take charge as <u>On Scene Leader,</u> until the Fire Department or Facilities Management arrives. Communicate with Security
- Verify the location of fire on the Alarm Panel
- Announce the location of the fire via two-way radio and annunciators (see Exhibit 7).
- Do not move residents through smoke and fire.

D. Receptionist (during working hours):
- The Receptionist will be responsible for directing additional team members to the fire area or other areas within the building, as necessary.

E. Security:
- Obtain location of the fire location from nursing staff
- Call 911 Fire Department and provide the location.

- Alert Facilities via radio and telephones for immediate assistance
- Keep front gate open and traffic clear for arrival of fire truck
- Direct Fire Department to Chateau
- As soon as possible, notify CEO, VP Clinical Services and VP Ops

    Note: After working hours, contact VP Ops, VP Clinical Services and CEO via mobile phone

F. Facilities:
- Relay to all facility personnel via 2-way radio of building and fire location. Direct immediate response.
- Obtain fire extinguishers, while proceeding to the fire location
- Approach alarmed area from the opposite end of the building
- Assist nursing staff with evacuation
- Follow general "all staff" instructions

G. Housekeeping:
- Follow general "all staff" instructions
- Clear corridors of equipment and carts
- Relay to all facility personnel via 2-way radio of building and fire location. Direct immediate response
- Obtain fire extinguishers heading to the fire location
- Report to the north wing nursing station, if safe to do so, and await further direction

H. Social Services, Activities, Medical Records:
- Follow general "all staff" instructions
- Report to the south wing nursing station, if safe to do so, and await further direction
- Medical Records Clerk shall assist the Charge Nurse, as assigned

I. Dining Services:
- Follow general "all staff" instructions
- Shut down all cooking and warming equipment
- Report to the Home Health nurse station, if safe to do so, and await further direction

J. Home Health Agency:
- Follow general "all staff" instructions
- Identify fire locations on the fire alarm annunciator panel.
- Maintain radio contact with the Charge Nurse. Await further direction
- Home Health staff are to remain with and assist residents evacuated to smoke and fire-free zones. Staff shall not pass through or breach fire boundaries

K. Therapy:

- Remain in the therapy space with residents (unless smoke or fire is in therapy rooms.)   If the fire is in the resident areas, move all residents beyond the nearest fire door, horizontally evacuating all residents to a safe zone; a location free of smoke and fire.
- If it is not safe to evacuate to an area within the building, evacuate residents to the outside, using the nearest exit away from fire and smoke
- Close the therapy door

L. Salon:

- If residents are in the beauty salon and the alarm is sounding, evacuate the residents to the nearest smoke and fire free zone
- If it is not safe to evacuate to an area within the building, evacuate residents to the outside, using the nearest exit away from fire and smoke
- Close Salon door

Nursing and Assisted Living
FIRE ANNOUNCEMENT Instructions

☐ Remove the microphone, turn on the call switch, and make the following announcements:

☐ May I have your attention please

☐ May I have your attention please

☐ We have a fire alarm at (state location indicated on the annunciator panel message screen)

☐ Department heads instruct your evacuation staff to exit the nearest door and report to the patient wings prepared to evacuate

☐ All other personnel report to area of alarm and wait for instructions from administrator

☐ Code Red

☐ Code Red

☐ We have a fire alarm (state Location)

☐ After fire department has determined the building is safe, Remove the microphone and make the following announcement:

☐ May I have your attention please

☐ May I have your attention please

☐ All Clear – You may return to your departments

Exhibit (7)

IF YOU DISCOVER SMOKE OR FIRE in ORCHID TERRACE
(ASSISTED LIVING)

A. Residents:

- Evacuate Horizontally away from fire and smoke to an adjacent zone that is free of smoke and fire. Follow the direction of attending staff members and firefighters.

- Activate the nearest fire alarm.

B. Team members: Follow the procedures of R.A.C.E.

Remove anyone in the room or area. Close the door to the room and area, including any connecting room doors.

Activate the fire alarm. Call the concierge desk and 911. Give exact location and nature of the fire.

Close all remaining doors and windows in the area.

Evacuate residents and yourself horizontally in a safe direction away from the smoke and fire. Protect residents in place at a location that is free of smoke and fire. ONLY Exit the building vertically, if directed to do so by the Fire Department or Executive Director. Obtain full accountability of all residents and staff who are present.

NOTES:

1. Fire Extinguishers - Upon arrival at the site of a fire with the correct fire extinguisher, if the fire is small and contained, you can attempt to put the fire out quickly with an extinguisher.   Otherwise, do not attempt to extinguish the fire. Shut the door to the area on fire and leave it closed. If the pull station has not been pulled or the alarm is not sounding, immediately locate the nearest pull station, activate the alarm and call the concierge desk. Give the exact location and the nature of the fire.

2. The order of the steps above is somewhat flexible. However, the evacuation of occupants to a safe zone and confinement of the fire are top priorities.

RESPONDING TO A SOUNDING FIRE ALARM:

A. Residents:

Evacuate in accordance with the directions above. Await further direction from staff and the Fire Department.

Exceptions:

- Hot Exterior Apartment Door - Before opening your door, feel the surface for excessive heat with the back of your hand. If your door is very hot, do not open the door. Place a wet towel at the bottom of the inside of the door and remain in the apartment home. Your exterior door provides a fire and smoke barrier for you. Immediately notify the front desk.

- Fire Blocking the Only Path Out of the Area - If there is fire blocking your path out of the area, stay in your apartment home and place a wet towel at the bottom of the inside of your exterior door. Your exterior door provides a fire and smoke barrier for you. Immediately notify the front desk.

- Health Care - Residents shall remain in their suites, if they are in a smoke and fire free zone. If they are located near smoke and fire, residents shall be assisted with horizontal evacuation to a safe zone (a location free of smoke and fire) and await further direction from the Fire Department.

B. Nurses and Nurse Aides:
- Close doors and windows in the area of smoke and fire
- Evacuate residents and fellow team members to the nearest smoke or fire-free zone
- Clear the corridor of obstructions. Do not place items in occupied resident apartments
- Place the room waste container in at the room entrance door to indicate the space is clear of people.

C. Charge Nurse:
- Take charge as On Scene Leader, until Fire Department or Facilities Management arrives. Communicate with Security
- Verify location of fire on Alarm Panel
- Announce location of fire via two-way radio and annunciators
- Do not move residents through smoke and fire

D. Receptionist (during working hours):
- The Receptionist will be responsible for directing additional team members to the fire area or other areas within the building, as necessary.

E. Security:
- Obtain location of the fire location from nursing staff
- Call 911-Fire Department and provide location
- Alert Facilities via radio and telephones for immediate assistance
- Keep front gate open and traffic clear for arrival of fire truck
- Direct Fire Department to Chateau
- As soon as possible, notify CEO, VP of Clinical Services, AL Administrator and Chief Operating Officer

   Note: After working hours, contact the VP of Operations, VP of Clinical Services, AL Administrator and CEO via mobile phone

F. Facilities:
- Relay to all facility personnel via 2-way radio of building and fire location. Direct immediate response.
- Obtain fire extinguishers, while proceeding to the fire location
- Approach alarmed area from opposite end of building
- Assist nursing staff with evacuation
- Follow general "all staff" instructions

G. Housekeeping:
- Follow general "all staff" instructions
- Clear corridors of equipment and carts
- Relay to all facility personnel via 2-way radio of building and fire location. Direct immediate response
- Obtain fire extinguishers, while heading to the fire location
- Report to the 2nd floor nursing station, if safe to do so, and await for further direction

H. Social Services, Activities, Medical Records:
- Follow general "all staff" instructions
- Report to the first floor nursing station, if safe to do so, and await further direction
- Medical Records Clerk shall assist the Charge Nurse, as assigned

I. Dining Services:
- Follow general "all staff" instructions
- Shut down all cooking and warming equipment
- If fire is not present in the dining room, secure doors and protect existing residents in the dining room

J. Home Health Agency:
- Follow general "all staff" instructions
- Identify fire locations on the fire alarm annunciator panel

- Home Health staff are to remain with and assist residents evacuated to smoke and fire-free zones. Staff shall not pass through or breach fire boundaries.
- Maintain radio contact with the Charge Nurse.

K. Therapy and Occupational Nurse:
- Remain in the therapy space with residents (unless smoke or fire is in therapy space)
- If fire is in the resident areas, move all residents beyond the nearest fire door, horizontally evacuating all residents to a safe zone (a location free of smoke and fire).
- If it is not safe to evacuate to an area within the building, evacuate residents to the outside, using the nearest exit away from fire and smoke
- Close the therapy door

L. Salon:
- If residents are in the beauty salon and the alarm is sounding, evacuate the residents to the nearest smoke and fire free zone
- If it is not safe to evacuate to an area within the building, evacuate residents to the outside, using the nearest exit away from fire and smoke
- Close Salon door

IF YOU DISCOVER SMOKE OR FIRE in INDEPENDENT LIVING (BUILDINGS A, G, J, K)

A. Residents:

If you discover fire or smoke IN YOUR apartment home, take the following actions:

- Vacate the apartment home and close door tightly
- Pull the nearest fire alarm pull station located at the elevator of nearest stairwell
- Evacuate to "Safe Area" on your floor. The safe meeting location will be established by the Fire Department once on scene
- Do not use elevators

When you hear the fire alarm sounding, take the following actions:

- Check for heat on your apartment door by using the back of your hand
- If door is **HOT – DO NOT OPEN.** Call 911 and place wet towels at the bottom of the entrance door. Remain inside and wait for help

- If door is **NOT HOT**, carefully open your apartment door to check hallway for smoke or fire
- Evacuate the apartment, if safe to do so. Close the door and walk to the designated "Safe Zone" established by the Fire Department
- Do not use elevators

B. **Team members: Follow the procedures of R.A.C.E.**

Remove anyone in the room or area. Close the door to the room and area, including any connecting room doors

Activate the fire alarm. Call the concierge desk and 911. Give exact location and nature of fire

Close all remaining doors and windows in the area

Evacuate residents to the designated "Safe Zone"

NOTE: Wheelchairs and scooters should not enter stairwells, except in a life-threatening situation. Do not use elevators during a fire event.

IF YOU DISCOVER SMOKE OR FIRE in INDEPENDENT LIVING (BUILDINGS L, M, N, O, P, Q, R)

A. Residents:

If you discover fire or smoke IN YOUR apartment home, take the following actions:

- Vacate apartment and close the door. Proceed to the stairwell
- Pull manual Fire Alarm Station located in the stairwell
- Proceed to the ground floor and wait for further instruction
- Do not use elevators

When you hear the fire alarm sounding, take the following actions:

IF HEAVY SMOKE OR FIRE BLOCKING STAIRWELL

- Check the stairwell door for heat, by using the back of your hand
- If door is **HOT – DO NOT OPEN DOOR.** Remain in your apartment home and call 911 informing them of your location. Place wet towels under the entrance door

IF THERE IS NO SMOKE OR FIRE PRESENT IN STAIRWELL

- Evacuate apartment
- Close door tightly
- Walk to the "Ground Floor"
- Await further instruction
- Do not use elevators

SMOKE OR FIRE PRESENT, STAIRWELL IS PASSABLE

- Evacuate apartment
- Close door tightly
- Walk to the "Ground Floor"
- Wait for further instruction
- Do not use elevators

B.   Team members: Follow the procedures of R.A.C.E.

Remove anyone in the room or area. Close the door to the room and area, including any connecting room doors.

Activate the fire alarm. Call the concierge desk and 911. Give the exact location and the nature of the fire

Close all remaining doors and windows in the area

Evacuate residents, if safe to do so

NOTE: Wheelchairs and scooters should not enter stairwells, except in a life-threatening situation. Do not use elevators during a fire event.

IF YOU DISCOVER SMOKE OR FIRE in INDEPENDENT LIVING (GARDEN APARTMENTS)

A. Residents:

If you discover fire or smoke IN or near YOUR apartment home, take the following actions:

- Vacate apartment, close door tightly
- Pull manual Fire Alarm Station near the stairwells or the elevator
- Call 911 from a safe location
- Do not use elevators

When you hear the fire alarm sounding, take the following actions:

IF HEAVY SMOKE OR FIRE IS BLOCKING THE LANDING:

- Check your apartment door for heat, by using the back of your hand
- If door is **HOT – DO NOT OPEN DOOR.** Remain in your apartment, call 911 and place wet towels under your entrance door
- If door is **NOT HOT**, carefully open your apartment door to check landing for smoke or fire
- If safe to do so, evacuate down the stairwell

IF THERE IS NO SMOKE OR FIRE IS PRESENT AT THE LANDING:

- Evacuate apartment
- Close door tightly
- Call "911" from a safe location
- Walk to the nearest stairwell and evacuate to the outside
- Do not use elevators

IF SMOKE OR FIRE IS PRESENT, BUT THE LANDING IS PASSABLE:

- Evacuate apartment
- Close door tightly
- Call "911" from a safe location
- Walk to the nearest stairwell and evacuate to the outside
- Do not use elevators

B. Team members: Follow the procedures of R.A.C.E. 🔥

Remove anyone in the room or area. Close the door to the room and area, including any connecting room doors

Activate the fire alarm. Call the concierge desk and 911. Give the exact location and the nature of the fire

Close all remaining doors and windows in the area

Evacuate residents, if safe to do so

NOTE: Wheelchairs and scooters should not enter stairwells, except in a life-threatening situation. Do not use elevators during a fire event

IF YOU DISCOVER SMOKE OR FIRE in INDEPENDENT LIVING (CLUBHOUSE)

Fire Alarm System

The fire alarm system in the clubhouse is an addressable system. Should the fire alarm system go into alarm, Moorings Park staff should respond to the fire alarm panel located on the wall just inside the main entrance. The panel display indicates the location and cause of the alarm, such as pull station or smoke detector. This is the location in the building from which the fire alarm originated.

Staff Discovers A Fire:

- Instruct all residents and guests to leave the area immediately.
- Pull the nearest fire alarm pull station.
- Call "911"
- Confine the fire/smoke by closing all doors.
- Evacuate all guests and residents from the adjoining areas
- Extinguish the fire only if safe to do so
- The Receptionist will announce an Emergency "Code RED" Message on the radio on radio.

Staff Responding To the Area of Alarm:

- Evacuate all residents and guests from the building to a safe location outside. The nearest "Fire Exit" doors shall be used
- To prevent the migration of smoke, responding staff should close all inside and outside doors
- If a fire is discovered, staff can attempt to extinguish if it is reasonably safe to do so
- The Receptionist will call "911" and Security of the fire alarm
- The Receptionist will announce an Emergency "Code RED" Message on the radio on radio

Team members: Follow the procedures of R.A.C.E.

Remove anyone in the room or area. Close the door to the room and area including any connecting room doors

Activate the fire alarm. Call the concierge desk and 911. Give exact location and nature of fire

Close all remaining doors and windows in the area

Evacuate residents if safe to do so

NOTES:

- When the fire alarm system goes into alarm, it automatically dials the monitoring company, who then calls "911".
- Direct a person to meet and direct the fire department at the front entrance
- Kitchen personnel should shut off all gas to equipment
- Never walk through an area engulfed by fire and smoke

IF YOU DISCOVER SMOKE OR FIRE in INDEPENDENT LIVING (OPERATIONS BUILDING)

Fire Alarm System

The fire alarm system in the Operations Building is an addressable system. Should the fire alarm system go into alarm, Moorings Park staff should respond to the annunciator located on the wall inside the main lobby. There will be an LCD screen on the annunciator that will display which device caused the alarm (pull station, smoke detector, etc.) and the location of the device. This is the location in the building from which the fire alarm originated. The fire alarm cabinet is kept locked at all times, as required by the fire department.

Staff Discovers A Fire:

When a Fire is detected in the Operations Building, the following actions shall be taken:

- Instruct all partners, residents and guests to leave the area immediately using the closest **"EXIT"** and reporting to their assigned **"Safe Zone."**
- Pull the nearest fire alarm pull station and call "911"
- Extinguish the fire only if safe to do so
- Confine the fire/smoke by closing all doors.
- Evacuate all partners and/or guests of adjoining areas.
- The Executive Assistant will announce an Emergency "Code RED" Message on the radio

Staff Responding To the Area of Alarm:

When an alarm is sounded in the Operations Building, Staff, Residents and Guests shall proceed to one of two designated "Safe Zones".

a) For personnel located on the administrative side, proceed to the main parking lot in front of the building
b) For personnel located on the facilities side of the building, personnel should proceed to the south east corner of the building.

- A departmental manager will contact the Security Office

- The Executive Assistant will call "911"

- Environmental Services personnel should shut off all gas valves

Team members: Follow the procedures of R.A.C.E. 🔥

Remove anyone in the room or area. Close the door to the room and area including any connecting room doors

Activate the fire alarm. Call the concierge desk and 911. Give exact location and nature of fire

Close all remaining doors and windows in the area

Evacuate residents if safe to do so

IF YOU DISCOVER SMOKE OR FIRE in INDEPENDENT LIVING (CENTER FOR HEALTHY LIVING)

Fire Alarm System

The fire alarm system in the Center for Healthy Living is an addressable system. Should the fire alarm system activate, Moorings Park staff will respond to the fire alarm panel located on the wall just inside the main front entrance on the 1st floor. There will be an LCD screen on the annunciator that will display which device caused the alarm (pull station, smoke detector, etc.) and the location of the device. This is the location in the building from which the fire alarm originated. The fire alarm cabinet is kept locked at all times, as required by the fire department.

Staff Discovers A Fire:

When a Fire is detected in the Operations Building, the following actions shall be taken:

- Direct the evacuation of all residents and guests, including those in adjoining areas, to leave the area immediately
- Pull the nearest fire alarm pull station
- Confine the fire/smoke by closing all doors
- Assist all residents and guests to the first floor, exiting in front of the building
- The receptionist will call "911" and also contact Security at extension 228 to report a fire alarm activation
- Wellness and Bistro staff members will clear the main lobby, Sheffield Theater, Max Wellness, Physician's Clinic, Outpatient Therapy, Rejuvenate Spa, resident restrooms, parking garage and all other areas out of view
- Extinguish the fire only if safe to do so by using wall mounted fire extinguishers
- A staff member will await the arrival of the Fire Department on the first floor, main entrance

Staff Responding To the Area of Alarm:

When an alarm is sounded in the Operations Building, Staff, Residents and Guests shall proceed to one of two designated "Safe Zones":

- Direct the evacuation of all residents and guests, including those in adjoining areas, to leave the area immediately
- Evacuate all residents and guests to leave the area immediately. Have staff assist residents walk down stairwells to the first floor and then **EXIT**
- Confine the fire/smoke by closing all doors
- The receptionist will call "911" and also contact Security at extension 228 to report a fire alarm activation

- Wellness and Bistro staff members will clear the Main Lobby, Sheffield Theater, Max Wellness, Physician's Clinic, Outpatient Therapy, Rejuvenate Spa, resident restrooms, parking garage and all other areas out of view
- A staff member will await the arrival of the Fire Department on the first floor, main entrance
- Extinguish the fire only if safe to do so by using wall mounted fire extinguishers
- It is important to realize that we cannot walk through fire or smoke. Do not enter an area that is engulfed in fire or full of smoke.

Team members: Follow the procedures of R.A.C.E.

Remove anyone in the room or area. Close the door to the room and area including any connecting room doors

Activate the fire alarm. Call the concierge desk and 911. Give exact location and nature of fire

Close all remaining doors and windows in the area

Evacuate residents if safe to do so

APPENDIX (2)

<u>HURRICANE</u>

HURRICANES

Hurricanes are severe tropical storms that form in the southern Atlantic Ocean, Caribbean Sea, Gulf of Mexico and in the eastern Pacific Ocean. Even a Category 1 Hurricane can create tremendous destruction and threaten lives. Hurricanes produce widespread torrential rains, often resulting in deadly flooding.   They are created by the formation of extreme low-pressure weather systems off the African Coast and Southern Atlantic Basin. As pressure continues to drop, the intensity rises. Warmer oceanic water accelerates the strength of a hurricane. This is what makes the Gulf of Mexico and adjoining coastal regions so vulnerable to destruction and specifically, the southwest Florida coast. Hurricanes are extremely dangerous storms with enormous breadth. They often exceed 200 miles across. The eye (center) of a hurricane contains the lowest pressure and is quite calm. However, wind velocity just outside the eye wall can reach speeds exceeding 170 miles per hour. These storms are capable of complete devastation to an entire region.

Hurricane Season is a defined period of days corresponding to the likelihood of the development of a tropical depression, tropical storm, or hurricane. For the Atlantic and Gulf of Mexico regions, the hurricane season begins on June 1st and ends on November 30th. The highest probability for hurricane activity is in the month of September.

> **Hurricane Watch-**An alert added to a Hurricane Advisory covering a specified area and duration. A Hurricane Watch means that hurricane conditions are a real possibility. It does not mean they are imminent. When a Hurricane Watch is issued, everyone in the area covered by this watch should listen for further advisories and be prepared to act quickly, if Hurricane Warnings are issued.

1. Moorings Park monitors impending severe weather conditions on an ongoing basis through several sources, the primary being the National Hurricane Center or **www.nhc.noaa.com**. Weather monitoring is also conducted at each concierge location including, the Clubhouse, CHL, Chateau and Orchid Terrace. An emergency radio system will be located at each of their Concierge / Reception Desks. These radios are battery operated, in the event of power loss and capable of monitoring weather conditions 24 hours a day.
2. In the event of a Hurricane Watch, notification will be made to all residents and partners via **InformaCast** and in-house television.
3. Residents will be advised to monitor weather through local television and radio broadcasts.   They will also be advised to review the details in their personal hurricane plan that has been filed with Moorings Park. Even under a Hurricane Watch, it is not too early for Residents to consider necessary clothing, medications, toiletries, money, identification, and other essentials, in the event evacuation is necessary.
4. The Facilities Department will commence coordination efforts, in the event outdoor furniture and equipment must be stored.
5. Dining Services will review supplies to confirm adequate stores of food and bottled water.
6. Environmental Services will ensure adequate supplies of cleaning and disinfectant products, linens, blankets, pillows and portable cots.

7. The Health Services Department will ensure that there are adequate supplies for first aid, oxygen, and medications.

Hurricane Warning-An alert added to a Hurricane Advisory when hurricane conditions are expected within 24-hours. Hurricane Warnings identify coastal areas, where winds of at least 74 miles per hour are expected to occur. A warning may also describe coastal areas where dangerously high water or exceptionally high waves are forecast, even though winds may be less than hurricane force.

1. In the event of a Hurricane Warning, the executive leadership team will convene to address future plans and strategies. Information from this meeting will be communicated to staff and residents, in accordance with the communications plan.
2. The decision of whether to evacuate the property will be made by the CEO, in conjunction with and advisement from the Collier County Emergency Management Office.
3. Evacuation will proceed according to the directions, as outlined in this PLAN.
4. Duties and responsibilities for evacuation or sheltering of residents will be in accordance with the directions of the PLAN.
5. In the event residents are not evacuated from the property, sheltering will take place in the above-mentioned areas of the property and in accordance with this PLAN.

Hurricane Action Determination- Information made available through the National Hurricane Center**, www.nhc.noaa.gov**, is single best projection resource for determining the anticipated severity, impact and timing of a named storm. Key decisions related to threatening storms will rely on a number of factors, such as movement, forecasts, the location relative to Moorings Park, predicted storm surge and much more. As a general rule, with sustained Hurricane force winds at or less than 140 mph with storm surge predictions no greater than 3 feet above mean sea level, there is a high likelihood that Moorings Park will shelter in place.

Mandatory evacuation will occur if ordered by the authorized government authority or if a strong likelihood exists that Moorings Park will exceed its threshold limitations; this includes adequate time for preparation and traffic conditions to effectively depart the area for a more favorable secondary location. Information regarding whether to shelter or evacuate will be broadcasted on InformaCast and made available on the Moorings Park website, **www.mooringspark.org** (emergency link). There are two possible scenarios for Moorings Park, when facing a hurricane:

1. Shelter (Protect) in Place:

    Protect in Place simply means that Moorings Park will not evacuate the area or region to another location, prior to the storm's arrival. Under this scenario, all measures will be taken to ensure maximum protection of lives and property. Shelter (Protect) in place is the preferred protective action for Moorings Park.

2. Evacuation to a Secondary Site:

Evacuation will occur if ordered by the authorized government authority or if a strong likelihood exists that the above noted threshold levels will be exceeded. Notwithstanding projected hurricane conditions, there are a number of factors to consider for evacuation, including adequate time to prepare, traffic conditions, travel time, refueling needs, comfort, medical needs and preparations by host facilities. Unless directed by government authority, election to protect in place or evacuate rests with the Chief Executive Officer in consultation with his staff.

NOTE: When sheltering in place, Moorings Park may be compelled to conduct internal relocation, either vertically or horizontally. Factors that could compel such a decision include flooding, structural damage, life safety issues, loss of hotel services and insufficient resources.

Moorings Park will report the complete evacuation of the community to the Collier County Office of Emergency Management and the Agency for Healthcare Administration within 12 hours of the evacuation order and when the evacuation is complete if the evacuation is not completed within 24 hours.

Residents shall be relocated in the event the property has sustained significant structural damage until the property can be safely re-occupied.

Mutual Aide Agreements for shelter, transportation, and other support services, once executed, will be included in **Annex (11)** of THIS PLAN. These agreements are the responsibility of the VP of Clinical Services for Chateau and Orchid Terrace and shall be updated or verified on an annual basis.

Details specifically related to the evacuation of Chateau and/or Orchid Terrace and re-entry are addressed in Chateau and Orchid Terrace Disaster chapter of THIS PLAN.

Relocation for Independent Living Residents in the event of a mandated evacuation order either by the CEO or civil authority shall include the following:

- Primary: Marriott World Center, Orlando Florida
- Secondary: J.W. Marriott Grande Lakes, Orlando Florida

NOTE: The VP of Operations will block an appropriate number of rooms at one of the above hotels after consultation with, and direction from, the CEO. Once ordered, it is imperative to complete evacuation within 24 hours.

Residents who elect to "self-evacuate" prior to or in lieu of a mandated evacuation may do so at their own expense. Moorings Park will make every effort to assist these residents with travel and lodging arrangements. Hurricane development and movement is dynamic. Accordingly, the primary and secondary location sites are subject to change based on updated tracking.

Hurricane Preparations- Hurricane pre-season and seasonal checklists are included as **Exhibit (8)** of THIS PLAN.

Saffir-Simpson Intensity Scale

Category	Sustained Speed (MPH)	Damage	Storm Surge
1	74-95	Minimal: Unanchored mobile homes, vegetation and signage.	4-5 feet
2	96-110	Extensive: All mobile homes, roofs, small crafts, flooding	6-8 feet
3	111-129	Devastating: Small buildings, low lying roads cut off.	9-12 feet
4	130-156	Catastrophic: Roofs destroyed, trees down, roads cut off, mobile homes destroyed. Beach homes flooded.	13-18 feet
5	More than 157	Catastrophic: Most buildings destroyed. Vegetation destroyed. Major roads cut off. Homes flooded.	Greater than 18 feet

For further information addressing the risk of surging sea conditions in the Collier County area, please see: https://ss2.climatecentral.org/index.html#12/26.1363/-81.6713?show=satellite&projections=0-K14_RCP85-SLR&level=10&unit=feet&pois=hide

PHASE I
SEASONAL ALERT

Independent Living:

ACTION	RESPONSIBILITY	TIMING	INITIAL
Conduct in-service for all partners & residents	VP of Operations	May 15-30	
Obtain an updated list of all partners including home and mobile numbers	VP HR	May 15-30	
Confirm lists of RED and BLUE team members	VP HR All Department Heads	May 15-30	
Review Communication Plan with Department	Associate ED	May 15-30	
Verify/obtain 7-days food & water supplies for IL	Director of Dining Services	NLT June 1	
Ensure generator fuel tanks are "topped off" or is readily available upon request	ED Facilities	May 15-30	
Confirm all support contracts are in place (food, water, hotels, fuel, cots, supplies, portable equipment, generator, grounds, etc.)	Director of Dining Services ED Facilities GM of Engineering GM of Buildings and Grounds Associate ED	May 15-30	
Send IL residents an annual memo requesting they update their personal plan	Chief Operating Officer	June 1-5	
Prune community foliage to prevent high wind damage	GM Buildings and Grounds	June 1-30	
Verify operability of InformaCast messaging system by sending test messages	Associate ED	May 15-30	
Meet with NTT transport to confirm transportation needs in the event of evacuation	Associate ED	June 1-15	

Exhibit (8)

PHASE I
SEASONAL ALERT

Chateau and Orchid Terrace:

ACTION	RESPONSIBILITY	TIMING	INITIAL
Conduct in-service for all partners in Chateau and OT	Chief Operating Officer	May 15-30	
Obtain an updated list of all Chateau and OT partners, including home and mobile numbers	VP HR VP Clinical Services Administrator	May 15-30	
Ensure transfer agreements are in place to HC and AL	VP Clinical Services/Administrator	May 15-30	
Review communication plan with Department Heads of Chateau and OT	Health Care Administrator Assist Living Administrator Associate ED	May 15-30	
Complete and submit Hurricane Menus for approval	Director of Dining Services	May 15-30	
Verify 7-days food & water supplies for Chateau and OT	Director of Dining Services	May 15-30	
Confirm "Safe Zone" for SNF/AL Residents in the event of a Tornado. Review with Staff	VP Clinical Services/Administrator	On-going	
Confirm all support contracts are in place (pharmacy, transport, transfer agreements)	Health Care Administrator	May 15-30	
Review communications plan with all Department Heads	Associate ED	May 15-30	
Confirm proper par levels in Chateau and OT for linens, towels, wash cloths, etc.	Director of Environmental Services	May 15-30	
Confirm proper par levels in Chateau and OT for resident consumable products	Director of Nursing	May 15-30	
Verify operability of InformaCast messaging system by sending test messages	Associate ED	May 15-30	

Exhibit (8) Continued

PHASE II
HURRICANE WATCH

Independent Living:

ACTION	RESPONSIBILITY	TIMING	INITIAL
Issue updated InformaCast message to all residents and partners.	Chief Operating Officer	At Phase II	
Track storms that may become a threat to the Gulf coast and specifically the SW Florida region	Chief Operating Officer Associate ED	At Phase II	
Run/test generator.	Facilities ED GM Engineering	At Phase II	
Top off generator fuel tanks	Facilities ED GM Engineering	At Phase II	
Update closed circuit TV	Director of Campus Life	At Phase II	
Contact RED and BLUE team members. Brief on responsibilities if Hurricane strike is inevitable	Chief Operating Officer Department Heads	At Phase II	
Confirm IL residents who plan to remain on campus	Associate ED	At Phase II	
Contact pre-arranged lodging site in the event evacuation is order	Associate ED	At Phase II	
Review primary and secondary routes of travel if evacuation is ordered	Chief Operating Officer VP Clinical Services Associate ED	At Phase II	
Notify NTT transport to review process if evacuation is ordered and special requirements for HC & AL	Associate ED Director of Campus Life	At Phase II	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE II
HURRICANE WATCH

Chateau and Orchid Terrace

ACTION	RESPONSIBILITY	TIMING	INITIAL
Track storms that may become a threat to the Gulf coast and SW Florida region	VP Clinical Services Orchid Terrace Administrator	At Phase II	
Run/test generator	Facilities ED GM Engineering	At Phase II	
Top off generator fuel tank	Facilities ED GM Engineering	At Phase II	
Confirm list of all residents who are residing in Chateau and Orchid Terrace	Director of Social Services Orchid Terrace DON	At Phase II	
Notify residents of storm status	Director of Nursing Charge Nurse Staff	At Phase II	
Notify Pharmacy and product suppliers of medication and consumable supplies requirements	Director of Nursing Administrator	At Phase II	
Contact RED and BLUE members. Brief on responsibilities if Hurricane strike is inevitable	VP Clinical Services Director of Nursing Administrator	At Phase II	
Review with HC & AL staff procedures to follow if higher elevation evacuation were warranted	VP Clinical Services Director of Nursing Administrator	At Phase II	
Review with HC & AL staff procedures in the event HC & AL are evacuated to another site	VP Clinical Services Director of Nursing Administrator	At Phase II	
Notify primary and secondary mutual aid sites of MP status. Ensure receiving sites are prepared if transfer occurs.	VP Clinical Services Administrator	At Phase II	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE III
HURRICANE WARNING 24-HOURS OUT

Independent Living:

ACTION	RESPONSIBILITY	TIMING	INITIAL
Issue updated InformaCast message. Update closed-circuit TV	VP of Operations	At Phase III	
Post message on Emergency Link informing of MP's actions	Associate ED	At Phase III	
Remove and store outside furniture, fixtures and equipment. Secure loose objects	Facilities ED GM of Buildings and Grounds	At Phase III	
Apply sandbags in locations of vulnerability	Facilities ED GM of Buildings and Grounds	At Phase III	
Open weirs on ponds in anticipation of flooding conditions	Director of Construction and Project Management	No later than start of Phase III	
Test all UHF radios and distribute accordingly	Facilities ED Life Safety Manager	At Phase III	
Distribute emergency lighting to locations of need	GM of Engineering	At Phase III	
Notify all staff to report to the community within 8 hours of notification for briefing	VP HR Chief Operating Officer	At Phase III	
Confirm RED and BLUE team members for IL	VP Ops Associate ED Facilities ED		
Direct all inquiries via telephone to Moorings Park Emergency Link	Front desk personnel Associate ED	At Phase III	
Adjust refrigeration equipment to coolest level	Director of Plant Operations	Late Phase III	
Check all exterior building doors to ensure proper closure and lock ability	GM Buildings and Grounds	Based on storm speed over ground	
Install Kevlar wind deflection screens in buildings J/K	GM Buildings and Grounds	Based on storm speed over ground	
Ensure receipt of additional food product and drinking water	Director of Dining Services	At Phase III	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE III
HURRICANE WARNING 24-HOURS OUT

Chateau and Orchid Terrace

ACTION	RESPONSIBILITY	TIMING	INITIAL
Remove outside furniture and tie down loose object	Maintenance and Housekeeping staff	At Phase III	
Contact family members/guardians who are willing to accept sheltering responsibility for residents. Coordinate transfers	Director of Social Services VP Clinical Services Administrator	No later than the beginning of Phase III	
Confirm list of all residents residing in Chateau and OT	Director of Social Services	At Phase III	
Obtain pharmacy delivery	Director of Nursing	At Phase III	
Obtain consumable supplies delivery	Director of Nursing	At Phase III	
Notify AHCA of plans to shelter or evacuate	VP Clinical Services	At Phase III	
Notify Public Health Physician. Seek input/guidance	VP Clinical Services	At Phase III	
Notify all staff to report to the community within 8 hours of notification for briefing	VP HR VP Clinical Services Administrator	At Phase III	
Confirm RED and BLUE team members for Chateau and Orchid Terrace	VP HR VP Clinical Services Administrator	At Phase III	
Identify residents within HC & AL who have special transport needs	VP Clinical Services Chief Operating Officer	At Phase III	
Test all UHF radios and distribute accordingly	VP Clinical Services Administrator	At Phase III	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE III
IF HURRICANE <u>EVACUATION is ORDERED</u>

Independent Living:

ACTION	RESPONSIBLITY	TIMING	INITIAL
CEO orders evacuation based on direction from civil authorities or threatening conditions	CEO	Based on real time weather updates	
Notify all residents and partners of evacuation order via InformaCast message and closed-circuit TV.	Chief Operating Officer VP HR Associate ED Facilities ED	When directed by CEO	
Contact hotel provider to verify lodging arrangements	Associate ED Director of Campus Life	24 hours prior	
Contact transportation provider. Arrange for pickup	Associate ED Director of Campus Life	24 hours prior	
Evacuate residents systematically from north end to south campus	Chief Operating Officer Associate ED Facilities ED	Determined by CEO	
Act as team leader for each bus to take attendance	Director of Campus Life	24 hours prior	
Coordinate shelter/hotel rooms on receiving end	Associate ED Director of Campus Life	Upon arrival	

Insert Building Shutdown actions.

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE III
IF HURRICANE <u>EVACUATION</u> is ORDERED

Chateau and Orchid Terrace:

ACTION	RESPONSIBLITY	TIMING	INITIAL
CEO orders evacuation based on direction from civil authorities or threatening conditions	CEO VP Clinical Services	Based on real time weather updates	
Notify all residents and partners in HC & AL of evacuation order via InformaCast message and closed-circuit TV	VP Clinical Services Director of Nursing Administrator	When directed by CEO	
Notify receiving location/s of intent to evacuate Naples. Coordinate efforts to provide adequate staffing	VP Clinical Services Administrator	When decision to evacuate is made	
Notify families/guardians of plan to evacuate	Director of Social Services	Immediately after decision is announced	
Notify AHCA of intent to evacuate	VP Clinical Services Administrator	12-24 hours prior	
Coordinate non-ambulatory medically complex residents to NCH	Director of Nursing	As per direction of Medical Dir.	
Obtain final pharmacy delivery	DON + Nursing	24 hours prior	
Pack resident belongings with minimum 3-day supply	Charge Nurse Nurse aides	When directed by DON	
Coordinate transport of ambulatory residents in buses	Director of Lifestyles Associate ED Director of Campus Life	When directed by VP Clinical Services	
Lock down all exterior doors and windows at Chateau and Orchid Terrace	GM of Buildings and Grounds	4 hours prior	
Pack H2O + Food	Executive Chef	12-24 prior	
Take attendance of residents	Director Social Services	12-24 hours prior	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE III+
HURRICANE WARNING <u>12-HOURS OUT</u>

Independent Living

ACTION	RESPONSIBILITY	TIMING	INITIAL
Ensure sandbags are properly placed	Facilities ED GM of Buildings and Grounds	12 hrs prior	
Service pumps	GM of Engineering	8 hrs prior	
Charge mobile phones/radios	All Departments	8 hrs prior	
Conduct final walk-thru	Chief Operating Officer Facilities ED GM Buildings and Grounds	6 hrs prior	
Secure drains in kitchens	Executive Chef	4 hrs prior	
Direct filling of bathtubs sinks with water for commode flushing	Lead Housekeeper and staff	4 hrs prior	
Fill kitchen sinks with water	Executive Chef	4 hrs prior	
Lock all exterior doors	Director of Plant Operations	2 hrs prior	
Secure elevators	GM of Engineering	1 hr prior	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE III+
HURRICANE WARNING <u>12-HOURS OUT</u>

Chateau and Orchid Terrace:

ACTION	RESPONSIBILITY	TIMING	INITIAL
Move all medical records/laptops to the upper floors Chateau and Orchid Terrace	Director of Nursing IT Support Staff	8 hrs prior	
Charge mobile phones/radios	VP Clinical Services Director of Nursing	8 hrs prior	
Conduct final walk-thru	Facilities ED, GM Buildings/Grounds	6 hrs prior	
Direct filling of bathtubs/sinks with water for commode flushing	Lead Housekeeper and staff	4 hrs prior	
Secure drains in kitchens	Executive Chef	4 hrs prior	
Fill kitchen sinks with water	Executive Chef	4 hrs prior	
Lock all exterior doors/windows	Director of Plant Operations	2 hrs prior	
Secure elevators	GM of Engineering	1 hr prior	

** For information on Information Technology (IT) disaster response, please see Annex 9

Exhibit (8) Continued

PHASE IV
HURRICANE STRIKE
All Venues:

ACTION	RESPONSIBILITY	INITIAL
Ensure hallways are clear	ED Facilities	
Secure elevators	GM Engineering	
Direct personnel to remain away from glass windows and doors	VP of Operations	
Key leadership personnel take position at command posts	Announced by VP of Operations	
Conduct radio checks every 30 minutes	Department Heads as assigned	

After the Hurricane has passed

- Evaluate residents in all locations and venues. Report status to the Command Center.

- Unlock doors and windows, however, be aware of residual rain events.

- **Do not** touch loose or dangling wires.

- **Do not** step in pools of water where such wires may be grounded.

- Make a thorough inspection of the property and report all findings to the Command Center.

- If water supply was interrupted during the storm, do not empty emergency water containers until advised by authorities because water filtration has been off while electricity was unable.

- Return to normal scheduling of activities as soon as possible.

- Notify Blue Team members of community status and when they are to report to work.

- Notify AHCA with status of Chateau and Orchid Terrace.

Exhibit (8) Continued

APPENDIX (3)

TORNADO

TORNADO / WINDSTORM

A Tornado, often referred to as a "twister", is a violent, dangerous, rotating column of air that is in contact with both the surface of earth and the base of clouds. Tornados come in many shapes and sizes but are typically in the form of a visible condensation funnel, whose narrow end touches the ground. Most Tornados have wind speeds below 110 miles per hour. Extreme Tornados can attain speeds of more than 300 miles per hours. They frequently spawn from Hurricane force winds. This weather phenomenon brings with it extreme danger and destruction. Little warning is provided prior to a Tornado striking. For this reason alone, all Moorings Park team members must know what actions to take and when to take them.

A. **Tornado Watch: Conditions are right for the development of a Tornado in the immediate area.**

- Moorings Park monitors impending severe weather from the security house on a continuous basis through an emergency broadcast system on television and weather radio.
- The Chief Operating Officer or his delegate will post an immediate InformaCast message to all Residents and Staff informing of the impending danger of a Tornado.
- The Director of Facilities will inform all facilities and security personnel to be on the alert for weather changes in the immediate area of the property.
- The Director of Facilities will direct staff to secure outside furniture, as well as other loose items.
- The Administrator of Chateau and Administrator of Orchid Terrace will notify respective nursing and assisted living staff of the weather advisory.

B. **Tornado Warning:** A Tornado warning is issued when an actual funnel cloud has been observed in the area. Moorings Park is outfitted with Hurricane rated glass on all exterior windows and doors. The "extreme" rated glass is tested to sustain direct impacts up to 140 mph without shattering.

- When a warning is issued, Security will immediately contact the following personnel via telephone:
-

Dan Lavender	Cell:	398-2294
Ross Dickmann	Cell:	336-4514
Diana Bailey	Cell:	207-5704

- During non – working hours Security will use the radio to announce an emergency message based on information received via weather radio. The following locations shall be contacted by Security and advised via telephone:

Use the telephone to call:

- Cypress Team Base   643-9153   Chateau
- Banyan Team Base   643-9150   Chateau
- Palm Team Base   643-9162   Chateau
- Orchid Terrace   643-9120   Orchid Terrace

- All residents and staff will be notified of a Tornado Warning via InformaCast message. Additionally, announcements will be placed on in-house television and on the website emergency link.
- Nursing and Assisted Living team members will close windows and drapes and turn on the lights.
- All available staff will assist in moving residents at Chateau and Orchid Terrace to safe locations. This includes but is not limited to corridors and smaller assembly spaces. All doors to rooms should be closed.
- Residents should not take shelter in large open areas with glass windows or other building openings.
- If severe weather occurs late at night and there is no time to evacuate to a safer location, Chateau and Orchid Terrace staff should cover residents with blankets and push beds away from windows. Draperies should always be closed.
- The Administrative team members along with team members in the Common areas will assist residents to move to secure areas within the building.
- The Director of Facilities will begin emergency shutdown procedures for the entire community.
- UHF hand-held radios shall be tested and utilized during all emergency weather events.
- Independent living residents will be advised to remain indoors and take shelter in their bathrooms away from glass, windows, and doors.

APPENDIX (4)

<u>FLOODING</u>

Flooding is an overflow of water onto land that is normally dry. Flooding may happen with only a few inches of water, or it may cover a house to the rooftop. It can occur during any season; however southwest Florida is most susceptible to flood waters during the rainy season. This also corresponds with hurricane season (June to November). Moorings Park is not in a hazardous flood zone; but the property does lie only two miles from the Gulf of Mexico shoreline. A powerful hurricane approaching from the Gulf of Mexico could bring devastating flood waters well inland and create a real threat to life safety.

Flooding can also occur slowly as rain continues to fall for many days. This type of flooding, sometimes called a slow-onset flood, can take a week to develop and can last for extended periods of time before floodwaters recede. Rapid-onset floods occur more quickly, typically developing within hours or days.

NOTIFICATION: In the event of approaching flood conditions, the senior most person in the building will assume control and initiate direction to team members. If evacuation is not ordered before flooding occurs, staff and residents should not enter flooded areas under any circumstance, including areas that appear to have only inches of water. Instead, take higher ground in the building being used as a refuge.

If flooding is anticipated or is being experienced, the following actions shall be taken:

- Notify the Facilities Department immediately of the situation and request assistance to move residents and staff to higher ground.

- Facilities shall open the weirs or (sluice gates) at each lake or pond. This will allow water to flow out of the lakes and ponds, subsequently lowering the water table.

- Staff and residents of each occupied building shall immediately proceed to a designated elevated floor. Contact Facilities for assistance in moving residents and supplies. Elevators will not be used if water has already entered the building.

- Environmental Services will provide adequate supplies of blankets, towels, and bedding to the elevated relocation sites. They will also position wet/dry vacuums on the occupied floors, as well as buckets and mops.

- Dining Services will position dry food items and potable water at the newly assumed elevated locations.

- Resident and Staff of Chateau and Orchid Terrace will be moved to the 2nd floor in both buildings.

- At least 2 days of clothing and medications shall be made available for affected residents.

- Medications and Medication Carts will be relocated to applicable floors that are not threatened by flood conditions.

- The decision to evacuate personnel in Chateau and Orchid Terrace will only be made by the VP of Clinical Services after consult with the VP of Operations and CEO.

- Nursing staff will establish a communication center on the elevated floor where refuge is taken. UHF radios shall be used as the primary method of communication.

- Office team members will secure as much equipment and records as possible to higher floors and will report to the communication center, as needed.

APPENDIX (5)

<u>LOSS OF UTILITIES</u>

LOSS OF UTILITIES

Loss of Utilities includes the loss of electrical power, water, telephone system, emergency call system, nurse call system, heating system, excessive temperatures, and the disruption of the sewage system.

NOTIFICATION: In the event of a loss of utilities, make the following notifications listed below:

Daytime Hours		After Work Hours	
Security Office	261-5743	Security Office	261-5743
ED of Facilities	643-9187	ED of Facilities	450-3693
Chief Operating Officer	643-9189	Chief Operating Officer	336-4514
VP Clinical Services	643-9133	VP Clinical Services	431-1278

ELECTRICITY: In the event of loss of electricity, the emergency generator will automatically start and switch power within 10 seconds. The following actions shall be taken:

- Report the outage to Florida Power and Light at **(800) 468-8243 or (941) 460-5026.** Note the time and individual contacted. Clarify the extent of the problem and anticipated repair time. Ensure that this information is relayed to Facilities, Security, Nursing and Administration.
- Facilities personnel will visually inspect all elevators to ensure that elevator cabs are unoccupied, in the event that someone remains inside an elevator during an outage. Refer to Moorings Park policy under "Trapped Personnel in Elevators".
- Facilities personnel will shut down all non-emergency equipment, as instructed by the ED of Facilities or the GM of Engineering.
- Security will make contact with special needs. A current list of these residents shall be maintained at the Security Gate House.
- During extended periods of electrical outage, Dining Services will utilize paper products and plastic disposable utensils, in lieu of china and silverware.
- Facilities and Security team members will distribute available battery powered lighting equipment throughout the community to provide emergency illumination.

Notes:

1. In the event of a power outage, Chateau and Orchid Terrace (Nursing and Assisted Living) are supported by large generators that produce kilo wattage similar to or equal to normal utility service.
2. Notwithstanding Chateau and Orchid Terrace, all Moorings Park buildings are equipped to receive limited electrical power from generator service. For residential living settings, this includes the following:

- Select Elevators
- Emergency wall outlet
- Refrigerator outlet
- Fire Alarm Panels and all dependent systems
- Nurse Call System
- Alert System
- Telephone System

TELEPHONE: **In the event of a Telephone System Failure, the following actions shall be taken:**

Make the following notifications:

Information Technology	919-1782
Facilities	643-9195
Security	261-5743
Nursing	643-9133
Assisted Living	643-9120
Clubhouse	261-1616

- Mobile phones will be utilized, until business service is restored.

- If not already accomplished by the IT Department, call CenturyLink at 800-646-3282 and report a commercial account telephone system failure. CenturyLink will dispatch a repair technician, if the failure is related to their equipment or system.

- The Chateau VP of Clinical Services or Administrator will notification NCH Hospital of the loss of phone service and provide readily available mobile numbers to make contact with Chateau and Orchid Terrace.

- Notify the VP of Operations Office to issue an InformaCast message explaining the phone outage.

LOSS OF POTABLE WATER: **In the event of a loss of potable water, the following actions shall be taken:**

Make the following notifications:

Facilities	643-9195
Security	261-5743
Nursing	643-9133
Assisted Living	643-9120
Clubhouse	261-1616

- The Facilities Department will call Collier County Utilities at **(239) 252-2380** to alert them of the water service interruption.

- All departments and residents will be notified via InformaCast of the situation and requested to limit discharge.

- Dining and Environmental Services team members will obtain required potable water from storage and distribute throughout Moorings Park, with the highest priority being Chateau and Orchid Terrace.

- Distributed potable water should only be used for drinking water and food preparation. Depending on temperature and season, rationing may be instituted.   This typically involves provisions for one quart of liquid per person per day, including carbonated beverages and juices.

- Dining Services will utilize disposable dishes and utensils during the period of disruption to potable water service.

- If it becomes apparent that a water shortage will last for an undetermined length of time, the VP of Operations will order emergency measures to ensure that adequate support is available for all residents. Based on the circumstances, the Administrator may be required to transfer vulnerable residents to local hospitals or other care facilities.

- Facilities will obtain required RAW Water from any available hydrant and the swimming pool. Raw water will be used for flushing of commodes and other purposes, where it is directed to sewage. RAW WATER IS NOT TO BE USED FOR PERSONAL CONSUMPTION.

- Depending upon the estimated length of water outage, Dining Services will implement the emergency menu for Chateau and Orchid Terrace, modifying diets and food preparation, as deemed necessary.

SEWAGE SYSTEM DISRUPTION: In the event of disruption to the sewage system, the following actions shall be taken:

Make the following notifications:

- Facilities   643-9195
- Security   261-5743
- Nursing   643-9133
- Assisted Living   643-9120
- Clubhouse   261-1616

- The Facilities Department will immediately call Collier County Utilities at **(239) 252-2380** to alert them of an interruption to the sewage system.

- Facilities team members will conduct an assessment to determine the cause of service disruption.

- All departments and residents will be notified via InformaCast of the situation and requested to limit discharge.

GAS LEAK: **In the event of a GAS Leak, the following actions shall be taken:**

A gas leak refers to a leak of natural gas from a pipe or other containment into a living area or any other area where gas should not be present. Although natural gas is by nature colorless and odorless, scents in the form of traces of mercaptans are usually added, to assist in identifying leaks. Since natural gas can explode when exposed to flame or sparks, it is important to report any suspected gas leaks immediately.

If you smell a gas odor or hear a gas leak, take the following actions:

- Shut off gas at the valve
- Call Security and give your name and the location of the odor
- Warn others in the immediate area
- Open kitchen door or laundry room door for ventilation
- Turn off kitchen air handling units by throwing appropriate disconnect.
- Vacate and secure area
- Notify department head / building proctor
- Meet with and assist emergency response personnel

If there is a major leak, including a pipeline break, take the following actions:

- Call 911 and give the dispatcher your name, location of odor and related information
- Initiate an evacuation of the area or if outside, isolate the area
- Warn others in the immediate area
- Prevent source of ignition (cigarettes, electrical equipment, etc.)
- Meet with and assist emergency response personnel
- Do not re-enter area or outside area, until cleared by authorized personnel

NOTES:

1. The Facilities Department will call **TECO Gas** at (239) 690-5508 and request assistance.

2. All departments and residents will be notified via InformaCast of the situation.

NURSE CALL/SARA ALERT SYSTEM: **In the event of a loss of operability to the Nurse Call System or the SARA Alert System, the following actions shall be taken:**

For Chateau:

Nursing will immediately notify IT, Facilities and Security as noted below:

- Information Tech   919-1782
- Facilities   643-9195
- Security   261-5743

If the Nurse Call System is determined to be inoperative, the following actions shall be taken:

- Nursing will immediately advise IT and Facilities that the call system in a specific suite or throughout the health center is not working.

- Nursing will notify VP Clinical Services/Administrator, DON, and ADON. Assisted Living will notify the Administrator and DON.

- IT will assess and proceed to make necessary repairs.

- Nursing staff will initiate appropriate rounds to monitor Residents.

- Occupied resident suites with an inoperative call system shall be provided a handheld sound producing device for resident usage, until the system is fully restored. This device shall normally be a small bell.

For Assisted Living and Independent Living: If the SARA Alert System is determined to be inoperative, the following actions shall be taken:

- Immediately contact the IT Network Operations Center and Facilities at the numbers noted below:

  - Information Tech   919-1782
  - Facilities   643-9195

- Security will notify and provide detailed information to the VP of Operations of the situation.

- VP of Operations will direct the release of an InformaCast message notifying all residents and staff. A similar message shall be sent out as soon as the system is restored.

APPENDIX (6)

<u>STRUCTURAL FAILURE</u>

STRUCTURAL FAILURE

Structural Failure is defined as any condition that has caused or is likely to cause a collapse of any part of a building.

In the event of a structural failure take the following actions:

- Pull the nearest Fire pull station; this activates the fire procedures.
- Call **"911"** and inform the authorities of the exact nature and location of the problem.
- Call Security and Facilities Management immediately and provide the exact nature and location of the problem.
- Security will notify Administration, Nursing and Assisted Living.
- Assisted Living will immediately dispatch a nurse with an aide to the location of the structural failure.
- The Operations Department will place an InformaCast Broadcast to "All Moorings Park" advising of the situation.
- Naples and Collier County Fire Department will assume the role as On Scene Commander upon their arrival.
- Prior to the arrival of the Fire Department, Moorings Park's most senior person on scene will act as On Scene Commander, providing direction to residents and staff.
- Facility team members will conduct a visual assessment of all utilities and structure integrity, without placing themselves at risk of personal harm. The information gathered will be relayed to Administration for additional resources.
- Evacuation plans will be implemented, as per the direction of the CEO or VP of Operations in his absence.
- Reassure Residents, team members and visitors and remain calm.
- Re-entry into the damaged portion of the building will not be allowed, until authorized by Naples and/or Collier County Fire Control and Rescue District personnel.

  NOTES:

  If a fire/explosion results from a structural failure, follow the Fire Plan.

  It is further understood that this plan will be instituted in coordination with the Florida Agency for Health Care Administration, which would act as monitoring agent and assist in shelter provision for the residents affected by such a disaster.

APPENDIX (7)

<u>ACTIVE SHOOTER ON CAMPUS</u>

ACTIVE SHOOTER ON CAMPUS

An active shooter is defined as one or more subjects participating in a random or systematic shooting with intent to harm others.

The following actions shall be taken in response to an Active Shooter event at Moorings Park. If you are in or near the area of an Active Shooter, abide by the protocol of RUN, HIDE, and FIGHT:

RUN (Evacuate)

- Be aware of your environment and the nearest exit
- If there is a viable escape path, then evacuate
- Leave any belongings behind and assist others, if possible
- When safe to do so, call 911
- Be prepared to provide as much detail to the police dispatcher as possible (e.g. number of suspects, weapon/s type, name of suspect/s, etc.).

HIDE (Evacuation Route is Blocked)

- Find a place to hide. Attempt to find a location, out of view, that could provide protection, if shots are fired.
- Do not leave your hiding spot, until law enforcement personnel find you or an "All Clear" is announced.
- Lock and barricade the door with any objects in the room.
- Turn off the lights, turn off the sound and the vibration to mobile phones. Turn off any other noise producing devices.

FIGHT (Inability to Run or Hide)

- Only if your life is in imminent danger, should you attempt to incapacitate the shooter.
- Your actions should be applied with committed force or aggression, in order to be effective.
- Use any resource available. Employ improvised weapons, which may be thrown to distract, disarm, and/or seriously injure the shooter.

If Taken Hostage

- Remain CALM
- Be patient. Time is on your side. Avoid drastic action.
- The first 45 minutes are the most dangerous. Be alert and follow instructions.
- Do not speak, unless spoken to and then only when necessary.
- Avoid arguments or appearing hostile. Treat the captor with respect. If you can, establish rapport with the captor. It is probable that the captor(s) does/do not want to harm/hurt anyone. If medication, first aid, or restroom privileges are needed by anyone, say so.
- Try to rest. Avoid speculating. Expect the unexpected.
- Be observant, you may be released. You may then be able to provide law enforcement with critical information about the situation.
- Do not try to escape unless an opportunity arises where you will not be harmed.

If you are not in the area specified as an Active Shooter Alert

- Stay away and avoid contact with the specified area.
- Close all exit doors.
- Shelter yourself and any others behind locked doors.
- Stay in place, until an All Clear is announced or instructed by law enforcement.

When Law Enforcement Agents Arrive to the Scene

- Remain calm, cool, and collected. Follow all instructions that are given.
- Keep your hands empty, free and visible at all times.
- Do not run or rush towards the officers.
- Avoid pointing, screaming and/or yelling at the officers.
- Do not stop officers to ask them for help or directions. When evacuating, just proceed in the direction from which the officers are entering the building.
- Provide law enforcement with any all details pertaining to the situation.
- Law enforcement will not stop to help, if you are injured. Their responsibility is to neutralize the threat and then the medical personnel will arrive.

Upon the Announcement of ALL CLEAR

- Attempt to provide or seek out medical attention for all those injured.
- Return to you work station and resume your responsibilities.
- Debriefings shall occur as soon as possible.

Managing the Consequences of an Armed Intruder Situation

After the armed intruder has been incapacitated and is no longer a threat, management should engage in post-event assessments and activities, including:

- An accounting of all individuals at a designated assembly point to determine who, if anyone is missing or potentially injured.

- Determining a method for notifying families of individuals affected by the armed intruder, including notification of any casualties.
- Assessing the psychological state of individuals at the scene and referring them to health care specialists accordingly.

All Department Directors and Managers shall:

- Verify that partners are knowledgeable of this procedure.
- Verify that instruction and training is provided upon initial hiring and annually thereafter.
- Develop Department specific response procedures in high risk areas.

APPENDIX (8)

ARMED ROBBERY

ARMED ROBBERY

In the event an armed robbery at Moorings Park, the following actions shall be taken:

Remain calm and make no unnecessary movement that might cause the robber to harm you.

- Regardless of the demands, do not attempt to overpower the subject. Quietly accede to their demands.

- Make a mental note regarding as many characteristics of the subject as possible:

  - Male or Female
  - Race
  - Approximate Age
  - Approximate Height and Weight
  - Hair Color
  - Clothing
  - Unusual markings (i.e., tattoos, scars)

- Try to remember all that was taken by the subject.

- Notify the following persons as soon as you are no longer in danger:

  - Call 911 for Police
  - Security
  - CEO
  - VP of Operations
  - Applicable Departmental Manager

- Do not leave the scene until law enforcement has collected all necessary information.

APPENDIX (9)

<u>BOMB THREAT</u>

BOMB / MAIL THREAT

In the event a Bomb Threat is called into Moorings Park, the following actions shall be taken:

TELEPHONE THREAT INSTRUCTIONS: During Business Hours:

- Upon receiving a bomb threat call, the person answering should attempt to keep the caller on the telephone for as long as possible.

- Motion to a colleague to notify Security and call **911** for a telephone bomb threat made against Moorings Park. If necessary, write a note and pass to a colleague.

- Make every attempt to engage the caller in conversation and gain as much information as possible.

- Complete the Bomb Threat Checklist located in **Annex (8)** of this PLAN and located at each receptionist desk. This should be done while talking with the caller.

- If possible try to obtain the following information from the caller:

  - Why, Where and When (intended time of explosion)
  - Name of caller and their location
  - The caller's voice (perceived male, female)
  - Time that the call commenced
  - Any background noise
  - Any other distinguishing characteristics noted on the call

- Immediately after the call, notify the following persons:

  - Security and Police
  - CEO
  - VP of Operations
  - Applicable Departmental Manager
  - Facilities

TELEPHONE THREAT INSTRUCTIONS: After Business Hours

- Upon receiving a bomb threat call, the person answering should attempt to keep the caller on the telephone for as long as possible.

- Motion to a colleague to notify Security and call **911** for a telephone bomb threat made against Moorings Park. If necessary, write a note and pass to a colleague.

- Complete Bomb Threat Checklist. See Exhibit (xx)

- If possible, try to obtain the following information from the caller:

  - ☐ Why, Where and When (intended time of explosion)
  - ☐ Name of caller and their location
  - ☐ The caller's voice (perceived male, female)
  - ☐ Time that the call commenced
  - ☐ Any background noise
  - ☐ Any other distinguishing characteristics noted on the call

If threat is received after regular working hours, call 911 or have a colleague make the call for you if the caller remains on the phone. Immediately thereafter, contact the following persons:

  - ☐ VP of Operations
  - ☐ CEO
  - ☐ ED of Facilities
  - ☐ Security Gate House

MAIL THREAT INSTRUCTIONS:

Upon receiving a mail threat, you should:

- Immediately put the letter back in its original envelope and immediately notify Security and the Department Manager.

- The Department Manager shall inform the VP of Operations and CEO if not already completed. The VP of Operations will contact 911 for Police response.

IF A BOMB EXPLODES

a. Immediately call **911** and describe the incident to the best of your ability.

b. Render assistance, as needed until assistance arrives from the Fire Department and Police Department.

APPENDIX (10)

MISSING RESIDENT (ELOPEMENT)

MISSING RESIDENT

Missing residents will be located as quickly as possible using all available resources. The procedure provides guidance in locating missing residents and the proper documentation for search activities.

If a resident is assessed to be an elopement risk, the admitting staff shall take a close-up photograph on the day of admission. A copy is placed in each of the following locations:

- Electronic Medication Administration Record
- Security Gate House
- The Chateau or Orchid Terrace reception desk

When a resident is determined to be missing, the following actions shall be taken:

- Note the time that the resident is or was determined to be missing. This is very important for search efforts.

- Confirm the resident has not been signed out by a family member, friend, or guardian.

- The Charge Nurse, with staff members shall conduct a thorough search of the resident's room and entire living setting (unit). If the resident is not immediately found, proceed with the following actions:

  1. The Charge Nurse will notify the DON and Administrator that a resident is missing.

  2. Immediately complete a missing person checklist. See **Annex (6)** of THIS PLAN.

  3. The Administrator and/or VP of Clinical Services will take charge of search efforts, directing staff from all departments to search the entire facility and grounds. Prior to commencing the search staff members will be presented a photograph of the missing resident.

  4. If the resident is not immediately found, the Administrator or another senior representative will contact the family or responsible party to explain the situation. Additionally, the Naples Police Department will be notified by calling 911.

If search of the entire facility and grounds fails to locate the missing resident, notify law enforcement without delay.

APPENDIX (11)

CHEMICAL SPILL

HAZARDOUS CHEMICAL SPILL

Hazardous chemical spills can be extremely threatening to the safety and well-being of residents and staff. It is imperative that staff members are aware of the appropriate actions in the event that a chemical spill is identified.

In the event of a hazardous chemical spill on the Moorings Park grounds, take the following actions without delay:

1. If the spill occurred outdoors and risk of explosion or dangerous gas exists, call 911 without delay.
2. Turn off all heating systems.
3. Notify the Facilities Department and request assistance.
4. If risk for spread of chemical gas exists:

   - Close all doors to the outside and close and lock all windows.
   - Shut down outside intake ventilation.
   - Maintenance team members should set all ventilation systems to 100% recirculation, so that no outside air is drawn into the building. When this is not possible, ventilation systems should be turned off. This is accomplished by pulling the fire alarm.
   - Turn off all air conditioners and switch inlets to the "closed" position. Seal any gaps around window type air conditioners with tape and plastic sheeting, wax paper or aluminum wrap.
   - Turn off all exhaust fans in the kitchens and bathrooms.
   - Close as many internal doors as possible in the building.
   - Use tape and plastic food wrapping, wax paper or aluminum wrap to cover and seal bathroom exhaust fan grills, range vents, dryer vents, and other openings to the outside.
   - If the gas or vapor is soluble or partially soluble in water, hold a wet cloth over your nose and mouth, if gases start to bother you. For a higher degree of protection, go into the bathroom, close the door and turn on the shower in a strong spray to wash the air.

APPENDIX (12)

TRAPPED IN ELEVATOR

PEOPLE TRAPPED IN AN ELEVATOR

In the event that people become trapped in an elevator, the highest priority will be given to getting them out. Anyone who becomes aware of a person being trapped in an elevator shall immediately notify the Security Office and then take the following actions:

1. Contact Facilities Department and inform them of the situation. Provide details on location of the elevator, details regarding people who are entrapped and the time of verification. On weekends and after hours, the Security Officer will contact the Engineer on Duty and notify him/her of the elevator failure.

2. Facilities will contact the elevator company that is under contract to provide assistance. When doing so, it is imperative to note that people are trapped within the elevator. Facilities will take the following additional actions:

   - Proceed to the location of the disabled elevator.

   - Reassure elevator passenger/s that help is on its way

   - Determine the floor in which the elevator is stuck.

   - Go to the appropriate floor and await arrival of the contracted elevator company.

   - Carefully assist resident/s out of the elevator when the elevator contractor establishes a safe extraction.

   - Document the names of residents and/or staff who are in the elevator.

   - Place out-of-order signage on the elevator unit that is inoperable.

Annex (1)

Red and Blue Teams
Essential Staff

Red and Blue Teams

RED

Department	Name	Title	Phone
G & A	Lavender, Daniel J	Chief Executive Officer	239- 398-2294
	Dickmann, Ross A	Chief Operating Officer	239- 336-4514
	Crawford, Kayla	Associate Executive Director	239- 825-4399
	Bailey, Diana L	Vice President - Clinical Services	239- 207-5704
	Abbott, Terri	Executive Assistant	239- 250-9285
Dining	Ardisoni, Boris	Manager - Dining Services	239- 601-4235
	Ashcraft, Diane M.	Server	239- 989-2797
	Cartagena, Daniel	Supervisor - Dining Services	860- 857-5431
	Estinor, Vertilia	Utility	239- 440-9357
	Gubatan, Delmer Bugarin	Chef	712-223-7362
	Jean Michel, Bayard	Cook	619- 748-8349
	Jeanchery, Moisena	Utility	239- 324-1099
	Livoti, Anthony Carl	Director - Dining Services	954-914-5201
	Lucien, Rosemonde	Utility	239- 238-0448
	Manduley, Orlando	Cook	239- 404-1465
	Valdez, Hector M	Lead Line Cook	239- 682-7063
	Bedoya, Jose M	Cook	239- 293-3414
Dining Chateau	Way, Len	Director - Dining Services	239- 300-5741
	Arreguin, Mariela	Server	239- 537-7368
	Arreguin, Yakelin	Server	239- 537-5841
	Belizaire, Jean C	Cook	239- 692-1176
	Clemmons, Marilene E	Server	239- 238-7046
	Etienne, Pierre W	Utility	239- 470-6645
	Luxieux, Ronald	Utility	239- 384-8099
	Mata, Rodolfo	Manager - Dining Services	239- 229-3762
	Paz-Axilote, Cittally	Server	239- 285-1559
	Riley, Rose A	Supervisor - Dining Services	239- 821-8387
	Romero Fernandez, Lorgiio Sebasti	Server	239- 296-6707
	Aguilera Escobedo, Maria Fernanda	Server	239- 919-4712
Dining OT	Reiner, Monilly P	Manager - Dining Services	239- 298-0864
	Valliere, Pierre	Server	404- 242-4562
	Roberlo, Kaylee	Server	239- 537-6510
	Anuy, Amanda	Server	239- 348-5531
	Valliere, Pierre	Server	404- 242-4562
	Hollin, Louis F	Cook	239- 398-2606
	Jacques, Fnathanael	Server	267- 356-8759
Wellness	Pavalon-Sorenson, Robert	Director - Wellness	239- 595-8331
	Elliott, Devan Rease	Director - Music Therapy	678- 882-5204
	Sorenson, Ashley	Assistant Director - Wellness	954- 778-9869
	Tiedt, Madeline Claire	Neuro Exercise Specialist	920- 660-5490

RED

Department	Name	Title	Phone
	Davis, Roshaka	Activities Assistant	239- 860-1838
Life Safety	Reda, Michael Craig	Director - Life Safety and Security	914-907-3843
	Majury, Robert	Supervisor - Security	201-779-3641
	Lane, Lee J	Life Safety & Security Consultant	239- 451-0044
	Lara, Kevin	Security	239-200-9512
	Pope, James William	First Responder	239-404-3625
	Roves, Luisa	Security	239-601-3181
	Ruiz, Lizbeth	First Responder	239-404-6022
	Swisher, Pamela A	Driver	727-710-5135
Facilities	Millward, Scott K	Director - Facilities II	239- 255-8006
	Sawyer, Richard	Manager-Maintenance	239-266-4937
	Jamin, Manuel Nolos	Manager- Building & Grounds	239- 877-4001
	Michelman, Carolyn Christine	Customer Experience Specialist	239- 478-8281
	Williams, Shannon	Senior Facilities Coordinator	239- 285-7121
	Barry, Brian Gerard	Maintenance Technician	857- 312-8902
	Boktor, Nader William	Maintenance Technician	239- 692-1515
	Cruz, Elmer Dela Cruz	Maintenance Technician	239- 860-1390
	Licea Magarino, Julio Cesar	Maintenance Technician	816- 437-4235
	Locke, Roger	Maintenance Technician	239- 860-3413
	McCandless, John C	Maintenance Technician	239- 860-9620
	Waas, Joseph	HVAC Engineer	239- 222-1707
	Powell, Randy E	Executive Director Facilities	239- 451-7695
EVS	John, Peter	Director - Environmental Services	239- 308-8565
	Podejko, Daria	Asst Dir., Environmental Services	224- 622-2722
	Davila, Diana	Housekeeping Lead	239- 601-2957
	Alas, Diana	Housekeeper	239- 580-7267
	Gomez, Martha B	Housekeeper	239- 687-9412
	Grande, Josefa	Laundry	239- 200-5144
	Lopez, Matilde	Housekeeper	239-821-0443
	Olivares De la Cruz, Karen Vaness	Housekeeper	239-529-7627
	Pacheco Alarco, Silvia Roxana	Housekeeper	239- 315-3112
	Perez Aragon, Veronica	Housekeeper	239- 450-5320
	Soler, Esmeyer	Housekeeper	786- 925-0132
	Torres, Jessica Sandra	Housekeeper	239- 250-1621
EVS Chateau	Davila, Hilda Marina	Housekeeper	239-560-6867
	Josapha, Dieuvela	Housekeeper	239- 465-6742
	Moreno, Maria	Housekeeper	239-384-4097
	Previlon, Lovanne	Housekeeper	239- 687-6073
	Reyes, Glenda	Housekeeper	239-207-7074

RED

Department	Name	Title	Phone
Finance	Tavarez, Marizol	Inventory Control Coordinator	239- 963-6060
	Adams, Francisco	Director - Purchasing	267- 453-2742
HR	Legere, Prinul	Director - Human Resources	203- 252-9728
	Sawyer, Melea	Manager - Learning & Development	770- 685-9634
	Capizzi, Bryana	Human Resources Generalist	239- 961-2367
	Blake, Judith	Human Resources Assistant	239-478-9094
IT	Neuenfeldt Jr, Joseph C.	Senior Project Manager	248- 892-6360
	Phelan, Gabriel	IT Specialist	239- 206-0332

RED

Red and Blue Teams

BLUE

Department	Name	Title	Phone
G & A	Mann, Thomas Robert	Vice President - Marketing	410- 292-4333
	Roth, Andrea	Executive Assistant	239- 293-7523
	Walters, Catherine Nichole	Executive Assistant	239- 961-2758
	Zuluaga, Elizabeth	Move-In Coordinator	239- 331-1957
	Novins, Jacquelyn Marie	Concierge	732- 330-9369
	North, Georgia Lee	Foundation Administrator	813- 352-5637
	Zuluaga, Paula A	Foundation Development Specialist	239-595-0972
	Duque, Jeseline	Chaplain	239-243-2029
	Fenstermaker, John	Director - Music	239- 262-6581
	Addison, Amanda	Licensed Clinical Social Worker	863-450-9144
Dining	Kryekurti, Elvis	Manager	347- 610-7609
	Ahmeti, Violanda	Server	646- 785-1566
	Ahmeti, Zhaneta	Supervisor - Dining Services	646- 785-1566
	Amaya, Sebastian	Cook	239- 601-6101
	Arreguin, Manuel	Server	239- 692-7993
	Augustin, Enrollensky	Server	239- 682-5984
	Sagar, Bankar	Manager - Dining Services	540- 354-0393
	Bonami Lacroix, Vonette	Cook	239- 248-0139
	Bonami, Jean Denis	Cook	239- 307-8482
	Cadavid, Jacqueline	Host/Hostess	239- 776-2602
	Cardenas Reyes, Yoenis	Cook	239- 675-1516
	Colato, Lisa	Server	239- 784-3139
	Cordoba, Isaac	Busser	551- 216-8765
	Wingerter, Kenneth	Bartender	404- 431-0983
	Yontef, Steven	Manager - Dining Services	203- 645-4000
	Dahmani, Kamel	Chef	704-816-9342
	Delgado, Jennise	Server	239- 227-0092
	Dervil, Julie	Server	239- 234-0543
	Fernandez, Raquel	Server	239- 216-1531
	Francois, Sarilia	Utility	239- 692-5518
	Gaikwad, Rupesh	Cook	407- 724-6881
	Geniz, Gabriela A	Cook	239- 682-7223
	Guerrier, Edwinard	Server	239- 919-6205
	Hernandez, Karina	Busser	239-367-3667
	JeuneGens, Myrlandine	Server	239- 631-0875
	Laffee, Ircia K	Cook	224- 436-3481
	Lurdes, Fortil	Utility	239- 234-9194
	Martell, Mercedes	Cook	239- 384-3624
	Melvin, Lorenzo A.	Cook	786- 487-6760
	Morancy, Serge	Busser	239- 404-7993
	Murray, Caroline	Bartender	847- 431-5020
	Musse-Morales, Pedro J	Server	239- 298-0340

Red and Blue Teams

BLUE

Department	Name	Title	Phone
	Palacios, Zittney M	Server	239- 919-7153
	Pasqua, Luke	Server	239- 776-4669
	Richard, Margalie	Utility	239- 375-8722
	Rodrigo, Maxwell	Chef	908- 331-5195
	Schoenhoff, Natascha Jamila	Billing Specialist	239-529-7869
	Sierra, Jiovana	Receptionist	239- 384-2552
	Simeon, Yanick	Busser	239- 362-7097
	Soto, Hugo	Cook	239-238-8757
	Ahmeti, Elidon	Bartender	239- 378-8284
	Falcon, Grismary	Bartender	239- 297-7391
	Joseph Docilaire, Rosenie	Utility	239- 895-7649
	Mendez Alvarez, Marlene	Cook	703- 398-4530
	Morris, Derrick E	Server	239- 601-5013
	Munoz, Juan P	Cook	956- 572-4884
	Pierre, Jules E.	Cook	239- 601-4211
	Shuster, Jane M	Lead Server	707- 688-0443
	Telusnau-Noreus, Glaricia	Utility	239- 234-3387
	Zarate, Peter O	Supervisor - Dining Services	239- 601-8844
Wellness	Russo, Kelli A	CogniFit Specialist	508- 933-8152
	Bickford, Betty J	Activities Assistant	239- 963-6073
	Elizondo, Martha	Activities Assistant	239- 961-0518
	Bain, Amy Lynne	Activities Assistant	404-641-9975
	Buerman, Rebecca L	Director - Activities	239- 249-9322
	Elliott, Kelsey	Activities Assistant	254-396-2733
	Pritchard, Jean Ann	Assistant Director - Activities	239- 348-5961
Resident Activities	Swanson, Mitchell	Director - Campus Life	239- 273-1284
	Willis, Kathleen I	Art Instructor	239- 280-9654
	Fyffe, Breah	Art Assistant	862- 250-0425
Life Safety	Baltodano, Erick A	First Responder	239- 595-3893
	Comeriato, Samuel D	Driver	239- 564-4455
	Dussault, Claude	Security	786-546-7213
	Gagni Jr, Max B	Driver	239- 269-0009
	Haverkate, Chad	First Responder	239- 777-4305
	Koestner, Mark Peter	Driver	239-370-8236
	Kofsky, Steven	First Responder	239- 272-3982
	Konakciu, Petraq	Driver	239- 465-3434
	Langley, Richard W	Driver	239- 825-7614
	Lopes, Joao M	Driver	239-357-8488
	Medrano, Uriel	Security	239-841-7865
	Nadelman, Adam	First Responder	239- 571-5719

Red and Blue Teams

BLUE

Department	Name	Title	Phone
	Nadelman, Matthew Allen	First Responder	239- 451-9601
	Stephenson, Marc Edward	Driver	239- 331-0545
	Ullorja, Ferdinand	Driver	248- 854-9444
	Weiben, Randall	Driver	815-674-5714
	Wilson, Conor R	Security	239- 537-0134
	Wright, Travis M	First Responder	239- 823-0461
Facilities	Mazzarella, Linda	Administrative Assistant	239- 293-9946
	Dolci Bonilla, Margiori	Facilities Coordinator	239- 944-5004
	Pierre, Joanna	Facilities Coordinator	239- 206-6443
	Aguilar, Rafael	Maintenance Technician	239- 293-1245
	Alonso, Silvio	Maintenance Technician	239- 821-0512
	Baez, Amaury	HVAC Engineer	239-385-3181
	Bourland, Mary	Painter	239- 324-8931
	Castro, Edil	Maintenance Technician	239- 227-1095
	Crews, Charles D	Supervisor - Maintenance	239- 825-2017
	Jean Denis, Hibert	Maintenance Technician	239- 778-6308
	Olivares, Felix	Maintenance Technician	239-529-0683
	Rua, Lazaro F	Maintenance Technician	239- 601-4469
	Viera, Zenen	HVAC Engineer	239- 641-0988
	Kooyman, Hollie Jeane	Facilities Coordinator	303- 437-6089
	McKenzie, Julia	Facilities Coordinator	248- 736-7696
	Brown, Jacqueline R	Director - Cons. & Project Mngmnt	239-300-1557
	Christman, Alison Claire	Project Coordinator	239- 877-7659
EVS	Barrett, Adam	Custodian	239- 867-1408
	Acosta Rives, Miriam	Housekeeper	239-692-1953
	Agolli, Alida	Housekeeper	239- 601-4042
	Antoine, Luxon	Floor Technician	239- 228-9613
	Banos Alonso, Marta	Housekeeper	239- 248-7322
	Baptiste, Solange	Housekeeper	239- 241-4801
	Castaneda, Ana	Housekeeper	239- 601-6410
	Castro, Yudexsi	Housekeeper	239- 777-7986
	Ciceron, Marie N.	Housekeeper	239-227-8841
	Ciprius, St. Jean	Custodian	239- 692-0429
	Courageux, Giovanni	Custodian	239-658-4729
	Dormeus, Roger	Custodian	239- 692-1501
	Fuentes Mendez, Ana Gloria	Housekeeper	786- 370-4997
	Gamino, Cecilia	Housekeeper	239- 692-6673
	Hahn, Mercedes	Housekeeper	239- 529-8861
	Hill, Maricel	Housekeeper	239-218-7849
	Iglesias, Dunia	Laundry	239- 200-2796
	Laverde, Gloria Maria	Housekeeper	239- 273-1015

Red and Blue Teams

BLUE

Department	Name	Title	Phone
	Lopez-Chavez, Victor	Floor Technician	239- 692-1304
	Marquez, Normaleticia	Housekeeper	239- 651-9937
	Merone, Clementine	Housekeeper	239- 777-6392
	Miller, Loretta S	Housekeeper	330- 397-7413
	Morrison, Donald	Custodian	239- 961-9003
	Mujica Rodriguez, Lisseth DeJesus	Housekeeper	239- 399-1982
	Orive Hernandez, Beatriz A	Housekeeper	239- 537-9436
	Ramirez Reyes, Yuridia	Housekeeper	239- 247-9472
	Requena Rivera, Dalimar	Housekeeper	321-370-8859
	Sanabria, Ana Maria	Housekeeper	754- 204-3159
	Sanchez, Paulina	Housekeeper	239-784-2702
	Santisteban, Manuel	Custodian	239- 200-8219
	Schettini, Sylvia	Housekeeper	239- 200-4283
	Vargas, Neuza Magda	Laundry	239-285-3959
Resident Care - OT	Earl, Rebecca Ann	Office Coordinator	720-470-1980
	Michel, Rosemonde	Resident Care Assistant	239- 537-7038
	Fabe, Alberta	Resident Care Assistant	239- 601-0115
Finance	Brinkert, Mark	Director - Finance	239- 595-3878
	Builes, Hailley Anne	Billing Specialist	484-809-1913
	Douglas, Maureen	Billing Specialist	315-399-7499
	Haar, Carlie M	Billing Specialist	720- 323-0456
	West, Ciara	Cash Application Specialist	305- 608-5131
	Alire, Dawn M	Supervisor - Accounts Receivable	720- 841-5814
	Rivera-Lugo, Miguel	Manager - Accounting	239-227-4470
	Morton, Mary	Chief Financial Officer	314-422-0031
	Jenkins, Meredith	Controller	414- 364-8538
	Peden, Ivy E	Executive Assistant NE	239- 451-6053
	Chase, Sandra	Manager - Payroll	239-404-2062
	Griffith, Nancy G	Finance Coordinator	239- 877-7030
	Gutierrez, Yaniel	Accountant	239- 285-5962
	Zayas, Yanepsy	Accounts Payable Specialist	239-537-7936
	Gutierrez, Tammy M	Billing Specialist	239- 986-3447
HR	Lloyd, Julie Ann	Director - HR Operations	239-671-8644
	Dyckman, Candace Jo	Social Services Coordinator	239- 287-5985
	Kellis, Lauren A	Talent Acquisition Specialist	407- 473-2114
	Marr, Kathleen Joy	Partner Wellness Coordinator	239-287-1341
	Yane, Vicky	Human Resources Generalist	407- 461-7900
	Rodriguez, Flor Catalina	Senior HR Specialist	561-502-4703
	Themistocle, Borodine Elizabeth D	Benefits Specialist	239-784-9181

BLUE

Department	Name	Title	Phone
IT	Marques, Antonio	Chief Information Officer	239-351-4976
	Baptiste, Jean	IT Specialist	239-298-3312
	De Los Santos, Felix	IT Specialist	973- 449-2412
	Di Lorenzo, Joseph Michael	IT Specialist	239- 250-0443
	Kruskie, Shiela	Clinical Informatics Analyst	231-881-4602
	Morales, Victor D	IT Specialist	754- 230-9399
	Platt, Barbara	Software Engineer	239-777-6176
	Tanelus, Rudy	IT Specialist	239- 404-6995
Marketing	Merk, Janet	Executive Assistant	239-287-4725
	Mullen, Tiffany	Director - Sales	239- 825-7705
	Tremmel, Kimberly	Director - Marketing & Advertising	239- 595-9598
	Derdzinski, Debra	Marketing Assistant	773- 320-8982
	Gregoire, Judith A	Sales Associate	239- 293-7877
	Adrianzen, Paul Christopher	Graphic Designer/Videographer	239- 249-8023

Red and Blue Teams
Staff (To be assigned)

Name	Title	Phone
Adams, Sela	Medical Records Coordinator	239- 200-9831
Alarcon, Alberto	Custodian	239- 351-6192
Alexandre Leandre, Karine	Certified Nursing Assistant	754- 367-2201
Alvaranga, Melisa	MDS Coordinator	239- 821-2304
Amoyo, Eduardo D	Licensed Practical Nurse	239- 410-2592
Ardisoni, Yasileiki	Assistant Director - Nursing	239- 601-3936
Aristizabal, Luz	Housekeeper	239- 919-4136
Augustin, Adjhany	Staff Development Coordinator	239- 234-3172
Ballance, Monique E	Licensed Practical Nurse	239- 595-7332
Barthold, Joseph	Cook	239- 778-2509
Bellegarde, Marnel	Utility	239- 384-4881
Blackmon, Juneta A	Lead CNA	239- 384-1134
Bouchard, Maria C	Licensed Practical Nurse	239- 348-5103
Brevil-Francois, Ania Thamar	Licensed Practical Nurse	407-455-1920
Byrd, Anna Vicki	Physical Therapy Assistant	239- 300-5532
Casares, Veronica Marie	Occupational Therapy Assistant	561- 312-9664
Castillo, Alejandra	Server	239- 285-4410
Champagne, Lionel A	Certified Nursing Assistant	239- 398-5517
Charlery, Sophia	Certified Nursing Assistant	239- 692-4512
Charles, Manesio	Custodian	
Chartrand, Rebecca	Licensed Practical Nurse	239- 405-9316
Chernik, Volha	Registered Nurse	239- 300-3062
Chu, Maria Lynley T	Physical Therapist	239- 298-1254
Cine, Renante	Certified Nursing Assistant	239- 330-0374
Clairjuste, Cathia	Certified Nursing Assistant	954- 937-0477
Daramola, Cherlie Dervil	Registered Nurse	239- 234-9860
Dash, Debra Scrivens	Certified Nursing Assistant	239- 564-6375
Davidson, Nicole	Occupational Therapist	352- 219-2615
Dejesus, Veronica	Rehabilitation Tech	239- 692-7112
Deroy, Ironise	Certified Nursing Assistant	786- 281-6908
Desir, Marie Ange	Laundry	239- 330-0099
Desir, Shadrac	Registered Nurse	239- 692-5785
Diaz Suarez, Dalyna	Licensed Practical Nurse	239- 687-6147
Diaz, Rosa M	Registered Nurse	239- 248-3220
Dorestan, Examene H	Certified Nursing Assistant	239- 384-2649
Dufort, Stephen	Custodian	239- 307-7127
Duprat, Rosita B	Certified Nursing Assistant	239- 682-9065
Duverne, Carline	Lead CNA	239- 601-0493
Edouard, Carole	Certified Nursing Assistant	239- 703-6332
Estrada, Jacqueline	Server	239- 692-2679
Exavier, Mary Cianette	Registered Nurse	774-268-0287
Faugue, Wedeline	Certified Nursing Assistant	239-537-6883
Faustin, Berlanda	Server	239- 384-0382
Francis, Leone S	Registered Nurse	239- 397-0536
Francois, Marie R	Certified Nursing Assistant	239- 821-0654
Gagnon, Eunice	Licensed Practical Nurse	239- 243-5668
Galindo, Maria M	Registered Nurse	239- 450-7839

Red and Blue Teams
Staff (To be assigned)

Name	Title	Phone
Garaicoa, Zulmer	Housekeeper	954-736-8133
Garcia, Mariamne	Occupational Therapy Assistant	239- 285-7085
Go, Emma Y	Physical Therapist	239- 249-0557
Greaves-Ward, Michelle	Registered Nurse	239- 682-2105
Guitard, Lindsay T.	Admissions Coordinator	239- 825-5298
Gustave Blanc, Roseline	Housekeeper	239- 302-9166
Hayer, Nancy	Speech Therapist	612- 323-4018
Hernandez Londorio, Juan Diego	Server	239- 384-8863
Hunder, Edwin Lassana	Certified Nursing Assistant	239- 250-5603
Jacques, Lamercie P	Certified Nursing Assistant	239- 200-8818
James, Elaine	Housekeeper	239- 272-2541
Janvier Dit Bernard, Mima	Certified Nursing Assistant	239- 307-8515
Jean Francois, Inauze	Certified Nursing Assistant	239- 450-0675
Jean Louis, Lunise	Certified Nursing Assistant	239- 776-2950
Jean Mary, Lecilia	Certified Nursing Assistant	239- 601-0102
Jean, Micheline	Licensed Practical Nurse	239-285-7124
Jimenez, Brenda	Server	239- 465-1894
Joseph, Annette	Certified Nursing Assistant	239- 227-3724
Joseph, Hyppolite	Custodian	786- 597-4475
Joseph, Manuella	Licensed Practical Nurse	239- 285-5998
Joseph, Michelonne	Housekeeper	239- 601-4938
Joseph, Mireille	Certified Nursing Assistant	239- 330-0939
Joseph, Sonise	Certified Nursing Assistant	239- 692-4132
Juste, Emmanuela	Registered Nurse	239- 896-8072
Juste, Monique	Registered Nurse	239- 887-2397
Kirchherr, Ruth	Cook	239-529-7051
Krewer, Catherine M	Director - Nursing	815-529-5583
Lapointe, Juslene	Certified Nursing Assistant	239- 200-1277
Lawton, Nicholas D	Utility	239- 250-0899
Legagneur, Cassandre	Certified Nursing Assistant	239- 218-8950
Lenza, Adrian	Physical Therapy Assistant	786- 484-3609
Loiseau, Morenna	Certified Nursing Assistant	239- 692-3091
Louis Henry, Flaure	Unit Coordinator	239- 687-6637
Louis, Beaudeline Boyer	Certified Nursing Assistant	239- 692-1446
Louis, Jacques Son	Certified Nursing Assistant	239- 349-5363
Louis, Marie S	Certified Nursing Assistant	239- 682-1675
Lully, Kenold	Utility	239- 234-3894
Lynn, Leanne	Registered Nurse	239- 896-3918
MacCormack Lopez, Oscar	Server	239- 832-0150
Manuel, Mildride	Certified Nursing Assistant	239-351-6844
Marshel, Tricia E	Dietitian	239- 572-4228
McAndrews, Christine	MDS Coordinator	239-287-6041
Mesidor, Betty	Registered Nurse	239- 440-7256
Meus, Claire Rose	Licensed Practical Nurse	239- 231-6029
Minnis, Laura E	Licensed Practical Nurse	239- 821-2900
Moline, Philomene	Certified Nursing Assistant	305- 600-8521
Montgomery, Mitzi McNeely	Physical Therapy Assistant	239- 821-1112

Red and Blue Teams
Staff (To be assigned)

Name	Title	Phone
Morancy, Nedgie	Registered Nurse- EX	239- 234-3146
Moreira, Magali M	Housekeeper	201- 920-9863
Moussa, Maher	Director - Rehabilitation	239- 398-2262
Moussa, Manal	Nursing Staff Coordinator	239- 784-5174
Neuman, Honeydee D	Certified Nursing Assistant	239- 200-4726
Nicolas, Geraldine	Certified Nursing Assistant	239- 285-2167
Norceide, Ariette	Utility	239- 537-7577
Noreus, Vannessa	Registered Nurse	239- 645-2406
Olalde Aguilera, Jose	Director - Activities	239- 465-7958
On, Jose R	Cook	239- 595-2007
Oscard, Jeantilia	Certified Nursing Assistant	239- 465-5020
Perez, Mireya	Server	239-537-4869
Perez, Yamilet	Executive Assistant NE	239- 404-9577
Pierre Louis, Marie L	Licensed Practical Nurse	239- 234-3711
Pierre Philippe, Sophia	Registered Nurse	239- 692-1076
Pitcher, Danielle Louise	Occupational Therapist	239- 292-3376
Plancher, Gisele	Lead CNA	239- 234-0441
Platt, Jennifer L	Licensed Practical Nurse	239- 601-6799
Poindujour, Marie	Housekeeper	239- 738-8091
Porter, Gail L	Housekeeper	239- 682-5530
Ramirez, Dawn C	Registered Nurse	239- 222-9190
Reyes-Rodriguez, Madelyne Carolin	Housekeeper	239- 227-7611
Rose, Loretta	Certified Nursing Assistant	239-248-2409
Roy, Marie	Registered Nurse	239- 200-7264
Sagesse, Andgelore	Certified Nursing Assistant	561- 305-5985
Sagesse, Dianne J	Registered Nurse	239- 692-7063
Saint Clair, Beatrice	Certified Nursing Assistant	239- 200-6446
Saint Clair, Phabienne	Certified Nursing Assistant	239- 440-3881
Saint Fleur, Ginette	Certified Nursing Assistant	239- 304-6115
Saint Juste, Darline	Registered Nurse	239- 384-3842
Saintilus, Chedeline	Certified Nursing Assistant	239- 537-3898
Salomon, Roseline	Certified Nursing Assistant	239- 297-9384
Santiago, Michael	Cook	239- 537-9402
Savoy, Alisha	Licensed Practical Nurse	239- 238-0886
Scarborough, Leesha	Occupational Therapist	239- 269-5760
Seide Chery, Gina R	Certified Nursing Assistant	239- 601-4738
Sergile, Edzer Samuel	Registered Nurse	239- 316-8414
Soeurette, Julien	Utility	954- 873-4488
Stready, Brittany	Rehabilitation Tech	239- 308-7452
Strohbeck, Vanessa	Licensed Practical Nurse	239- 896-8111
Sylvain, Lisamene	Certified Nursing Assistant	239-595-7889
Telusnord, Exancia	Certified Nursing Assistant	239- 784-2645
Teresias, Paulna	Certified Nursing Assistant	239- 692-7001
Theristal, Roseline	Certified Nursing Assistant	239-324-2419
Thomas, Geoffrey	Chef	216- 262-3443
Toledo, Leticia	Server	239- 200-0102
Topping, Susan	Licensed Practical Nurse	239- 774-5172

Red and Blue Teams

Staff (To be assigned)

Name	Title	Phone
Toslluku, Tatjana	Server	239- 298-1518
Valentine, Altanice	Certified Nursing Assistant	239- 410-7607
Varda, Rebecca A	Licensed Practical Nurse	239- 273-2622
Veitch, Micken	Utility	239- 296-1823
Velus, Saintilet	Utility	239- 204-6449
Victor, Marie Maude	Certified Nursing Assistant	954-297-3152
Victor, Wilda	Certified Nursing Assistant	239- 200-5586
Villanueva, Aurora	Licensed Practical Nurse	239-572-0566
Vincent, Guerline	Certified Nursing Assistant	239- 734-1551
Vincent, Magalie	Certified Nursing Assistant	786- 356-0478
Visan, Violeta	Registered Nurse	239- 216-0288
Wahlers, Linda J	Server	239- 384-4854
Weaver, Sara	Physical Therapist	239- 784-3274
Williams, Martha P	Registered Nurse	239- 634-4717
Yarkosky, Jennifer Kaye	Transition Planner	239- 687-8076
Young, Charlotte Hutson	Lead Concierge	239- 315-5545
Zephir Dalberus, Marie J	Certified Nursing Assistant	239- 601-2088
Zephir, Kerlly Crystelle	Social Worker	239-307-8534

Annex (2)

Communications Plan

Communications Plan

In the event that an emergency or disaster arises, this communication plan will be activated. When preparing for hurricanes, or any significant natural or manmade disaster, a critical component of the planning process is ensuring that information can be effectively communicated prior to, during and after the event. Moreover, Moorings Park leadership must be able to efficiently pass on information, regardless of the time of day. It is incumbent upon all department heads and supervisors to ensure that direct reports are educated on when and where to report, if a significant event occurs and communications via phone, internet, etc. are lost. When multiple communication paths are made available (InformaCast, websites, television, meetings, posted notices, FM radio, etc.), partners must be educated about their usage prior to the event occurring. This plan identifies prioritization for communicating with partners, residents and concerned parties prior to, during and immediately after an emergency.

Protocol:

a. Primary Method of Notification:

Staff and residents will be alerted of an impending emergency (if known) via the automated messaging service. The system utilized by Moorings Park is known as **"InformaCast"**. Under this system, authorized personnel may initiate a message to some or all staff members and residents. InformaCast allows for a rapid message to be sent out via the cellular tower or a low frequency radio signal. Messages are received in two formats: text message and voice. There are no more rapid communication methods available to Moorings Park than InformaCast. This system shall only be used for time-sensitive, emergent situations. Pre-formatted messages are automatically made available to the message drafter. This allows for information consistency and expediency.

b. Secondary Method of Notification:

As an alternative to InformaCast, mobile and landline service, if available, remain effective communication tools to contact staff and residents. This method shall be supplemented with website emergency link updates, social media and email.

c. Tertiary Method of Notification:

Direct verbal communication with staff and residents is the third best method to get the word out. This method is least favorable, due to the limited scope of contact. When all other systems are rendered inoperative, direct verbal communication may be necessary.

Internal Communication (Disaster Management)

Managing communication during a disaster is no small feat. Communication discipline dictates that only relevant, timely and accurate information is transmitted to the appropriate parties. Once an emergency response has been initiated at Moorings Park, **UHF commercial radios shall become the primary method for transmitting information**. Moorings Park is outfitted with three (03) repeater stations, ensuring up to 5-watts of transmission power from handheld radios. This configuration allows for clear UHF transmission/receipt throughout Moorings Park and Moorings Park at Grey Oaks. The use of handheld radios has many distinct advantages, particularly when cellular towers are rendered inoperative. However, handheld radios also present distinct challenges. This primarily applies to complete adherence to radio discipline.   A chart of the designated UHF radio channels assigned to various support venues is presented below.

Communication Templates:

The development of internal and external communications will promote timely and accurate dissemination of information. The AED will prepare and maintain key messages for future approval by the CEO or VP of Operations during a disaster event. These messages will be easily retrieved and modified for immediate transmission via InformaCast or for posting on the website emergency link. The following message templates shall be available:

- Hazard Warnings
- Disaster Preparedness Orders
- Evacuation Orders
- Dining Service Guidance and Updates
- Updates and Restoration to Power

Weather Event:

Comms Initiation	Comms Receiver	Pri. Channel	Sec. Channel	Tier Channel
Incident Command	Facilities & IL Ops/Admin	Ch 1	Ch 4	Ch 3
Incident Command	Chateau	Ch 2	Ch 3	Ch 4
Incident Command	Orchid Terrace	Ch 3	Ch 2	Ch 4
Operations	MPGO	Ch 5	Ch 4	

FIRE, Structural Failure, Bomb Threat, Active Shooter:

Comms Initiation	Comms Receiver	Pri. Channel	Sec. Channel	Tier Channel
Incident Command	On Scene Leader	Ch 1	Ch 2	Ch 3
Chateau Command	On Scene Leader	Ch 2	Ch 3	Ch 4
Orchid Terrace	On Scene Leader	Ch 3	Ch 4	Ch 5
Operations	Incident Command	Ch 5	Ch 4	
Operations	MPGO	Ch 5	Ch 4	

Training and Maintenance:

The proper use of commercial **UHF radios** requires fundamental training by all users. Basic training shall be provided by the Facilities Department (Life Safety Division) in conjunction with recurring fire and annual hurricane drills.

Handheld radios will be distributed to individual department heads by Facilities. The responsibility rests with the department heads to account for these devices at all times and to ensure their operability by maintaining fully charged batteries.

External Communication (Disaster Management)

Pending operability, landline and mobile telephone service is the primary method for community with external resources. In the event that landline and mobile phone service is not available, the secondary method for external communication is **UHF radios.** In this instance, the following frequencies shall be utilized for communication with the Fire Department, Police Department, County Emergency Management Office and FEMA.

Frequency	Fire	Police	County Emerg. Mgmt.	FEMA
→	154.175000	158.80500	147.030000	To be assigned

*All frequencies are in MHz

Media:

It is the policy of Moorings Park to maintain the most updated emergency information on the Moorings Park website. The Associate Executive Director, acting as Communications Officer, is responsible for updating this website during periods of emergency. The Vice President of Sales and Marketing maintains responsibility for issuing local, regional news releases on behalf of the Chief Executive Officer.

Annex (3)

Hurricane Evacuation Locations

HURRICANE EVACUATION ROUTES AND MAPS

Purpose: In the event of mandatory evacuation during the threat of a hurricane, Moorings Park shall relocate assisted living and nursing residents to one of two locations, depending on the storm location, path, and speed over ground. These locations are:

- Plymouth Harbor Retirement Community in Sarasota, Florida
- John Knox Village, Pompano Beach, Florida
- Waterman Village – Edgewater, Mount Dora, Florida

Mandatory relocation to a local secondary site for reasons other than hurricane evacuation, include the following:

- Glenview at Pelican Bay, Naples, Florida

Procedure: Inclement weather shall be carefully and frequently tracked via National Weather Service updates using the website, **www.nhc.noaa.gov**. When or if it becomes apparent that mandatory evacuation of hurricane zone X may be applicable, an assessment of the best location will be made. Each community mentioned above has engaged in a mutual agreement with Moorings Park

Route of travel: The enclosed maps identify primary and secondary travel routes for hurricane evacuation, as well as travel distance and estimated time.

Annex (4)

Hurricane Evacuation Routes

PLYMOUTH HARBOR
SARASOTA, FLORIDA

JOHN KNOX VILLAGE
POMPANO BEACH, FLORIDA

WATERMAN VILLAGE
MOUNT DORA, FLORIDA

GLENVIEW AT PELICAN BAY
NAPLES, FLORIDA

Google Maps   120 Moorings Park Dr to Plymouth Harbor on Sarasota Bay   Drive 115 miles, 1 h 55 min

Primary Route
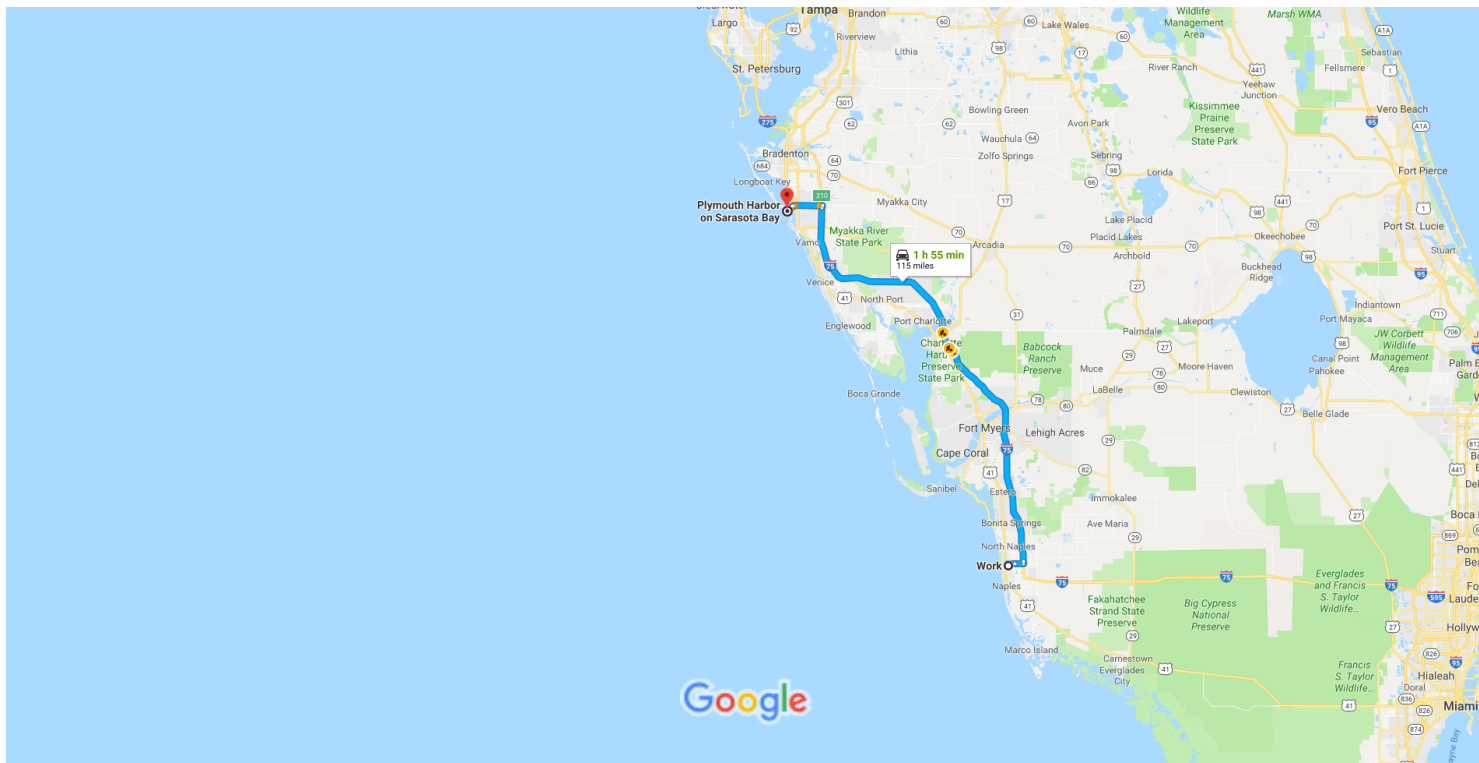
Map data ©2018 Google, INEGI   10 mi

120 Moorings Park Dr

Naples, FL 34105

Get on I-75 N from Pine Ridge Rd

		11 min (4.7 mi)

↑ 1. Head north on Moorings Park Dr toward Granada Blvd

325 ft

↰ 2. Turn left to stay on Moorings Park Dr

0.1 mi

↱ 3. Turn right onto Goodlette-Frank Rd

0.4 mi

↱ 4. Turn right onto Pine Ridge Rd

1.7 mi

↑ 5. Continue straight to stay on Pine Ridge Rd
        ⚠ Partial restricted usage road

1.9 mi

⋏ 6. Use the left 2 lanes to turn left to merge onto I-75 N toward Tampa

0.5 mi

Follow I-75 N to Fruitville Rd/Historic Florida 780 W in Fruitville. Take exit 210 from I-75 N

1 h 24 min (102 mi)

🏃   7.   Merge onto I-75 N

                                                                                                  102 mi

🚩   8.   Take exit 210 for FL-780 W

                                                                                                   0.4 mi

Follow Fruitville Rd and John Ringling Causeway to John Ringling Blvd in Sarasota

                                                                       20 min (8.4 mi)

↰   9.   Use any lane to turn left onto Fruitville Rd/Historic Florida 780 W

                ℹ️ Continue to follow Fruitville Rd

                                                                                    6.3 mi

↰   10.   Use the left 2 lanes to turn left onto N Tamiami Trail

                                                                                       0.2 mi

↱   11.   Turn right onto Gulf Stream

                                                                                        0.2 mi

↑   12.   Continue onto John Ringling Causeway

                                                                                  1.5 mi

↑   13.   Continue onto John Ringling Blvd

                                                                                    0.1 mi

↰   14.   Turn left to stay on John Ringling Blvd

                ℹ️ Destination will be on the right

                                                                                        0.1 mi

Plymouth Harbor on Sarasota Bay

700 John Ringling Blvd, Sarasota, FL 34236

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps   120 Moorings Park Dr to Plymouth Harbor on Sarasota Bay   Drive 126 miles, 2 h 53 min

Secondary Route
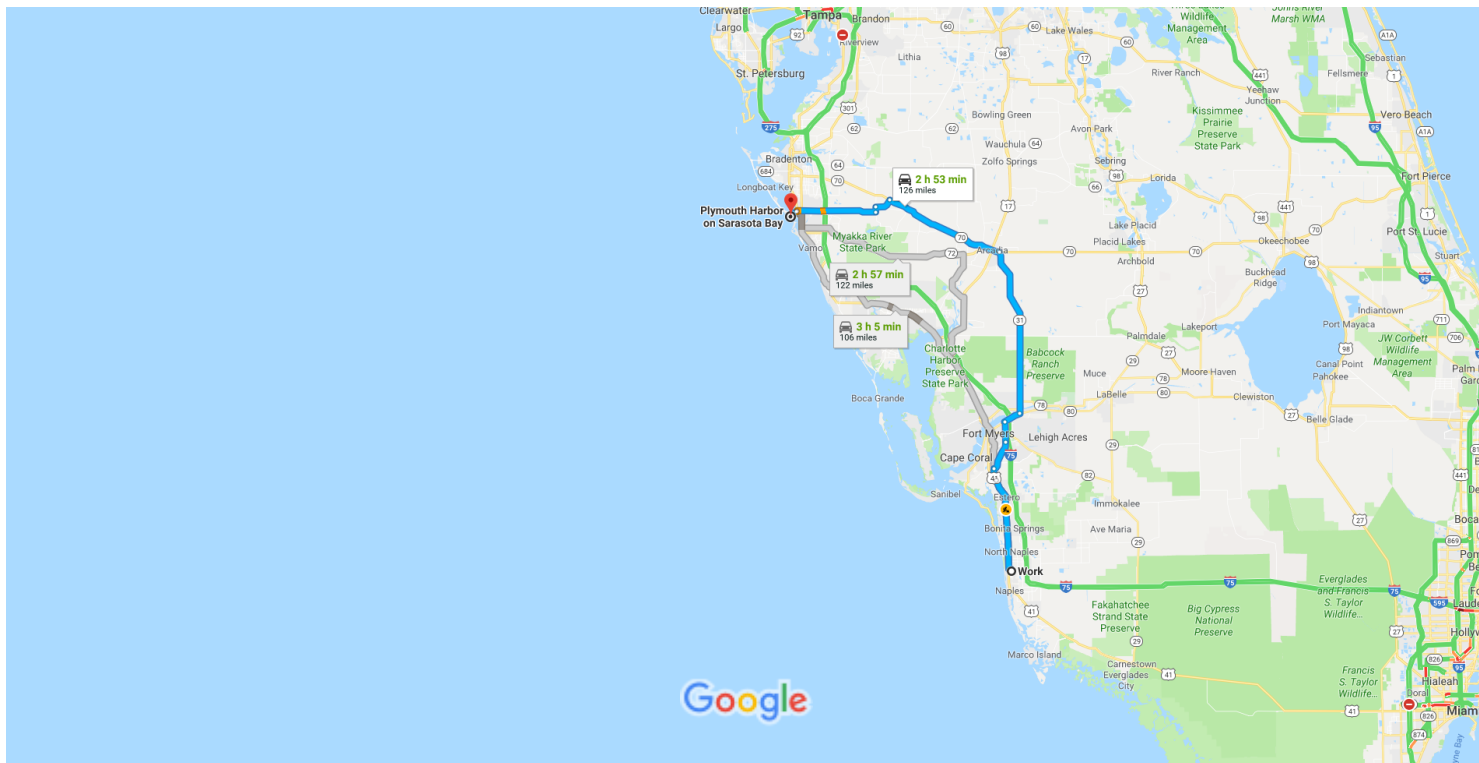
Map data ©2018 Google, INEGI   10 mi

120 Moorings Park Dr
Naples, FL 34105

Take Goodlette-Frank Rd and Pine Ridge Rd to US-41 N/Tamiami Trail N in North Naples

4 min (1.2 mi)

↑   1.   Head north on Moorings Park Dr toward Granada Blvd

325 ft

↰   2.   Turn left to stay on Moorings Park Dr

0.1 mi

↱   3.   Turn right onto Goodlette-Frank Rd

0.4 mi

↰   4.   Use the left 2 lanes to turn left onto Pine Ridge Rd

0.6 mi

↱   5.   Turn right onto US-41 N/Tamiami Trail N
ⓘ   Pass by McDonald's (on the right in 19.0 mi)

33 min (20.0 mi)

Take 6 Mile Cypress Pkwy to FL-80 E/Palm Beach Blvd in Tice

24 min (13.9 mi)

➡ 6.   Use the right 2 lanes to turn right onto Michael G. Rippe Pkwy

2.8 mi

➡ 7.   Turn right onto 6 Mile Cypress Pkwy

6.7 mi

⬆ 8.   Continue onto Ortiz Ave

4.4 mi

Follow FL-31 N and FL-70 W/SE Hwy 70 to Betts Rd/Historic Florida 780 W in Myakka City

1 h 15 min (67.1 mi)

➡ 9.   Turn right onto FL-80 E/Palm Beach Blvd

3.9 mi

↰ 10.   Turn left onto FL-31 N

36.4 mi

↰ 11.   Use the left 2 lanes to turn left onto FL-70 W/SE Hwy 70
        ⓘ Pass by Dunkin' Donuts (on the right in 0.8 mi)

26.8 mi

Take Fruitville Rd to N Tamiami Trail in Sarasota

35 min (22.0 mi)

↰ 12.   Turn left onto Betts Rd/Historic Florida 780 W
        ⓘ Continue to follow Historic Florida 780 W

3.8 mi

↰ 13.   Turn left onto Historic Florida 780 W/Verna Rd

1.1 mi

➡ 14.   Turn right onto Fruitville Rd/Historic Florida 780 W
        ⓘ Continue to follow Fruitville Rd

17.1 mi

↰ 15.   Use the left 2 lanes to turn left onto N Tamiami Trail

1 min (0.2 mi)

Take John Ringling Causeway to John Ringling Blvd

4 min (1.9 mi)

➡ 16.   Turn right onto Gulf Stream

0.2 mi

⬆ 17.   Continue onto John Ringling Causeway

1.5 mi

⬆ 18.   Continue onto John Ringling Blvd

0.1 mi

↰ 19.   Turn left to stay on John Ringling Blvd
        ⓘ Destination will be on the right

0.1 mi

Plymouth Harbor on Sarasota Bay
700 John Ringling Blvd, Sarasota, FL 34236

Google Maps ==**120 Moorings Park Dr to John Knox Village**== Drive 116 miles, 1 h 49 min
==Primary Route==
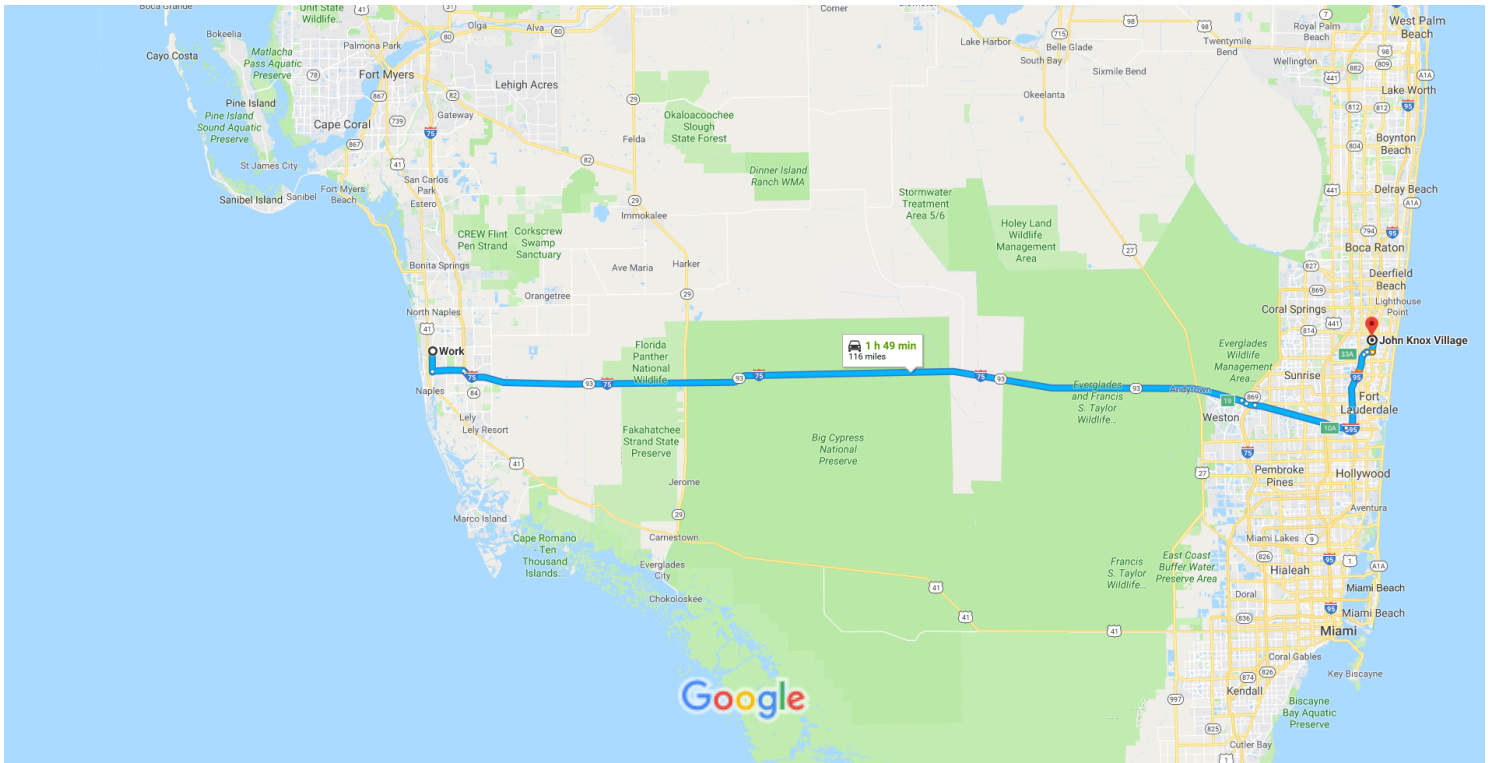
Map data ©2018 Google, INEGI   5 mi

120 Moorings Park Dr
Naples, FL 34105

Get on I-75 S from Goodlette-Frank Rd and Golden Gate Pkwy

		11 min (6.2 mi)
↑	1. Head north on Moorings Park Dr toward Granada Blvd	
		325 ft
↰	2. Turn left to stay on Moorings Park Dr	
		0.1 mi
↰	3. Turn left at the 1st cross street onto Goodlette-Frank Rd	
		2.3 mi
↰	4. Use the left 2 lanes to turn left onto Golden Gate Pkwy	
		3.4 mi
𝍔	5. Use the right lane to merge onto I-75 S via the ramp to Miami	
		0.3 mi

Continue on I-75 S to Oakland Park. Take exit 33A from I-95 N

		1 h 29 min (107 mi)
𝍔	6. Merge onto I-75 S	
	⚠ Partial toll road	
		85.8 mi

7. Use the right 2 lanes to take exit 19 for Interstate 595 E toward Ft Lauderdale

0.6 mi

8. Keep right at the fork, follow signs for I-595 E

1.0 mi

9. Continue onto I-595 E

10.4 mi

10. Use the right 2 lanes to take exit 10A toward I-95 N/Ft Lauderdale/W Palm Beach

2.4 mi

11. Keep left and merge onto I-95 N

6.6 mi

12. Take exit 33A for Cypress Creek Road E

0.3 mi

13. Keep right and merge onto NE 62nd St/E Cypress Creek Rd

427 ft

Take FL-811 N/S Dixie Hwy E to SW 6th St in Pompano Beach

7 min (2.2 mi)

14. Merge onto NE 62nd St/E Cypress Creek Rd

0.6 mi

15. Turn left onto FL-811 N/S Dixie Hwy E

1.3 mi

16. Turn left onto SW 6th St
     ⓘ Destination will be on the right

0.3 mi

John Knox Village

651 SW 6th St, Pompano Beach, FL 33060

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps   <mark>120 Moorings Park Dr to John Knox Village</mark>   Drive 146 miles, 3 h 25 min
<mark>Secondary Route</mark>
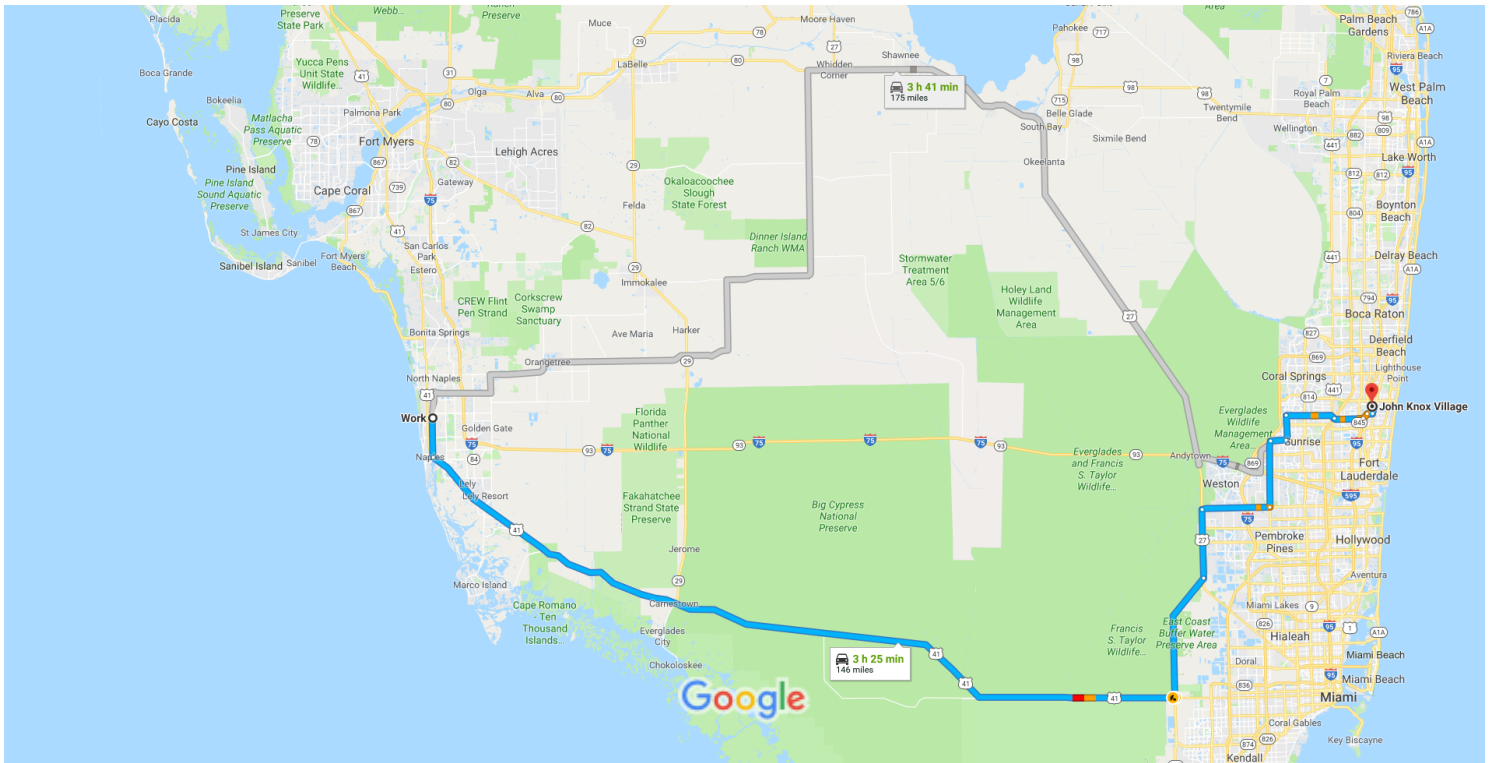
Map data ©2018 Google, INEGI   5 mi ⊢━━━━⊣

120 Moorings Park Dr

Naples, FL 34105

Follow Goodlette Rd S/Goodlette-Frank Rd to US-41 S/5th Ave S/Tamiami Trail in Naples

		9 min (4.4 mi)
↑	1. Head north on Moorings Park Dr toward Granada Blvd	
		325 ft
↰	2. Turn left to stay on Moorings Park Dr	
		0.1 mi
↰	3. Turn left at the 1st cross street onto Goodlette Rd S/Goodlette-Frank Rd	
		4.3 mi
↰	4. Use any lane to turn left onto US-41 S/5th Ave S/Tamiami Trail	
	ⓘ Continue to follow US-41 S/Tamiami Trail	
	ⓘ Pass by Pizza Hut (on the right in 1.7 mi)	
		1 h 42 min (89.8 mi)
↰	5. Turn left onto FL-997 N	
		15 min (14.3 mi)
↰	6. Turn left onto US-27 N	
		10 min (7.5 mi)

Continue on Griffin Rd. Take S Flamingo Rd, W McNab Rd and NW 62nd St to SW 6th St in Pompano Beach

1 h 2 min (30.2 mi)

↱   7.   Turn right onto Griffin Rd

7.5 mi

↰   8.   Use the left 2 lanes to turn left onto S Flamingo Rd

7.3 mi

↑   9.   Continue onto W Oakland Park Blvd

1.8 mi

↰   10.   Use the left 2 lanes to turn left onto N Nob Hill Rd

2.7 mi

↱   11.   Turn right onto W McNab Rd
       ⓘ Pass by Dunkin' Donuts (on the right in 2.1 mi)

5.4 mi

↑   12.   Continue onto NW 62nd St

3.2 mi

↰   13.   Use the left 2 lanes to turn left onto N Andrews Ave

0.7 mi

↱   14.   Turn right onto SW 15th St/W McNab Rd
       ⓘ Continue to follow W McNab Rd

0.5 mi

↰   15.   Use the left 2 lanes to turn left onto S Dixie Hwy E

0.9 mi

↰   16.   Turn left onto SW 6th St
       ⓘ Destination will be on the right

0.3 mi

John Knox Village

651 SW 6th St, Pompano Beach, FL 33060

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Map data ©2023 Google, INEGI   20 mi

120   ⚠ This route has tolls.
Moorings ⚠ This route has restricted usage or private roads.
Park Dr
Naples,
FL 34105

Get on I-75 N from Pine Ridge Rd

			11 min (4.7 mi)
↑	1.	Head southwest toward Moorings Park Dr	
			335 ft
↰	2.	Turn left onto Moorings Park Dr	
			112 ft
↱	3.	Turn right to stay on Moorings Park Dr	
			0.1 mi
↱	4.	Turn right onto Goodlette-Frank Rd	
			0.4 mi
↱	5.	Turn right onto Pine Ridge Rd	
			3.6 mi
⇱	6.	Use the left lane to turn left to merge onto I-75 N toward Tampa	
			0.5 mi

Follow I-75 N to US-17 N/Hwy 17 N/Duncan Rd in Cleveland. Take exit 164 from I-75 N

			47 min (56.4 mi)
⇱	7.	Merge onto I-75 N	
			55.9 mi
↱	8.	Take exit 164 to merge onto US-17 N/Hwy 17 N/Duncan Rd toward Arcadia	
			0.5 mi

Get on FL-570 E/Polk Pkwy in Polk County

			1 hr 35 min (81.2 mi)
⇱	9.	Merge onto US-17 N/Hwy 17 N/Duncan Rd	
			42.5 mi
↑	10.	Continue straight onto Hwy 17 N	
		ⓘ Pass by Dollar General (on the right in 18.8 mi)	
			29.8 mi
↰	11.	Use the left 2 lanes to turn left onto US-98 N	
			0.8 mi

↱ 12. Use the right 2 lanes to turn right onto US-98 N/N
       Broadway Ave
    ℹ️ Continue to follow US-98 N
    ℹ️ Pass by KFC (on the right in 0.3 mi)
                                                    7.5 mi

↗ 13. Slight right to merge onto FL-570 E/Polk Pkwy
       toward Orlando
    ⚠️ Toll road
                                                    0.6 mi

**Follow FL-570 E/Polk Pkwy, I-4 E and FL-429 N to FL-46 W in
Lake County. Take the FL-46 W exit from FL-453**
                                          1 hr 9 min (73.5 mi)

↗ 14. Merge onto FL-570 E/Polk Pkwy
    ⚠️ Toll road
                                                   13.4 mi

↱ 15. Take exit 24 to merge onto I-4 E toward Orlando
                                                   18.0 mi

↱ 16. Take exit 60 for FL-429 Toll N toward Apopka
    ⚠️ Toll road
                                                    1.0 mi

↑ 17. Continue onto FL-429 N/FL-429 Toll N
    ⚠️ Toll road
                                                    5.0 mi

⬑ 18. Keep left at the fork to continue on FL-429 N
    ⚠️ Toll road
                                                   10.5 mi

⬑ 19. Keep left at the fork to stay on FL-429 N
    ⚠️ Toll road
                                                   10.8 mi

⬑ 20. Keep left at the fork to stay on FL-429 N
    ⚠️ Toll road
                                                   11.1 mi

↱ 21. Use the right 2 lanes to take exit 39 for FL-453 N
       toward Mount Dora/Leesburg
    ⚠️ Toll road
                                                    0.9 mi

↖ 22. Continue onto FL-453
    ⚠️ Toll road
                                                    2.0 mi

  23. Use any lane to merge onto FL-46 W toward
       Mount Dora/Leesburg
    ⚠️ Toll road
                                                    0.7 mi

**Continue on FL-46 W. Take US-441 N to Brookfield Ave in
Mount Dora**
                                              9 min (5.0 mi)

↗ 24. Merge onto FL-46 W
                                                    2.1 mi

↗ 25. Use the right lane to take the 441 N N ramp to
       Eustis/Tavares
                                                    0.2 mi

↗ 26. Merge onto US-441 N
                                                    2.4 mi

↰ 27. Turn left onto N Donnelly St
                                                    0.1 mi

↱ 28. Turn right onto Brookfield Ave
    ⚠️ Restricted usage road
                                                    0.1 mi

↱ 29. Turn right to stay on Brookfield Ave
    ⚠️ Restricted usage road
    ℹ️ Destination will be on the left
                                                     131 ft

Edgewater Health and Rehabilitation at Waterman Village
300 Brookfield Ave, Mt Dora, FL 32757

Map data ©2023 Google, INEGI   20 mi ┣━━━━┫

120 ⚠ This route has tolls.
Moorings ⚠ This route has restricted usage or private roads.
Park Dr
Naples,
FL 34105

Get on I-75 N from Pine Ridge Rd

			11 min (4.7 mi)
↑	1.	Head southwest toward Moorings Park Dr	
			335 ft
↰	2.	Turn left onto Moorings Park Dr	
			112 ft
↱	3.	Turn right to stay on Moorings Park Dr	
			0.1 mi
↱	4.	Turn right onto Goodlette-Frank Rd	
			0.4 mi
↱	5.	Turn right onto Pine Ridge Rd	
			3.6 mi
↖	6.	Use the left lane to turn left to merge onto I-75 N toward Tampa	
			0.5 mi

Follow I-75 N to FL-80 E/Palm Beach Blvd in Lee County. Take exit 141 from I-75 N

			28 min (33.1 mi)
↖	7.	Merge onto I-75 N	
			32.6 mi
↱	8.	Use the right 2 lanes to take exit 141 to merge onto FL-80 E/Palm Beach Blvd toward La Belle	
			0.4 mi

Follow FL-31 N to FL-70 W/SE Hwy 70 in DeSoto County

			42 min (39.0 mi)
↖	9.	Merge onto FL-80 E/Palm Beach Blvd	
			2.6 mi
↰	10.	Turn left onto FL-31 N/Babcock Rnch Rd	
		ⓘ Continue to follow FL-31 N	
			36.4 mi

Take Hwy 17 N to FL-64 E in Zolfo Springs

			24 min (21.2 mi)

← 11. Use the left 2 lanes to turn left onto FL-70 W/SE Hwy 70

0.5 mi

→ 12. Turn right onto N 17th Ave/NE Turner Ave

3.4 mi

→ 13. Turn right onto Hwy 17 N

16.4 mi

↑ 14. Continue straight to stay on Hwy 17 N

0.9 mi

Continue on FL-64 E to Highlands County

25 min (21.3 mi)

→ 15. Turn right onto FL-64 E

7.2 mi

→ 16. Turn right to stay on FL-64 E

10.1 mi

← 17. Turn left onto N Olivia Dr

1.4 mi

→ 18. Turn right onto W Stryker Rd

0.6 mi

← 19. Turn left onto N Highlands Blvd

1.9 mi

Continue on US Hwy 27 N. Take FL-429 N to N Donnelly St in Mount Dora

1 hr 47 min (94.7 mi)

← 20. Turn left onto US-98 N/US Hwy 27 N
ⓘ Continue to follow US Hwy 27 N

43.3 mi

⚱ 21. Use the right 2 lanes to merge onto I-4 E via the ramp to Orlando

4.6 mi

→ 22. Take exit 60 for FL-429 Toll N toward Apopka
⚠ Toll road

1.0 mi

↑ 23. Continue onto FL-429 N/FL-429 Toll N
⚠ Toll road

5.0 mi

⬋ 24. Keep left at the fork to continue on FL-429 N
⚠ Toll road

10.5 mi

⬋ 25. Keep left at the fork to stay on FL-429 N
⚠ Toll road

10.8 mi

⬋ 26. Keep left at the fork to stay on FL-429 N
⚠ Toll road

11.1 mi

→ 27. Use the right 2 lanes to take exit 39 for FL-453 N toward Mount Dora/Leesburg
⚠ Toll road

0.9 mi

⬉ 28. Continue onto FL-453
⚠ Toll road

2.0 mi

29. Use any lane to merge onto FL-46 W toward Mount Dora/Leesburg

2.7 mi

⚱ 30. Use the right lane to take the 441 N N ramp to Eustis/Tavares

0.2 mi

⚱ 31. Merge onto US-441 N

2.4 mi

Follow N Donnelly St to Brookfield Ave

2 min (0.3 mi)

← 32. Turn left onto N Donnelly St

0.1 mi

→ 33. Turn right onto Brookfield Ave
⚠ Restricted usage road

0.1 mi

→ 34. Turn right to stay on Brookfield Ave
⚠ Restricted usage road
ⓘ Destination will be on the left

131 ft

Edgewater Health and Rehabilitation at Waterman Village
300 Brookfield Ave, Mt Dora, FL 32757

Google Maps   **120 Moorings Park Dr to The Glenview at Pelican Bay**   Drive 2.2 miles, 7 min
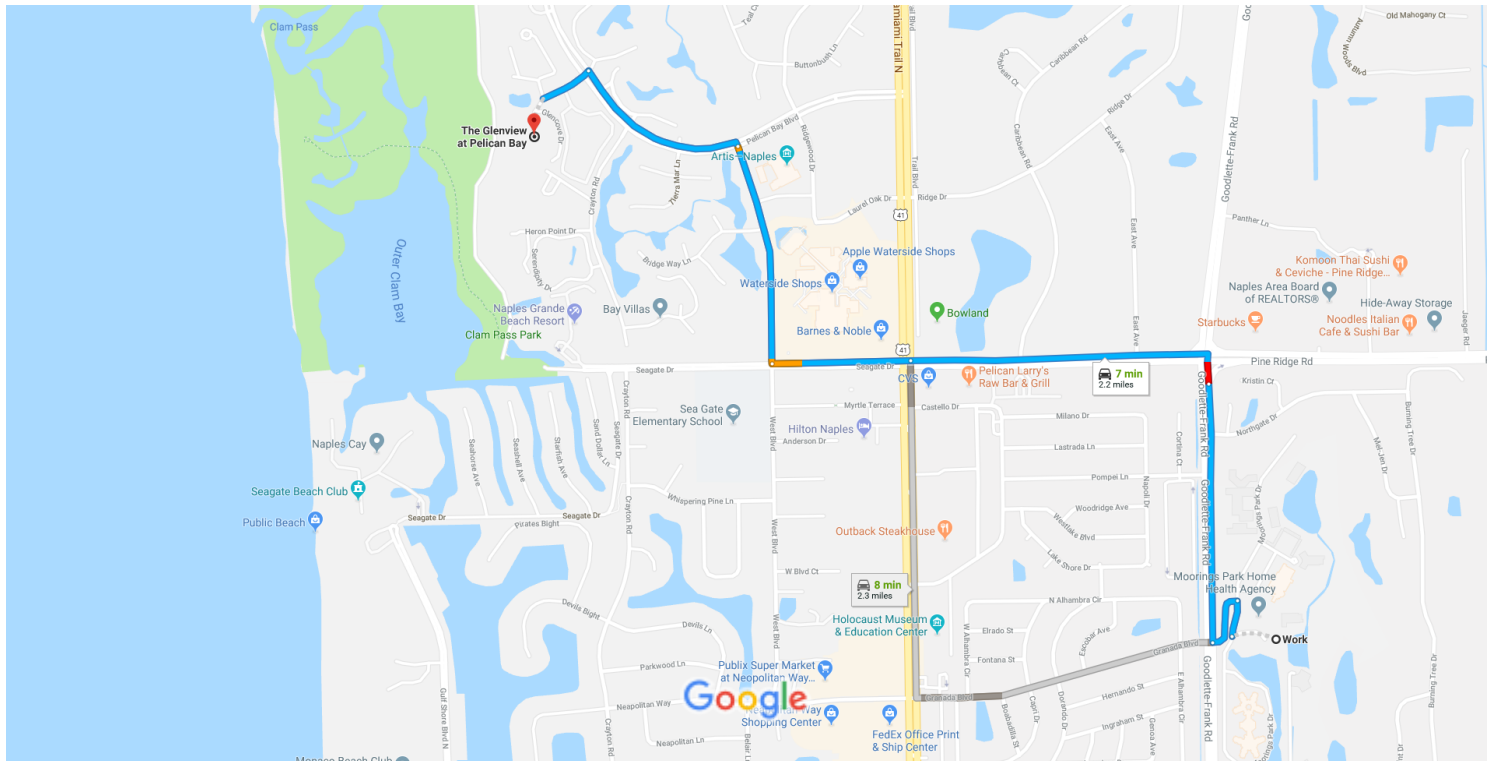
Map data ©2018 Google   500 ft

120 Moorings Park Dr

Naples, FL 34105

Follow Moorings Park Dr to Goodlette-Frank Rd

			56 s (0.2 mi)
↑	1.	Head north on Moorings Park Dr toward Granada Blvd	
			325 ft
↰	2.	Turn left to stay on Moorings Park Dr	
			0.1 mi

Take Pine Ridge Rd to Seagate Dr in North Naples

			3 min (1.0 mi)
↱	3.	Turn right onto Goodlette-Frank Rd	
			0.4 mi
↰	4.	Use the left 2 lanes to turn left onto Pine Ridge Rd	
			0.6 mi

Take Myra Janco Daniels Blvd and Pelican Bay Blvd to Glenview Pl

			4 min (1.0 mi)
↑	5.	Continue onto Seagate Dr	
			0.2 mi
↱	6.	Turn right onto Myra Janco Daniels Blvd	
			0.4 mi

↰   7.   Turn left onto Pelican Bay Blvd

0.3 mi

↰   8.   Turn left onto Glenview Pl
      ⚠ Partial restricted usage road

486 ft

The Glenview at Pelican Bay

100 Glenview Pl, Naples, FL 34108

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Google Maps **120 Moorings Park Dr to NCH Baker Hospital Downtown** Drive 4.4 miles, 11 min
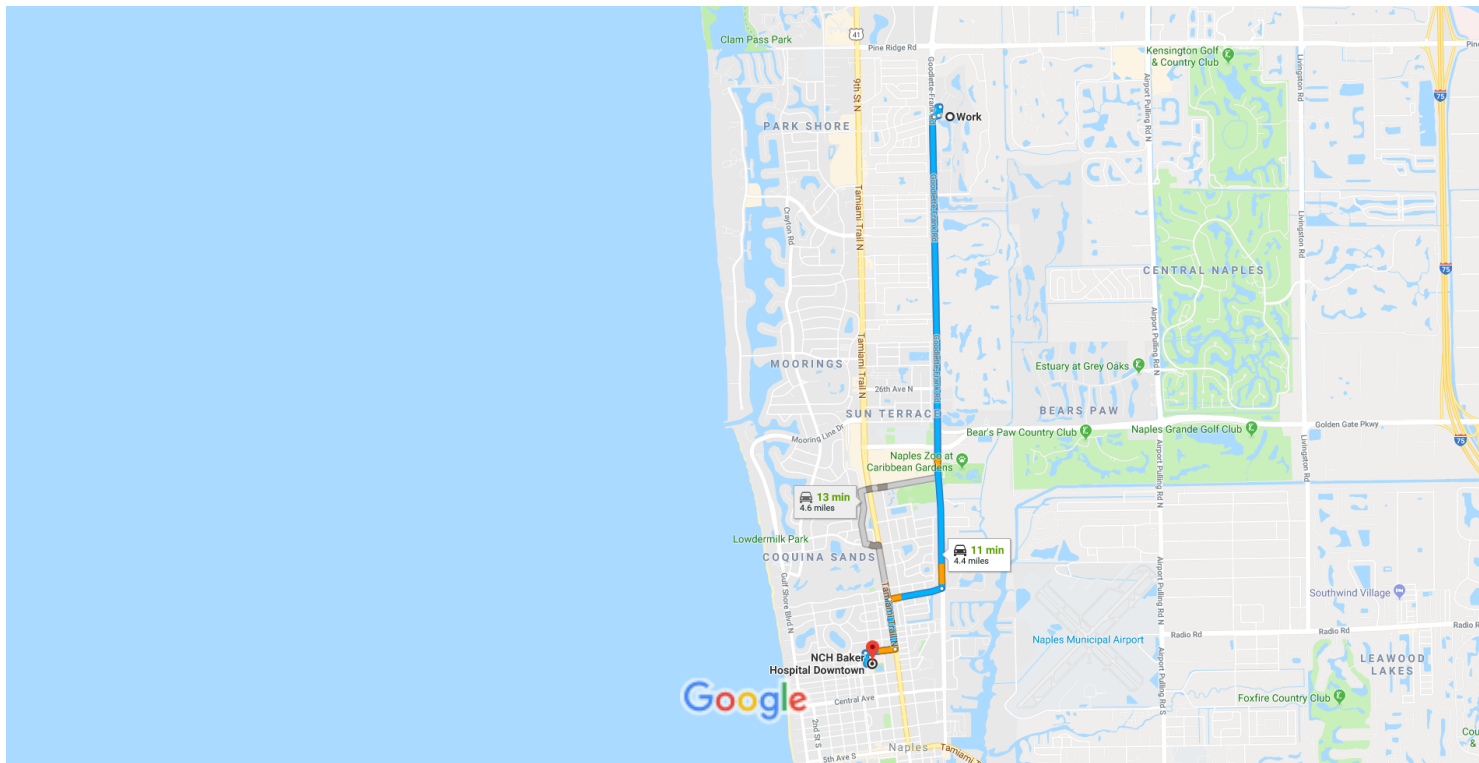
Map data ©2018 Google, INEGI 2000 ft

120 Moorings Park Dr
Naples, FL 34105

↑	1.	Head north on Moorings Park Dr toward Granada Blvd	325 ft
↰	2.	Turn left to stay on Moorings Park Dr	0.1 mi
↰	3.	Turn left at the 1st cross street onto Goodlette-Frank Rd	3.2 mi
↱	4.	Turn right onto 7th Ave N	0.4 mi
↰	5.	Turn left onto 9th St N/Tamiami Trail N	0.3 mi
↱	6.	Turn right onto 4th Ave N	0.2 mi
↰	7.	Turn left onto 7th St N ⓘ Destination will be on the left	407 ft

NCH Baker Hospital Downtown
350 7th St N, Naples, FL 34102

Google Maps   <mark>120 Moorings Park Dr to Physicians Regional - Pine Ridge</mark>   Drive 4.7 miles, 11 min
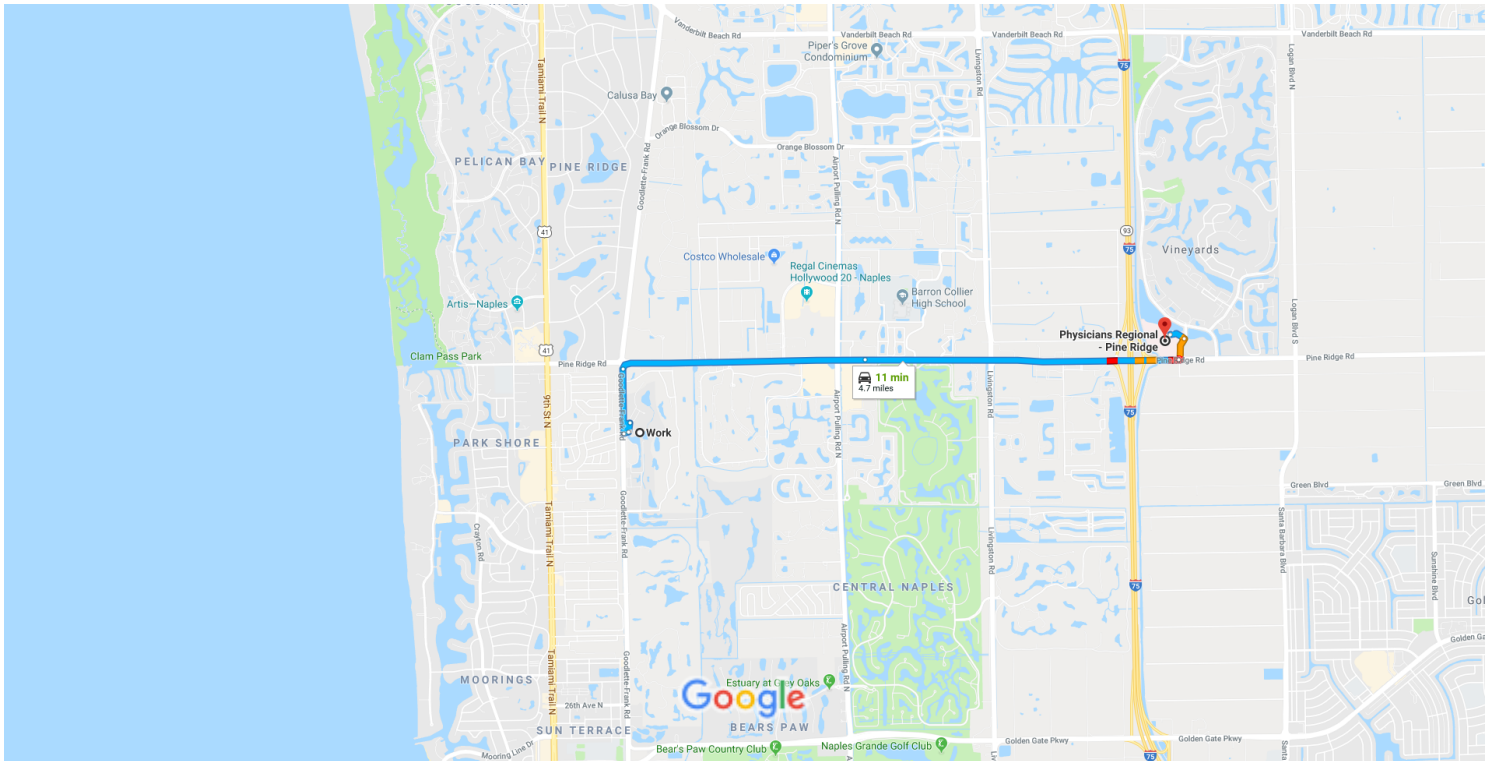
Map data ©2018 Google   2000 ft

120 Moorings Park Dr

Naples, FL 34105

Follow Moorings Park Dr to Goodlette-Frank Rd

			56 s (0.2 mi)
↑	1.	Head north on Moorings Park Dr toward Granada Blvd	
			325 ft
↰	2.	Turn left to stay on Moorings Park Dr	
			0.1 mi

Take Pine Ridge Rd to Napa Blvd

			10 min (4.3 mi)
↱	3.	Turn right onto Goodlette-Frank Rd	
			0.4 mi
↱	4.	Turn right onto Pine Ridge Rd	
			1.7 mi
↑	5.	Continue straight to stay on Pine Ridge Rd ⚠ Partial restricted usage road	
			2.1 mi

Continue on Napa Blvd to your destination in Vineyards

			2 min (0.3 mi)

↰ 6. Use the left 2 lanes to turn left onto Napa Blvd

0.2 mi

↰ 7. Turn left

0.1 mi

↱ 8. Turn right

    🛈 Destination will be on the left

3 ft

Physicians Regional - Pine Ridge

6101 Pine Ridge Rd, Naples, FL 34119

These directions are for planning purposes only. You may find that construction projects, traffic, weather, or other events may cause conditions to differ from the map results, and you should plan your route accordingly. You must obey all signs or notices regarding your route.

Annex (5)

Emergency Medical Supplies

Nursing & General Supplies
Resident Personal Items

General Supplies
Air mattress & Adaptive Devices (As many as possible)
Supply of blankets, bath towels, washcloths, pillows, and sheets
2-3 day supply of clothing
Water, juices, and/or Gatorade
Tube feedings & Supplements
Personal hygiene items
Cooler and ice for medications
Emergency medication kit, MARS, treatment sheets
Adequate food provisions

Medical Supplies:

Sterile soaps	Cath trays	Germicidal
G-tubes	Sterile 4X4's	Alcohol
Hypoallergenic tape	Betadine	Insulin syringes
Kling	Foley catheters	Ace bandages
Irrigation trays	Splints	Drainage bags
Slings	NG tubes	Glycerin swabs
Latex gloves	60 cc syringes	Peroxide
Sterile water	Normal saline	TAO
Mouthwash	Toothbrushes	
O2 Concentrators	Posey vests	IV poles
Velcro safety	Feeding pump	Suction machines
Wheelchairs	Bedside commodes	Walkers/canes

Maintenance Supplies:

Extension cords	Mobile phones	Flashlights
Batteries	Radio	Fans

Disposable Items:

Adult briefs	Plates and utensils	Latex gloves
Hand wipes	Chux	Hand towels
Plastic bags & Red bags	Biohazard supplies	
Garbage bags	Medication cups and straws	

<u>Resident Person Items:</u>
Each Resident shall pack an individual bag that contains the following:

- A minimum of 3-days of clothes changes, including under garments
- A minimum of 3-days supply:
  - toothbrush and paste
  - comb or brush
  - soap, powder, deodorant
  - denture solution & mouthwash
- Hearing aids and dentures
- Wristwatch or time device
- Mobile phone
- Eyeglasses
- Assistive walking devices
- One week supply of medication *to be transported by staff
- Night gown or pajamas
- Personal pillow and blanket *to be transported by staff
- Reading material and playing cards

Annex (6)

Missing Person Checklist

MISSING RESIDENT CHECKLIST

Date: _____Time:_____(reported missing)

- Resident Name: _____Age:_____

- Gender:_____

- Physical Description:
  - ☐ Height:
  - ☐ Weight:
  - ☐ Race:
  - ☐ Hair Color:
  - ☐ Eye Color:

- Physical impairments, if any_____

- Mental condition_____

- Language spoken_____

- Clothing Description_____

- Harm to self or others?_____

- Home address_____

- Name and address of friends

_____
_____
_____
_____

Annex (7)

Fire Drill Form

FIRE DRILL EVALUATION FORM

- ☐ Chateau
- ☐ Orchid Terrace
- ☐ Independent Living

Note: Notify the monitoring station PRIOR to conducting the drill.

1. System Placed on Test:		2. System Back on Line:	
Date:	Time:	Time:	
3. Test Commenced: Date:	Time:	3. Test Completed: Time:	

4. Shift:

	☐ 1st		☑ 2nd Shift (3x11)		☐ 3rd	
☐	Shift (7x3)	☐		☐	Shift (11x7)	

5. Location

☐ ☐ ☐ ☐ ☐ ☐ ☐

6. Charge Nurse

☐ ☐ ☐ ☐ ☐ ☐

COMPLETE THIS SECTION AFTER CONDUCTING THE DRILL

Manual Alarm #: _____ ☐ SIMULATED   Activated by: _____

Who discovered simulated fire? _____

Command Center operated by? _____ ☐   ☐

Was the location of the alarm announced?	☐ SIMULATED	☐ YES	☐ NO
Was security notified?	☐ SIMULATED	☐ YES	☐ NO
Were residents in "Area of Alarm" evacuated from rooms?	☐ SIMULATED	☐ YES	☐ NO
Were pillows left in front of doors after the room had been cleared?	☐ SIMULATED	☐ YES	☐ NO
Were residents in halls removed to an area of safety?	☐ SIMULATED	☐ YES	☐ NO
Were restrooms, corridors and obstructed view areas checked?		☐ YES	☐ NO
Were all halls, corridors and other means of egress maintained clear and free of obstruction?		☐ YES	☐ NO
Were all corridor doors closed?		☐ YES	☐ NO
Did Smoke Doors close properly?	☐ SIMULATED	☐ YES	☐ NO

Who responded to the fire and with what equipment? _____

Did outside doors unlock?	☐ SIMULATED	☐ YES	☐ NO
Were all visual notification devices working?	☐ SIMULATED	☐ YES	☐ NO
Were all audible notification devices working?	☐ SIMULATED	☐ YES	☐ NO
Was all clear sounded?	☐ SIMULATED	☐ YES	☐ NO
Did the staff use proper judgment?		☐ YES	☐ NO
Were all staff, visitors, and residents evacuated promptly and orderly?		☐ YES	☐ NO

Did the personnel in different areas... (check all that apply):

☐ Hear the fire alarm?

☐ Respond promptly to the fire alarm?

☐ Return to their proper stations?

☐ Follow accepted procedures calmly smoothly and efficiently?

☐ Seem to know their proper procedures?

☐ Standby until "all clear" given?

☐ Hear the "all clear" announcement?

Evaluator's Critique of drill: _____

_____

Comments: _____

_____

Life Safety Director: _____

Administrator: _____

Annex (8)

Bomb Threat Checklist

BOMB THREAT CHECKLIST

Date:_____   **Time:**_____

ASK THE CALLER:

Where is the bomb located?_____

When will it go off? _____

What does it look like? _____

What kind of bomb is it?_____

What will make it explode?_____

Did you place the bomb?   Yes_____   No_____

What is your name?_____

EXACT WORDS OF THREAT:
_____
_____
_____
_____

INFORMATION ABOUT CALLER:

Where is the caller located? (Background, level of noise)

_____

Estimated Age? (Perceived male or female)

_____

Is voice familiar? Who does it sound like?

_____

Annex (9)

IT Systems Back-Up

IT Contingency Planning

Including:

- **Emergency Mode Operation Plan/Business Continuity Plan**
- **IT Disaster Recovery Plan**
- **Data Backup Plan**
- **Testing and Revision Procedures**
- **Applications and Data Criticality Analysis**

Contents

IT Contingency Plan

Introduction

Moorings Park's IT contingency plan helps with the overall business continuity strategy. The purpose of business continuity is to maintain a minimum level of service while restoring the organization to business as usual.

Remember as with any emergency plans our main priority is our team members and resident's safety. In case of a true emergency or disaster please exit the building and ensure that all employees are safe.

Information Technology Statement of Intent

This document delineates Mooring Park's policies and procedures for technology disaster recovery, as well as our process-level plans for recovering critical technology platforms and the telecommunications infrastructure. This document summarizes our recommended procedures. In the event of an actual emergency, modifications to this document may be made to ensure physical safety of our people, our systems, and our data.

Our mission is to ensure information system uptime, data integrity and availability, and business continuity.

Purpose

This Contingency Plan establishes procedures to recover Moorings Park following a disruption. The objectives for this plan include:

1. Maximize the effectiveness of contingency operations through an established plan.
2. Notification/Activation phase to detect and assess damage and to activate the plan.
3. Recovery phase to restore Moorings Park and recover damage, if any, done to the original system.
4. Reconstitution phase to restore Moorings Park to normal operations.
5. Identify the activities, resources, and procedures needed to carry out Moorings Park processing requirements during prolonged interruptions to normal operations.

6. Assign responsibilities to designated Moorings Park personnel and provide guidance for recovering Moorings Park servers and services during period of interruption to normal operations.
7. Ensure coordination with other Moorings Park staff who will participate in the contingency planning strategies.
8. Ensure coordination with external points of contact and vendors, if required, who will participate in the contingency planning strategies.

Applicability

The IT Contingency Plan applies to the functions, operations, and resources necessary to restore and resume Moorings Park primary deployment of its business operations and IT systems.

This plan applies to Moorings Park and all other persons associated with Moorings Park business continuity plan deployment.

Scope

Planning Principles: The applicability of the plan is predicated on two key principles:

- o Moorings Park IT Systems are inaccessible and
- o Application services are not available to residents or partners.

Assumptions

1. The following assumptions were used while developing this IT contingency plan.
    a. Moorings Park primary deployment, business application or IT systems, are inoperable and cannot be recovered within two hour.
    b. Moorings Park key IT workforce members have been identified and trained in response and recovery roles and are available to activate the IT Contingency Plan.
    c. There is no service outage at any other location.
    d. Current deployment software and data are available on the secondary deployment servers.

2. This IT Contingency Plan does not apply to the following situations:
    a. Planned outage of Moorings Park IT systems or applications.

References / Requirements

1. This IT Contingency Plan complies with the Moorings Park contingency planning policy as follows:

   a. The organization shall develop an IT contingency planning capability to meet the needs of critical supporting operations in the event of a disruption extending beyond one hour.
   b. The procedures for execution of such a capability shall be documented in a formal contingency plan and shall be reviewed at least annually and updated as necessary.
   c. Personnel responsible for executing this plan shall be trained to execute IT contingency procedures.
   d. The plan, recovery capabilities, and personnel shall be tested to identify weaknesses of the capability at least annually.

Responsibilities

1. The following teams have been developed and trained to respond to an IT contingency event affecting Moorings Park.
2. Deployment team headed by the Chief Information Officer (CIO) is responsible for
   a. Assessing and declaring outage of primary deployment
   b. Bringing up secondary deployment up to date in business operations and IT systems database, files and configurations.
   c. Assessing and declaring fitness of primary deployment after outage
   d. Handing over primary deployment to QA team for testing
3. QA team headed by Moorings Park's IT Business Partner is responsible for
   a. Testing the primary deployment when the business operations and IT systems database, files and configurations are brought up, post outage
   b. Certifying the primary deployment for operations

Notification and Activation Phase

1. This phase addresses the initial actions taken to detect and assess damage inflicted by a disruption to Moorings Park primary deployment. Based on the assessment of the event, the plan may be activated by a member of the management team.
2. Primary deployment outage sequence is listed below:

a. The first person to identify outage should notify a member of the management team or Chief Information Officer. All known information must be relayed to the Chief Information Officer.
b. The member of the management team should contact the Moorings Park Privacy Officer to inform of the event and instruct to begin assessment procedures.
c. Moorings Park's Chief Information Officer (CIO) along with IT Business Partner team should assess damage and recovery time.
d. Moorings Park IT Team should examine reason for outage. Possible reasons could be Application Server crash, Database server unresponsiveness or infrastructure outage.
e. Upon assessment, the Information Security Manager or Business Manager shall notify the senior management team if contingency plan is to be activated.
f. IT Contingency plan shall be activated ONLY in case of business operations and IT systems infrastructure outage.
g. If the plan is to be activated, a member of the senior management team should notify Office Managers and Operational team leads.

Recovery Operations

1. This section provides procedures for recovering the application at the alternate site, whereas other efforts are directed to repair damage to the original system and capabilities.
2. The following procedures are for recovering the Application services at the alternate site.
3. Procedures are outlined per team required.
4. Each procedure should be executed in the sequence it is presented, to maintain efficient operations.

Recovery Goal

1. Goal is to bring up application services and business operations at Moorings Park location within 2 hours and ensure that customers are able to access all functions.
2. Responsibilities of each team involved are listed below.

Deployment Team:

1. Create deployment for production and release for production upon certification by Testing team

Testing Team:
1. Test and certify new deployment for production
2.

Restoration at Primary Site

Deployment Team:
1. Check if Moorings Park information system and business infrastructure is up.
2. Notify the IT Contingency Plan Coordinator
3. Notify Testing team to test the new deployment.

Testing Team:
1. Test access and availability of all menu items.
2. Notify Deployment team if any issues are found and for their action.
3. Certify deployment for production

Contingency Plan Coordinator:
1. Notify other sites of restoration at primary site.
2. Notify completion of restoration to Privacy Officer and the Senior Management team

Plan De-Activation

Contingency plan is deactivated and notified accordingly by the coordinator ONLY when primary deployment is operational again.

Key Personnel

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson 724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
Felix De Los Santos	IT Service Delivery Manager	973-449-2412
Victor Morales	Engineer Team Lead	754-230-9399
Gabriel Phelan	IT Support Specialist II	239-206-0332
Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

External Contacts

Name, Title	Contact Option	Contact Number
Power Company	Company Name:	Florida Power & Light
	Support Phone Number:	(800) 468-8243 or (941) 460-5026
	Website	https://www.fpl.com/
Telephone Carrier	Company Name:	Hotwire
	Support Phone Number:	844-888-6644
	Contact Name:	Michael Honorio
	Phone Number:	239-784-6580
	Email Address:	michael.honorio@hotwirecommunication.com
Internet Carrier	Company Name:	Hotwire
	Support Phone Number:	844-888-6644
	Contact Name:	Michael Honorio
	Phone Number:	239-784-6580
	Email Address:	michael.honorio@hotwirecommunication.com
Secondary Internet Carrier	Company Name:	Summit Broadband
	Support Phone Number:	239-444-0400
	Account Number:	BUS 127041
Internet / VOIP / CABLE Carrier	Company Name:	Hotwire
	Support Phone Number:	844-888-6644

	Contact Name:	Michael Honorio
	Email Address:	michael.honorio@hotwirecommunication.com
IT Hardware Supplier	Company Name:	All Covered
	Contact Name:	Nelson Roque
	Phone Number:	3054387550
	Email Address:	nroque@allcovered.com
Hosted Server Supplier	Company Name:	All Covered
	Contact Name:	Nelson Roque
	Phone Number:	3054387550
	Email Address:	nroque@allcovered.com
Office Supplies	Company Name:	Marco Office Supplies
	Contact Name	Brett Watt
	Phone Number:	239-775-7513
	Email	Brett.watt@marcoofficesupply.com
	Website	www.Marcoofficesupply.com
NetSmart	Support Phone Number	877.875.1200 (Senior Living) 844-998-6489 (HHA/PD)
	Website	www.ntst.com
OpenText	Support Phone Number	954-741-1767
	Email Support	support@opentext.com

Dell	Support Phone Number	1-800-234-1490
	Website	www.dell.com
Verizon	Support Phone Number	1-800-922-0204
	Website	www.verizon.com
Volante	Support Phone Number	1-877-490-6333 ext. 1
	Website	https://www.volantesystems.com/
VMware	Support Phone Number	877-486-9273
	Website	www.vmware.com
Status Solutions (SARA)	Support Phone Number	866-846-7272
	Website	www.statussolutions.com

Emergency Mode Operation Plan

Plan Objectives

The principal objective of the Emergency Mode Operation Plans is to continue business during emergency situations when it's not necessary to leave the location. These are common emergencies that occur occasionally that usually do not put our team members and residents at risk. It's necessary for our team members to follow each plan to ensure that residents and their electronic patient health information (ePHI) is safe.

Here are Emergency Situations that we will cover in this section:

- Internet Outage
- Power Outage
- Hurricane & Storm
- Phone Line/System Outage
- Critical IT Systems
- Malware or other security incidents

Emergency Mode Operations Team

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

WHAT TO EXPECT

When Moorings Park's Original Campus where the IT datacenter is located has redundant internet connection. When one internet connection fails, the secondary internet connection will provide internet connection.

During a major event if Moorings Park experiences loss of both Internet connection, at the IT datacenter location (Original Campus) the users in the original campus will not be able to access the following:

- ADP
- Sharefile
- One drive
- Mobile View
- Internal & External Calling on the Corporate Phone System
- Cannot Send or Receive emails to and from External email users
- POS Payment Processing
- Netsmart/MyUnity/Vision - Clinical issues
- Netsmart/MyUnity/Vision - User Data Changes
- Netsmart/MyUnity/Vision - Accessing remotely
- Netsmart/MyUnity/Vision - Pin reset
- Netsmart/MyUnity/Vision- Financial issues
- Netsmart/MyUnity/Vision- Password Reset
- Netsmart/MyUnity/Vision- Permissions
- Netsmart/Touchscreen
- Pharmerica
- Versus
- Remote access from other sites and remote users will not be able to access the application hosted in the IT Datacenter
- Corporate VOIP Phones will be down

Following systems will be operational during the outage:

- Door and Access Security (DNA Fusion) - Entrance Activity
- Jeron (Chateau notification system)
- Rhapsody
- NurseCall/EMessenger (SARA)
- Websites
- InformaCast
- Office Suite installed on the computer
- Internal Emails (No External send or receive)
- POS (Except Processing Payments)
- Shared file access (mapped drives)

So that Moorings Park can still operate properly without Internet we will have the support system from respective managers and support team member to help and forward you all the information you will need.

STEPS TO FOLLOW

1. If the internet outage is noticed report the issue to the Information Tech at 239-919-1684.
   a. If the internet outage is caused by vendor system outage, IT support staff will call the vendor Hotwire and/or Summit Broadband and report the issue.
   b. If the Internet outage is caused by the power (loss of electricity) the emergency generator will automatically start and switch power within 10 seconds. The following actions shall be taken
      i. Report the outage to Florida Power and Light at (800) 468-8243 or (941) 460-5026. Note the time and individual contacted. Clarify the extent of the problem and anticipated repair time.
      ii. Ensure that the above information is relayed to Facilities, Security, Nursing and Administration.
2. Chief Operating Officer will direct the release of an InformaCast message notifying all residents and staff. A similar message shall be sent out, as soon as the system is restored.

3. All Moorings Park policies are still in place during Internet outage. Please follow the Comprehensive Emergency Management Plan and Life Safety Fire Plan.

Power Outage Protocol

1. If the power outage is caused by the power (loss of electricity) the emergency generator will automatically start and switch power within 10 seconds. The following actions shall be taken
     i. Report the outage to Florida Power and Light at (800) 468-8243 or (941) 460-5026. Note the time and individual contacted. Clarify the extent of the problem and anticipated repair time.
     ii. Ensure that the above information is relayed to Facilities, Security, Nursing and Administration.
2. Chief Operating Officer will direct the release of an InformaCast message notifying all residents and staff. A similar message shall be sent out, as soon as the system is restored.

3. All Moorings Park policies are still in place during power outage. Please follow the Comprehensive Emergency Management Plan and Life Safety Fire Plan.

Phone Line/System Outage Protocol - Separate from Internet Outage

1. For Phone outage is noticed report the issue to the Information Tech at 239-919-1684.
2. IT Team will call Hotwire and report a commercial account telephone system failure. Hotwire will dispatch a repair technician if the failure is related to their equipment or system.

3. Notify the Chief Operating Officer Office to issue an InformaCast message explaining the phone outage.

If the outage is caused by the carrier the users will be able to use the phone for making internal calls. External call, both incoming and outgoing calls will not work.

If the outage is caused by the Phone System equipment the all phones will be down. For an extended outage Call Forwarding can be placed for numbers with the carrier for forwarding all the incoming calls. Mobile phones will be used for outgoing calls.

Faxes are sent and received using the analog to digital convertor. There is option to forward the faxes in case of equipment failure with the carrier.

Hurricanes & Storms

Moorings Park IT Team will be monitoring the Hurricane 2 days before a tropical storm is forecasted to impact the Naples, FL area. Moorings Park IT Team will host internal, daily meetings for Hurricane or Storm preparedness.

In the event of a Hurricane Watch, notification will be made to all residents and partners via InformaCast and in-house television.

All Moorings Park policies are still in place during Internet outage. Please follow the Comprehensive Emergency Management Plan and Life Safety Fire Plan.

Critical System Outage Protocol

For any critical application outage report the issue to the Information Tech at 239-919-1684.

The Contingency plan for the critical system shall have a formal, documented process for defining and identifying the critical systems and business impact analysis.

The document outlining the servers and their business impact analysis is maintained in the Moorings Park – IT Business Impact Analysis document addendum and updated every 6 months. This document should be located in the folder accessible to IT, Privacy & Security Officer.

Data Backup & Business Continuity Plan outlines the backup strategy. The Server inventory with the backup frequency and replication is maintained in the Moorings Park - IT Disaster Recovery Plan – Application Addendum.

Malware or other security incidents

Security Incident can come in many forms: a malicious attacker gaining access to the network, a virus or other malware infecting computers, or even a stolen laptop containing confidential data.

Definitions

DoS – Denial of Service. A DoS attack attempts to deny access to a service by overwhelming systems with multiple connections from a single source. Overwhelmed

systems may behave in an unexpected manner, which can potentially be exploited by an attacker to bypass security controls and gain access to restricted resources.

DDoS – Distributed Denial of Service. A DDoS attack attempts to deny access to a service by overwhelming systems with multiple connections from multiple sources. Overwhelmed systems may behave in an unexpected manner, which can potentially be exploited by an attacker to bypass security controls and gain access to restricted resources. For the purposes of this policy, DDoS includes single-source DoS attacks.

Security Incident - A breach of the security measures in place to protect Moorings Park sensitive information.

Trojan - Also called a "Trojan Horse." An application that is disguised as something innocuous or legitimate, but harbors a malicious payload. Trojans can be used to covertly and remotely gain access to a computer, log keystrokes, or perform other malicious or destructive acts. Virus - Also called a "Computer Virus." A replicating application that attaches itself to other data, infecting files similar to how a virus infects cells. Viruses can be spread through email or via network-connected computers and file systems.

WEP - Wired Equivalency Privacy. A security protocol for wireless networks that encrypts communications between the computer and the wireless access point. WEP can be cryptographically broken with relative ease.

WPA - WiFi Protected Access. A security protocol for wireless networks that encrypts communications between the computer and the wireless access point. Newer and considered more secure than WEP.

Types of Incidents

A Security Incident can take one of the following two forms:

- Electronic: This type of incident can range from an attacker or user accessing the network for unauthorized/malicious purposes, to a virus outbreak, to a DDoS attack, to a suspected Trojan or malware infection.

- Physical: A physical IT Security Incident involves the unauthorized disclosure of sensitive information, including PHI and PCI, or the loss or theft of a device, such as a laptop, smartphone or portable storage device, which may contain sensitive information.

Chain of Custody

When assessing a Security Incident, it is important to ensure the chain of custody is as authentic as possible. An authentic chain of custody of evidence ensures that evidence cannot be easily challenged in court for being potentially tampered with. To facilitate appropriate chain of custody the following should be observed and documented:

- Save original materials – Always work from copies of systems or evidence to ensure the evidence remains intact.
- Use bit based clones of systems or VMs for analysis – Evidence may be located within non-allocated disk space or deleted files that may not be retained in file based copies.
- Copy Validation - Use and document checksums to validate that any copies or clones of digital evidence are identical.
- Document evidence transfer – Maintain a log of date, time and recipient of any evidence to make sure that evidence is always accounted for.
- Use screenshots when appropriate – If tangible evidence is not available, take time-stamped screenshots of evidential information.

Electronic Security Incidents

When an electronic Security Incident is suspected, Moorings Park IT team's goal is to recover as quickly as possible, limit the damage done, and secure the network. The following steps should be taken in the order shown below:

- Remove the compromised device from the network by unplugging or disabling network connection. Do not power down the machine.
- Report the Security Incident to the Information Tech at 239-919-1684. Moorings Park IT Team will
- Notify Emergency Mode Operations Team
- Engage the IT Security team managing the SIEM and Vulnerabilities in the network.
- Disable the compromised account(s) as appropriate.
- Backup all data and logs on the machine, or copy/image the machine to another system. Utilize checksums to document authentic copies.
- Determine exactly what happened and the scope of the Security Incident:
  - Was it an accident?
  - An attack?
  - A Virus?

- o Was confidential data involved?
- o Was it limited to only the system in question or was it more widespread?
- Determine how the attacker gained access and disable this access.
- Rebuild the system, including a complete operating system re-install.
- Restore any needed data from the last known good backup and put the system back online.
- Take actions, as soon as possible, to ensure that the vulnerability (or similar vulnerabilities) will not reappear.
- Reflect on the Security Incident:
  - o What can be learned?
  - o How did the Security Incident Response team perform?
  - o Was the policy adequate?
  - o What could be done differently?

IT Disaster Recovery Plan

Objectives

The principal objective of the IT Disaster Recovery Plan is to ensure IT systems and applications are recovered after a disaster occurs (ie. Natural Disaster, Fire, Loss of network etc.) This is part of the Moorings Park Disaster Plan & Comprehensive Emergency Management Plan and should be used in conjunction with the Moorings Park IT Contingency Plan.

This plan outlines operational guideline and emergency IT operating procedures in the event that normal facilities are unavailable due to an emergency or disaster including evacuation to an alternate recovery site.

Disaster Recovery Response Team

1. *Moorings Park CIO: Tony Marques, Cell: 239-351-4976*
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

Plan Updating

It is necessary for the Disaster Recovery Plan updating process to be properly structured and controlled. Whenever changes are made to the plan they are to be fully tested and appropriate amendments should be made to the training materials. This will involve the use of formalized change control procedures under the control of the CIO & IT Business Partner Team.

Plan Documentation Storage

Each member of the Disaster Recovery Response Team will be issued a hard copy of this plan. A master protected copy will be stored on specific resources established for this purpose.

Risk Management

There are many potential disruptive threats which can occur at any time and affect the normal business process. We have considered a wide range of potential threats and the results of our deliberations are included in this section. Each potential environmental disaster or emergency situation has been examined. The focus here is on the level of business disruption which could arise from each type of disaster.

Potential disasters have been assessed as follows:

Potential Disaster
Total loss of IT Datacenter and/or all of the server equipment or an event that causes long term loss of the IT datacenter
Loss of multiple servers but leaves the IT Data Center intact
Loss of Single server
Isolation of one or more sites on the campus
One or more sites unable to connect to the IT Datacenter due to network issues
Loss of application or systems due to malware, or other threats

Emergency

Alert, escalation and plan invocation

Plan Triggering Events

The potential disaster scenarios as outlined in the Risk Management section would lead to activation of the Disaster Recovery Plan

Alternate Site

Where the premises need to be evacuated, the IT Disaster Recovery Plan follows the guidelines of Moorings Park's Comprehensive Emergency Management Plan and Life Safety Fire Plan for alternate site.

Activation of IT Contingency Response Team

When an incident occurs the IT Contingency Response Team (CRT) must be activated. The IT Contingency Response Team will then decide the extent to which the IT Disaster Recovery Plan must be invoked.

Responsibilities of the *IT Contingency Response Team* are to:

- Respond immediately to a potential disaster and call emergency services;
- Assess the extent of the disaster and its impact on the business, data center, etc.;
- Decide which elements of the IT Disaster Recovery Plan should be activated;
- Establish and manage Disaster Recovery Response Team to maintain vital services and return to normal operation;
- Ensure employees are notified and allocate responsibilities and activities as required.
- Keep the IT Disaster Recovery Plan current and update after testing.

IT Disaster Recovery Team

The team will be contacted and assembled by the IT Contingency Response Team (CRT). The team's responsibilities include:

- Establish facilities for an emergency level of service within 2.0 business hours;
- Restore key services within 4.0 business hours of the incident;
- Recover to business as usual within 8.0 to 24.0 hours after the incident;
- Coordinate activities with disaster recovery team, first responders, etc.
- Report to Senior Management.

Emergency Alert, Escalation and IT Disaster Recovery Plan Activation

This policy and procedure has been established to ensure that in the event of a disaster or crisis, personnel will have a clear understanding of who should be contacted. Procedures have been addressed to ensure that communications can be quickly established while activating disaster recovery.

The IT Disaster Recovery Plan will rely principally on key members of management and staff who will provide the technical and management skills necessary to achieve a smooth technology and business recovery. Suppliers of

critical goods and services will continue to support recovery of business operations as the company returns to normal operating mode.

Emergency Alert

The person discovering the incident calls a member of the IT Contingency Response Team in the order listed:

IT Contingency Response Team
1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

Data Requirements
Per the IT Contingency Plan, all necessary data files and critical applications stored on the network servers are backed up daily and taken/transmitted off site to be restored as necessary during a disaster/emergency. Details on data backup, including applications, remote access and data files will be needed. The most recent version of each file would be restored from the backups within a reasonable time frame. Special needs by departments and log-in instructions need to be kept with the IT Contingency Plan Coordinator.

Emergency Equipment (Non – Evacuation)

Assess the equipment requirements following a disaster and determine the requirements to restore critical functions. Inform the IT Contingency Response Team to determine next steps.

Emergency Equipment (Evacuation - Alternate Location)

Moorings Park laptops, tablets, and smartphones shall be used to establish communication with the server systems in the Alternate Location. Remote connectivity shall be established using VPNs and Remote Desktop functionality. Moorings Park and personal cellular phones will be used for voice communications.

Notification Requirements

Notification Call Tree:

Maintain a current list of department/team member phone numbers, including cell phone numbers, to be placed in the Moorings Park Disaster Plan & Comprehensive Emergency Management Plan. This is to be used to create a 'notification call tree' to let employees know where to go to work or to inform them not to come to work, etc.

IT Contingency Response Team will obtain this information (and keep it current), develop the notification call tree and keep copies at work, home and/or at other easily accessible off-site locations.

If a disaster/emergency occurs during normal business hours:

If building evacuation is required, follow the evacuation plan established in the Moorings Park Disaster Plan & Comprehensive Emergency Management Plan. The following actions should be taken after evacuation:

- o Take a head count to make sure all team members are safe and available.

- o Notify the Moorings Park Emergency Management Team immediately if anyone is missing.

- o Notify department personnel not already notified.

- o Use the notification call tree to contact personnel.

Follow procedures as instructed by the Moorings Park Emergency Management Team and those developed by your department to meet a disaster/emergency.

If an emergency occurs after normal business hours:

Record all the information and instructions given by the Moorings Park Emergency Management Team member.

IT Contingency Response Team to activate the notification call tree. You may be instructed to only notify certain individuals, your entire department, or as many department personnel as possible. Use your notification call tree to get the appropriate information disseminated.

If instructed by the IT Contingency Response Team, report to the location given.

Follow procedures as instructed by the Moorings Park Emergency Management Team and those developed by your department to meet a disaster/emergency.

Guidelines for Travel to the Recovery Site

If the disaster is isolated to a single building or block, the recovery site in the local area is to be used for recovery. If the disaster is community wide, use the alternate off-site recovery site.

The IT Contingency Plan Coordinator is to divide the available personnel into two groups: those who go to the site first and those who will be sent as replacements after a few days. The team leader should not over-commit resources during the first few days.

The IT Contingency Plan Coordinator will provide directions to the personnel that will be traveling to the site. In the event that personnel cannot drive to the backup site, air transportation, hotel, accommodations, and/or advance expense money will be provided through normal Moorings Park cash advance policies.

The IT Contingency Plan Coordinator will provide the appropriate director with the names of the individuals, their destination, hotel requirements, an estimate of any travel money needed, and instructions relating to specific personnel who should not travel together on the same airplane. Moorings Park travel policies are to be adhered too.

Department Recovery Actions and Steps

- Cellular Phone
  The managers/supervisors will have a cellular phone for manager/team use. The Emergency Management Team is to be notified immediately of the cellular phone number (available on the notification call tree)
- Team Work Area (Non-Evacuation)
  The Moorings Park Management Team is to provide the IT team with a work area on site in the event the computer center is damaged in the disaster. The area is to be set up to match the requirements that the recovery team will need to support the recovery operation and resume essential business functions.

Notifications:

- Provide notification of the problem to vendors as necessary. Vendor list is to be kept up to date and kept in the Moorings Park Disaster Plan and Emergency Management

Plan binder
- The information should be reviewed with the IT Emergency Management Team before calling.
- Department/Team Recovery Steps
- The following recovery actions are to be used as a guide. During a real disaster, circumstances may dictate that some or all of the steps documented may have to be altered.
- The IT Contingency Plan Coordinator is to use his/her judgment while managing the recovery operation.
- The IT Contingency Plan Coordinator will determine:
  - When voice communications will be available at the work area.
  - When servers will be operational and the current master files will be available.
- The IT Contingency Plan Coordinator will inform the Moorings Park Emergency Management Team when servers will be operational and the current master files will be available.
- The Moorings Park Emergency Management Team can then inform other Moorings Park emergency contacts.

Departmental Meeting:
- Key Moorings Park department personnel are to meet to determine the actions to be taken and establish the priority of restoring business functions based on the work area and resources available.
- The IT Contingency Plan Coordinator will explain the goals and objectives identified by the Emergency Management Team to the members of his team.
- IT Contingency Plan Coordinator will review tasks to be performed and assign personnel.
- Determine if some personnel will have to travel to the recovery site.
- Distribute copies of any forms that will be needed during the recovery operation.
- Distribute copies of the news media statement that has been prepared.
- Copies can be obtained from the Moorings Park Emergency Management Team
- Instruct everyone not to makes statements to the news media.
- Personnel are to be assigned to provide recovery support needed by other teams, as needed.
- Identify the category in which personnel should be alerted.
  - Personnel that might be needed to give aid to other teams/departments.

- - Personnel that will be needed at the work area to resume normal business functions.
    - Personnel who should stay home and remain on standby.
- Contact personnel that will be needed to report to the assigned work area.
- Designate space for personnel reporting to the work area.
- Implement procedures to resume time-dependent functions based on the priority established.
- All department personnel are to carry photo identification/ID Badges with them at all times.
- As progress continues during the recovery operation, the team should be prepared to move back to the affected facility and resume normal business operations.
- Personnel Location Form
- After the department personnel have been deployed, the IT Manager or designee should:
- Complete a 'personnel location control form' (Exhibit 1 at the end of this policy).
- Completed forms should be sent to the Moorings Park administrative team to allow location tracking of all employees.
- Update the information daily during the recovery operation.

Status Report

- The IT Contingency Plan Coordinator or designee should prepare written status reports frequently for the Moorings Park Emergency Management Team to keep them apprised of the current situation.
- Use a 'Status Report Form' (Exhibit 2 at the end of this policy).

Travel Arrangements

- The IT Contingency Plan Coordinator is to get assistance for any team travel arrangements from the Moorings Park administrative support team.
- This includes travel needs either inside of or out of the area.

Critical Resources to be retrieved

Many incidents do not completely destroy contents of offices. Depending on the circumstances retrieve the following

- Clean and dry paper and other forms of information.

- Computer flash drives, tapes and hard drives even if have been water, smoke or soot damaged, extract as much information from them as possible. This should not be attempted by anyone outside of IT. Contact the IT staff for help.
- Following the incident, if authorities and your facilities staff determine your affected building is safe to enter, you might be allowed into your building for a short time to assess damages.
- Create a list of the critical items that you would need to retrieve if you could get into your building, if salvageable. Examples of items you might need to retrieve include: computers and parts, equipment, selected paper files and work in process.
- Examples of items that you should not include: family pictures or unimportant files and information that are duplicated somewhere else.

Notification Checklist

- Brief description of the problem.
- Location of the emergency operations center.
- Phone number for the emergency operations center.
- Any immediate support requested by the Moorings Park Emergency Management Team.
- Whether or not the facility can be entered. If the facility cannot be entered, the location that the team should use for a work area or meeting place (on site or alternate off-site location).
- All callers should record status of everyone they call, noting the time the call was placed and whether the person was contacted. Make a reasonable number of attempts if the phone was busy or there was no answer. Forward the completed list to the IT Emergency Management Team and the staff will continue to attempt to contact team members.

Notification   Call List

Using the IT team member contact list, the IT Contingency Plan Coordinator or his designee is to convey the following information when contacting team personnel

- Brief description of the problem.
- Location of the emergency operations center and/or the business recovery site
- Phone number of the emergency operations center
- Immediate actions to be taken.
- Whether or not the facility can be entered.
- Location and time the team should meet.

- All team members should carry photo identification and ID Badge, if applicable, with them at all times and be prepared to show it to security or local authorities.
- Instruct everyone notified not to make any statements to the media.

Forms

- Status Report Form (Exhibit 1)
- Damage Assessment Form (Exhibit 2)
- Management of DR Activities Form (Exhibit 3)
- Critical Resources retrieved Form (Exhibit 4)

Media

Rules for Dealing with Media

Only the Moorings Park Emergency Management Team is permitted direct contact with the media. Refrain from making any statement regarding the event to media, employees or residents.

Insurance

As part of the company's disaster recovery and business continuity strategies a number of insurance policies have been put in place. *If insurance-related assistance is required following an emergency, please contact: Mary Morton, CFO Cell: 314-422-0031*

Disaster Recovery Plan for Critical Applications

Key Contacts

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

IT Team Members & Contact

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
Felix De Los Santos	IT Service Delivery Manager	973-449-2412
Victor Morales	Engineer Team Lead	754-230-9399
Gabriel Phelan	IT Support Specialist II	239-206-0332
Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

All Critical applications and data have been identified with the backup strategy for server failure, hardware failure and site failure. Moorings Park IT manages the backup and disaster recovery operations based on situation. The document highlighting the disaster recovery plan is maintained in the in the Moorings Park - IT Disaster Recovery Plan – Application Addendum.

Key Contacts

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

IT Team Members & Contact

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
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Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

Network Equipment	Firewall / Switches / Routers
Business Impact	Impact : Severe
BACKUP STRATEGY FOR NETWORK EQUIPMENT	
System configurations	The device configurations are backed up on a daily basis. The Firewall and Cisco Switches have a cloud based backup while the Alcatel switches are backed up to the server.
Hardware	Maintenance of the spare inventory of the network devices to restore critical functions

DISASTER RECOVERY PROCEDURE – NETWORK

Scenario 1 Software/configuration related issues	If the outage is related to configurations or software and device has the ability to restore from backup the configuration will be updated from the latest known working backup
Scenario 2 Hardware failure	The hardware will be replaced from the spare inventory if available and the configuration from the backup will be updated.

Key Contacts

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

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IT Business Partner: All Covered

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Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

DISASTER RECOVERY PROCEDURE – PHONE	
Scenario 1 Phone Carrier Service Outage	Phone will work for internal communication within campus. Use Mobile Phones for outgoing external calls. If provider can offer call forwarding, forward critical phone numbers to the Mobile Phones
Scenario 2 Phone Server Outage	Diagnose the phone server issue and remediate.

	If after the designated time has passed and the failed phone system has not brought online, call forward the phone numbers to mobile phones.

Disaster Recovery Plan for Email

Key Contacts

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179-8257

IT Team Members & Contact

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
Felix De Los Santos	IT Service Delivery Manager	973-449-2412
Victor Morales	Engineer Team Lead	754-230-9399
Gabriel Phelan	IT Support Specialist II	239-206-0332
Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

DISASTER RECOVERY PROCEDURE – Email	
Scenario 1 One Exchange Server Outage	Email Servers have failover HA and can fail over to another HA server on premise.
Scenario 2 All Exchange Servers onsite are not accessible	Exchange server can be failed over to the HA server in the Cloud Datacenter.

<u>Scenario 3</u> All Exchange Servers are not accessible	Mimecast Email Protection service (or current email protection service) will provide continue to spool inbound Email in the event of an Exchange failure. The failed Exchange server(s) be diagnosed and remediated. If after the designated time has passed and the failed Exchange server(s) has not been brought online, the failed Exchange server will be recovered through the Veeam backup system.

Disaster Recovery Plan for Websites

Key Contacts

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

IT Team Members & Contact

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
Felix De Los Santos	IT Service Delivery Manager	973-449-2412
Victor Morales	Engineer Team Lead	754-230-9399
Gabriel Phelan	IT Support Specialist II	239-206-0332
Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

Websites	MPOCHome.org Mpglhome.org Mpgohome.org Mpemergency.org
Hosting Provider	AWS
Business Impact	Impact : Severe
BACKUP STRATEGY FOR WEBSITES	
Websites	The websites are hosted in AWS. The main database server has 14 day floating point backup window. There are also weekly database backups stored on the server. The static files of the web site (including the 12 weeks of weekly db backups) are backed up monthly and stored offsite in S3. The server/VM

	itself is backed up nightly and those VM images have a retention of 30 days.

DISASTER RECOVERY PROCEDURE – WEBSITE	
Scenario 1 Website down due to Content Management System and/or database related	The database and/or files can be restored from the backup.
Scenario 2 Hosting Provider is down	The website can be hosted with changed to the DNS on another hosting platform and the backup can be restored from offsite backup location.

Disaster Recovery Plan for Malware or other security Incidents
Key Contacts

4. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
5. Enterprise Services Director: Carl T. Johnson   724.882.2306
6. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

IT Team Members & Contact

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
Felix De Los Santos	IT Service Delivery Manager	973-449-2412
Victor Morales	Engineer Team Lead	754-230-9399
Gabriel Phelan	IT Support Specialist II	239-206-0332
Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

DISASTER RECOVERY PROCEDURE – Malware / Other Security Incidents	
Scenario 1 Servers not accessible	The failed server(s) be diagnosed and remediated. If after the designated time has passed and the failed server(s) has not been brought online, the failed server will be recovered through the Veeam backup system.
Scenario 2 IT Datacenter not accessible	The primary site be diagnosed and servers and network remediated If after the designated time has passed and the failed site(s) has not been brought online, the

	failed site will be migrated to the Cloud Datacenter.

Key Contacts

1. Moorings Park CIO: Tony Marques, Cell: 239-351-4976
2. Enterprise Services Director: Carl T. Johnson   724.882.2306
3. Enterprise Business Relationship Manager: NELSON ROQUE (786) 229-8179

IT Team Members & Contact

IT Business Partner: All Covered

IT Team Member Name	Title	Contact Number
Felix De Los Santos	IT Service Delivery Manager	973-449-2412
Victor Morales	Engineer Team Lead	754-230-9399
Gabriel Phelan	IT Support Specialist II	239-206-0332
Jelek Thiele	IT Support Specialist II	239-248-2554
Joseph DiLorenzo	IT Support Specialist	239-250-0443
William Shea	IT Support Specialist	610-952-1757

DISASTER RECOVERY PROCEDURE – Hurricanes	
Scenario 1 Tropical Storm or Hurricane	Within 2 days before a tropical storm is forecasted to impact the Naples, FL area All Covered will host internal, daily meetings where the following items are performed: • Current state of any active business critical events and if their potential impact by the storm. • Discuss any plans for controlled shutdown of IT Devices and/or Services • Data backup validation • Any items of significance that arise will be

	shared with the Moorings Park Internal IT Team.
	• Follow Disaster Recovery & Business continuity plan for any affected system during / after hurricane.

Forms

Exhibit 1

(Please print legibly)

The IT Contingency Plan Coordinator or his designee is required to submit written recovery status reports daily.

Submit completed status reports to the Moorings Park Emergency Management Team.

Date:

_____/_____/_____

Time: _____:_____ AM / PM

Name:

Department:

Comments:

Conclusions:

Emergency Numbers:

Name: Cell:

                                                              Home:

Local, Long Distance and Toll Free Inbound:
Telephone Company (Local and Long Distance):

Damage Assessment Form (Exhibit 2)

Date	Key Business Process Affected / Equipment Damaged	Description Of Problem	Extent Of Damage

- During the disaster recovery process all activities will be determined using a standard structure;
- Where practical, this plan will need to be updated on a regular basis throughout the disaster recovery period;
- All actions that occur during this phase will need to be recorded

Activity Name:
Reference Number:
Brief Description:

Commencement Date/Time	Completion Date/Time	Resources Involved	In Charge

Data Back Up & Business
Continuity Plan

Objective

The key business applications and servers have been identified and a backup strategy has been identified.

The strategy chosen is to backup the servers and application in the local site as well as replicate the backup to a business continuity site hosted in the cloud via the Veeam software. The replication jobs run immediately after the backup jobs.

The Server inventory with the backup frequency and replication is maintained in the Moorings Park - IT Disaster Recovery Plan – Application Addendum.

Business Continuity Site

Moorings Park's Business Continuity Site (Cloud Datacenter) is located at 21111 Ridgetop Circle, Sterling, VA 20166.

The Cloud Datacenter is Tier III+ data center with
- 2N power supply
- 2N power distribution
- 2N backup generators
- N + 25% Air Conditioning
- Multi-carrier blended internet
- Multiple layers of physical security
- ALL MEP (mechanical, electrical, plumbing) systems are concurrently maintainable.
- Purpose built facilities
- Redundant power
- Dedicated onsite power substation with dual transformer feeds.
- Redundant power distribution with 4 independent power "legs" (A, B, C, D)
- Referred to as "Distributed Block Redundant" design.
- UPS and Generator backup (2N)

- Capable of 250-1,000 watts per square foot
- Redundant AC (N+25%)
- Multicarrier Blended BGP Internet
- Security
- 24 hour on site security guards
- Active patrols conducted inside and outside of the facility
- 24 hour video surveillance
- 6-8 layers of physical security with a combination of single and 2-factor biometric access
- All entry and exit points are monitored by an intrusion detection system
- Authorized users are entered into the system and access events are archived
- 24 X 7 monitoring and on site support of facility systems and environmental controls
- Multiple telecom carriers on-site with a nearby carrier hotel providing access to over 100 more
- Very Early Smoke Detection Apparatus (VESDA), coupled with dry pipe fire protection systems
- Perimeter fencing.
- Compliance – SSAE16 SOC 2 Type II, FISMA – HIGH, ISO27001; 2013, HIPAA, PCI-DSS, as well as several other certifications.

Procedures

The Disaster Recovery Response Team will initiate data restores or server restores as needed either onsite datacenter or business continuity site when an emergency or disaster occurs. All actions including data back-up procedures will be recorded on the Disaster Recovery Team Action Report.

Training, Testing and Revision
Procedures

Contingency Plan Training

1. Individuals assigned to contingency roles shall be trained within two weeks of assuming such contingency role and whenever operational changes necessitate training. Additionally, the contingency personnel shall be provided with refresher training once every six months.

2. The training program and content shall be drawn up by both the Privacy and the Information Security Officer in coordination with other business teams.

Contingency Plan Testing

1. Contingency plan shall be tested annually for its effectiveness and to understand shortcomings if any.

2. Lessons learnt from such exercises shall be documented and used for corrective actions and updating the contingency plan.

3. Corrective actions shall be documented by describing a Plan of Action and Milestones.

4. The contingency plan shall be tested in coordination with those responsible for related plans (e.g., business continuity, disaster recovery plans, and continuity of operations plans etc.)

Contingency plan exercises are an essential part of the plan development process. In an exercise no one passes or fails; everyone who participates learns from exercises – what needs to be improved, and how the improvements can be implemented. Plan exercising ensures that emergency teams are familiar with their assignments and, more importantly, are confident in their capabilities.

Successful contingency plans launch into action smoothly and effectively when they are needed. This will only happen if everyone with a role to play in the plan has rehearsed the role one or more times. The plan should also be validated by simulating the circumstances within which it has to work and seeing what happens

Contingency Plan Revision Procedures

All Changes to the Contingency Plan must be recorded in the Contingency Plan Revisions Record of Changes form and stored for access by IT, Privacy and Security Officers. Changes can only be made by the Privacy Officer or a designee with approval from the Privacy Officer.

Example of the form listed below.

Record of Changes
Modifications made to this plan since the last printing are as follows:

Page No.	Change	Date of Change	Changed Approved By	Signature

Applications and Data Criticality Analysis

The Contingency Response Team shall have a formal, documented process for defining and identifying the criticality of EPHI systems and the data contained within them.

At a minimum, the process shall include:

- An inventory of all information systems hardware under their control and which systems safeguard EPHI. This document should be located in the folder accessible to IT, Privacy & Security Officer.

- A Security Management System that is linked to all PCs/Cloud based systems/websites that store the company's PHI and EPHI.

- Moorings Park is currently using the Aegify platform to run reports of vulnerabilities. These reports are viewed monthly by the IT team.

The criticality analysis/vulnerability scan stated above shall be conducted monthly basis. Results from the analysis are documented and presented to appropriate IT/management team members. The criticality vulnerability analysis report shall be securely maintained and pulled monthly.

Cyber-Resiliency Incident Response Plan

Purpose

Moorings Park is committed to appropriately protecting all information relating to its residents and partners, as well as protecting its confidential business information. To achieve this goal and to minimize the risk of loss, theft, or compromise of business or patient-related information, appropriate systems, operating procedures, and policies are in effect and are regularly reviewed and updated.

The purpose of this Cyber-Resiliency Incident Response plan is to provide a well-defined and organized approach for handling actual or potential threats to Moorings Park's business or patient information maintained electronically (on computers and/or networks) or maintained physically in any other format. This plan is intended to be a durable, living document that may be amended to improve or clarify response processes.

The plan also identifies and describes the roles and responsibilities of the Privacy/Security Incident Response Team who will put the plan into action.

Scope

This response plan is meant to address privacy/security incidents involving all Moorings Park data, including Moorings Park data under the control or responsibility of a Business Associate or other third party.

Goals of Incident Response

In the event of a privacy/security incident, the goals of Moorings Park's Privacy/ Incident Response Team are to:

1. Investigate the incident internally (in cooperation with law enforcement if necessary).
2. Mitigate potential harm to affected parties.
3. Minimize adverse impact to Moorings Park in an ethically and legally appropriate manner, to include minimizing reduction in operations, reputational harm, and/or financial harm.
4. Appropriately communicate the incident or loss:
   a. To affected parties in a timely manner (as appropriate or as otherwise may be required by law).
   b. To regulatory agencies, news media, or other entities (as appropriate or required)
   c. To staff (as appropriate or required, especially to leadership);
5. Provide guidance or assistance in the development of specific corrective actions (including disciplinary actions when appropriate); and
6. Conduct post-incident reviews, training, and education, and provide internal communications in order to minimize potential future incidents.

Defining a Privacy/Security Incident

While the major goals described above are common to all privacy or security incidents, every privacy or security incident involves different degrees of potential risk and different potential for magnitude of harm to Moorings Park. For instance, a minor incident may involve a low risk but inappropriate verbal disclosure of information that is non-sensitive in nature, while a major incident may involve loss or disclosure of sensitive information of multiple affected parties.

For the purposes of this response plan, a privacy incident is any attempt at, or occurrence of, unauthorized acquisition, exposure, disclosure, use, modification, or destruction of sensitive data that compromises the security, confidentiality, or integrity of:

- Moorings Park confidential business information (including information relating to its employees, and agents); or
- Individually identifiable information maintained by Moorings Park, its affiliated entities or their agents.
- And:
    - May violate privacy/security regulations or laws; or
    - May result in the acquirer or another person taking some specific action with the information, (i.e. identify theft, extortion, sale of information, internet posting, reporting to media, etc.).

A Security Incident is any known or suspected event or condition which may put the confidentiality, integrity, or availability of sensitive data at risk.

Incident Response Team Members

Appropriate members of the Incident Response Team will be determined by the nature of the incident, but may include a representative(s) from any/all the following:

- Compliance Officer
- Security Officer
- Privacy and Security Analyst
- Legal Counsel
- Moorings Park Senior Leaders
- Risk Management
- Information Technology Department
- Marketing Department
- Ancillary Departments
- Third party vendors engaged to provide incident response services

Incident Timeline

Incidents have a timeline that generally contains an Initial Response phase and a Continuing Response phase. Initial Response begins as soon as an incident is discovered or reported and includes time-sensitive first response actions to limit damage while a more organized response is being planned. Continuing Response includes all activities that are conducted necessary to close an incident case and include investigation, correcting processes, notifying affected individuals, and reporting to regulatory agencies as required by law. Generally, the activities within each phase are ongoing and may occur simultaneously, and there may be some overlap between Immediate Response activities and Continuing Response Activities. For instance, Investigation may uncover the need for additional Analysis, Containment, Communication, and activation of additional members of the Incident Response Team.

Discovery/Reporting

- *Determination that an incident has happened*
- *Involvement of Area Management*
- *Involvement of IT Department*
- *Involvement of Compliance Department*

Immediate Response (0--1 Business Day)

- *Containment*
- *Opening of Incident Case Files*
- *Escalation*
- *Activation of the Incident Response Team and/or Alternate Plans*

Continuing Response (0-15+ days)

- *Analysis and Planning*
- *Investigation*
- *Mitigation and Correction*
- *Notification*
- *Closing of Incident Case File*
- *Reporting*

Discovery or Reporting of a Privacy/Security Incident

Information relating to privacy/security incidents may be reported or discovered in numerous ways. Some of them are listed below.

1. Residents, family members, members of the public, and others may report (or complain of) a privacy/security incident to any member of the Moorings Park workforce to include employees and contractors, or helpdesk agents.
2. Employees may report an incident to management.
3. Workforce members may submit a report by email.
4. Employees may report Security Incidents by submitting IT tickets or by contacting staff in the Information Technology Department.
5. Business Associates and/or Third-Party Vendors may notify a department with whom they conduct business, a member of senior or executive management, or the Compliance Department.

Incidents that should be reported may include but are not be limited to:

a. Patient Privacy Complaints relating to:
    i. Patient Privacy Rights
    ii. Communications
    iii. Inappropriate use, access or disclosure of health information
b. Partner-related Privacy Concerns relating to:
    i. Inappropriate use, access or disclosure of health information
    ii. Inappropriate use, access or disclosure of confidential (non-health) information
    iii. Inappropriate modification, deletion or destruction of health information
c. Other Concerns relating to:
    i. Loss or deletion of stored data; loss or theft of laptops, handheld devices, portable media storage containing confidential business or individually identifiable information.
d. Theft or Loss of Moorings Park Computer Equipment, including:
    i. Desktop computers,
    ii. Laptop computers,
    iii. External hard drives
    iv. Compact disks/DVDs
    v. Mobile devices,
    vi. USB drives,
    vii. Medical equipment that stores patient information, or
    viii. Any other device or storage media (whether issued by Moorings Park or not) which may contain business records or personal information of any potential compromise of Moorings Park residents, partners or affiliates;
e. Computer/Network Intrusions, Data Losses, or other Compromises, including:
    i. The unauthorized access, viewing, copying, forwarding, or removal of electronically stored data; or
    ii. Any other incidents that result/may result in unauthorized acquisition or release of any potential compromise of electronically stored business or patient information.

f. Data Transmission Incidents, including:
        i. Inadvertent e-mail releases
        ii. Unsecured data transmission

Determining that an Incident has Occurred

The Compliance Officer and/or designee(s) have final determination as to whether an incident has occurred that requires an incident response according to this Incident Response Plan. An incident is defined in the section titled "Defining a Privacy/Security Incident."

If a determination is made that no incident has occurred, responding staff will take appropriate steps to close the response and document the non-incident facts and finding that no incident occurred. This may include communications to staff, keeping in mind that some findings may be restricted.

Involving Management and/or the IT/Compliance Departments

Upon discovery of an incident or receipt of a report that an incident has occurred by any member of the Moorings Park workforce:

1. The receiving or discovering workforce member will perform initial information gathering regarding the incident to report to assist with response activities. In general, workforce members should gather:
    a. The name and contact information of the reporting individual (if applicable)
    b. The location of the incident
    c. The circumstances of the incident to include involved parties
2. The receiving or discovering workforce member will communicate incident information to area management, to the Information Technology Departments, and/or to the Compliance Officer as appropriate to the circumstances by phone, email, or other means.
3. If area management receives a report, it will immediately notify the Information Technology Department and/or the Compliance Officer as appropriate to the circumstances.
4. Area management will communicate with the Information Technology Department and/or the Compliance Officer (as appropriate to the circumstances) regarding actions to contain an incident, investigate an incident, and mitigate damage to affected individuals and to Moorings Park.
5. The Information Technology Department and the Compliance Officer will communicate and collaborate regarding privacy/security incidents.
6. Compliance may require the completion of an Incident Reporting form to obtain enough information to facilitate response. **{MP Incident Reporting Form}**.

Timeline Note: Timeliness in reporting to the Compliance Officer is critical to ensure timeframes are compliant with law. By law, privacy/security breaches are considered "discovered" when any member of Moorings Park's workforce knows of it or *should* have known of it in the exercise of due diligence. This discovery date starts the clock that requires investigation and notification within specified

timeframes.

For instance:

- A resident call and leaves a voicemail with a complaint that indicates a breach has occurred. The voicemail is not checked for 9 days. The date of discovery is that date the voicemail was left, shortening investigation and notification timeframes by 9 days.
- A breach is reported to a manager on January 1. The manager loses the paper on his desk and comes across it on March 16. The date of discovery is January 1. According to law, the organization would already be past legally mandated timeframes and in violation of HIPAA's Breach Notification Rule.

After Hours Emergencies

Generally, most incidents do not require an immediate response and employees can typically wait until the next business day to report. Employees are expected to use professional judgment to determine whether a known or suspected incident is severe enough to warrant an immediate urgent response. In such cases, the employee should contact the following in this order until able to reach one of the persons listed:

IT Helpdesk	239-919-1684
Service Delivery Manager	239-450-3805
IT Contingency Plan Coordinator:	
IT Business Operations Team Lead:	
Chief Information Officer:	239-351-4976
Moorings Park Manager on Duty	

Initial Response

Moorings Park*'s initial response to an incident can make the difference between a situation that is handled properly and a catastrophe. For instance, if a Security Incident is discovered involving hacking of a* Moorings Park *system or network, the immediate steps taken to stop unauthorized access and secure data could make a huge difference in the amount of damage that could be inflicted to individuals and to* Moorings Park*.*

Depending on the nature of an incident, its scale, potential impact, risk to the organization, or other factors, Moorings Park staff may respond in a variety of ways to include:

- *Containment*
- *Opening of Incident Case Files*
- *Analysis and Planning*
- *Escalation & Activation of the Incident Response Team*

Containment

When a breach is discovered, the Incident Response Team may determine the need to conduct containment activities to stop additional information from being lost or disclosed, or to reduce the number of persons to whom information may reach. Incident Response Teams members may, over their areas of responsibility or collaboratively, take steps to attempt having lost/stolen/inappropriately disclosed information returned or destroyed. For instance, area managers may attempt to contain and control an incident by suspending certain activities or locking and securing areas of record storage; Human Resources may suspend employees as appropriate to prevent compromising behavior; and the Information Technology Department may shut down particular applications or third-party connections, reconfigure firewalls, change computer access codes, or change physical access codes.

The Help Desk must still be notified of the incident to ensure proper notification, resolution and follow up by the appropriate members of the Incident Response Team.

If applicable, staff members closest to the incident will determine the extent of the incident by identifying all information (and systems) affected and take action to stop the exposure. This may include:

- Securing or disconnecting affected systems
- Securing affected records or documentation
- Halting affected business processes
- Pausing any processes that may rely on exposed information or that may have given rise to the incident (as necessary to prevent further use/exposure/etc)

This would most typically occur in instances of electronic system intrusion, exposed physical (e.g. medical) files or records or similar situations.

If the incident occurred at/by a third party, the Incident Response Team will determine if a legal contract and business associate agreement exist. The Compliance Officer and/or designee will work with Legal Counsel and the department holding the contract/business associate agreement to review the contract terms and determine the next course of action.

Cyber-insurance and Breach Response Vendors

If an active cyber-insurance policy exists or the need is otherwise determined, the Incident Response Team may contact contracted third party vendors (cyber-insurance vendors, others) for breach response services and resources to include forensics, investigation and response consulting, notification and call center services, etc. Though recommended to occur as soon as possible after discovery, this can occur at any point as more information is obtained or the need is otherwise determined.

Documentation/Opening Incident Case Files

Compliance will document all actions taken regarding an incident to include all steps taken in accordance with this plan. This may be done using Compliance generated forms (MP Incident Activity Log) incident logs, or systems designated for this purpose. Compliance will begin to establish this documentation as soon as possible, at which point the incident response will be considered an open case file.

Generally speaking, documentation, at a minimum, needs to provide thorough, complete documentation of an incident that can be used to fulfill reporting requirements to government agencies and to organizational senior leadership, as well as serve as legal documentation in the case of a future legal or regulatory proceeding. This documentation will include notations of analyses, notification, reporting, communication, meetings, and all other actions. All documentation related to privacy/security incidents must be maintained and kept confidential according to the HIPAA Document Retention Policy.

Escalation/Activation of the Incident Response Team and/or Alternate Plans

As more information is gathered, responsible staff will assess each privacy/security incident to determine appropriate handling. This may involve the development and use of internal procedures by individual departments. For instance, while a minor and low risk incident may be assigned to and investigated by competent technicians within a department, the department may require that technician to escalate to management any incident that may damage the organization. The manager, in turn, may escalate the incident to the director, VP, or other level.

This may also involve activating alternate plans – for instance, the Disaster Recovery/Business Continuity Plans as appropriate.

Additionally, responsible departments will assess each privacy/security incident to determine which parties should be included in communications. For instance, the Compliance Department may grant view access to cases to responsible management to include area managers, directors, and vice-presidents unless circumstances exist that would preclude sharing information – for instance, if a conflict of interest exists, if sharing this information could compromise an investigation, or if the responsible manager (or a friend or family member of the responsible manager) is involved as an affected party, as a subject, or in other ways.

Some factors to consider when deciding whether to escalate:

Can the incident cause harm to an individual? To what degree?

Will the incident require reporting to affected parties, senior management, or government agencies?

Would the containment, investigation, correction, or other aspect of the incident benefit from cooperation between two or more departments?

Does the incident have the potential to cause financial or reputational harm, disruption of operations, or other adverse consequence to the organization?

Have involved parties (for example, a complainant) involved legal counsel or threatened legal action?

Does the incident involve a business associate or third-party vendor?

Once analysis determines the need for escalation, the Compliance Officer will activate the Incident Response Team to an extent appropriate to each incident. The Compliance Officer will provide an initial overview of the situation as it pertains to each Incident Response Team member's area of responsibility. For instance, the Director may engage Legal Counsel when necessary as legal concerns arise or when invoking Attorney-client may be appropriate. The Compliance Officer will also identify which Incident Response Team members will play an active role in the investigation and communicate with them accordingly.

Escalation: as scale, risk or impact increases, involvement increases*

Involved Parties	**Technician** (IT team member, Privacy and Security Analyst), **Management** (Area Manager , etc)	**Department Management** (Compliance Officer, Security Officer, IT Director, etc), **Incident Response Team**	**Department Management** (Compliance Officer, Security Officer, IT Director, etc), **Incident Response Team**, **Senior/Executive Management**
	Low	Moderate	High
	Impact/Risk to Individuals/Organization Or Complexity/Scale ──────────────────────────▶		

*Responding workforce members are expected to use professional judgment in determining whether an incident is low, medium, or high on the spectrum of scale, risk, or impact. Generally speaking, a low priority incident is one which poses no risk to business operations and can be appropriately handled by a technician. A high priority incident poses clear risk to operations of all or part of the company, while medium priority incidents fall in between. When in doubt, responders should inform the Security Officer and/or Compliance Officer, who can then determine whether to include others in the incident response.

Continuing Response

Moorings Park *must continue to act on a breach in order to understand what has happened, to reduce potential for damages resulting (both to affected individuals and to the organization), to correct what happened, to prevent future recurrence, to inform parties as appropriate, and to fulfill requirements of law.*

To do so, the following steps must be carried out in response to privacy/security incidents:

- *Investigation*
- *Mitigation and Correction*
- *Notification*
- *Closing of Incident Case File*
- *Reporting*

Analysis and Planning

Upon notification of a real or potential privacy/security incident, the Compliance Officer or designee will perform a preliminary analysis of the facts and assess the situation to determine the nature and extent of the incident. Such analysis may include contacting the individual who reported the problem. Analysis can also include research into any potential legal concerns beyond the more familiar state and federal regulations.

The Compliance Officer or designee, with guidance as necessary from Incident Response team members, will establish a specific incident response plan to investigate the incident, mitigate the damages associated with the exposure or disclosure of personal information, and communicate as necessary with staff, law enforcement, the media, and others. Timeliness of establishing and carrying out the plan may be critical to the public's image of Moorings Park. As needed, any/all members of the Incident Response Team may be involved in carrying out the activities of the Incident Response Plan. The plan will address the following:

Review of initial containment activities
- Communication regarding containment activities taken thus far
- Assessing risks to information and systems
- Determination of additional containment measures
- Determination of the need to inform law enforcement (for instance, it may be appropriate to notify the FBI in cases of identity theft or hacking) [Approval from Legal is Required unless the workforce member determines a delay could result in harm to the company or to individuals internal or external to the company]

Investigation Planning
- Assignment of and coordination with Investigators
- Evidence gathering planning
- Interview planning

Communications/Public Relations Planning
- Assess how an incident and the response to it may affect Moorings Park's reputation and public image.

- o Internal Communications
  - Determine the need to notify Administration at one, some or all Moorings Park communities
  - Determine the need to notify all current Partners of the incident or Partners of the affected facility or department only
  - Determine how Partners will be notified (email, mail to home, mandatory staff meetings, etc.)
  - Determine who will communicate to the staff
  - Determine material content of the notification
- o External Communications
  - Determine the need for external communications to covered entity, media (press conference or press release if Covered Entity is required to notify the media), etc.
  - Determine who will represent Moorings Park publicly
  - Determine the material content of the Press Conference and/or Press Release
- o Determine the need to post information regarding the incident to the Moorings Park website

Investigation

Thorough investigation, and documentation of that investigation, is a critical component of incident response. Thorough investigation and documentation need to be timely, accurate, and professional, and serves several purposes as listed below.

Purposes of thorough Investigation:

- Shows due diligence in complying with legal and regulatory requirements.
- Provides management with accurate and detailed information. This is essential to correct processes, contain damage, communicate with staff and with external affected persons, and take other appropriate measures.
- Promotes fair, just, and more objective outcomes regarding the handling of workforce members, especially as it pertains to discipline.
- Reduces the chances for mistakes that may occur due to incomplete or incorrect information.
- Provides documentation showing the organization's commitment to protection of the information it holds.
- Provides documentation that may be used in civil or criminal proceedings even years after an incident occurred.

Investigation needs to be timely to insure the most accurate information and to comply with required timeframes. Even so, internal investigations and gathering of data may take several days or even weeks. In the event that law enforcement is involved, this can stretch into months.

Investigation may involve:

- If lost/stolen equipment is recovered, the Information Services Department and the Security Officer may conduct detailed forensics on the equipment in an attempt to determine if business or personal information stored on the equipment was accessed or compromised in any way.
- Involved parties may need to notify local and/or federal law enforcement authorities to assist in further investigation, particularly in cases of lost/stolen equipment. In most cases, Legal and Risk Management should be consulted before law enforcement is contacted.

- If an incident involves a third party such as a business associate, staff may have to communicate with the third party determine which who will be responsible for notifying local and/or federal law enforcement authorities.
- The Human Resources Department may assist with interviewing workforce members; provide guidance to ensure consistent enforcement of discipline; and take action involving staff (such as suspending employees to prevent further damage).
- Complainants, recipients of inappropriately disclosed information, and others may be contacted for questioning or to request return or destruction of information.

Mitigation and Correction

Moorings Park has a legal and ethical obligation to mitigate (reduce) any harmful effects that result from privacy and security incidents. Though this is only legally required if Moorings Park "has actual knowledge of harm," Moorings Park will also take reasonable and appropriate steps to prevent harm from occurring either to individuals or to the Moorings Park organization. Actual privacy/security incidents may result in negative outcomes for the affected parties several months or years later - Moorings Park must acknowledge and be prepared to handle this risk appropriately.

Closely tied to mitigation, Correction should occur after any privacy or security incident in order to prevent future recurrence and to comply with organizational policy.

Examples of Correction:

- As appropriate, revise written policies and procedures that may be deficient.
- Assess informal/unwritten processes and practices and make changes that correct or improve them.
- Follow human resources policy and disciplinary action guidelines to determine need for disciplinary action on any Moorings Park employee involved in the incident (Human Resources to be involved)
- Determine the need for additional staff training.
- Determine the need for increased security (physical or electronic) measures.

Notification

The Incident Response Team will determine what notifications are required and will make those notifications in a timely manner in accordance with federal law, state law, and organizational policy. The Incident Response Team will:

- Determine the need to notify affected individuals. Both state and federal law may have requirements. Notifications should be timely, and conspicuous. Depending on the nature of the incident, notification information may be communicated to Affiliate Physicians, Business Associates, or others in order for those entities to provide notification.
- Determine if any other notifications to regulatory entities are required. For instance, specific states may require notification to the state Attorney General's office in the event a Social Security Number is breached.
- Determine if media notification is required.
- Determine the means by which individuals and/or other required parties will be notified. Notifications should be delivered in a manner that will ensure the individual receives it. Appropriate delivery methods include written letter, telephone call, or in some cases, substitute

forms of notice (conspicuous posting on the website, notification to major media) as determined to be appropriate by the Compliance Department, in conjunction with the Legal Department
- Determine the material content of communication to affected individuals (portions may be pre-determined for efficiency)
- Communicate the incident to Affiliate Physicians/Covered Entities as required by law and contract.

Closing the Incident Case File

Before an incident case file can be closed, Moorings Park must have met the goals of incident response. To recap, those goals are to:

1. Investigate the incident internally (in cooperation with law enforcement if necessary);
2. Mitigate potential harm to affected parties;
3. Minimize adverse impact to Moorings Park in an ethically and legally appropriate manner, to include minimizing reduction in operations, reputational harm, and/or financial harm.
4. Appropriately communicate the incident or loss:
    a. To affected parties in a timely manner (as appropriate or as otherwise may be required by law).
    b. To regulatory agencies, news media, or other entities (as appropriate or required)
    c. To staff (as appropriate or required);
5. Provide guidance or assistance in the development of specific corrective actions (including disciplinary actions when appropriate); and
6. Conduct post-incident reviews, training, and education, and provide internal communications to minimize potential future incidents.

All information relating to the incident and activities to meet these goals will be documented in the incident case file before it can be closed. A closed incident case file will be retained according to the HIPAA Document Retention Policy.

Reporting

Moorings Park will fulfill all reporting requirements under state and federal law. For instance, HIPAA requires notification to the Covered Entity within 60 days of a breach.

If a breach involves more than 500 individuals, the Incident Response Team (Public Relations in particular) will prepare for fallout that may occur once the covered entity conducts notification of the media.

Additionally, for the purpose of organizational improvement, information from investigation case files may be used to report to staff and management of various levels in the form of trainings, reports, or other means. Identifying information (both of residents and of partners), patient specific information, and other sensitive information will be redacted as appropriate.

Annex (10)

Vendor Agreements

VENDOR CONTACT NUMBERS

Vendor	Telephone Number	Service
ABC Fire	239-591-2929	Kitchen Hood
All Digital	239-278-4111	Eng. Technology
Airgas	981-295-6209	Medical Gas
B&I Contractors	239-332-4646 239-344-3210	HVAC
Cotter / Pride Electric	239-287-1415	Construction/Electricity
Crawford	239-595-7227	Landscape Clean Up
Culligan Water of Fort Myers	239-482-2213	Water
Fireservice Inc.	239-261-1422	Disaster Recovery
Future Controls	239-693-1313	AC/HVAC Equipment
Hotwire	844-888-6644	Phone System
Metro Power	239-337-1311	Generator
McKesson Medical-Surgical	PC 866-625-2679 EC 800-654-0418 LAB 844-866-7522	Medical Supplies
Medline	Mon to Fri 8:00am - 8:00 pm 800-633-5463 Mon to Fri and 24 Hrs on Sat. & Sun 8:00pm - 8:00am 563-543-0558	Medical Supplies
NTT Naples Tour & Transportation	239-260-3272	Transportation
Otis Elevator	800-233-6847 -Service number	Elevators
Pride Plumbing Contractors	239-603-1097 239-770-7164 - Service Technician	Plumbing
Seminole Petroleum	239-262-4124	Diesel Fuel
SMS Specialized Medical Services	800-383-5303	Medical Supplies
Sysco North Florida Region	800-797-2627	Food/Water
Wayne Automatic	239-433-3030	Fire Sprinkler

ABC FIRE EQUIPMENT CORP.

02/28/2023

Re: Moorings Park

As always, we want to ensure you that we are here for all your needs, which includes our 24/7 emergency response. Any after-hour calls to our office, during the automated message, there is a dedicated prompt for emergency requests, option #3. Once you select the prompt your call will be forwarded directly to our on-call staff.

Additionally, please know you can reach Todd Jacobs and Bill Dolde for emergencies directly on their cell phones, numbers noted below.

Office: 239-591-2929

Todd Jacob's Cell: 239-253-5164

Bill Dolde's Cell: 239-253-1312

Rest assured, we will be here to assist you and your properties in any way we can.

We truly appreciate your business

Sincerely,

Todd Jacobs

President

Disaster Plan: 2023

Airgas takes disaster planning very seriously because of the destruction that natural disasters, particularly hurricanes, can present. Once a disaster is forecast, Airgas takes extraordinary steps to insure that all cylinder inventories of medical gases are filled and staged at Airgas locations in an area.

Airgas cannot guarantee 24 hr delivery in an emergency situation like a hurricane. Airgas closely monitors hurricane forecasts and schedules deliveries based on these forecasts. We look at all our resources and utilize across a broad area. We cannot reroute trucks that may be scheduled for facilities in more need to a facility that is willing to pay an additional delivery charge. We will get to every facility based on the need of other hospitals in the area. If we promise 24 hr delivery to all, this may put other facilities in jeopardy.

Cylinders can be moved between our many transfills/depots to fill the emergency requests for additional medical cylinders. Florida currently has locations in: Clearwater, Inverness, Ocala, Gainesville, Tampa, Sarasota, Ft. Myers, Lakeland, Orlando, Leesburg, Ormond Beach, Cocoa, Ft. Lauderdale, Ft. Pierce, Miami, West Palm, Ft. Walton Beach, Tallahassee, Palatka, Panama City, Perry and Jacksonville. Airgas works closely with all customers to meet their needs at all times. We will make every effort to service in our vehicles and use common carriers when necessary. You may experience common carrier charges for delivery of cylinders during these times. **Please remember that any medical cylinders purchased and delivered cannot be returned for credit.**

Liquid Supply Capabilities

If Airgas is your Liquid Therapy Oxygen supplier, the following pertains. Our liquid oxygen supplier in Florida, Air Products out of Orlando, maintains 5 Liquid Oxygen tankers that are continuously on the road delivering product. Air Products takes extraordinary steps to insure that all inventories of Liquid Therapy Oxygen tanks at hospitals are filled. When a hurricane is forecast, every effort is made to fill Oxygen tanks to the top with the dual purpose of keeping the tanks more firmly situated on the ground and also providing extended service due to evacuation delays. Air Products also fills all tanker trailers for emergency response and also to keep those tankers on the ground. They also have backup tankers available in event of emergency. By operating 24 hours a day, they assure that in case of an emergency there will at least be an oxygen tanker capable of being diverted to an emergency situation.

Airgas, therefore, recommends that hospitals, home health care providers and others in need of medical gases and related products have in reserve onsite at their facilities a sufficient quantity of required products to sustain any facility for a twenty-four (24) hour period to allow emergency relief delivery to arrive at their site.

If you have any questions about our emergency preparedness policies, please contact us.

Thank you

ALLDIGITAL
TECHNOLOGY

February 28, 2023

Moorings Park Main// Moorings Park @ Grey Oaks// Moorings Park Grande Lake

RE: Emergency Contact List-2023

Attn: Randy Powell

This is the emergency contact list in order of call priority for the fire alarm systems at all sites:

1) 24 Hour Office/Answering Service   (239) 278-4111
2) After Hours On-Call Technician   (239) 271-4666
3) Adam McNulty   (239) 595-9730
4) Angelo Incorvaia   (239) 823-7294
5) Kenny Grimes   (239) 826-5413
6) Gerry Jeffries   (239) 470-5062

Sincerely,

Angelo Incorvaia

Angelo Incorvaia
Service Manager
ALL DIGITAL TECHNOLOGY

2023 Hurricane Season Disaster Relief Letter for Moorings Park Original Campus, Grey Oaks, and Grande Lakes

February 28, 2023

In the event of a natural disaster our HVAC service team will prioritize upon your request any service calls directed to us.

All calls during regular time and after hours should be directed to our main number 239 332 4646 or 239 344 3210 and ask for service department.

Below are Ashely's, Chanel's and Garrett's emails for your records only. For service requests during regular hours only please use dispatch@bandiflorida.com

Ashley Benjamin - ABenjamin@bandiflorida.com
Chanel Allard - CAllard@bandiflorida.com
Garrett Leon - garrettL@bandiflorida.com

Respectfully submitted by
Mihai Marian
239 872 9790

| Fort Myers | Sarasota | Tamarac | Tampa |
| 239.332.4646 | 941.727.3437 | 954.726.2744 | 813.628.4646 |

www.bandiflorida.com

GSA Contract Holder
Contract GS21F0029Y

CM-C056245 | CF-C057484 | EC-13005022 | CG-C1507478 | CM-C057019

To: Environmental Services Department
    Moorings Park Main Campus
From: Cotter Construction Company
Date: March 9, 2023

Location: Mooring Park
          120 Moorings Park Drive
          Naples, FL 34105

Hurricane Letter of Agreement

Please accept this letter as Cotter Construction Company commitment to provide Moorings Park with construction related services that may be required prior to, or following storm related activities during the 2023 Hurricane Season. Having a working relationship with Moorings Park for more than 5 years, we are aware that maintaining resident safety and first responder access is extremely important throughout all Moorings Park properties at all times. As such, Cotter Construction Company will respond immediately to any requests for assistance.

Sincerely,
Cotter Construction Company
CGC1514037

Mark Cotter
President

Re: 2023 Hurricane Season/Storm Clean Up

Dear Valued Customer,

As the 2023 hurricane/storm season approaches Crawford Landscaping wishes to prepare you should a damaging storm or hurricane occur. This letter and our process is based on years of experience and best practices, and is aimed at providing you the following:

- Our Storm Event Response Protocol

- Detailed price list for each applicable storm clean-up and restoration service

- Provide an opportunity for you to pre-authorize us to provide these vital services

Please read this letter carefully and respond accordingly.

Storm Event Response Protocol:
After fully assessing our pre-authorized sites, we will organize our response per the following protocols:

PHASE 1 – Life/Safety: Life/Safety involves removing all debris blocking roadways, driveways, vehicles and building entrances.

PHASE 2 – General Clean-up: General cleanup involves removing all other debris from the property that has fallen to the ground; dead tree limbs for instance will be addressed in Level 4

PHASE 3 - Staking: Staking involves the re-planting or staking of downed or leaning plants, trees or palms. This is a very important process that often involves machinery. Prior to Crawford addressing these needs, it's important to keep the damaged plant/tree/palm adequately watered.

PHASE 4 – Removals: Removals involves the removal of damaged trees, damaged limbs and stumps. This service is often performed by our Arbor Care crews. (NOTE: removal of damaged trees / fallen trees will be determined on basis of Crawford Landscaping's professional opinion considering the hazardous risk each present)

PHASE 5 – Final Restoration: Final restoration as part of our Storm Event Response Procedure outlined in this letter involves only addressing the holes left behind by removed tree stumps. Additional grading and replanting will require an additional proposal.

NOTE: ALL REGULARLY SCHEDULED MAINTENANCE OPERATIONS WILL BE SUSPENDED DURING THE STORM EVENT RESPONSE PERIOD. THE DURATION OF THIS SUSPENSION IS AT THE SOLE DISCRETION OF CRAWFORD LANDSCAPING, AND PER THE "ACT OF GOD" CLAUSE IN OUR CONTRACT, ANY MISSED SERVICES WILL BE CAUGHT UP AS TIME PERMITS AND NOT BE REFUNDED.

NOTE: ALL WORK WILL BE COMPLETE PER THIS PRIORITY SEQUENCE AND COULD RESULT IN MULTIPLE VISITS AS WE WILL SERVICE ALL LEVEL 1 PRIORITIES BEFORE MOVING TO LEVEL 2 PRIORITIES (AND SO ON).

NOTE: SIGNING THIS DOCUMENT DOES NOT GUARANTEE SPECIAL PRIORITY, IT ONLY GIVES US AUTHORITY IN ADVANCE TO PERFORM CLEAN-UP SERVICE AT YOUR PROPERTY.

Storm Event Pricing:
Any clean-up as outlined above resulting from a storm event is outside the general scope of service per our Maintenance Agreement, and therefore additional charges apply. Below is a detailed list of our Storm Event prices:

Labor	Cost per Hour
All labor personnel	$85.00

Machinery & Equipment (does not include operator)	Cost per Hour
Loader (small)	$150.00
Loader (large)	$325.00
Loader Delivery (required with large loader)	$1,200.00
Stump Grinder	$125.00
Chipper	$125.00
Other Equipment (small-medium)	$125.00

Dump Fees (does not include operator)	Cost per Load
Small (bucket truck, turf truck, etc.)	$300.00
Medium (chipper truck, etc.)	$500.00
Large (landscape flat bed, grapple, etc.)	$850.00

Staking Materials	Cost per Kit
Staking - 4x4	$150.00
Staking – 2x4	$75.00
Staking - lodge poles (each)	$25.00

*Staking Material & Dump Fees are subject to change based on market conditions at time of storm event.

Costs for any other materials required will be determined at the time of the Hurricane/Storm cleanup.

Beware of Price Gouging:

During large storm events, it's common for "out of town" companies to descend on Southwest Florida and charge exorbitant fees for subpar work. This often leaves behind significant damage to the landscape and turf as well as damage to vital mechanical systems like drain fields and irrigation systems. To avoid being over-charged for this kind of work, we urge you to sign our pre-authorization letter today to ensure fair pricing for exceptional work.

Storm Event Pre-Authorization:

Please fill this out completely and return to our offices per one of these two methods:

- Mail: 2360 Catawba St. Naples, FL 34120
- E-MAIL: mmoya@discovercrawford.com

Failure to return this form acknowledging your selection will be deemed as NOT authorizing us to perform storm clean-up and restoration services. Due to the hectic nature of preparing for a pending storm, last minute authorizations may not be received in time to provide cleanup and restoration service.

Authorization:

_____ I authorize Crawford Landscaping in advance to perform emergency storm cleanup.

_____ I do not authorize Crawford Landscaping in advance to perform emergency storm cleanup.

Property Name: _MPOC/MPGO/MPGL_

Property Address: _134 MOORINGS PARK Dr /2355 RUE DU JARDIN /7408 LITTLE LANE_

Printed Contact Name: _POWELL, RANDY_

Contact Number: _____

Signed: _____

Dated: _4/14/2023_

Culligan Water of Fort Myers

16101 Old US 41, Fort Myers, Florida 33912

Phone: (239) 482-2213 Fax: (239) 482-3187

EMERGENCY WATER SUPPLY AGREEMENT

In the event of an emergency (local disaster, food, etc) CULLIGAN agrees to supply

Name _____Moorings Park Original Campus_____

Address _____120 Moorings Park Dr. Naples, FL 34105_____

Acct #--- Phone_____239-643-9133_____

Contact Name _____Len Way_____Fax #_____with bottle water

Under the following conditions

1) Culligan has fulfilled its primary obligation to it's current, active customer base first
2) Culligan employees are available to provide safe distribution of product in the event of an emergency
3) Culligan has sufficient product in stock to distribute

Price/each 5 gallon bottle $__8.50__, Bottle deposit $6.00 each

We recommend 3 / 1 gal bottles (3 per case) for $___6.00___ each case

We the undersigned understand that we will be charge for the product & services provided under these conditions. Included in these charges would be the price of the product, deposits and service charges for delivery

We also understand that Culligan reserves the right to determine any and all distribution decisions.

Culligan recommends that all Health Care Facilities keep an adequate supply of emergency water on hand at all times.

Date:_____3/17/23_____

Company/Facility Signature:_____*Len Way*_____

Title:_____Director of Dining Services_____ Date:_____3/17/23_____

*It is the responsibility of the company/facility to rotate their water supply according to the expiration date on the bottles. Replacement of expired water will be at the expense of the company/facility signed above. This agreement shall automatically renew each year unless prior notice is given by either party. Prices are subject to change each year at the discretion of Culligan Water.

Fireservice
Disaster Kleenup®
FL Lic. # CBC 017118

Reply to:
o P.O. Box 6986 • Fort Myers, FL 33911-6986
o 2885 Commerce Pkwy. #A • North Port, FL 34289-9375
o 2241 Trade Center Way #B • Naples, FL 34109-2035
o croessner @fireserviceusa.com

Fort Myers/Bonita Springs 239-936-1033 • Naples/Marco Island 239-261-1422 • Port Charlotte/Punta Gorda 941-255-0024 • Venice/Englewood 941-486-8095

March 1, 2023

Randy Powell
Executive Director of Facilities
134 Moorings Park Drive
Naples Fl, 34105

Re: Hurricane Preparedness – Main Campus, Grey Oaks Campus, Grande Lake Campus

Mr. Randy Powell,

After more than 50 years of living up to a reputation for honest and peerless service, Fireservice Disaster Kleenuup has earned its place as Southwest Florida's largest mitigation and restoration contractor.

Fireservice is prepared to handle your needs 24 hours a day, 7 days a week, 365 days a year. And we will be there fast. Because we remain committed to our service area, we have an average emergency response time of 25 minutes. Within an hour of a catastrophe, our loyal clients can expect us on site, ready to stabilize and mitigate their property.

As you are fully aware, hurricane season is just around the corner. To take full advantage of our prompt service, consider providing us with your advanced written approval to serve your property in the event of a large catastrophe. Providing Fireservice with the authority to tend to your property in the event of a major storm can make a huge difference.

If you are interested in authorizing Fireservice in preparation for the hurricane season, or if you have any questions, please feel free to contact us at (239) 261-1422.

Sincerely,

Christopher Roessner

Chris Roessner
Vice President of Operations
Fireservice, Inc.
(239) 261-1422

May 10, 2023

Moorings Park – Main Campus
120 Moorings Park Dr
Naples, Florida 34105

The normal procedure to place a service call is to call (239) 693-1313 any time of day, night, weekend, or holiday. During normal working hours the office will receive your call and dispatch a technician. After hours, holidays and on weekends our answering service will receive your call and dispatch an on call technician.

For non-emergency service calls you can email Thomas@future-controls.com and Michael@future-controls.com

Typically, there are no issues using the above preferred ways of placing a service call but in the event, you do not receive a response please call:

Michael Hansen (239) 851-8654

Thomas Hansen Jr (239) 851-8636

John Leon (239) 989-9828,

Beverly Smith (239) 989-9882

Norma Myers (239) 691-3752

In an event of an emergency or natural disaster and are in need of preparation or rapid restoration to your HVAC equipment or HVAC Controls Future Controls will be available onsite and or remote on a time and material basis.

In an event of a Hurricane: Future Controls is based in Fort Myers FL and are passionate about keeping our long-term customers up and running during a hurricane and or restoring operations with minimal down time after one hits our area. Future Controls will provide at least one technician onsite and one remote before and after the event a hurricane hits our area to evaluate and or correct any damage that may have occurred. This service will be on time and material basis, hazard pay rate may apply and will be discussed at time of service requested.

Please give us a call or an email if you have any questions.

Sincerely,

FUTURE CONTROLS, INC.

Michael T. Hansen
Project Manager

Hotwire Communications Is Prepared

Our top priority is to provide uninterrupted services despite any weather event. Visit our online Storm Hub at **www.hotwirecommunications.com/stormhub** for news, weather updates, product tutorials, and Hotwire's preparation to keep you connected during storm season. We encourage you to be prepared and take all necessary and recommended precautions to keep yourself and your loved ones safe.

Stay Connected

Our Hotwire Fision App is a vital tool that allows us to keep in touch with you. Even if your power is out and you cannot watch your home Fision TV service, you will always have easy access to our TV Everywhere options via the My Fision section of our app, as well as announcements and messages from the Community section. Download our app on your mobile device or tablet today.

Log in using the same user name and password you are currently using to access your *My Hotwire* online account. Don't have an online account? You can register for one using the app. You will need to have your customer number to register.

We'll keep you connected while you stay safe this storm season.
www.hotwirecommunications.com/stormhub

Questions? Customer Care is always here to help!
1.800.355.5668

McKESSON

Business Continuity and Disaster Recovery Program

McKesson Medical-Surgical
Updated: March 2023

Our Approach to Business Continuity

As a leading distributor of medical and surgical supplies, McKesson Medical-Surgical Inc. ("McKesson Medical-Surgical") implemented and maintains a Business Continuity Program. Our priorities are to:

- Serve our customers.
- Protect our employees.
- Maintain safe and secure workplaces.
- Manage the continuity of critical business processes following natural disasters, human-caused threats, public health emergencies, and other incidents.

In the immediate aftermath of a business disruption, our focus will be to safeguard our people and property, mitigate negative impacts to our customers, and help ensure clear and open communication throughout the incident. We will also focus on restoring normal operations as quickly as we can and completing any delayed or impacted orders. A few of our mission-critical services are listed below:

- Sales Order Management
- Order Fulfillment
- Distribution Logistics and Transportation
- Customer Service and Support

Customer Expectations During a Business Interruption

McKesson Medical-Surgical is committed to providing our customers with the highest level of service by minimizing any impact to our service levels during business disruptions. While we realize some events may cause us to miss service expectations, we can plan and execute against our goals with the help of our customers and business partners.

To minimize the impact of an emergency situation, customers should be prepared to:

- Contact your McKesson Medical-Surgical sales representative or customer service representative as soon as possible to discuss early ordering, order prioritization, emergency orders, and order consolidation, where possible.

- Let your sales representative or customer service representative know about any changes to operating hours, facility damage, or other factors that will impact our ability to deliver your product.

- If you are expecting a forecasted natural disaster or are experiencing a surge in demand due to a public health event, please place orders early.

- Review the McKesson Medical-Surgical home page at mms.mckesson.com for updates and instructions regarding recent events.

Please see the following contact numbers and email addresses for our Customer Service Team:

Customer Segment	Phone Number	Email Address
PC	(866) 625-2679	MMSPCCustomerService@McKesson.com
EC	(800) 654-0418	MMSECCustomerService@McKesson.com
Lab	(844) 866-7522	MMSLabCustomerService@McKesson.com

Further Details on Our Business Continuity Program

To help ensure our response to business disruptions meets expectations, McKesson Medical-Surgical has implemented a cross-functional approach to business continuity:

Event Response

- Each facility has a dedicated Response Team.

- Each facility has a unique response plan which addresses multiple life-safety scenarios.

Business Continuity

- Dedicated Business Continuity Coordinators support business process-level response to disruptions.

- Coordinators maintain protocols for response to multiple possible types of business disruptions.

Example Response to a Typical Business Disruption

McKesson Medical-Surgical responds to multiple business disruptions every year, including hurricanes, snowstorms and other events (such as public health emergencies). Here is a summary of the steps we take to prepare for and recover from a typical weather-related emergency.

Incident Detection and Preparation

Our facility leaders and business continuity coordinators monitor local and regional weather conditions, as well as coordinate with public health officials at the local, state and national levels (with support from the McKesson Corporate Crisis Management Team and the Global Security Operations Center). If potential threats are detected:

- Local and regional Incident Response teams are notified of the possible threat. These teams include members from the Distribution Center, Transportation, Customer Service, and Information Technology departments.

- Once notified, local Distribution Center teams, together with representatives from alternate facilities, prepare for the threat and create operating plans in conjunction with local business partners.

- Our teams, in particular Customer Service, Distribution, Logistics, and Transportation, also prepare by developing a staffing plan and working with customers as needed to pre-order goods.

Response Management

During the event, our Incident Response Teams meet regularly to share status updates, modify operating plans and respond to any specific failures. Examples of these responsibilities include:

- If a facility is damaged or is inoperable, the facility's Response Team will manage evacuations, building repairs or other activities as necessary to restore service as quickly as possible.

- If McKesson Medical-Surgical is affected by a public health event, the facility's Response Team, partnering with Human Resources and business leaders, will create a staffing plan to ensure critical roles are performed.

- Distribution center leaders, transportation leaders, and customer service representatives work closely together to respond to local requirements, reroute and prioritize deliveries and monitor fleet operations.

- Distribution center and transportation leaders work with our carrier partners to help ensure service disruptions are reduced for our customers.

- Multiple times a day, as necessary, our Business Continuity Coordinator:
    - Hosts a call with our Incident Response teams to discuss the ongoing nature of the disruption, as well as impact on our facilities, employees and customers.
    - Provides a summary communication to our senior leadership and other department leaders regarding status and actions taken.

Resolution

Once the incident is resolved:

- Our team reviews the impact of the event and any outstanding impacts to customer orders.

- Our Incident Response Team works to complete any outstanding orders as quickly as possible.

- Our Incident Response Team reviews the management of the event for continuous improvement.

The following sections provide additional details on how our most time-sensitive departments are prepared to handle business disruptions, which may affect our customers.

Mission-Critical Services Strategy

Staffing

As one of the nation's largest healthcare companies, we know we have a critical role to play in making supplies available to customers and patients when they need them. We recognize our role can be even more important during times of crisis.

We have continuity plans in place for the various roles and worksites across our organization to ensure we have appropriate staffing and that they can safely execute their work for the benefit of our customers and their patients.

Sales Order Management

Receiving customer orders is critical to the McKesson Medical-Surgical Business Continuity program. In the unlikely event our online ordering system fails, we may take manual orders through our Customer Service Department. We currently offer a variety of methods for you to complete orders with us during an emergency or business disruption, including:

- Our website at mms.mckesson.com, which also provides alerts regarding current business disruptions.

- Placing your orders directly with your sales representative via phone or fax.

- Placing your orders directly with our customer service representatives via phone or fax.

In the unlikely event our core sales order management system experiences an outage, the McKesson Medical-Surgical web-based ordering system may be used to capture orders. These orders will be held and submitted when the core sales order management system becomes available.

Order Fulfillment and Distribution Centers

McKesson Medical-Surgical operates a network of distribution centers across the United States, which allows us to transfer orders between locations to continue order fulfillment for customers during service disruptions. Each distribution center maintains a Business Continuity Plan including objectives and responsibilities during business disruptions. In the event of a business disruption, these plans allow our distribution centers to quickly communicate with carriers, Customer Service, Sales Support, and other departments to maximize service availability and communication with customers.

Logistics and Transportation

The Transportation Team leverages a variety of options to get orders to your door including national and local carriers, private fleet, direct shipment, and other alternatives. McKesson can be designated as critical medical infrastructure during certain emergency situations, which may allow us to access otherwise restricted areas to make deliveries. During a business disruption, our team monitors service interruptions and coordinates communications between our carriers and distribution centers frequently to provide up-to-date communications to our Customer Service teams. We work to provide prompt notifications for all affected deliveries. We recognize timely deliveries are imperative for our customers and work through possible service options to resolve delivery issues and get the product to its destination as quickly as practicable.

Customer Service and Support

McKesson Medical-Surgical operates a network of call centers with automated failover across the United States. This allows our customer service representatives to quickly respond to customer requests regardless of the situation or location. Our customer service representatives work directly with local Sales Support and Operations to provide the best level of support in placing emergency orders or identifying orders impacted by a business disruption.

Medline Industries, LP

Disaster preparedness and response plan for the continued availability of essential medical and surgical supplies.

Atlantic Coast Plan
Updated January 2023

Medline Industries, LP – Disaster Preparedness Program

Dear Valued Customer:

Medline Industries, LP is committed to our customers' needs in time of crisis. One of our greatest strengths is our network of distribution facilities and staffing spread across 40+ locations, another is our private truck fleet which begins to give us complete control over delivery capabilities, particularly in an emergency period when there is severe competition for transportation resources. In addition to our private fleet, Medline has contractual agreements with over 100 transportation providers throughout the country, including the highest-rated same day/emergency delivery carriers. Our inventory management system helps us achieve the highest service levels in the Healthcare industry. In the event of a disaster the same system can be used to redirect more than $3,000,000,000 of inventory into a targeted geography relatively quickly. We have developed programs which allow our customers the option of stockpiling inventory on items of their choosing without incurring the additional expense. Please let us know if you would like to set something up for your facility. We have expanded our production facilities which are now strategically located across three continents. We also have exclusive partnerships with leading suppliers of domestic raw materials.

Medline is a major contractor with the Department of Defense, the Department of Homeland Security, FEMA, and the CDC National Stockpile programs. From our Disaster Response Center in Mundelein, IL, we have repeatedly demonstrated our ability to successfully marshal action across our entire network of resources: product, facilities, trucks, and people. In the event of a pandemic or any other major disaster, Medline Industries, LP will work closely with your facility as well as other medical facilities in the area to ensure all customer needs are responded to as promptly as possible.

In the event of a disaster or other crisis, Medline will activate its Emergency Action Plan or EAP. Medline's Disaster Response Team (DRT) will meet in our Disaster Response Center to determine the nature and scope of the event and initiate an appropriate response. The DRT will continue to meet twice daily to reassess the situation and redirect resources when and where appropriate. The DRT is empowered with the authority to take whatever actions it feels are necessary to respond in a manner consistent with Medline's mission, vision and core values. In the event that a natural or other disaster destroys or renders a Medline facility inoperable, one of three assigned back-up distribution centers will act as a temporary distribution center for a designated service area. Within two (2) hours all orders will be moved to the back-up branch until such time as the primary branch can resume operations. MedTrans assets and personnel will be repositioned to provide additional support services in areas with the most critical need. As the situation dictates, inventory will be reallocated to the appropriate back-up distribution center to accommodate the increased demand. Medline will extend its hours of operation in all appropriate locations to ensure all customers' needs are met. Medline has contractual agreements with both LTL (common) carriers and same-day express delivery services that will also flex their hours of operation as required. Medline will continue to process orders and make deliveries as long as the safety of our employees is not jeopardized and local authorities do not impede service. In times of crisis, customer pickups will be available as long as the facility is secure and operational. In the event of a pandemic some other restrictions may apply in an effort to protect our employees, our customers, and their needs.

Please ask your Medline sales representative for a copy of our Disaster Preparedness and Response Plan for additional information, including a disaster preparedness checklist, which has been developed after years of experience working with customers before, during, and after catastrophic events.

Medline's customer service and emergency hotline can be reached between 7 a.m. and 7 p.m. CST at 1-800-MEDLINE, after 7 p.m. CST call 563-543-0558, or you can contact any one of us for your immediate assistance.

Jim Boyle
EVP, Sales
Medline Industries, LP
847-643-4577 – Office

Steve Miller
EVP Supply Chain
Medline Industries, LP
847-949-2002 – Office

PURPOSE AND SCOPE

Medline Industries, LP is committed to our customers' needs in time of crisis. Our substantial investment in specialized equipment, systems and other resources has allowed us to actively and immediately respond to a wide range of disasters over the past years, playing a key or leading role for our customers in many of them. This Disaster Preparedness and Response Plan contains general, but key, information pertaining to Medline's readiness, capabilities, and service parameters in the event and/or anticipation of a disaster including a pandemic epidemic. Medline maintains a proprietary, internal, detailed plan that is used during activation of the Disaster Response Team.

This Disaster Preparedness and Response Plan provides guidance for customers who are developing their own response plan. This information should be used in conjunction with your own Internal Supply Chain Team and your Director of Emergency Preparedness, along with any of your other internal (Infection Control, Legal, Occupational Health, etc.) and external (Governmental, Homeland Security, State Police, Other 3rd Parties, etc.). Medline is available to coordinate with these internal and external teams and resources for discussion and planning purposes, in addition to working with them in times of disaster.

A Disaster Preparedness checklist can be found on Page 6 of this document. The checklist was developed to help customers prepare for a catastrophic event and includes pre- and post-event recommendations.

There is a Medline Customer Service and Operations Key Contact List on page 7. This list identifies individuals within our organization who are dedicated to meeting your needs. Branch information on page 8 is included to reassure you that Medline is well positioned to protect continuity of service. Combined, this information should help your customer partner with Medline before, during, and after catastrophic events.

Medline Operations and Inventory Management encourage you to escalate calls whenever you experience a breakdown in communication. Our expert team is dedicated to serving your needs.

Medline Capabilities

Medline's experience includes leading air and ground efforts to move both supplies and patients during Hurricane Katrina, middle of the night inventory replenishment for customers who have experienced floods and fires, as well as massive efforts to support customers in specific geographic regions who were hit by fire; floods, ice storms, tornados and hurricanes. We've assisted customers in bringing their own facilities back online after catastrophic damage.

Our greatest strengths include our network of 40+ distribution centers with nearly 26 million square feet of storage, thousands of dedicated Team Members, 1,230+ power units in our owned fleet, $3+ billion in domestic inventory, critical disaster response equipment, and our detailed internal disaster response plan. This is in addition to strategic contractual agreements with third party transportation providers and world class emergency preparedness and response partners that we train and work with.

MedTrans is our private truck fleet, which can provide Medline with complete control over delivery capabilities, particularly in an emergency period when there is severe competition for transportation resources. In addition to our private fleet, Medline has contractual agreements with over 100 transportation providers throughout the country, including the highest-rated, same-day/emergency delivery carriers, both ground and air.

Medline's inventory management system helps us achieve the highest service levels in the Healthcare industry. In the event of a disaster the same system can be used to redirect any portion of more than $3,000,000,000 of inventory into a targeted geographic area. For the Atlantic Coast, our distribution centers in Auburndale, FL; Blakeslee, PA; Brockport, NY; Chester, VA; Farmington, NY; Lincolnton, NC; Mebane, NC; Medley, FL; Montgomery, NY; Uxbridge, MA; West Haven, CT; and West Jefferson, OH, combined with the Perryville, MD and McDonough, GA (two of our largest central stocking locations or "Hubs"), offer a logistical advantage in times of crisis. As situations occur, inventory is immediately redirected to the areas with the most critical need.

We have also developed programs which allow our customers the option of stockpiling inventory on items of their choosing without incurring the additional expense of self-storage. Please let us know if you would like to review this option for your facility.

We have expanded our production facilities which are now strategically located across three continents. We also have exclusive partnerships with leading suppliers of domestic branded raw materials.

Medline is a major contractor with the Department of Defense, FEMA and the CDC National Stockpile programs.

From our Disaster Response Centers in Mundelein, IL and Dubuque, IA, we have repeatedly demonstrated our ability to successfully marshal action across our entire network of resources: products, facilities, trucks, and team members. In the event of a pandemic or other major disaster, Medline Industries, LP will work closely with your facility, as well as other medical facilities in the area, to ensure all customer needs are responded to as promptly as possible.

MEDLINE EMERGENCY ACTION PLAN

In the event of a disaster or other crisis, Medline will activate its Emergency Action Plan or EAP. The Corporate Disaster Response Team (DRT) is preapproved by the Medline Board of Directors to take whatever actions and commit whatever resources (financial and operational) are required to respond in a manner consistent with Medline's Mission, Vision, and Core Values.

Medline's Disaster Response Team (DRT)

The DRT will meet in our Disaster Response Center to determine the nature and scope of the event and initiate an appropriate response.

The DRT consists of the following: President of Global Operations, CIO, Sales EVP, VPs' Operations, VP Inventory Management, VPs' Transportation, Director of Customer Service, and the Director Operations and Warehouse Manager of affected, distribution centers and their back-up centers.

The President Global Operations or Region VP Operations will lead the DRT and utilize the detailed internal disaster plan for the specific disaster and assign action items to each member of the DRT, who will then engage all internal and external resources that are part of their response plan.

The DRT or members of the team will be dispatched to the affected site by air, if it is determined that would be more effective.

The DRT will continue to meet twice daily to reassess the situation and redirect resources when and where appropriate. This will include communications discussed below.

Customer Communications

1. Once the nature and scope of the event is determined, the VP of Operations and the local Distribution Center Director will contact Senior Sales person(s) for the geographical area. Please note that Medline Operations sends notifications to Customer Service and Field Sales in advance and tracks any disasters that can be anticipated.

2. The Senior Sales person and VP Operations will contact customers (contacts and methods of communication vary by Customer and Request) to determine short and long term critical needs.

3. Based on Customer requirements and intensity of event, plans will be developed to ensure the requested inventory is delivered as early as possible to ensure continuity of business. All members of the DRT will be utilized (Transportation, Inventory Management, IS, Customer Service.) Please note that before we even get customer orders (except for Standing Emergency Orders which we strongly encourage customers to consider), we have already begun redirecting additional inventory to the affected area.

4. If any portion of the plan changes for any reason, the Medline VP Operations is accountable to notify Medline Senior Sales and the customer to discuss cause of change and develop alternative actions. Most of these communications occur during the twice daily Internal Medline DRT Calls and pre or post calls can also be made to any Customers who so request.

In the event that a natural or other disaster destroys or renders a Medline facility inoperable, the following procedures are in place to maintain continuity of service:

1. One of three assigned back-up distribution centers will act as a temporary distribution center for a designated service area. Within 2 (two) hours all orders will be moved to the back-up branch until such time as the primary branch can resume operations.

2. MedTrans fleet assets, distribution personnel, and additional third party transportation assets may be repositioned to provide additional transportation and support services in areas with the most critical need.

3. As the situation dictates, inventory will be reallocated to the appropriate back-up distribution center to accommodate the increased demand.

Medline will extend its hours of operation in all appropriate locations to ensure all customers' needs are met. Medline has contractual agreements with both LTL (common) carriers and same-day express – ground and air delivery services – that will also flex their hours of operation as required.

Medline will continue to process orders and make deliveries as long as the safety of our employees is not jeopardized and local authorities do not impede service. Please note that there are varying levels of notification from local and state authorities and we monitor a number of web sources to help us make these decisions, in addition to contacting the respective agencies from our specific call list. We do move our trucks during times that agencies request all traffic to be off the roads, if there is an urgent need and after we discuss with the agencies. This need will be determined via customer discussions (Customer calls are initiated to Prime Vendor and other customers whose deliveries could be more critical) after discerning the anticipated timing of the road delay or closure and the customers determination of the criticality of their supply needs. This criticality could allow for a delay in delivery, could require a smaller part of an order to be expedited using available premium delivery methods or re-routing to other Medline DC's if delivery options are available. Our Customer Communication is preferred via our Customer Service Team or Sales Reps, but can also be delivered via email.

The DRT will provide updates to our Sales and Customer Service Teams twice daily, or any time there is a significant change in our service capabilities. These teams will then handle customer communications. As noted above, there are customers who may specifically request Medline and their DRT to provide direct updates or direct participation in their internal planning, and these will be handled as they arise.

In times of crisis, customer pickups will be available as long as the distribution facility is secure and operational. In the event of a pandemic, some other restrictions may apply in an effort to protect our employees, our customers, and their needs.

Disaster Preparedness Checklist

❑ Identify your needs now. What are the special needs of your patient population? Will that population change in the event of a disaster (i.e. more long-term care needs vs. outpatient surgery)? What happens when the nursing home around the corner gets shut down or can no longer accommodate patients?

❑ Establish product formularies for multiple contingencies. Try to have alternates or pre-approved or "qualified" substitutes for the most critical items.

❑ Work with your Medline rep to prepare a pre-approved substitution list for any critical custom sterile or non-sterile kit.

❑ Prepare your emergency order(s) in advance. Your Medline rep can help you develop a par level of commonly ordered items or those most likely needed in responding to a particular disaster. Medline has systems in place to block, for review, orders that exceed historical usage for a customer, distribution center or geographic region. This mechanism is in place to prevent hording during the response phase of any disaster. Stockpiling in preparation of a disaster is encouraged and your Medline rep can help you with programs designed to mitigate the expense of carrying additional inventory. Many customers prefer the security of having additional inventory on-hand but lack the storage space to "stock-up". Medline can help arrange a trailer with supplies of your choosing and stage it at your facility. (Account will be responsible for trailer detention and appropriate return/restocking fees should the inventory not be utilized.)

❑ Place standing purchase orders. Medline will retain standing orders to release under a set of prior agreed to circumstances unless otherwise notified.

❑ Make copies! Keep hardcopies of all product formularies and their corresponding par levels, emergency orders ready to be placed and standing PO's you may have already placed. Make sure others that need to know will know where to find them and what needs to be done.

❑ If a disaster is imminent place your orders early - 96 hours in advance if possible, 72 hours at the latest. The closer we get to an impending disaster or a known danger the more difficult it becomes for us to do everything for everyone.

❑ Consolidate your orders. Multiple orders can potentially slow operations.

❑ Think about how supplies will get to you. Identify a back-up receiving area. Make sure other plans don't get in the way of your own. Are you prepared to handle alternate or flexible delivery times (after hours, weekends, etc.)?

❑ Designate a point person. Who in your facility is responsible for your disaster preparedness plan? Who is the person that will lead your facility's response? Who in your facility is responsible for coordinating with your suppliers for supply chain continuity? Your Medline rep will continue to be your primary contact for the coordination of all orders, deliveries, backorder relief as well as special needs just as they are today. Make sure your rep knows who to contact and how, and if that person isn't available, and that person, ...

❑ Provide a list of all facility emergency contact numbers to your Medline representative. This will ensure communication channels remain open.

❑ Know who to call at Medline. In addition to your Medline sales rep the only number you need is 1-800-MEDLINE.

Key Contacts

Name	Organization/Position	Primary	Secondary
Customer Service	Monday – Friday 8:00 AM – 8:00 PM (EST)	800-633-5463	563-589-7977
Customer Service Extended Hours	Monday – Friday 8:00 PM – 8:00 AM (EST) & 24 Hours Sat. – Sun.	563-543-0558	
Steve Miller	EVP, Supply Chain	847-949-2002	440-876-7875
Joel Bain	VP, Operations – Transships	209-239-0020	209-587-3382
Brian Bevers	SVP, Operations	847-643-4830	847-708-7676
Jeff Brennan	SVP, Transportation – Outbound	847-643-4147	847-372-7352
Duane Carter	VP, Operations – West	360-491-0241	253-888-2297
Chris Goodenough	VP - Operations – Gulf Coast	1-479-362-5858	
Efrem Hawkins	VP, Operations – Islands/Bus. Support	909-429-4734	951-317-2769
Paul Niederkorn	VP, Operations – Southeast	224-931-7668	214-762-6385
Ben Roedl	VP, Operations – Central	224-931-1067	920-210-0447
Shawn Simpson	VP, Operations – Northeast	224-327-9273	502-930-3766

Medline Customer Service

Medline's customer service department is available 24 hours a day, 365 days a year for assistance with emergency orders.

Customer service representatives have access to all DRT members as well as the most senior management of the company. Rest assured these representatives will get you to the right person within Medline to handle your special needs during a crisis.

Often the ability to dial toll-free exchanges is disrupted following a service outage. If you are unable to connect with a service representative using the toll-free number please use the secondary (direct exchange number).

ATLANTIC COAST DISTRIBUTION CENTERS

McDonough, GA – C03
1500 Medline Place
McDonough, GA 30253

Auburndale, FL – C05
1062 Old Dixie Highway
Auburndale, FL 33823

Medley, FL – B22
9670 NW 112th Ave.
Medley, FL 33178

Chester, VA – B30
1900 Meadowville
Technology Pkwy.
Chester, VA 23836

Lincolnton, NC – B33
917 E. Powell Drive
Lincolnton, NC 28092

Farmington, NY – A36
5786 Collett Road
Farmington, NY 14425

Brockport, NY – B36
1989 Transit Way
Brockport, NY 14420

Uxbridge, MA – C40
81 Campbell Drive
Uxbridge, MA 01569

West Jefferson, OH – C41
1040 Enterprise Parkway S.
West Jefferson, OH 43162

Perryville, MD – C47
239 Belvidere Road
Perryville, MD 21903

Montgomery, NY – C54
494 State Route 416
Montgomery, NY 12549

Mebane, NC – C57
5511 W. Ten Road
Mebane, NC 27302

Blakeslee, PA – B58
198 Commercial Blvd.
Blakeslee, PA 19610

West Haven, CT – E22
600 Derby Avenue
New Haven, CT 06516
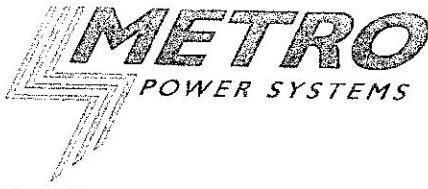
Date: 03/01/2023

Randy Powell
Executive Director of Maintenance
Moorings Park 120 Moorings Park Drive
Naples, Fl. 34105

Dear Mr. Powell:

The purpose of this letter of agreement is to outline the scope of the services that Metro Power Systems, Inc. will perform at the following locations:

Moorings Park at Grey Oaks
Phase 1   Buildings A, B, C, D
Phase 2   Buildings E, F, G, H
Phase 3   Buildings I, J, K, L
Phase 4   Non-Residential Buildings

Moorings Park Main Campus at 120 Moorings Park Drive
A Tower Generator #1 & Generator #2
G Tower Generator #1 & Generator #2
Building J
Building K
Building L, M, N
Building O, P, Q (CHL)
Building R
Garden Apartments B & C
Garden Apartments D, E, F
Garden Apartment H & I
Guard House
Memory Care OT
Operations Building
Orchid Terrace North
Orchid Terrace South
The Chateau
The Club House

Metro Power Systems agrees to provide the following services:

Emergency generator maintenance and repair.
24/7 emergency service.
Disaster relief efforts of any kind.

Sincerely,

Steven G. Jamison
Service Manager
2649 Fowler Street
Fort Myers, FL 33901
Cell: 239-822-8649
Main Office: 239-337-1311

![Moorings Park - Simply the Best.®]

March 10, 2023

Mr. Tamir Rankow
1010 6th Avenue South
Naples, FL 34102

Re: Hurricane Evacuation Transportation Agreement

Dear Mr. Rankow,

This agreement made this 10th day of March, 2023 by and between Moorings Park Institute hereby known as "the facility," and Naples Transportation and Tours hereby known as "NTT" of Naples, Florida.

Whereas in the event of a hurricane evacuation mandate, the facility desires to have NTT provide Motor Coach and/or Mini Coach transportation services for its residents at all the facilities campuses to a secondary Florida location as well as a return trip. The secondary site locations are determined by a hurricane's path and velocity; however, Orlando is most frequently considered an optimal location under the Moorings Park evacuation plan. It is anticipated that 400-500 residents will require transportation under this scenario. The facility understands and fully acknowledges that services provided by NTT to the facility are not inclusive to any other transportation agreements and will be billed to the facility at the prevailing rates for such services.

DocuSigned by:

Tamir Rankow

206E2953E3C24F4...

_____   _____
Randy Powell, Executive Director of Facilities   Tamir Rankow, President
Moorings Park   Naples Transportation and Tours
"The Facility"   "NTT"

120 Moorings Park Drive • Naples, Florida 34105   239.643.9111 • www.MooringsPark.org

HURRICANE PROTECTION
FOR ELEVATORS

OTIS

Protect Your Investment — Otis recommends that you take appropriate action prior to a hurricane to protect your elevator equipment investment. Preventing hurricane damage also can help you avoid extended elevator shutdowns.

Otis maintenance contracts don't cover hurricane damage to elevator systems. Examine your insurance coverage. Some insurance policies also may not fully cover all hurricane damage.

WHEN THE HURRICANE WATCH IS IN EFFECT

Storm damage to equipment in an elevator machine room is often caused by water blowing in around ill-fitting windows, louvers and doors. Water also can flood into the hoistway, causing damage to wiring and other operating equipment. Preparations for an approaching hurricane are simple, and they can be effective in protecting your valuable elevator equipment.

•   Weather stripping around doors should be checked, and replaced or repaired if necessary.

•   An elevator machine room with louvers can be protected from blowing rain by fastening a sheet of plywood to the inside of the ventilation opening. After the storm, this shield should be removed to provide adequate machine-room ventilation.

•   Elevator machine-room windows can be blown out by strong winds. Fastening sheets of heavy plywood over windows can prevent water damage.

WHEN A HURRICANE IS APPROACHING

Otis recommends suspending elevator operation during a hurricane even if your building has an emergency generator. This precaution can avoid trapping elevator passengers in the event of a power failure or elevator shutdown. Storm-damaged roads may delay service mechanics attempting to respond to an elevator emergency.

•   Park all elevators near the center of the hoistway. This will help keep the elevator cars, traveling cables and counterweights from being damaged by water entering the elevator pit.

•   Position elevators at the top floor if your building has elevator entrances open to the weather.

•   Shut down your elevator system at the mainline disconnect in the machine room. If necessary, you also can shut off the elevators by using the key switches in the cabs.
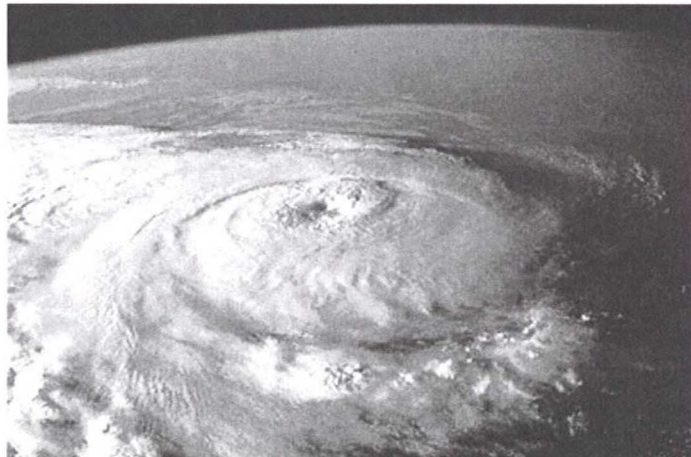
AFTER THE STORM IS OFFICIALLY OVER

Although your elevator equipment may have no apparent water damage, be cautious. Unseen structural damage can cause an emergency shutdown if you operate the elevator system before a qualified mechanic inspects it.

•   Regardless of apparent water damage, DO NOT HESITATE to call Otis. But even if you can't phone, our service mechanics will be in touch with you to restore elevator service and make needed repairs as soon as possible.

6062 Lee Ann Ln
Naples, FL 34109
(239) 603-1097 CFC-1429451
Prideplumbing101@gmail.com

02/03/23

Moorings Park Main Campus
134 Moorings Park Dr, Naples FL34105
(239) 919-1655
www.mooringspark.org

Moorings Park Grey Oaks
2455 Rue De Jardin
Naples FL 34105

In the event of a natural disaster Pride Plumbing Contractors Inc can and will provide upon your request the following.

• Three vans stocked with plumbing materials for emergencies repairs
• One pickup truck with flat bed trailer
• One mini excavator
• One sewer camera to locate stoppages
• Two sewer machine
• One gas powered water pump

Contact Information:

President/Owner   Orlan Albite   (239) 603-1097

Service technician   Edivan Duran   (239) 770-7164

The Seminole Tribe of Florida, Inc.
d/b/a Seminole Petroleum
3170 South Horseshoe Drive
Naples, Florida 34104
Ph-239-262-4124 Fax-239-262-3308

SEMINOLE
PETROLEUM

Memorandum of Understanding

Between Seminole Petroleum and Moorings Park, Inc, pertaining to diesel fuel deliveries to an on-site backup generator at their location(s) below. This MOU is not a legally binding contract but rather a voluntary agreement between the undersigned.

- 2355 RueDu Jardin, Naples 34105
- 120 Moorings Park Dr, Naples 34105
- 134 Moorings Drive, Naples 34105
- 7310 Premier Drive, Naples 34104

In the event of a natural disaster or other public emergency requiring the above-mentioned client's facility to operate on the generator power, Seminole Petroleum acknowledges that the client listed above does have an open account and is currently in good standing and would receive timely diesel to enable the operation on the generator(s).

As with most disaster preparedness planning, the utmost attention should be placed on the coordination of the necessary supplies prior to a Natural Disaster that is being predicted, such as a hurricane.

Carol Begelman   3/17/2023

Director of Petroleum Operations, **Seminole Petroleum**
Seminole Tribe of Florida, Inc.
3170 Horseshoe Drive South
Naples, FL 34104
Office: (239) 262-4124
Cell: (305) 484-8988
Email: CarolBegelman@semtribe.com

Dear Valued Customer: Jan.2023

In the event of an **officially declared state of emergency based on a natural disaster**, Specialized Medical Services (SMS) will attempt to supply your facility with the services it normally provides to the facility.

Please be advised that services may be delayed due to other forces beyond the control of SMS but we will work diligently to provide service as close to normal practice as possible during the term of the emergency and within the guidelines, if any, set by FEMA.

SMS may require that any extraordinary costs incurred during the state of emergency be passed on to your facility. If we feel this may occur, your facility will be contacted to inform you of the extraordinary costs and to discuss options prior to the facility incurring any additional expense.

Respectfully,

Debbie Griffith

Debbie Griffith
Vice President &
Chief Clinical Officer
Specialized Medical Services

01/01/2023

Moorings Park
120 Moorings Park Dr
Naples Florida, 34105

RE: *Distribution Services During a Community Disaster*

The purpose of our disaster contingency plan is to provide the facility with pre-arranged support or alternate source for emergency resources, including food, disposables, and bottled water as available, as needed during an actual disaster situation (flood, hurricane, earthquake, tornado, etc.). It is strongly recommended that your facility have an alternate back-up water agreement with another purveyor, as our capability to distribute mass quantities of bottled water is limited.

SYSCO Corporation agrees to furnish or arrange for the provision of goods and services during the time of the actual disaster. It must be understood that delivery of such products would depend upon road conditions; the availability of vehicles, product, and supplies; and any government decrees, acts and/or regulations which may impact Sysco local operations. SYSCO shall adjust the delivery frequency to the facility to adequately meet the needs for food service requirements for a reasonable time until the facility is capable of resuming normal operations. The facility agrees to pay Sysco a normal and reasonable fee for all goods and services rendered.

If needed, a refrigerated trailer may be made available (based on availability) noting liability for this trailer and groceries while on site are that of [Moorings Park]. In the event that this equipment is needed, a truck rental fee will be charged, and an equipment and liability agreement will be required.

SYSCO will make the terms and conditions of this statement of understanding known to all parties who might have to respond and make such telephone numbers and names available to the facility so that the necessary goods and services are accessible at any time.

In the event of an emergency, please contact your assigned VPNA.

SYSCO does not provide the potable water needed for all-purpose uses. Suggested alternative sources for the potable water are: State Division of Crime Control and Public Safety, Division of Emergency Services, local dairies or the fire department.

Please let me know should you have any question regarding our service contract.

Sincerely,

Greg Keller
Senior Vice President – National Sales

Local Contact information:

Brian Kuczynski | Account Manager

Sysco North Florida Region
3000 69th Street E., Palmetto, FL 34221, USA

C. 815-871-0456

E. Brian.Kuczynski@sysco.com

March 7, 2023

Moorings Park at Grey Oaks
2355 Rue Du Jardin
Naples, FL 34105

Moorings Park - Main Campus
134 Moorings Park Dr.
Naples FL, 34105

Re: Emergency contact information

As your current Life Safety and Fire Protection provider, we are prepared to assist with all preparations for your facility. The following contact numbers are for your use.

Main Office: (239) 433-3030 – The office is manned from 8am-5pm, Monday-Friday. The phones are manned by our answering service after normal business hours.

Please let me know if you need any additional information.

Respectfully,

Ryan Peterson
Branch Manager (Ft. Myers Division)

Annex (11)

Transfer Agreements

EMERGENCY RESIDENT TRANSFER AGREEMENT

Host; John Knox Village of Florida. Inc. including; Gardens West (ALF), and John Knox Village Skilled Nursing Facility (SNF) including the Woodlands and Seaside Cove and Moorings Park, Inc. including Orchid Terrace and OakStone (ALF) and The Chateau (SNF) do hereby join together in the following reciprocal EMERGENCY RESIDENT TRANSFER AGREEMENT, in order to provide for the emergency needs of the residents of wither facility in the event of a disaster or if evacuation becomes necessary for any reason.

Neither party, by virtue of the AGREEMENT, assumes any liability for debts or obligations of either a financial or legal nature incurred by the other party to this AGREEMENT.

It shall be the responsibility of the party initiating the transfer to properly notify the resident's family or responsible party at the time of the transfer, and it is the responsibility of this party to arrange for the safe and timely transfer of the resident, the resident's personal effects, and personal valuables to the receiving party. Each facility will make the terms and conditions of this AGREEMENT known to the appropriate personnel in their respective agency in order to ensure a potential necessary response of 24-hours or less.

Both parties agree to send with each resident at the time of transfer, or in the case of extreme emergency, as promptly as possible following the transfer, any pertinent data, including current medication sheets and medical orders, medications and any other medical data necessary to continue the resident's treatment without interruption.

The transferring facility agrees to provide emergency Skilled or Custodial Nursing Care, as required, for the transferred residents including water, ice, food, dietary, medical and cleaning supplies. The number of residents to be decided at the time of the emergency dependent upon the census.

The facilities entering into this transfer agreement consent to pay for the services rendered to each.

Nothing in the AGREEMENT shall be construed as limiting the rights of either party to affiliate or contract with any other Skilled Nursing Facility, Custodial Nursing Facility, or Hospital on either a limited or general basis, while this AGREEMENT is in effect.

The AGREEMENT shall be effective and shall continue in effect indefinitely, with and annual renewal of affirmation, except that either party may withdraw by giving 30 days' notice in writing to the other party of its intent to withdraw from the AGREEMENT.

This AGREEMENT made this 18th day of April 2023 may be modified or amended from time to time by mutual consent of both parties.

By: _____   Date: April 20, 2023

    Salvatore Barbera, President and CEO
    John Knox Village of Florida, Inc.

By: _____   Date: April 20, 2023

EMERGENCY RESIDENT TRANSFER AGREEMENT ADDENDUM

Reference: Emergency Resident Transfer Agreement; 18th day of April 2023

John Knox Village of Florida, Inc. including Gardens West (ALF) and The Woodlands/Seaside Cove (SNF)

Moorings Park, Inc. including Orchid Terrace and OakStone (ALF) and The Chateau (SNF)

Effective: 18th day of April 2023

Suspected or Confirmed COVID-19

The receiving facility will be notified of any residents with suspected or confirmed COVID-19. Residents with suspected or confirmed COVID-19 requiring transfer will be considered upon review pending availability at facility. If the facility has availability for admission, residents will be placed at a designated alternate care site or in an area in the facility that is isolated from residents who have not tested positive for COVID-19.

The Receiving facility:

___ *Will allow for isolation (Private rooms) and/or cohorting of any positive cases our may have at the time of evacuation with dedicated staff. Will ensure proper space for social distancing.*

✓ *Will NOT allow for Isolation (Private rooms) and/or cohorting of any positive cases our facility may have at the time of evacuation with dedicated staff.*

By: _____   Date: April 20, 2023

Salvatore Barbera, President and CEO
John Knox Village of Florida, Inc.

By: _____   Date: April 20, 2023

RECIPROCAL TRANSFER AGREEMENT FOR INTERNAL

AND

EXTERNAL DISASTERS AND EVACUATIONS
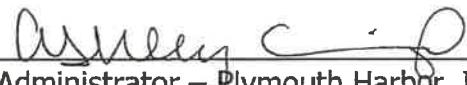
This agreement is made between ___Plymouth Harbor, Inc.___ , located at 700 John

Ringling Boulevard, Sarasota, Florida 34236 and The Chateau at Moorings Park

, located at 130 Moorings Park Drive Naples, FL 34105.

1.　　On a temporary basis, each Facility agrees to accept as many residents from the Transferring Facility to the Receiving Facility, up to its licensed capacity.

2.　　On a temporary basis, each Facility agrees to accept as many residents from the Transferring Facility above the Receiving Facility's licensed capacity to the point that each Facility feels they could without jeopardizing the health or well-being of any resident with permission from the Agency for Health Care Administration.

3.　　Each Facility will be responsible for providing the adequate supplies and staff to meet the needs of their evacuated residents.

This agreement will remain in effect for one (1) year and will automatically renew for consecutive one-year terms. The agreement can be terminated in writing with a thirty (30) day notice at any time. The Administrators of both facilities have accepted this agreement.

4/18/2023
Date

Ashley C
Administrator – Plymouth Harbor, Inc.

4/18/23
Date

Administrator – Moorings Park

transfer agreements

MUTUAL AGREEMENT FOR DISASTER AID

This Agreement is made and entered into this __17__ day of **April, 2023** by and between **The Chateau at Moorings Park** and **Premier Place at The Glenview**. Both Communities agree to act as either **"Host Community"** or **"Guest Community"** for the provision of emergency temporary shelter for the other Community in the event of a disaster. This Agreement commits both parties to comply with all applicable Federal and State laws relating to resident confidentiality, HIPAA, security and privacy, OSHA, OBRA, Medicare Guidelines, Stark Laws, and Anti-Kickback Laws. This Agreement commits both parties to comply with all Federal, State, and local laws and regulations regarding Disaster Preparedness in Long Term Facilities.

1. **Host Community agrees to:**
   1.1 Provide emergency temporary shelter that is a clean, comfortable environment and has available sanitary restroom amenities to a maximum of [60] Residents and Staff as necessary to provide care and services, or to the number of Residents and Staff depending on the available space.
   1.2 Provide food, bedding linens, and clothing, if necessary.
   1.3 Allow for visits by Residents' families, friends and physicians, if possible.
   1.4 Provide recreational and diversional activities to residents, if possible.
   1.5 Provide staff as possible to help provide care and services
   1.6 Have agreements in place with suppliers and pharmacy in the event that extra supplies or medication are necessary.
   1.7 Help provide transportation for Residents of Guest Community, if possible.
   1.8 If it becomes necessary and the Host Community is able to provide the Guest Community with any necessary equipment and/or supplies, the Host Community will bill the Guest Community a reasonable charge for such items.

2. **Guest Community agrees to:**
   2.1 Request temporary shelter for no more than [60] Residents and Staff in the event of a disaster, and to furnish necessary staff and volunteers, if any, to help care for the Residents of the Guest Community.
   2.2 Furnish Resident clothing, food, bedding, linen, equipment, and supplies, for the Guest Community.
   2.3 Furnish medical records and medication for residents unless absolutely unable to do so. In this event, the Host Community will have an agreement with a pharmacy provider to supply emergency bulk medications as necessary.
   2.4 Place any critically ill Guest Community Residents in the nearest acute care hospital, if possible.
   2.5 Provide transportation for Residents and Staff of Guest Community.
   2.6 Relocate Residents back to the Guest Community as soon as conditions permit.
   2.7 Be responsible for ensuring that the Host Community is timely compensated for services, equipment, and supplies provided to Residents of the Guest Community. Reciprocate to the Host Community in a similar manner, should the need arise.

3. **Suspected or Confirmed COVID-19 Cases.** The Host Community will be notified of any Residents with suspected or confirmed COVID-19. Residents with suspected or active confirmed COVID-19 requiring transfer will be considered upon review pending availability of the Host Community. If the Host Community has availability for admission, Residents will be placed at a designated

MUTUAL AGREEMENT FOR DISASTER AID

alternate care site or in an area in the Host Community that is isolated from Residents who have not tested positive for COVID-19.

4. **Mutual Responsibilities.** Each party hereunder will assume professional and administrative responsibilities for services rendered by its own staff and volunteers.

5. **Terminations of this Agreement.** This Agreement shall begin on the date shown above and will remain in effect for one year, or until canceled by either party giving a thirty (30) days advance written notice to the other.

6. **Indemnification.** Each party shall indemnify, defend, and hold harmless the other party against all actions, claims, demands, and liabilities and against all loss, damage, costs, and expenses including reasonable attorneys' fees arising directly or indirectly our of an actual or alleged injury to a person or to property as a result of negligent or intentional act or omission of a party, or any of its employees, subcontractors, or agents providing the services under this Agreement, in connection with the party's obligations under this Agreement, except to the extent any such loss, damage, costs, and expenses were caused by the negligent or intentional act or omission of the other party, its officers, directors, member, employees, or agents.

7. **Severability.** If any promise of this Agreement is invalid, illegal, or unenforceable, none of the remaining parts of this Agreement shall be affected.

8. **Amendments or Assignments.** This Agreement cannot be amended or assigned without the written consent of both parties.

9. **Entire Agreement.** This Agreement and any other documents or instruments executed pursuant hereto or contemplated hereby shall represent the entire, integrated agreements between the parties hereto with respect to the subject matter of this Agreement and shall supersede all prior negotiations, representations, or agreements pertaining thereto, either oral or written. This Agreement and ay provisions hereof shall not be modified, amended, waived or discharged in any manner other than by a written amendment executed by each of the parties.

The Glenview at Pelican Bay
100 Glenview Place
Naples, FL 34108
Main (239) 591-0011
Fax (239) 591-4781

Representative: _Patrick Noonan_
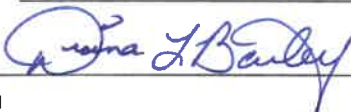
Title: _Executive Director_

(signature)   4-17-2023

Sign   Date

The Chateau at Moorings Park
130 Moorings Park Drive
Naples, FL 34105
239-643-9133

Representative: _Diana Bailey_

Title: _VP Clinical SVS_

(signature)

Sign   Date

2

Waterman Village
OF MOUNT DORA

RECIPROCAL EMERGENCY
PATIENT TRANSFER AGREEMENT
THE CHATEAU AT MOORINGS PARK

This Agreement is made on April 17, 2023 by and between *The Chateau at Moorings Park*, located at 130 Moorings Park Drive Naples, Florida 34105 and Lake Care Systems, Inc. d/b/a *Edgewater at Waterman Village*, located at 300 Brookfield Avenue, Mount Dora, Florida.

In the interest of good resident care during an emergency situation that would require evacuation and/or transfer of residents, *The Chateau at Moorings Park* and *Edgewater at Waterman Village* hereby agree to the following:

- The number of residents to be evacuated/transferred shall not exceed twenty (20).

- When a need for the evacuation/transfer of residents from one of the above mentioned facilities to another has been determined, the facility to which the transfer is to be made agrees to admit the residents as promptly as possible.

- Both parties agree to notify the other party as far in advance as possible of an impending evacuation/transfer.

- Both parties agree to arrange for appropriate transportation of the residents involved.

- Both parties agree to arrange for the best possible care of the residents during said evacuation/transfer.

- Both parties agree to reimburse the other facility for services rendered in connection with this Agreement. Said services to include, but not limited to room and board, medications, ancillary services required by resident(s), transportation costs and any other services required by resident(s). All fees in connection with services provided are to be paid within thirty (30) days of invoice date and are guaranteed for payment by the facility.

In order to facilitate the evacuation/transfer of residents between said facilities, the following protocol should be utilized:

- Every resident evacuated/transferred shall be issued an identification bracelet indicating their name, where they are from and the name of their physician.

- Each resident evacuated/transferred shall carry with them a demographic sheet, medications and their personal clothing.

Neither *The Chateau at Moorings Park* nor *Edgewater at Waterman Village* shall assume any responsibility for the collection of any accounts receivable, other than those incurred as a result of rendering services directly to the resident; and neither facility shall be liable for any debts, obligations, or claims of a financial or legal nature incurred by the other facility. Each facility will assume full responsibility for its own maintenance and operation.

This Agreement shall be effective beginning April 17, 2023 and shall continue for one (1) year. Either party may withdraw by giving thirty (30) days written notice without cause or one (1) day notice with cause. This Agreement shall automatically terminate should either facility fail to maintain its license or certification.

This Agreement signed and dated below, shall be in effect April 17, 2023 by and between the following parties:

The Chateau
130 Moorings Park Drive Naples, Florida 34105
(239) 465-4130

_____   4/27/23
Executive Director   Date

EDGEWATER AT WATERMAN VILLAGE
300 Brookfield Avenue, Mount Dora, FL 32757
(352) 383-0051

_____   4/27/23
Chief Operating Officer   Date

sk
4/3/08

Annex (12)

Emergency Menu Planning

Hurricane Menus

Hurricane menu planning: Menus are designed to provide 3-daily and nutritional meals to Health Care and Assisted Living residents when the community is operating under emergency power and at least two meals per day for those residents who reside in independent living. Menu planning, using dry foods and canned goods commence on the 3rd day (see below). <u>The initial two days will be planned using existing perishable foods under refrigeration</u>. This may include but is not limited to vegetables, fruits, soups, meats, poultry and fish. Emergency generator service will provide necessary electrical power to maintain cold storage and other kitchen equipment powered through critical circuitry. A high probability does exist that natural gas service would be secured in the event of a destructive storm.

Policy:

It is the policy of Moorings Park to provide a planned menu with simplified, nutritious meals, using non-perishable items, to be used during an emergency or disaster.

Procedure:

1. The 3-day, 4-day, or 7-day menu (per your state's regulations) is to be used in the event of a disaster or emergency and has been planned to provide basic nutrients. The following limitation apply:

   ▪ Each meal provides one hot item in the expectation that (1) only an electric burner running off emergency power, or (2) a gas camp should be available for cooking.

   ▪ All residents should be served the regular menu except:

      1) Residents with allergies to the regular food.
      2) Residents with severe dietary limitations, i.e., brittle diabetics, renal.
      3) Residents who cannot chew or swallow regular food.

2. Instructions for using the emergency menu:

   ▪ Food items designated in the emergency menu must be available at all times.

   ▪ Food items not normally used should be stored in a separate, marked area. These items must be dated and rotated back into the regular stock according to shelf life, following Dry, Refrigerator, Freezer Storage Chart or Manufacturer's Guidelines.

   ▪ Disposable items, adequate for three meals a day for three days, four days, or seven days, per your state's regulations, must be stocked at all times at a par two level. Disposable items may be plastic, styrofoam, or paper.

   ▪ Every three months the Dietary Manager, utilizing the supply checklist (adjusted for number of beds in the community), should inventory the storeroom to verify all food and supply items are present in the quantities specified.

3. In the event of an emergency, the following suggestions are made:

- Notify the Dietitian.

- Immediately turn off all faucets if water supply is affected. Conserve water from hot water heater and toilet tanks.

- Inventory freezer and refrigerator for items that can be used. Inspect for wholesomeness. Use these items first. Do not use frozen foods that appear to have thawed or refrigerated items greater than 41F.

- Keep freezer(s) and refrigerator(s) doors closed to prevent unnecessary temperature increases.

- Save liquids from canned vegetables and fruits, and water from cooking pasta products. Recycle liquid into juices, casseroles and soups.

- Do not squander drinking water and cooking fuel on coffee or tea if the water and fuel supplies are limited.

- Keep necessary supplies on hand at all times.

- Become familiar with your operations manual and/or official emergency procedures.

- Refer to the **Crandall Disaster Menu Policy and Procedure, 3, 4 or 7-day Disaster Menus and Disaster Menu Purchase Guides for meal service guidelines, amounts per person, food allowed per diet, and nutrient analysis.** The Dietary Manager should set up temporary feeding procedures if the ability to procure or prepare foods is impaired.

- To cook large quantities of food on single camp stove or burner, stagger the meal hours.

- Hand grind, cube, or mince raw whole meats prior to cooking to reduce cooking time.

- In the event power is available for the range and ovens, hot breads, and hot vegetables can be added to the menu. If water supply is also in normal amounts, hot beverages should be served along with the meals.

4. Disaster Feeding Plan:

   - In the event of a disaster or emergency in which the ability to procure or prepare foods in this community is impaired, the Dietary Manager shall set up temporary feeding procedures.

   - Such procedures should be reflective of the severity and type of the disaster: should procurement, though not the ability to prepare foods, be impaired, then hot emergency meals shall be prepared and served. Should the ability to prepare foods, and or not procure them be impaired, then room temperature emergency meals shall be prepared and served. The following Disaster Menu outlines emergency meals for a 3-day, 4-day, or 7-day period, per your state's regulations,

and may be served either hot or cold.

- An adequate supply of canned or processed meats or meat substitutes, fruits, fruit juices, vegetables, dry cereal, crackers, peanut butter (if permitted by the corporation/community), jelly, cookies and powdered milk shall be in this community to serve nutritionally adequate meals for at least 3-days, 4-days, or 7- days, per your state's regulations, in case of emergency. These standards shall be determined per person (residents and staff members) as listed on the following Disaster Menu.

  - o <u>NOTE</u>: Fresh and/or frozen foods should always be used first if available and if no immediate danger of spoilage or contamination exists.

- Per your state's regulations, a 3-day, 4-day, or 7-day supply of puree products shall be available, i.e. meat, fruits, vegetables, and thickener.

- Per your state's regulations, this community shall maintain at least a 3-day, 4-day, or 7-day supply at all times of the following items in case of emergency:

  a. 9" plates
  b. 10 ounce bowls
  c. 8 ounce cups
  d. Plastic knives, forks, and spoons
  e. Napkins
  f. Paper towels
  g. Disposable room trays
  h. Disposable steam table pans

5. Emergency Water:

- One (1) gallon water per person per day –
  2 quarts for hydration (drinking) and 2 quarts for food preparation and hygiene. Per FDA guidelines, properly sealed bottled water does not require an expiration date however, long term storage of water may cause off odor and taste.

Boil Water:

  a. Fill a large pot with water after straining the water through a coffee filter or cheesecloth to remove dirt and other particles.
  b. Bring the water to a rolling boil on single camp stove or burner and keep it boiling for 3 minutes.
  c. Pour the water into a disinfected drinking water bottle.
  d. Store in the refrigerator, if possible.

Use chlorine bleach:

  a. Strain the water through a coffee filter or cheesecloth to remove dirt and other particles.
  b. It is easiest to use gallon size drinking water containers to calculate the

correct chlorine bleach solution.

c. Pour a mixture of 1/8 teaspoon or 16 drops of pure, unscented, household chlorine bleach into the gallon size, purified drinking water container. Let this stand at least 30 minutes without drinking the water.

Bleach Purification: Use household bleach preferably 5.25%. Follow chart:

Water Amount	Bleach Amount (clear	Bleach Amount (cloudy
1 Gallon	8 drops	16 drops (1/8 tsp)

➢ If the water is still cloudy after 30 minutes, you may add an additional 1/8 teaspoon or 16 drops of chlorine bleach to the gallon size container. Let the water stand another 30 minutes.

➢ If the water is still cloudy after the second treatment, do not drink the water.

Use Iodine:

a. The Iodine should be 2/United States Pharmocopeia (USA) strength

b. For clear water: add 20 drops Iodine per gallon

c. For cloudy or muddy water: add 40 drops Iodine per gallon

d. Stir well. Let settle for 30 minutes.

e. Filter before drinking.

NOTE: It should not be used by persons with allergy to iodine, persons with active thyroid disease, or pregnant women.

PREPARATION	IODINE	AMOUNT/ LITER
Iodine Topical Solution	2%	8 drops
Iodine Tincture	2%	8 drops
Lugol's Solution	5%	4 drops
Povidone-Iodine (Betadine®)	10%	4 drops
Tetraglycine hydroperiodide (Globaline®, Potable Aqua®, EDWGT®)	8 mg	1 tablet

Disinfecting Contact Times		
WATER CLARITY	WATER TEMPERATURE	
	5 °C	15 °C
Clear	30 min	15 min
Cloudy	60 min	30 min

DISASTER
MENU PLANNING

Thickener must be available to thicken beverages.

Meal	Amounts Per Person	
	Serving Size	3-Day
Breakfast		
Juice Base (orange, apple or cranberry)...............................	6 oz	2-1/4 cups
Peanut Butter *** *or* Canned Meat *or* Meat Alternate........	1 oz	3 oz
Saltine Crackers *or*..	2 pkgs	6 pkgs
Bread	1 slice	3 slices
with Jelly	1 Tbsp	3 Tbsp
Canned Fruit	1/2 cup	1-1/2 cups
Dry Cereal	3/4 cup	2-1/4 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	3 oz
Water	1 cup	3 cups
Noon Meal		
Canned Meat (tuna, ham, chicken, beef) or		
Meat Alternate...	3 oz	9 oz
Canned Potato *or*...	1/2 cup	1-1/2 cups
Bread or Roll..	1 each	3 each
Mayonnaise, PC	1 packet	3 packets
Canned Vegetables...	1/2 cup	1-1/2 cups
Canned Fruit..	1/2 cup	1-1/2 cups
Graham Crackers *or*	2 pkgs	6 pkgs
Cookies *or*	2 each	6 each
Pudding, RTU...	1/2 cup	1-1/2 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	3 oz
Water	1 cup	3 cups
Evening Meal		
Canned Meat (tuna, ham, chicken, beef) or		
Meat Alternate...	2 oz	6 oz
Canned Potato *or*...	1/2 cup	1-1/2 cups
Bread or Roll..	1 each	3 each
Mayonnaise, PC	1 packet	3 packets
Canned Vegetables...	1/2 cup	1-1/2 cups
Canned Fruit..	1/2 cup	1-1/2 cups
Graham Crackers *or*	2 pkgs	6 pkgs
Cookies *or*	2 each	6 each
Pudding, RTU...	1/2 cup	1-1/2 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	3 oz
Water	1 cup	3 cups
Optional Alternate Evening Meal		
Peanut Butter ***	2 Tbsp	3/8 cup
Jelly...	1 Tbsp	3 Tbsp
Saltine Crackers *or*..	2 pkgs	6 pkgs
Bread or Roll..	1 each	3 each
Canned Fruit..	1/2 cup	1-1/2 cups
Cookies...	2 each	6 each
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	3 oz
Water	1 cup	3 cups
Bedtime Snack		
Juice Base (orange, apple or cranberry)...............................	6 oz	2-1/4 cups
Graham Crackers *or*	2 pkgs	6 pkgs
Cookies...	2 each	6 each

Meal	Serving Size	*Liberal Diabetic (CCHO)	*Liberal Renal
Food Allowed Per Diet X = Same as Regular			
Breakfast			
Juice Base (orange, apple or cranberry)............................	6 oz	X	Apple or Cranberry
Peanut Butter *** *or* Canned Meat *or* Meat Alternate ...	1 oz	X	X
Saltine Crackers *or*...	2 pkgs	X	LS
Bread...	1 slice	X	X
with Jelly	1 Tbsp	Diet	X
Canned Fruit..	1/2 cup	X	X
Dry Cereal	3/4 cup	Unsweetened	X
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	X	½ ounce
Water	1 cup	X	4 ounces
Noon Meal			
Canned Meat (tuna, ham, chicken, beef) or			Tuna, Beef or Chicken
Meat Alternate...	3 oz	X	
Canned Potato *or*...	1/2 cup	X	X
Bread or Roll...	1 each	X	X
Canned Vegetables..	1/2 cup	X	X
Canned Fruit...	1/2 cup	X	X
Cookies *or*..	2 each	X	X
Pudding, RTU..	1/2 cup	X	No
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	X	No
Water	1 cup	X	X
Evening Meal			
Canned Meat (tuna, ham, chicken, beef) or			Tuna, Beef or Chicken 3 oz
Meat Alternate...	2 oz	X	
Canned Potato *or*...	1/2 cup	X	No
Bread or Roll...	1 each	X	2 each
Canned Vegetables..	1/2 cup	X	X
Canned Fruit...	1/2 cup	X	X
Cookies *or*..	2 each	X	X
Pudding, RTU..	1/2 cup	X	No
Milk **...Powdered Milk	1 oz	X	No
Water	1 cup	X	X
Optional Alternate Evening Meal			
Peanut Butter***..	2 Tbsp	X	X
Jelly	1 Tbsp	Diet	X
Saltine Crackers *or*...	2 pkgs	X	LS
Bread or Roll...	1 each	X	X
Canned Fruit...	1/2 cup	X	X
Cookies	2 each	X	X
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	X	No
Water	1 cup	X	X
Bedtime Snack			
Juice Base (orange, apple or cranberry)............................	6 oz	X	Apple or Cranberry
Graham Crackers *or*..	2 pkgs	X	X
Cookies	2 each	X	X

Thickener must be available to thicken beverages.

Meal	Amounts Per Person	
	Serving Size	**3-Day**
Breakfast		
Juice Base (orange, apple or cranberry)............................	6 oz	2-1/4 cups
Thicken if necessary		
Pureed Canned Meat or Meat Alternate..........................	1 oz	3 oz
Slurried Dry Cereal (No coarse cereals)	3/4 cup	2-1/4 cups
Slurried Saltine Crackers *or*...	2 pkgs	6 pkgs
Slurried Bread or Roll..	1 each	3 each
with Jelly..	1 Tbsp	3 Tbsp
Pureed Canned Fruit..	1/2 cup	1-1/2 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	3 oz
Thicken if necessary Water	1 cup	3 cups
Noon and Evening Meals		
Pureed Canned Meat or Meat Alternate		
Noon	3 oz	9 oz
Evening	2 oz	6 oz
Slurried Saltine Crackers *or*...	2 pkgs	6 pkgs
Slurried Bread or Roll..	1 each	3 each
Pureed Vegetables or Vegetable Juice..............................	1/2 cup	1-1/2 cups
Pureed Canned Fruit..	1/2 cup	1-1/2 cups
Slurried Cookies *or*..	2 each	6 each
Pudding, RTU	1/2 cup	1-1/2 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	3 oz
Thicken if necessary Water	1 cup	3 cups
Bedtime Snack		
Juice Base (orange, apple or cranberry)............................	6 oz	2-1/4 cups
Thicken if necessary		
Slurried Cookies *or*...	2 each	6 each
Pudding, RTU	1/2 cup	1-1/2 cups

*   Diets will be liberalized for the Disaster Diabetic and Renal Menus.

** Use of evaporated milk: Evaporated milk should be kept on hand in case your water supply is limited, contaminated or cut off. Unopened cans of evaporated milk can be stored on a cool, dry shelf for up to six months. There is generally no 'use by' code on evaporated milk. Once opened, the evaporated milk can be kept 3 to 5 days, covered, labeled, dated and refrigerated. A mixture of one part water and one part evaporated milk will have about the same nutritional value of an equal amount of fresh milk. You could reconstitute evaporated milk in this manner and use it in cooking in order to rotate your stock. Half (½) cup evaporated milk yields approximately 170 calories and 9 gm protein; therefore, 1 to 1½ cups evaporated milk per day would meet required nutritional needs.

***   Peanut Butter is allowed if permitted by the corporation / community. If not allowed, select a Meat Alternate.

DAILY USAGE GUIDE   REGULAR   3 DAY

Thickener must be available to thicken beverages.

MEAL	YIELDS					PACK
	25	50	75	100	125	SIZE
Breakfast						
Juice Base (orange, apple or cranberry)	0.5 case	0.75 case	1 case	1.25 case	1.5 case	12 / 33.8 oz
Peanut Butter *** *or*	0.25 case	0.5 case	0.5 case	0.75 case	1 case	6 / 5#
Canned Meat or Meat Alternate	0.25 case	0.5 case	0.75 case	1 case	1 case	6/ 66.5 oz
Saltine Crackers *or*	0.5 case	0.75 case	1 case	1.25 case	1.5 case	500 / 2 pk
Bread	0.5 case	1 case	1.25 case	1.75 case	2 case	6 / 32 slices
Jelly	0.5 case	0.75 case	1.25 case	1.5 case	2 case	400 / 0.5 oz
Canned Fruit	0.75 case	1.5 case	2.25 case	3 case	3.75 case	6 / #10
Dry Cereal	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	4 / 26 oz
Reconstituted Milk** Nonfat Dry Milk	0.25 case	0.5 case	0.5 case	0.75 case	1 case	6 / #5
Water	4 gal +3 qt	9 gal + 2 qt	14 gal + 1 qt	18 gal + 3 qt	23 gal + 2 qt	1/ 1 gallon
Noon Meal						
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	0.75 case	1.25 case	1.75 case	2.5 case	3 case	6/ 66.5 oz
Canned Potato *or*	0.75 case	1.25 case	1.75 case	2.5 case	3 case	6 / #10
Bread or Roll	0.5 case	1 case	1.25 case	1.75 case	2 case	6 / 32 slices
Mayonnaise, PC	0.25 case	0.5 case	0.5 case	0.75 case	0.75 case	500 / .9 gm
Canned Vegetables	0.5 case	1 case	1.5 case	2 case	2.5 case	6 / #10
Canned Fruit	0.75 case	1.5 case	2.25 case	3 case	3.75 case	6 / #10
Graham Crackers *or*	1 case	2 case	3 case	4 case	5 case	150 / 3 pk
Cookies *or*	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz
Pudding, RTU	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6 / #10
Reconstituted Milk** Nonfat Dry Milk	0.25 case	0.5 case	0.5 case	0.75 case	1 case	6 / #5
Water	4 gal + 3 qt	9 gal + 2 qt	14 gal + 1 qt	18 gal + 3 qt	23 gal + 2 qt	1/ 1 gallon
Evening Meal						
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	0.5 case	1 case	1.25 case	1.75 case	2 case	6/ 66.5 oz
Canned Potato *or*	0.75 case	1.25 case	1.75 case	2.5 case	3 case	6 / #10
Bread or Roll	0.5 case	1 case	1.25 case	1.75 case	2 case	6 / 32 slices
Mayonnaise, PC	0.25 case	0.5 case	0.5 case	0.75 case	0.75 case	500 / .9 gm
Canned Vegetables	0.5 case	1 case	1.5 case	2 case	2.5 case	6 / #10
Canned Fruit	0.75 case	1.5 case	2.25 case	3 case	3.75 case	6 / #10
Graham Crackers *or*	1 case	2 case	3 case	4 case	5 case	150 / 3 pk
Cookies *or*	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz
Pudding, RTU	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6 / #10
Reconstituted Milk** Nonfat Dry Milk	0.25 case	0.5 case	0.5 case	0.75 case	1 case	6 / #5
Water	4 gal + 3 qt	9 gal + 2 qt	14 gal + 1 qt	18 gal + 3 qt	23 gal + 2 qt	1/ 1 gallon
Optional Alternate Evening Meal						
Peanut Butter ***	0.25 case	0.5 case	0.5 case	0.75 case	1 case	6 / 5#
Jelly	0.5 case	0.75 case	1.25 case	1.5 case	2 case	400 / 0.5 oz
Saltine Crackers *or*	0.5 case	0.75 case	1 case	1.25 case	1.5 case	500 / 2 pk
Bread or Roll	0.5 case	1 case	1.25 case	1.75 case	2 case	6 / 32 slices
Canned Fruit	0.75 case	1.5 case	2.25 case	3 case	3.75 case	6 / #10
Cookies	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz
Reconstituted Milk**	*(see above)*					
Bedtime Snack						
Juice Base (orange, apple or cranberry)	0.5 case	0.75 case	1 case	1.25 case	1.5 case	12 / 33.8 oz
Graham Crackers *or*	1 case	2 case	3 case	4 case	5 case	150 / 3 pk
Cookies	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz

For Diabetic Diets, *make the following adjustments to the Disaster Menu - Regular - 3 Day Purchase Guide:*

MEAL	YIELDS					PACK SIZE
	5	10	15	20	25	
Breakfast						
Dry Cereal, Unsweetened	0.25 case	0.25 case	0.5 case	0.5 case	0.75 case	4 / 26 oz
Jelly, Diet	15 pkt	30 pkt	45 pkt	60 pkt	75 pkt	400 / 1 pkt
Noon Meal						
No Changes Necessary	--	--	--	--	--	--
Evening Meal						
No Changes Necessary	--	--	--	--	--	--
Optional Alternate Evening Meal						
Jelly, Diet	15 pkt	30 pkt	45 pkt	60 pkt	75 pkt	400 / 1 pkt
Bedtime Snack						
No Changes Necessary	--	--	--	--	--	--

For Renal Diets, *make the following adjustments to the Disaster Menu - Regular - 3 Day Purchase Guide:*

MEAL	YIELDS					PACK SIZE
	5	10	15	20	25	
Breakfast						
Juice Base (apple or cranberry only)	0.25 case	0.25 case	0.25 case	0.25 case	0.5 case	12 / 33.8 oz
Crackers, LS	30 unit	60 unit	90 unit	120 unit	150 unit	300 / 2 pk
Reconstituted Milk**						
Nonfat Dry Milk (1/2 oz per person)	0.25 unit	0.25 unit	0.5 unit	0.5 unit	0.5 unit	6 / 5#
Water (4 oz per person)	2 qt	1 gal	1 gal + 2 qt	2 gal	2 gal + 2 qt	1 / 1 gallon
Noon Meal						
Canned Meat (tuna, chicken, or beef - NO ham)	0.75 unit	1.5 unit	2.25 unit	2.75 unit	3.5 unit	6 / 66.5 oz
NO Milk served	--	--	--	--	--	--
Evening Meal						
Canned Meat (tuna, chicken, or beef - NO ham)	0.75 unit	1.5 unit	2.25 unit	2.75 unit	3.5 unit	6 / 66.5 oz
Bread or Roll, 2 each (NO Potato served)	1 unit	2 unit	3 unit	3.75 unit	4.75 unit	6 / 32 oz
NO Milk served	--	--	--	--	--	--
Optional Alternate Evening Meal						
Crackers, LS	30 unit	60 unit	90 unit	120 unit	150 unit	300 / 2 pk
NO Milk served	--	--	--	--	--	--
Bedtime Snack						
Juice Base (apple or cranberry only)	0.25 case	0.25 case	0.25 case	0.25 case	0.5 case	12 / 33.8 oz

Thickener must be available to thicken beverages.

	YIELDS					PACK
	5	**10**	**15**	**20**	**25**	**SIZE**
Breakfast						
Juice Base (orange, apple or cranberry) Thicken if necessary	0.25 case	0.25 case	0.25 case	0.25 case	0.5 case	12 / 33.8 oz
Pureed Canned Meat *or* Meat Alternate	0.25 unit	0.5 unit	0.75 unit	1 unit	1.25 unit	6 / 66.5 oz
Slurried Saltine Crackers *or*	30 unit	60 unit	90 unit	120 unit	150 unit	500 / 2 pk
Slurried Bread	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / 32 slices
Jelly	15 pkt	30 pkt	45 pkt	60 pkt	75 pkt	400 / 0.5 oz
Pureed Canned Fruit	1 unit	2 unit	2.75 unit	3.75 unit	4.5 unit	6 / #10
Slurried Dry Cereal	0.25 case	0.25 case	0.5 case	0.5 case	0.75 case	4 / 26 oz
Reconstituted Milk** Nonfat Dry Milk	0.25 unit	0.5 unit	0.75 unit	0.75 unit	1 unit	6 / #5
Water	1 gal	2 gal	3 gal	3 gal + 3 qt	4 gal + 3 qt	1 / 1 gallon
Thicken if necessary						
Noon and Evening Meals						
Pureed Canned Meat *or* Meat Alternate *Noon*	0.75 unit	1.5 unit	2.25 unit	2.75 unit	3.5 unit	6 / 66.5 oz
Evening	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / 66.5 oz
Slurried Saltine Crackers *or*	30 unit	60 unit	90 unit	120 unit	150 unit	500 / 2 pk
Slurried Bread or Roll	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / 32 slices
Mayonnaise, PC	30 pkt	60 pkt	90 pkt	120 pkt	150 pkt	500 / . 9 gm
Pureed Canned Vegetables	0.75 unit	1.25 unit	2 unit	2.5 unit	3 unit	6 / #10
Pureed Canned Fruit	1 unit	2 unit	2.75 unit	3.75 unit	4.5 unit	6 / #10
Slurried Graham Crackers *or*	0.25 case	0.5 case	0.75 case	1 case	1 case	150 / 3 pk
Slurried Cookies *or*	0.25 case	0.25 case	0.5 case	0.5 case	0.5 case	324 / 0.5 oz
Pudding, RTU	0.75 unit	1.25 unit	2 unit	2.5 unit	3.25 unit	6 / #10
Reconstituted Milk** Nonfat Dry Milk	0.25 unit	0.5 unit	0.75 unit	0.75 unit	1 unit	6 / #5
Water	1 gal	2 gal	3 gal	3 gal + 3 qt	4 gal + 3 qt	1 / 1 gallon
Thicken if necessary						
Bedtime Snack						
Juice Base (orange, apple or cranberry) Thicken if necessary	0.25 case	0.25 case	0.25 case	0.25 case	0.5 case	12 / 33.8 oz
Slurried Graham Crackers *or*	0.25 case	0.5 case	0.75 case	1 case	1 case	150 / 3 pk
Slurried Cookies *or*	0.25 case	0.25 case	0.5 case	0.5 case	0.5 case	324 / 0.5 oz
Pudding, RTU	0.75 unit	1.25 unit	2 unit	2.5 unit	3.25 unit	6 / #10

COMBINED PURCHASE GUIDE ◆ *REGULAR* *3 DAY*

Ingredients / Yields	25	50	75	100	125	Pack Size
Canned Fruit	3 case	6 case	9 case	12 case	15 case	6 / #10
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	1.25 case	2.5 case	3.75 case	5 case	6.25 case	6/ 66.5 oz
Canned Potato *or*	1.5 case	3 case	4.5 case	6 case	7.5 case	6 / #10
Bread or Roll	1.5 case	3 case	4.5 case	6 case	7.5 case	6 / 32 slices
Canned Vegetables	1 case	2 case	3 case	4 case	5 case	6 / #10
Dry Cereal	0.75 case	1.5 case	2.25 case	3 case	3.75 case	4 / 26 oz
Graham Crackers *or*	3 case	6 case	9 case	12 case	15 case	150 / 3 pk
Cookies *or*	2 case	4 case	6 case	8 case	10 case	324 / 0.5 oz
Pudding, RTU	1.5 case	3 case	4.5 case	6 case	7.5 case	6 / #10
Jelly	1 case	2 case	3 case	4 case	5 case	400 / 0.5 oz
Juice Base (orange, apple or cranberry)	1 case	2 case	3 case	4 case	5 case	12 / 33.8 oz
Mayonnaise, PC	0.5 case	1 case	1.5 case	2 case	2.5 case	500 / .9 gm
Peanut Butter *or*	0.5 case	1 case	1.5 case	2 case	2.5 case	6 / 5#
Canned Meat or Meat Alternate	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6/ 66.5 oz
Saltine Crackers *or*	1 case	2 case	3 case	4 case	5 case	500 / 2 pk
Bread	0.5 case	1 case	1.5 case	2 case	2.5 case	6 / 32 slices
Nonfat Dry Milk - *Reconstituted Milk***	0.75 case	4.5 case	6.75 case	9 case	11.25 case	6 / #5
Water	14 gal + 1 qt	28 gal + 2 qt	42 gal + 3 qt	57 gal	71 gal + 1 qt	1/ 1 gallon

COMBINED PURCHASE GUIDE ◆ *DIABETIC* *3 DAY*

Ingredients / Yields	5	10	15	20	25	Pack Size
Dry Cereal, Unsweetened	0.25 case	0.5 case	0.75 case	1 case	1.25 case	4 / 26 oz
Jelly, Diet	15 pkt	30 pkt	45 pkt	60 pkt	75 pkt	400 / 1 pkt

COMBINED PURCHASE GUIDE ◆ *RENAL* *3 DAY*

For Renal Diets, make the following adjustments to the Disaster Menu - Regular - 3 Day COMBINED Purchase Guide:

Ingredients / Yields	5	10	15	20	25	Pack Size
Bread or Roll, 2 each *(NO Potato served)*	1 unit	2 unit	3 unit	4 unit	5 unit	6 / 32 oz
Canned Meat (tuna, chicken, or beef - NO ham)	1.5 unit	3 unit	4.5 unit	6 unit	7.5 unit	6 / 66.5 oz
Crackers, LS	60 unit	120 unit	180 unit	240 unit	1 case	300 / 2 pk
Juice Base (apple or cranberry only)	0.5 case	1 case	1.5 case	2 case	2.5 case	12 / 33.8 oz
Reconstituted Milk**						
Nonfat Dry Milk (1/2 oz per person)	0.25 unit	0.5 unit	0.75 unit	1 unit	1.25 unit	6 / 5#
Water (4 oz per person)	2 qt	1 gal	1 gal + 2 qt	2 gal	2 gal + 2 qt	1 / 1 gallon

Ingredients / Yields	5	10	15	20	25	Pack Size
Jelly	15 pkt	30 pkt	45 pkt	60 pkt	75 pkt	400 / 0.5 oz
Juice Base (orange, apple or cranberry)	0.5 case	1 case	1.5 case	2 case	2.5 case	12 / 33.8 oz
Mayonnaise, PC	30 pkt	60 pkt	90 pkt	120 pkt	150 pkt	500 / . 9 gm
Pureed Canned Fruit	2 unit	4 unit	6 unit	8 unit	10 unit	6 / #10
Pureed Canned Meat **or** Meat Alternate	1.5 unit	3 unit	4.5 unit	6 unit	1 case + 1.5 unit	6 / 66.5 oz
Pureed Canned Vegetables	0.75 unit	1.5 unit	2.25 unit	3 unit	3.75 unit	6 / #10
Slurried Dry Cereal	0.25 case	0.5 case	0.75 case	1 case	1.25 case	4 / 26 oz
Slurried Graham Crackers **or**	0.5 case	1 case	1.5 case	2 case	2.5 case	150 / 3 pk
Slurried Cookies **or**	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz
Pudding, RTU	1.5 unit	3 unit	4.5 unit	6 unit	1 case + 1.5 unit	6 / #10
Slurried Saltine Crackers **or**	60 unit	120 unit	180 unit	240 unit	300 unit	500 / 2 pk
Slurried Bread	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / 32 slices
Slurried Bread or Roll	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / 32 slices
Nonfat Dry Milk - *Reconstituted Milk***	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / #5
Water - *Thicken if necessary*	2 gal	4 gal	6 gal	8 gal	10 gal	1 / 1 gallon

Thickener must be available to thicken beverages.

Meal	Amounts Per Person	
	Serving Size	4 Day
Breakfast		
Juice Base (orange, apple or cranberry)..............................	6 oz	3 cups
Peanut Butter *** *or* Canned Meat *or* Meat Alternate........	1 oz	4 oz
Saltine Crackers *or*..	2 pkgs	8 pkgs
Bread	1 slice	4 slices
with Jelly	1 Tbsp	1/4 cup
Canned Fruit	1/2 cup	2 cups
Dry Cereal	3/4 cup	3 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	4 oz
Water	1 cup	4 cups
Noon Meal		
Canned Meat (tuna, ham, chicken, beef) or		
Meat Alternate..	3 oz	12 oz
Canned Potato *or*..	1/2 cup	2 cups
Bread or Roll..	1 each	4 each
Mayonnaise, PC	1 packet	4 packets
Canned Vegetables..	1/2 cup	2 cups
Canned Fruit...	1/2 cup	2 cups
Graham Crackers *or*	2 pkgs	8 pkgs
Cookies *or*	2 each	8 each
Pudding, RTU..	1/2 cup	2 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	4 oz
Water	1 cup	4 cups
Evening Meal		
Canned Meat (tuna, ham, chicken, beef) or		
Meat Alternate..	2 oz	8 oz
Canned Potato *or*..	1/2 cup	2 cups
Bread or Roll..	1 each	4 each
Mayonnaise, PC	1 packet	4 packets
Canned Vegetables..	1/2 cup	2 cups
Canned Fruit...	1/2 cup	2 cups
Graham Crackers *or*	2 pkgs	8 pkgs
Cookies *or*	2 each	8 each
Pudding, RTU..	1/2 cup	2 cups
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	4 oz
Water	1 cup	4 cups
Optional Alternate Evening Meal		
Peanut Butter ***..	2 Tbsp	1/2 cup
Jelly	1 Tbsp	1/4 cup
Saltine Crackers *or*..	2 pkgs	8 pkgs
Bread or Roll..	1 each	4 each
Canned Fruit...	1/2 cup	2 cups
Cookies...	2 each	8 each
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	4 oz
Water	1 cup	4 cups
Bedtime Snack		
Juice Base (orange, apple or cranberry)..............................	6 oz	3 cups
Graham Crackers *or*	2 pkgs	8 pkgs
Cookies...	2 each	8 each

Meal	Serving Size	Food Allowed Per Diet X = Same as Regular	
		*Liberal Diabetic (CCHO)	*Liberal Renal
Breakfast			
Juice Base orange, apple or cranberry)...........................	6 oz	X	Apple or Cranberry
Peanut Butter *** *or* Canned Meat *or* Meat Alternate ...	1 oz	X	X
Saltine Crackers *or*..	2 pkgs	X	LS
Bread..	1 slice	X	X
with Jelly	1 Tbsp	Diet	X
Canned Fruit	1/2 cup	X	X
Dry Cereal	3/4 cup	Unsweetened	X
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	X	½ ounce
Water	1 cup	X	4 ounces
Noon Meal			
Canned Meat (tuna, ham, chicken, beef) or			Tuna, Beef or
Meat Alternate...	3 oz	X	Chicken
Canned Potato *or*	1/2 cup	X	X
Bread or Roll..	1 each	X	X
Canned Vegetables..	1/2 cup	X	X
Canned Fruit..	1/2 cup	X	X
Cookies *or*	2 each	X	X
Pudding, RTU..	1/2 cup	X	No
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	X	No
Water	1 cup	X	X
Evening Meal			
Canned Meat (tuna, ham, chicken, beef) or			Tuna, Beef or
Meat Alternate...	2 oz	X	Chicken 3 oz
Canned Potato *or*	1/2 cup	X	No
Bread or Roll..	1 each	X	2 each
Canned Vegetables..	1/2 cup	X	X
Canned Fruit..	1/2 cup	X	X
Cookies *or*	2 each	X	X
Pudding, RTU..	1/2 cup	X	No
Milk **...Powdered Milk	1 oz	X	No
Water	1 cup	X	X
Optional Alternate Evening Meal			
Peanut Butter***..	2 Tbsp	X	X
Jelly	1 Tbsp	Diet	X
Saltine Crackers *or*..	2 pkgs	X	LS
Bread or Roll..	1 each	X	X
Canned Fruit..	1/2 cup	X	X
Cookies	2 each	X	X
Reconstituted Milk ** ....Nonfat Dry Milk	1 oz	X	No
Water	1 cup	X	X
Bedtime Snack			
Juice Base (orange, apple or cranberry)..........................	6 oz	X	Apple or Cranberry
Graham Crackers *or*	2 pkgs	X	X
Cookies	2 each	X	X

Thickener must be available to thicken beverages.

Meal	Amounts Per Person	
	Serving Size	4 Day
Breakfast		
Juice Base (orange, apple or cranberry) .... Thicken if necessary	6 oz	3 cups
Pureed Canned Meat or Meat Alternate	1 oz	4 oz
Slurried Dry Cereal (No coarse cereals)	3/4 cup	3 cups
Slurried Saltine Crackers *or*	2 pkgs	8 pkgs
Slurried Bread or Roll	1 each	4 each
with Jelly...	1 Tbsp	1/4 cup
Pureed Canned Fruit..	1/2 cup	2 cups
Reconstituted Milk ** .... Nonfat Dry Milk	1 oz	4 oz
Thicken if necessary Water	1 cup	4 cups
Noon and Evening Meals		
Pureed Canned Meat or Meat Alternate		
Noon...	3 oz	12 oz
Evening	2 oz	8 oz
Slurried Saltine Crackers *or*	2 pkgs	8 pkgs
Slurried Bread or Roll	1 each	4 each
Pureed Vegetables or Vegetable Juice	1/2 cup	2 cups
Pureed Canned Fruit..	1/2 cup	2 cups
Slurried Cookies *or*	2 each	8 each
Pudding, RTU	1/2 cup	2 cups
Reconstituted Milk ** .... Nonfat Dry Milk	1 oz	4 oz
Thicken if necessary Water	1 cup	4 cups
Bedtime Snack		
Juice Base (orange, apple or cranberry) .... Thicken if necessary	6 oz	3 cups
Slurried Cookies *or*	2 each	8 each
Pudding, RTU	1/2 cup	2 cups

*   Diets will be liberalized for the Disaster Diabetic and Renal Menus.

**   Use of evaporated milk: Evaporated milk should be kept on hand in case your water supply is limited, contaminated or cut off. Unopened cans of evaporated milk can be stored on a cool, dry shelf for up to six months. There is generally no 'use by' code on evaporated milk. Once opened, the evaporated milk can be kept 3 to 5 days, covered, labeled, dated and refrigerated. A mixture of one part water and one part evaporated milk will have about the same nutritional value of an equal amount of fresh milk. You could reconstitute evaporated milk in this manner and use it in cooking in order to rotate your stock. Half (½) cup evaporated milk yields approximately 170 calories and 9 gm protein; therefore, 1 to 1½ cups evaporated milk per day would meet required nutritional needs.

***   Peanut Butter is allowed if permitted by the corporation / community. If not allowed, select a Meat Alternate.

Thickener must be available to thicken beverages.

	YIELDS					PACK
	25	**50**	**75**	**100**	**125**	**SIZE**
Breakfast						
Juice Base (orange, apple or cranberry)	0.5 case	1 case	1.25 case	1.75 case	2 case	12 / 33.8 oz
Peanut Butter *** *or*	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6 / 5#
Canned Meat or Meat Alternate	0.5 case	0.75 case	1 case	1.25 case	1.5 case	6/ 66.5 oz
Saltine Crackers *or*	0.5 case	1 case	1.25 case	1.75 case	2 case	500 / 2 pk
Bread	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6 / 32 slices
Jelly	0.5 case	1 case	1.5 case	2 case	2.5 case	400 / 0.5 oz
Canned Fruit	1 case	2 case	3 case	4 case	5 case	6 / #10
Dry Cereal	0.75 case	1.5 case	2.25 case	3 case	3.75 case	4 / 26 oz
Reconstituted Milk**						
Nonfat Dry Milk	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6 / #5
Water	6 gal + 1 qt	12 gal + 2 qt	18 gal + 3 qt	25 gal	31 gal + 1 qt	1/ 1 gallon
Noon Meal						
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	1 case	1.75 case	2.5 case	3.25 case	4 case	6/ 66.5 oz
Canned Potato *or*	1 case	1.75 case	2.5 case	3.25 case	4 case	6 / #10
Bread or Roll	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6 / 32 slices
Mayonnaise, PC	0.25 case	0.5 case	0.75 case	1 case	1 case	500 / .9 gm
Canned Vegetables	0.75 case	1.5 case	2 case	2.75 case	3.5 case	6 / #10
Canned Fruit	1 case	2 case	3 case	4 case	5 case	6 / #10
Graham Crackers *or*	1.5 case	2.75 case	4 case	5.5 case	6.75 case	150 / 3 pk
Cookies *or*	0.75 case	1.25 case	2 case	2.5 case	3.25 case	324 / 0.5 oz
Pudding, RTU	0.75 case	1.5 case	2.25 case	3 case	3.5 case	6 / #10
Reconstituted Milk**						
Nonfat Dry Milk	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6 / #5
Water	6 gal + 1 qt	12 gal + 2 qt	18 gal + 3 qt	25 gal	31 gal + 1 qt	1/ 1 gallon
Evening Meal						
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6/ 66.5 oz
Canned Potato *or*	1 case	1.75 case	2.5 case	3.25 case	4 case	6 / #10
Bread or Roll	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6 / 32 slices
Mayonnaise, PC	0.25 case	0.5 case	0.75 case	1 case	1 case	500 / .9 gm
Canned Vegetables	0.75 case	1.5 case	2 case	2.75 case	3.5 case	6 / #10
Canned Fruit	1 case	2 case	3 case	4 case	5 case	6 / #10
Graham Crackers *or*	1.5 case	2.75 case	4 case	5.5 case	6.75 case	150 / 3 pk
Cookies *or*	0.75 case	1.25 case	2 case	2.5 case	3.25 case	324 / 0.5 oz
Pudding, RTU	0.75 case	1.5 case	2.25 case	3 case	3.5 case	6 / #10
Reconstituted Milk**						
Nonfat Dry Milk	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6 / #5
Water	6 gal + 1 qt	12 gal + 2 qt	18 gal + 3 qt	25 gal	31 gal + 1 qt	1/ 1 gallon
Optional Alternate Evening Meal						
Peanut Butter ***	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6 / 5#
Jelly	0.5 case	1 case	1.5 case	2 case	2.5 case	400 / 0.5 oz
Saltine Crackers *or*	0.5 case	1 case	1.25 case	1.75 case	2 case	500 / 2 pk
Bread or Roll	0.75 case	1.25 case	1.75 case	2.25 case	2.75 case	6 / 32 slices
Canned Fruit	1 case	2 case	3 case	4 case	5 case	6 / #10
Cookies	0.75 case	1.25 case	2 case	2.5 case	3.25 case	324 / 0.5 oz
Reconstituted Milk**	*(see above)*					
Bedtime Snack						
Juice Base (orange, apple or cranberry)	0.5 case	1 case	1.25 case	1.75 case	2 case	12 / 33.8 oz
Graham Crackers *or*	1.5 case	2.75 case	4 case	5.5 case	6.75 case	150 / 3 pk
Cookies	0.75 case	1.25 case	2 case	2.5 case	3.25 case	324 / 0.5 oz

For Diabetic Diets, *make the following adjustments to the Disaster Menu - Regular - 4 Day Purchase Guide:*

MEAL	YIELDS					PACK SIZE
	5	**10**	**15**	**20**	**25**	
Breakfast						
Dry Cereal, Unsweetened	0.25 case	0.5 case	0.5 case	0.75 case	0.75 case	4 / 26 oz
Jelly, Diet	20 pkt	40 pkt	60 pkt	80 pkt`	100 pkt	400 / 1 pkt
Noon Meal						
No Changes Necessary	--	--	--	--	--	--
Evening Meal						
No Changes Necessary	--	--	--	--	--	--
Optional Alternate Evening Meal						
Jelly, Diet	20 pkt	40 pkt	60 pkt	80 pkt`	100 pkt	400 / 1 pkt
Bedtime Snack						
No Changes Necessary	--	--	--	--	--	--

For Renal Diets, *make the following adjustments to the Disaster Menu - Regular - 4 Day Purchase Guide:*

	YIELDS					PACK SIZE
	5	**10**	**15**	**20**	**25**	
Breakfast						
Juice Base (apple or cranberry only)	0.25 case	0.25 case	0.25 case	0.5 case	0.5 case	12 / 33.8 oz
Crackers, LS	40 unit	80 unit	120 unit	160 unit	200 unit	300 / 2 pk
Reconstituted Milk**						
Nonfat Dry Milk (1/2 oz per person)	0.25 unit	0.25 unit	0.5 unit	0.5 unit	0.75 unit	6 / 5#
Water (4 oz per person)	3 qt	1 gal + 1 qt	2 gal	2 gal + 2 qt	3 gal + 1 qt	1 / 1 gallon
Noon Meal						
Canned Meat (tuna, chicken, or beef - NO ham)	1 unit	2 unit	2.75 unit	3.75 unit	4.75 unit	6 / 66.5 oz
NO Milk served	--	--	--	--	--	--
Evening Meal						
Canned Meat (tuna, chicken, or beef - NO ham)	1 unit	2 unit	2.75 unit	3.75 unit	4.75 unit	6 / 66.5 oz
Bread or Roll, 2 each (NO Potato served)	1.25 unit	2.5 unit	3.75 unit	5 unit	6.25 unit	6 / 32 oz
NO Milk served	--	--	--	--	--	--
Optional Alternate Evening Meal						
Crackers, LS	40 unit	80 unit	120 unit	160 unit	200 unit	300 / 2 pk
NO Milk served	--	--	--	--	--	--
Bedtime Snack						
Juice Base (apple or cranberry only)	0.25 case	0.25 case	0.25 case	0.5 case	0.5 case	12 / 33.8 oz

Thickener must be available to thicken beverages.

	YIELDS					PACK SIZE
	5	**10**	**15**	**20**	**25**	
Breakfast						
Juice Base (orange, apple or cranberry) Thicken if necessary	0.25 case	0.25 case	0.25 case	0.5 case	0.5 case	12 / 33.8 oz
Pureed Canned Meat *or* Meat Alternate	0.5 unit	0.75 unit	1 unit	1.25 unit	1.75 unit	6 / 66.5 oz
Slurried Saltine Crackers *or*	40 unit	80 unit	120 unit	160 unit	200 unit	500 / 2 pk
Slurried Bread	0.75 unit	1.25 unit	2 unit	2.5 unit	3.25 unit	6 / 32 slices
Jelly	20 pkt	40 pkt	60 pkt	80 pkt`	100 pkt	400 / 0.5 oz
Pureed Canned Fruit	1.25 unit	2.5 unit	3.75 unit	4.75 unit	6 unit	6 / #10
Slurried Dry Cereal	0.25 case	0.5 case	0.5 case	0.75 case	0.75 case	4 / 26 oz
Reconstituted Milk** Nonfat Dry Milk	0.25 unit	0.5 unit	0.75 unit	1 unit	1.25 unit	6 / #5
Water	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal	6 gal + 1 qt	1 / 1 gallon
Thicken if necessary						
Noon and Evening Meals						
Pureed Canned Meat *or* Meat Alternate						
Noon	1 unit	2 unit	2.75 unit	3.75 unit	4.75 unit	6 / 66.5 oz
Evening	0.75 unit	1.25 unit	2 unit	2.5 unit	3.25 unit	6 / 66.5 oz
Slurried Saltine Crackers *or*	40 unit	80 unit	120 unit	160 unit	200 unit	500 / 2 pk
Slurried Bread or Roll	0.75 unit	1.25 unit	2 unit	2.5 unit	3.25 unit	6 / 32 slices
Mayonnaise, PC	20 pkt	40 pkt	60 pkt	80 pkt`	100 pkt	500 / . 9 gm
Pureed Canned Vegetables	1 unit	1.75 unit	2.5 unit	3.25 unit	4 unit	6 / #10
Pureed Canned Fruit	1.25 unit	2.5 unit	3.75 unit	4.75 unit	6 unit	6 / #10
Slurried Graham Crackers *or*	0.5 case	0.75 case	1 case	1.25 case	1.5 case	150 / 3 pk
Slurried Cookies *or*	0.25 case	0.25 case	0.5 case	0.5 case	0.75 case	324 / 0.5 oz
Pudding, RTU	1 unit	1.75 unit	2.5 unit	3.5 unit	4.25 unit	6 / #10
Reconstituted Milk** Nonfat Dry Milk	0.25 unit	0.5 unit	0.75 unit	1 unit	1.25 unit	6 / #5
Water	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal`	6 gal + 1 qt	1 / 1 gallon
Thicken if necessary						
Bedtime Snack						
Juice Base (orange, apple or cranberry) Thicken if necessary	0.25 case	0.25 case	0.25 case	0.5 case	0.5 case	12 / 33.8 oz
Slurried Graham Crackers *or*	0.5 case	0.75 case	1 case	1.25 case	1.5 case	150 / 3 pk
Slurried Cookies *or*	0.25 case	0.25 case	0.5 case	0.5 case	0.75 case	324 / 0.5 oz
Pudding, RTU	1 unit	1.75 unit	2.5 unit	3.5 unit	4.25 unit	6 / #10

COMBINED PURCHASE GUIDE ◆ REGULAR 4 DAY

Ingredients / Yields	25	50	75	100	125	Pack Size
Canned Fruit	4 case	8 case	12 case	16 case	20 case	6 / #10
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	1.75 case	3.5 case	5.25 case	7 case	8.75 case	6/ 66.5 oz
Canned Potato *or*	2 case	4 case	6 case	8 case	10 case	6 / #10
Bread or Roll	2.25 case	4.5 case	6.75 case	9 case	11.25 case	6 / 32 slices
Canned Vegetables	1.5 case	3 case	4.5 case	6 case	7.5 case	6 / #10
Dry Cereal	0.75 case	1.5 case	2.25 case	3 case	3.75 case	4 / 26 oz
Graham Crackers *or*	4.5 case	9 case	13.5 case	18 case	22.5 case	150 / 3 pk
Cookies *or*	3 case	6 case	9 case	12 case	15 case	324 / 0.5 oz
Pudding, RTU	1.5 case	3 case	4.5 case	6 case	7.5 case	6 / #10
Jelly	1 case	2 case	3 case	4 case	5 case	400 / 0.5 oz
Juice Base (orange, apple or cranberry)	1 case	2 case	3 case	4 case	5 case	12 / 33.8 oz
Mayonnaise, PC	0.5 case	1 case	1.5 case	2 case	2.5 case	500 / .9 gm
Peanut Butter *or*	0.5 case	1 case	1.5 case	2 case	2.5 case	6 / 5#
Canned Meat or Meat Alternate	0.5 case	1 case	1.5 case	2 case	2.5 case	6/ 66.5 oz
Saltine Crackers *or*	1 case	2 case	3 case	4 case	5 case	500 / 2 pk
Bread	0.75 case	1.5 case	2.25 case	3 case	3.75 case	6 / 32 slices
Nonfat Dry Milk - *Reconstituted Milk***	0.75 case	1.5 case	2.25 case	3 case	3.75 case	6 / #5
Water	18 gal + 3 qt	37 gal + 2 qt	56 gal + 1 qt	75 gal	93 gal + 3 qt	1/ 1 gallon

COMBINED PURCHASE GUIDE ◆ DIABETIC 4 DAY

Ingredients / Yields	5	10	15	20	25	Pack Size
Dry Cereal, Unsweetened	0.25 case	0.5 case	0.75 case	1 case	1.25 case	4 / 26 oz
Jelly, Diet	20 pkt	40 pkt	60 pkt	80 pkt	100 pkt	400 / 1 pkt

COMBINED PURCHASE GUIDE ◆ RENAL 4 DAY

For Renal Diets, make the following adjustments to the Disaster Menu - Regular - 3 Day COMBINED Purchase Guide:

Ingredients / Yields	5	10	15	20	25	Pack Size
Bread or Roll, 2 each (NO Potato served)	1.25 unit	2.5 unit	3.75 unit	5 unit	6.25 unit	6 / 32 oz
Canned Meat (tuna, chicken, or beef - NO ham)	2 unit	4 unit	6 unit	8 unit	10 unit	6 / 66.5 oz
Crackers, LS	80 unit	160 unit	240 unit	320 unit	400 unit	300 / 2 pk
Juice Base (apple or cranberry only)	0.5 case	1 case	1.5 case	2 case	2.5 case	12 / 33.8 oz
Reconstituted Milk**						
Nonfat Dry Milk (1/2 oz per person)	0.25 unit	0.5 unit	0.75 unit	1 unit	1.25 unit	6 / 5#
Water (4 oz per person)	3 qt	1 gal + 2 qt	2 gal 1 qt	3 gal	3 gal + 3 qt	1 / 1 gallon

Ingredients / Yields	5	10	15	20	25	Pack Size
Jelly	20 pkt	40 pkt	60 pkt	80 pkt	100 pkt	400 / 0.5 oz
Juice Base (orange, apple or cranberry)	0.5 case	1 case	1.5 case	2 case	2.5 case	12 / 33.8 oz
Mayonnaise, PC	40 pkt	80 pkt	120 pkt	160 pkt	200 pkt	500 / . 9 gm
Pureed Canned Fruit	2.5 unit	5 unit	1 case + 1.5 unit	1 case + 4 unit	2 case + 0.5 unit	6 / #10
Pureed Canned Meat **or** Meat Alternate	2.25 unit	4.5 unit	1 case + 0.75 unit	1 case + 3 unit	1 case + 5.25 unit	6 / 66.5 oz
Pureed Canned Vegetables	1 unit	2 unit	3 unit	4 unit	5 unit	6 / #10
Slurried Dry Cereal	0.25 case	0.5 case	0.75 case	1 case	1.25 case	4 / 26 oz
Slurried Graham Crackers **or**	1 case	2 case	3 case	4 case	5 case	150 / 3 pk
Slurried Cookies **or**	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz
Pudding, RTU	2 unit	4 unit	1 case	1 case + 2 unit	1 case + 4 unit	6 / #10
Slurried Saltine Crackers **or**	80 unit	160 unit	240 unit	320 unit	400 unit	500 / 2 pk
Slurried Bread	0.75 unit	1.5 unit	2.25 unit	3 unit	3.75 unit	6 / 32 slices
Slurried Bread or Roll	0.75 unit	1.5 unit	2.25 unit	3 unit	3.75 unit	6 / 32 slices
Nonfat Dry Milk - *Reconstituted Milk***	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / #5
Water *Thicken if necessary*	2 gal + 2 qt	5 gal	7 gal + 2 qt	10 gal	12 gal + 2 qt	1 / 1 gallon

DISASTER MENU   ▣   *REGULAR*   *7 DAY*

Thickener must be available to thicken beverages.

Meal	Amounts Per Person	
	Serving Size	7 Day
Breakfast		
Juice Base (orange, apple or cranberry)	1-1/2 oz	10-1/2 oz
Water	4 - 1/2 oz	4 cups
Peanut Butter *** *or* Canned Meat *or* Meat Alternate	1 oz	7 oz
Saltine Crackers *or*	2 pkgs	14 pkgs
Bread	1 slice	7 slices
with Jelly	1 Tbsp	7 Tbsp
Canned Fruit	1/2 cup	3-1/2 cups
Dry Cereal	3/4 cup	5-1/4 cups
Reconstituted Milk ** Nonfat Dry Milk	1 oz	7 oz
Water	1 cup	7 cups
Noon Meal		
Canned Meat (tuna, ham, chicken, beef) or		
Meat Alternate	3 oz	1-1/3 pounds
Canned Potato *or*	1/2 cup	3-1/2 cups
Bread or Roll	1 each	7 each
Mayonnaise, PC	1 packet	7 packets
Canned Vegetables	1/2 cup	3-1/2 cups
Canned Fruit	1/2 cup	3-1/2 cups
Graham Crackers *or*	2 pkgs	14 pkgs
Cookies *or*	2 each	14 each
Pudding, RTU	1/2 cup	3-1/2 cups
Reconstituted Milk ** Nonfat Dry Milk	1 oz	7 oz
Water	1 cup	7 cups
Evening Meal		
Canned Meat (tuna, ham, chicken, beef) or		
Meat Alternate	2 oz	7/8 pounds
Canned Potato *or*	1/2 cup	3-1/2 cups
Bread or Roll	1 each	7 each
Mayonnaise, PC	1 packet	7 packets
Canned Vegetables	1/2 cup	3-1/2 cups
Canned Fruit	1/2 cup	3-1/2 cups
Graham Crackers *or*	2 pkgs	14 pkgs
Cookies *or*	2 each	14 each
Pudding, RTU	1/2 cup	3-1/2 cups
Reconstituted Milk ** Nonfat Dry Milk	1 oz	7 oz
Water	1 cup	7 cups
Optional Alternate Evening Meal		
Peanut Butter ***	2 Tbsp	7/8 cup
Jelly	1 Tbsp	7 Tbsp
Saltine Crackers *or*	2 pkgs	14 pkgs
Bread or Roll	1 each	7 each
Canned Fruit	1/2 cup	3-1/2 cups
Cookies	2 each	14 each
Reconstituted Milk ** Nonfat Dry Milk	1 oz	7 oz
Water	1 cup	7 cups
Bedtime Snack		
Juice Base (orange, apple or cranberry)	1-1/2 oz	10-1/2 oz
Water	4-1/2 oz	4 cups
Graham Crackers or	2 pkgs	14 pkgs
Cookies	2 each	14 each

Meal	Serving Size	*Liberal Diabetic (CCHO)	*Liberal Renal
Food Allowed Per Diet X = Same as Regular			
Breakfast			
Juice Base (orange, apple or cranberry)	1-1/2 oz	X	Apple or Cranberry
Water	4-1/2 oz	X	X
Peanut Butter *** *or* Canned Meat *or* Meat Alternate	1 oz	X	X
Saltine Crackers *or*	2 pkgs	X	LS
Bread	1 slice	X	X
with Jelly	1 Tbsp	Diet	X
Canned Fruit	1/2 cup	X	X
Dry Cereal	3/4 cup	Unsweetened	X
Reconstituted Milk ** Nonfat Dry Milk	1 oz	X	½ ounce
Water	1 cup	X	4 ounces
Noon Meal			
Canned Meat (tuna, ham, chicken, beef) or			
Meat Alternate	3 oz	X	Tuna, Beef or Chicken
Canned Potato *or*	1/2 cup	X	X
Bread or Roll	1 each	X	X
Canned Vegetables	1/2 cup	X	X
Canned Fruit	1/2 cup	X	X
Cookies *or*	2 each	X	X
Pudding, RTU	1/2 cup	X	No
Reconstituted Milk ** Nonfat Dry Milk	1 oz	X	No
Water	1 cup	X	X
Evening Meal			
Canned Meat (tuna, ham, chicken, beef) or			Tuna, Beef or Chicken
Meat Alternate	2 oz	X	3 oz
Canned Potato *or*	1/2 cup	X	No
Bread or Roll	1 each	X	2 each
Canned Vegetables	1/2 cup	X	X
Canned Fruit	1/2 cup	X	X
Cookies *or*	2 each	X	X
Pudding, RTU	1/2 cup	X	No
Milk ** Powdered Milk	1 oz	X	No
Water	1 cup	X	X
Optional Alternate Evening Meal			
Peanut Butter***	2 Tbsp	X	X
Jelly	1 Tbsp	Diet	X
Saltine Crackers *or*	2 pkgs	X	LS
Bread or Roll	1 each	X	X
Canned Fruit	1/2 cup	X	X
Cookies	2 each	X	X
Reconstituted Milk ** Nonfat Dry Milk	1 oz	X	No
Water	1 cup	X	X
Bedtime Snack			
Juice Base (orange, apple or cranberry)	1-1/2 oz	X	Apple or Cranberry
Water	4-1/2 oz	X	X
Graham Crackers or	2 pkgs	X	X
Cookies	2 each	X	X

Thickener must be available to thicken beverages.

Meal	Serving Size	Amounts Per Person		
		3-day	4-day	7-day
Breakfast				
Juice Base (orange, apple or cranberry) *Thicken if necessary*	1-1/2 oz	4-1/2 oz	6 oz	10-1/2 oz
Water	4-1/2 oz	13-1/2 oz	2-1/4 cups	4 cups
Pureed Canned Meat or Meat Alternate	1 oz	3 oz	4 oz	7 oz
Slurried Dry Cereal (No coarse cereals)	3/4 cup	2-1/4 cups	3 cups	5-1/4 cups
Slurried Saltine Crackers or	2 pkgs	6 pkgs	8 pkgs	14 pkgs
Slurried Bread or Roll	1 each	3 each	4 each	7 each
with Jelly	1 Tbsp	3 Tbsp	1/4 cup	7 Tbsp
Pureed Canned Fruit	1/2 cup	1-1/2 cups	2 cups	3-1/2 cups
Reconstituted Milk **				
Nonfat Dry Milk *Thicken if necessary*	1 oz	3 oz	4 oz	7 oz
Water	1 cup	3 cups	4 cups	7 cups
Noon and Evening Meals				
Pureed Canned Meat or Meat Alternate				1-1/3 pounds
Noon	3 oz	9 oz	12 oz	
Evening	2 oz	6 oz	8 oz	7/8 pounds
Slurried Saltine Crackers *or*	2 pkgs	6 pkgs	8 pkgs	14 pkgs
Slurried Bread or Roll	1 each	3 each	4 each	7 each
Pureed Vegetables or Vegetable Juice	1/2 cup	1-1/2 cups	2 cups	3-1/2 cups
Pureed Canned Fruit	1/2 cup	1-1/2 cups	2 cups	3-1/2 cups
Slurried Cookies *or*	2 each	6 each	8 each	14 each
Pudding, RTU	1/2 cup	1-1/2 cups	2 cups	3-1/2 cups
Reconstituted Milk **				
Nonfat Dry Milk *Thicken if necessary*	1 oz	3 oz	4 oz	7 oz
Water	1 cup	3 cups	4 cups	7 cups
Bedtime Snack				
Juice Base (orange, apple or cranberry) *Thicken if necessary*	1-1/2 oz	2-1/4 cups	6 oz	10-1/2 oz
Water	4-1/2 oz	13-1/2 oz	2 1/4 cups	4 cups
Slurried Cookies *or*	2 each	6 each	8 each	14 each
Pudding, RTU	1/2 cup	1-1/2 cups	2 cups	3-1/2 cups

* Diets will be liberalized for the Disaster Diabetic and Renal Menus.

** Use of evaporated milk: Evaporated milk should be kept on hand in case your water supply is limited, contaminated or cut off. Unopened cans of evaporated milk can be stored on a cool, dry shelf for up to six months. There is generally no 'use by' code on evaporated milk. Once opened, the evaporated milk can be kept 3 to 5 days, covered, labeled, dated and refrigerated. A mixture of one part water and one part evaporated milk will have about the same nutritional value of an equal amount of fresh milk. You could reconstitute evaporated milk in this manner and use it in cooking in order to rotate your stock. Half (½) cup evaporated milk yields approximately 170 calories and 9 gm protein; therefore, 1 to 1½ cups evaporated milk per day would meet required nutritional needs.

*** Peanut Butter is allowed if permitted by the corporation / community. If not allowed, select a Meat Alternate.

Thickener must be available to thicken beverages.

MEAL	YIELDS					PACK SIZE
	25	50	75	100	125	
Breakfast						
Juice Base (orange, apple or cranberry)	8 units	1 case + 4 unit	2 case	2 case + 8 unit	3 case + 3 unit	12 / 33.8 oz
Water	6 gal + 1 qt	12 gal + 2 qt	18 gal + 2 qt	24 gal + 3 qt	31 gal	1/ 1 gallon
Peanut Butter *** *or*	3 units	5 units	7 units	9 units	11 units	6 / 5#
Canned Meat or Meat Alternate	11 lbs	22 lbs	33 lbs	43.75 lbs	55 lbs	6/ 66.5 oz
Saltine Crackers *or*	350 pkts	1 case + 200 pk	2 case + 50 pk	2 case + 400 pk	3.5 case	500 / 2 pk
Bread	5.5 loaves	11 loaves	16.5 loaves	22 loaves	27.5 loaves	6 / 32 slices
Jelly	175 pkts	1 case + 150 pk	2 case + 125 pk	3 case + 100 pk	4 case + 75 pk	200 / 0.5 oz
Canned Fruit	1 case + 5 can	3 case + 3 can	5 case + 1 can	7 case	8 case + 4 can	6 / #10
Dry Cereal	6 box	11 box	16 box	21 box	26 box	4 / 26 oz
Reconstituted Milk** Nonfat Dry Milk	3 units	5 units	7 units	9 units	11 units	6 / 5#
Water *Thicken if necessary*	11 gal	22 gal	33 gal	43 gal + 3 qt	54 gal + 3 qt	1/ 1 gallon
Noon Meal Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	33 lbs	65.75 lbs	99 lbs	131.25 lbs	164.25 lbs	6/ 66.5 oz
Canned Potato *or*	1 case + 4 can	2 case + 5 can	4 case + 1 can	5 case + 3 can	6 case + 5 can	6 / #10
Bread or Roll	5.5 loaves	11 loaves	16.5 loaves	22 loaves	27.5 loaves	6 / 32 slices
Mayonnaise, PC	175 pkts	350 pkts	1 case + 25 pk	1 case + 200 pk	1 case + 375 pk	500 / .9 gm
Canned Vegetables	1 case + 1 can	2 case + 2 can	3 case + 3 can	4 case + 4 can	5 case + 5 can	6 / #10
Canned Fruit	1 case + 5 can	3 case + 3 can	5 case + 1 can	7 case	8 case + 4 can	6 / #10
Graham Crackers *or*	2 case + 50 pk	4 case + 100 pk	7 case	9 case + 5o pk	11 case + 100 pk	150 / 3 pk
Cookies *or*	1 case + 25 ea	2 case + 50 ea	3 case + 75 ea	4 case + 100 ea	5 case + 125 ea	324 / 0.5 oz
Pudding, RTU	1 case + 2 can	2 case + 3 can	3 case + 4 can	5 case	6 case + 1 can	6 / #10
Reconstituted Milk** Nonfat Dry Milk	3 units	5 units	7 units	9 units	11 units	6 / 5#
Water *Thicken if necessary*	11 gal	22 gal	33 gal	43 gal +3 qt	54 gal + 3 qt	1/ 1 gallon
Evening Meal Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	22 lbs	43.75 lbs	65.75 lbs	87.5 lbs	109.5 lbs	6/ 66.5 oz
Canned Potato *or*	1 case + 3 can	2 case + 5 can	4 case + 1 can	5.5 case	6 case + 5 can	6 / #10
Bread or Roll	5.5 loaves	11 loaves	16.5 loaves	22 loaves	27.5 loaves	6 / 32 slices
Mayonnaise, PC	175 pkts	300 pkts	1 case + 25 pk	1 case + 200 pk	1 case + 375 pk	500 / .9 gm
Canned Vegetables	1 case + 1 can	2 case + 2 can	3 case + 3 can	4 case + 4 can	5 case + 5 can	6 / #10
Canned Fruit	1 case + 5 can	3 case + 3 can	4 case + 1 can	7 case	8 case + 4 can	6 / #10
Graham Crackers *or*	2 case + 50 pk	4.75 case	7 case	9 case + 50 pk	11 case + 100 pk	150 / 3 pk
Cookies *or*	1 case + 25 ea	2 case + 50 ea	3 case + 75 ea	4 case + 100 ea	5 case + 125 ea	324 / 0.5 oz
Pudding, RTU	1 case + 2 can	2 case + 3 can	3 case + 4 can	5 case	6 case + 1 can	6 / #10
Reconstituted Milk** Nonfat Dry Milk	3 units	5 units	7 units	9 units	11 units	6 / 5#
Water *Thicken if necessary*	11 gal	22 gal	33 gal	43 gal +3 qt	54 gal + 3 qt	1/ 1 gallon
Optional Alternate Evening Meal Peanut Butter ***	3 units	5 units	7 units	9 units	11 units	6 / 5#
Jelly	175 pkts	1 case + 150 pk	2 case + 125 pk	3.5 case	4 case + 75 pk	200 / 0.5 oz
Saltine Crackers *or*	350 pkts	1 case + 200 pk	2 case + 50 pk	2 case + 400 pk	3.5 case	500 / 2 pk
Bread or Roll	5.5 loaves	11 loaves	16.5 loaves	22 loaves	27.5 loaves	6 / 32 slices
Canned Fruit	1 case + 5 can	3 case + 3 can	5 case + 1 can	7 case	8 case + 4 can	6 / #10
Cookies	1 case + 25 ea	2 case + 50 ea	3 case + 75 ea	4 case + 100 ea	5 case + 125 ea	324 / 0.5 oz
Reconstituted Milk**	*(see above)*					
Bedtime Snack Juice Base (orange, apple or cranberry)	8 units	1 case + 4 unit	2 case	2 case + 8 unit	3 case + 3 unit	12 / 33.8 oz
Water	6 gal + 1 qt	12 gal + 2 qt	18 gal + 2 qt	24 gal + 3 qt	31 gal	1/ 1 gallon
Graham Crackers *or*	2 case +	4 case + 100 pk	7 case	9 case + 50 pk	11.75 case	150 / 3 pk
Cookies	1 case + 25 ea	2 case + 50 ea	3 case + 75 ea	4 case + 100 ea	5 case + 125 ea	324 / 0.5 oz

For Diabetic Diets, *make the following adjustments to the Disaster Menu - Regular - 7 Day Purchase Guide:*

MEAL	YIELDS					PACK SIZE
	5	10	15	20	25	
Breakfast Dry Cereal, Unsweetened	1.25 box	2.25 box	3.25 box	4.25 box	5.25 box	4 / 26 oz
Jelly, Diet	35 pkt	70 pkt	105 pkt	140 pkt	175 pkt	200 / 1 pkt
Noon Meal No Changes Necessary	--	--	--	--	--	--
Evening Meal No Changes Necessary	--	--	--	--	--	--
Optional Alternate Evening Meal Jelly, Diet	35 pkt	70 pkt	105 pkt	140 pkt	175 pkt	200 / 1 pkt
Bedtime Snack No Changes Necessary	--	--	--	--	--	--

DAILY USAGE GUIDE　　　　　RENAL　　　　　7 DAY

For Renal Diets, make the following adjustments to the Disaster Menu - Regular - 7 Day Purchase Guide:

MEAL	YIELDS					PACK SIZE
	5	10	15	20	25	
Breakfast Juice Base (apple or cranberry only)	2 units	4 units	5 units	7 units	8 units	12 / 33.8 oz
Water	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal	6 gal + 1 qt	1/ 1 gallon
Crackers, LS	70 pkts	140 pkts	210 pkts	280 pkts	1 case + 50 pk	300 / 2 pk
Reconstituted Milk** Nonfat Dry Milk (1/2 oz per person)	17.5 oz	35 oz	52.5 oz	70 oz	87.5 oz	6 / 5#
Water (4 oz per person)	1 gal + 1 qt	2 gal+ 2 qt	3 gal + 2 qt	4 gal + 2 qt	5 gal + 2 qt	1 / 1 gallon
Noon Meal　Canned Meat (tuna, chicken, or beef - NO ham)	6.75 lbs	13.25 lbs	19.75 lbs	26.25 lbs	33 lbs	6 / 66.5 oz
NO Milk served	--	--	--	--	--	--
Evening Meal　Canned Meat (tuna, chicken, or beef - NO ham)	6.75 lbs	13.25 lbs	19.75 lbs	26.25 lbs	33 lbs	6 / 66.5 oz
Bread or Roll, 2 each (NO Potato served)	2.25 loaves	4.5 loaves	6.75 loaves	8.75 loaves	11 loaves	6 / 32 oz
NO Milk served	--	--	--	--	--	--
Optional Alternate Evening Meal Crackers, LS	70 pkts	140 pkts	210 pkts	280 pkts	1 case + 50 pk	300 / 2 pk
NO Milk served	--	--	--	--	--	--
Bedtime Snack Juice Base (apple or cranberry only)	2 units	4 units	5 units	7 units	8 units	12 / 33.8 oz
Water	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal	6 gal + 1 qt	1/ 1 gallon

DAILY USAGE GUIDE　　　　　PUREE　　　　　7 DAY

Thickener must be available to thicken beverages.

	YIELDS					
	5	10	15	20	25	
Breakfast　　Thicken if necessary Juice Base (orange, apple or cranberry)	2 units	4 units	5 units	7 units	8 units	12 / 33.8 oz
Water	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal	6 gal + 1 qt	1/ 1 gallon
Pureed Canned Meat *or* Meat Alternate	2.25 lbs	4.5 lbs	6.75 lbs	8.75 lbs	11 units	6 / 66.5 oz
Slurried Saltine Crackers *or*	70 pkts	140 pkts	210 pkts	280 pkts	350 pkts	500 / 2 pk
Slurried Bread	1.25 loaves	2.25 loaves	3.5 loaves	4.5 loaves	5.5 loaves	6 / 32 slices
Jelly	35 pkt	70 pkt	105 pkt	140 pkt	175 pkt	200 / 0.5 oz
Pureed Canned Fruit	2.25 can	4.25 can	6.25 can	8.25 can	10.5 can	6 / #10
Slurried Dry Cereal	1.25 box	2.25 box	3.25 box	4.25 box	5.25 box	4 / 26 oz
Reconstituted Milk**　　Nonfat Dry Milk	0.5 unit	1 unit	1.5 unit	1.75 unit	2.25 unit	6 / 5#
Water　　　　Thicken if necessary	2 gal + 1 qt	4 gal + 2 qt	6 gal + 3 qt	8 gal + 3 qt	11 gal	1 / 1 gallon
Noon and Evening Meals Pureed Canned Meat *or* Meat Alternate *Noon*	6.75 lbs	13.25 lbs	19.75 lb s	26.25 lbs	33 lbs	6 / 66.5 oz
Evening	4.5 lbs	8.75 lbs	13.25 lbs	17.5 lbs	22 lbs	6 / 66.5 oz
Slurried Saltine Crackers *or*	70 pkts	140 pkts	210 pkts	280 pkts	350 pkts	500 / 2 pk
Slurried Bread or Roll	1.25 loaves	2.25 loaves	3.5 loaves	4.5 loaves	5.5 loaves	6 / 32 slices
Mayonnaise, PC	35 pkt	70 pkt	105 pkt	140 pkt	175 pkt	500 / . 9 gm
Pureed Canned Vegetables	1.5 can	3 can	4.25 can	5.75 can	1 case + 1 can	6 / #10
Pureed Canned Fruit	2.25 can	4.25 can	6.25 can	1 case + 2.25 can	1 case + 4.5 can	6 / #10
Slurried Graham Crackers *or*	70 pkts	140 pkts	1 case + 60 pk	1 case + 130 pk	2 case + 50 pk	150 / 3 pk
Slurried Cookies *or*	70 ea	140 ea	210 ea	280 ea	350 ea	324 / 0.5 oz
Pudding, RTU	1.5 can	0.5 case	4.5 can	1 case	1case + 1.5 can	6 / #10
Reconstituted Milk**　　Nonfat Dry Milk	0.5 unit	1 unit	1.5 unit	1.75 unit	2.25 unit	6 / 5#
Water　　　　Thicken if necessary	2 gal + 1 qt	4 gal + 2 qt	6 gal + 3 qt	8 gal + 3 qt	11 gal	1 / 1 gallon
Bedtime Snack　　Thicken if necessary Juice Base (orange, apple or cranberry)	2 units	4 units	5 units	7 units	8 units	12 / 33.8 oz
Water	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal	6 gal + 1 qt	1/ 1 gallon
Slurried Graham Crackers *or*	70 pkts	140 pkts	1 case + 60 pk	1 case + 130 pk	2 case + 50 pk	150 / 3 pk
Slurried Cookies *or*	70 ea	140 ea	210 ea	280 ea	350 ea	324 / 0.5 oz
Pudding, RTU	1.5 can	0.5 case	4.5 can	1 case	1case + 1.5 can	6 / #10

COMBINED PURCHASE GUIDE ◆   REGULAR   7 DAY

Ingredients / Yields	25	50	75	100	125	Pack Size
Canned Fruit	7 case	14 case	21 case	28 case	35 case	6 / #10
Canned Meat (tuna, ham, chicken, beef) or Meat Alternate	2.5 case	5 case	7.5 case	10 case	12.5 case	6/ 66.5 oz
Canned Potato *or*	3 case	6 case	9 case	12 case	15 case	6 / #10
Bread or Roll	3 case	6 case	9 case	12 case	15 case	6 / 32 slices
Canned Vegetables	2.5 case	5 case	7.5 case	10 case	12.5 case	6 / #10
Dry Cereal	1.5 case	3 case	4.5 case	6 case	7.5 case	4 / 26 oz
Graham Crackers *or*	7.5 case	15 case	22.5 case	30 case	37.5 case	150 / 3 pk
Cookies *or*	5 case	10 case	15 case	20 case	25 case	324 / 0.5 oz
Pudding, RTU	2.5 case	5 case	7.5 case	10 case	12.5 case	6 / #10
Jelly	2 case	4 case	6 case	8 case	10 case	400 / 0.5 oz
Juice Base (orange, apple or cranberry)	1.5 case	3 case	4.5 case	6 case	7.5 case	12 / 33.8 oz
Mayonnaise, PC	1 case	2 case	3 case	4 case	5 case	500 / .9 gm
Peanut Butter *or*	1 case	2 case	3 case	4 case	5 case	6 / 5#
Canned Meat or Meat Alternate	0.5 case	1 case	1.5 case	2 case	2.5 case	6/ 66.5 oz
Saltine Crackers *or*	1.5 case	3 case	4.5 case	6 case	7.5 case	500 / 2 pk
Bread	1 case	2 case	3 case	4 case	5 case	6 / 32 slices
Nonfat Dry Milk - *Reconstituted Milk***	1.5 case	3 case	4.5 case	6 case	7.5 case	6 / #5
Water	33 gal	66 gal	99 gal	132 gal	165 gal	1/ 1 gallon

COMBINED PURCHASE GUIDE ◆   DIABETIC   7 DAY

Ingredients / Yields	5	10	15	20	25	Pack Size
Dry Cereal, Unsweetened	0.5 case	1 case	1.5 case	2 case	2.5 case	4 / 26 oz
Jelly, Diet	70 pkt	140 pkt	210 pkt	280 pkt	350 pkt	400 / 1 pkt

COMBINED PURCHASE GUIDE ◆   RENAL   7 DAY

For Renal Diets, make the following adjustments to the Disaster Menu - Regular - 3 Day COMBINED Purchase Guide:

Ingredients / Yields	5	10	15	20	25	Pack Size
Bread or Roll, 2 each (NO Potato served)	0.5 unit	1 unit	1.5 unit	2 unit	2.5 unit	6 / 32 oz
Canned Meat (tuna, chicken, or beef - NO ham)	3.5 unit	1 case + 1 unit	1 case + 4.5 unit	2 case + 2 unit	2 case + 5.5 unit	6 / 66.5 oz
Crackers, LS	0.5 case	1 case	1.5 case	2 case	2.5 case	300 / 2 pk
Juice Base (apple or cranberry only)	0.5 case	1 case	1.5 case	2 case	2.5 case	12 / 33.8 oz
Reconstituted Milk**						
Nonfat Dry Milk (1/2 oz per person)	0.25 unit	0.5 unit	0.75 unit	1 unit	1.25 unit	6 / 5#
Water (4 oz per person)	1 gal + 1 qt	2 gal + 2 qt	3 gal + 3 qt	5 gal	6 gal + 1 qt	1 / 1 gallon

COMBINED PURCHASE GUIDE ◆ *PUREE* *7 DAY*

Ingredients / Yields	5	10	15	20	25	Pack Size
Jelly	35 pkt	70 pkt	105 pkt	140 pkt	175 pkt	400 / 0.5 oz
Juice Base (orange, apple or cranberry)	0.5 case	1 case	1.5 case	2 case	2.5 case	12 / 33.8 oz
Mayonnaise, PC	70 pkt	140 pkt	210 pkt	280 pkt	350 pkt	500 / . 9 gm
Pureed Canned Fruit	1 case	2 case	3 case	4 case	5 case	6 / #10
Pureed Canned Meat **or** Meat Alternate	3.75 unit	1 case + 1.5 unit	1 case + 5.25 unit	2 case + 3 unit	3 case + 0.75 unit	6 / 66.5 oz
Pureed Canned Vegetables	0.25 case	0.5 case	0.75 case	1 case	1.25 case	6 / #10
Slurried Dry Cereal	0.5 case	1 case	1.5 case	2 case	2.5 case	4 / 26 oz
Slurried Graham Crackers **or**	1 case	2 case	3 case	4 case	5 case	150 / 3 pk
Slurried Cookies **or**	0.5 case	1 case	1.5 case	2 case	2.5 case	324 / 0.5 oz
Pudding, RTU	0.5 case	1 case	1.5 case	2 case	2.5 case	6 / #10
Slurried Saltine Crackers **or**	140 unit	280 unit	420 unit	1 case + 60 unit	1 case + 200 unit	500 / 2 pk
Slurried Bread	1.25 unit	2.5 unit	3.75 unit	5 unit	6.25 unit	6 / 32 slices
Slurried Bread or Roll	1.25 unit	2.5 unit	3.75 unit	5 unit	6.25 unit	6 / 32 slices
Nonfat Dry Milk - *Reconstituted Milk***	1 unit	3 unit	4.5 unit	1 case	1 case + 1.5 unit	6 / #5
Water - *Thicken if necessary*	4 gal + 2 qt	9 gal	13 gal + 2 qt	18 gal	22 gal + 2 qt	1 / 1 gallon

Annex (13)

Nursing/Assisted Living Relocation Checklist

NURSING / ASSISTED LIVING RELOCATION CHECKLIST

☐ VP of Clinical Services or Administrator will notify Naples Police Department non-emergency number: 239- 213-4844.

☐ VP of Clinical Services or Administrator will notify local Emergency Management at 239-252-3600 if evacuation is conducted.

☐ VP of Clinical Services or Administrator will determine the location/s where residents will be evacuated.

☐ VP of Clinical Services or Administrator will notify these facilities of patient arrival time, condition, total number, and mode of transportation. Transportation will be provided using NTT Transportation of Naples. This will be coordinated by the Associate Executive Director.

☐ Social Service will call physicians as needed.

☐ Moorings Park Executive Secretary will call off-duty personnel as directed.

☐ The Purchasing Clerk will arrange for nursing supplies to be delivered.

☐ The Ward Clerk will arrange for ambulances to move non-ambulatory acute patients.

☐ The Ward clerk will arrange for transportation for ambulatory patients.

☐ Activities will call volunteers for additional help.

☐ The VP of Clinical Services or Administrator at The Chateau will activate the Triage Unit as deemed necessary and provide flashlights to each staff member.

- The VP of Clinical Services or Administrator will determine the area/s of immediate danger and direct evacuation from these locations first.

- Housekeeping and Facilities will provide personnel to assist nursing aids in the movement of bedridden ambulatory patients.

- The Medical Records Clerk will be responsible for seeing that applicable records, other than electronic, accompany each patient.

- The Charge Nurse will ensure that each patient has the proper identification before being evacuated.

- The Medical Records Clerk and Ward Clerk will record in duplicate where and when each patient is evacuated.

- Activities staff will be responsible for seeing that the personal effects of each patient are made available at the new location.

- The Director of Nursing at the Chateau and/or Orchid Terrace will assign staff to perform final room checks when evacuation is completed.

- The VP of Clinical Services or Administrator will notify next of kin of any fatalities that may have occurred.

Annex (14)

Approval Letters

CITY OF NAPLES
FIRE-RESCUE DEPARTMENT

MEMORANDUM:

DATE: March, 2023

TO: Michael Reda, Moorings Park

FROM: Fire Marshal Kyle Rambosk

SUBJECT: Moorings Park CEMP Approval (Chateau and Orchid Terrace)

Michael,

I would like to thank you for providing the Comprehensive Emergency Management Plan for Moorings Park. (The Chateau and Orchid Terrace). I have reviewed the plans and believe that you have thorough guidelines for your staff to follow. I approve these plans for implementation and use.

Respectfully,

Kyle Rambosk

Kyle Rambosk

Fire Marshal