



**Skilled Nursing and Assisted Living**

**1867 East 82<sup>nd</sup> St Cleveland, Oh 44103**

**(216) 231-8467 Phone      (216) 791-9003 Fax**

## **Consumer Service Plan**

### Policy

The Consumer Service Plan is a comprehensive care plan which determines the type and amount of services needed for each RCF resident. The Consumer Service Plan is developed by the resident, the WRAAA case manager, and the facility. The consumer service plan also determines who will be responsible to meet each need written in the plan. The Consumer Service Plan will be in place before Singleton Health Care Center provides services to residents. The Consumer Service Plan will be reviewed with the resident and/or responsible party on a quarterly basis to assess the consumers satisfaction with the plan and to determine the whether the plan continues to meet the residents needs. The Consumer Service Plan will also be reviewed in the event of a residents change in condition or needs. Singleton will adjust the Consumer Service Plan following a written notice from the WRAAA case worker.

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Resident or Responsible Party

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Date

## **Singleton Health Care Center**

### **Fire and Evacuation Plan**

Revised 8/22/13

#### If you discover a fire:

1. Remove all residents in immediate danger first. Facility is separated into 'smoke compartments' by Firewalls and Smoke barrier doors. Residents must be evacuated out of smoke compartment where the fire/smoke is located into a clear smoke compartment.
2. Isolate the fire by closing doors and windows.
3. Pull the fire alarm in the area of the fire regardless of the size of the fire. There is no need to call the fire department. When the fire alarm sounds it initiates an alarm at ADT Security Service. They will automatically call the fire department.
4. The STNA that has assignment A, will be responsible for locating the fire by checking the fire panel box in the unit A boiler room, and making sure that the rest of the staff is aware of the location of the fire.
5. Although every staff member needs to be proficient in using a fire extinguisher, it will be the responsibility of the STNA that has assignment B to secure a fire extinguisher and use as indicated.
6. It will be the responsibility of the maintenance supervisor to meet with and direct the fire department. If the maintenance supervisor is not present it will be the responsibility of the charge nurse on unit B to meet with and direct the fire department.
7. It will be the responsibility of the maintenance supervisor to assign staff to monitor doors so that no residents elope (as you know during an alarm all doors will automatically unlock).

#### If you hear the fire alarm:

1. Find out where the fire is located by listening to the STNA who is responsible for making the staff aware of the location of the fire.
2. Move all residents in your area to the other side of the fire doors away from the fire.

#### If a complete evacuation is necessary:

1. It will be the responsibility of the Administrator to decide whether a complete evacuation is necessary and to use the PA system to inform staff when the decision is made. If the administrator is not present it will be the responsibility of the highest level staff member according to the facility organizational chart to make that decision to evacuate and to use the facility PA system when the decision is made. The kitchen, therapy room, and laundry room are unable to hear announcements made over the PA system. In the event of a fire alarm, staff members in those areas need to communicate with nursing staff to determine if an evacuation has been initiated.
  2. Evacuate those in immediate danger first, followed by those who are ambulatory, followed by those in wheelchairs, followed by those who are bedfast.
  3. Evacuation plans are posted throughout the building. Each employee should be familiar with the evacuation routes. Follow the plan and evacuate to the outside of the building and away from the building into either parking lot.
  4. One person must remain with each group of residents after evacuation to ensure that no one wanders away or back into the fire area.
  5. The charge nurse is responsible for securing the 24 hour communication report so an accurate head count can be made.
- Please act in a quick but calm manner to ensure resident confidence and safety.

## *Tornado and High winds*

### Tornado watch and high winds:

A tornado watch is put into effect when the conditions are right and there is a chance for a tornado to occur in our area.

1. Take a head count to make sure that all residents are in the building.
2. Move all residents away from glass doors and windows. If the resident is bedfast cover them with blankets and move the bed away from glass doors and windows.
3. Close all blinds draperies and cubical curtains.
4. Gather all ambulatory residents on the 2<sup>nd</sup> floor in the TV room. Gather the residents in room 200, 201, 202, and 203 in the RCF, and from rooms 101 through 106 in the Nursing home to the area in front of the administrator's office. Gather the remainder of the residents on the first floor into the area outside of the reception area/conference room. Leave all bedfast residents in their room protected from glass.

### Tornado Warning:

A tornado warning is issued when a tornado has been seen in our area.

1. Lead second floor residents down the stairway by the dumbwaiter to the first floor. From there, lead them towards the front door and down the stairs that are right near the front door to the basement.
2. Lead the first floor residents down the stairway that is close to the laundry room to the basement.
3. Pass out blankets and reassure the residents until the warning is over.
4. Monitor the radio for a change in weather conditions.
5. Dietary and laundry equipment should be turned off.

\*In the event of a power outage the red plugs should be utilized as they are connected to our generator.

\*In the event of a non fire emergency, there is a manual override switch located at nurses unit A which will unlock all magnetized exit doors.

\*\*In the event of a non fire emergency, administrator will be responsible to contact the police dept. In the event that the administrator is unavailable the charge nurse will be responsible to contact the police dept by dialing 911. Administrator and DON should be notified immediately on their contact numbers located in the rolodex at nurses unit A.

**Singleton Health Care Center**  
**Fire and Evacuation Plan**  
Revised 8/22/13

I, \_\_\_\_\_ acknowledge that I have received training and a  
handout on fire, tornado, disaster safety.

\_\_\_\_\_  
Resident or Responsible Party Signature

\_\_\_\_\_  
Date

# Singleton Health Care Center

## Resident Training Policy

### Fire, Tornado, Disaster

Revised May 21, 2014

**Purpose:** To establish a system to ensure all residents in the residential care facility are trained on the proper actions to take in the event of fire, tornado, disaster or other emergency.

#### **Policy:**

##### Initial Training

It is the policy of Singleton Health Care Center to administer training to each new resident of our residential care facility upon admission to the facility. The training will be conducted by the assistant administrator as part of the resident admission process. Documentation of training will be maintained in the residents admission file.

##### Continuing education

It is the policy of Singleton Health Care Center to provide annual training as a review of our fire, tornado, and emergency procedure to each of our residential care facility residents. The training will be conducted by the administrator and will be scheduled for the first week of May each year. Documentation of this training will be maintained in each resident file.

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Resident or Responsible Party

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Date

**Singleton Health Care Center**  
Residential Care Facility

***Scope of Services Provided***

- Twenty- four hour nursing supervision
- Medication management by a licensed nurse
- Application of dressings
- Three meals per day
- Preparation and supervision of Special Diets
- Assistance with Personal Care Services (ADL's)
- Social and recreational activities
- Social Service consultation
- Laundry services
- Housekeeping services

***Services not Provided***

Singleton Health Care Center Assisted Living is licensed by the state of Ohio as a residential care facility (RCF). In order to promote the highest quality of care for all residents, limitations to the level of care and services that are provided has been established. If the resident exceeds this level of care, the resident will be required to transfer out of the Assisted Living environment and into an appropriate setting. Singleton Health Care Center, a licensed nursing facility, may be able to meet these additional needs. The admissions department will be able to discuss options to ensure that all needs are met.

***Reasons for Transfer***

The need to consider transfer from the Assisted Living environment to a nursing facility is due to, but not limited to one or more increased resident needs. The common changes in the resident's need include:

- Decrease self-ambulation
  - Unmanageable bowel or bladder incontinence
  - Inability to feed oneself
  - Disruptive behavior
- Medical services not provided by the Assisted Living facility.

Our Nursing, Social Service and Administrative staff will be able to help you in this transitional process.

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Resident or Responsible Party                      Date                      Singleton Health Care Center                      Date