

CareCertify LLC

Adult Day Services Training Series

ADS-05

Emergency Response & Preparedness

Participant Guide

Adult Day Services Training Series · Audience: Direct-Contact Staff · Volunteers · Subcontractors · Aides · CE Hours: 1.0

Know the Plan Before You Need It

Emergencies are won or lost in the first minutes, and many participants can't evacuate or respond on their own. That's why staffing ratios are tied to self-preservation, and why every staff member and volunteer must know the center's emergency plan before an emergency happens.

This guide covers the common emergencies and how to respond. Three rules hold throughout: protect life first, follow the plan, and communicate clearly. Knowing your role — and which participants need the most help — saves lives.

Learning Objectives — by the end of this module you will be able to:

- Locate and describe the center's emergency plan and your role
- Respond to a fire using RACE and operate an extinguisher using PASS
- Shelter participants during severe weather
- Recognize medical emergencies and activate 911
- Conduct evacuation considering participants' self-preservation

Section 1: The Center's Emergency Plan

Your center maintains an emergency plan for the hazards it could face. Learn it now: where exits, alarms, extinguishers, shelter areas, and utility shut-offs are; how the center communicates and accounts for participants; and your specific role. Critically, know which participants can't self-preserve and will need direct assistance. Treat every drill as real practice.

Section 2: Fire: RACE and PASS

For any fire, follow RACE: Rescue anyone in immediate danger, sound the Alarm and call 911, Contain the fire by closing doors, and Extinguish only if small and safe — otherwise Evacuate. Never use elevators. To use an extinguisher, follow PASS: Pull, Aim at the base, Squeeze, Sweep. Only fight a small, contained fire with a clear exit behind you.

Life before property

Never delay rescuing or evacuating participants — especially those who can't move on their own — to save belongings or fight a growing fire.

Section 3: Severe Weather and Tornadoes

For tornado or severe-weather warnings, move participants to the lowest interior level, away from windows and exterior doors, into hallways or designated shelter areas. Account for every participant and stay sheltered until the official all-clear. Know your shelter locations in advance and plan how to move participants who need assistance.

Section 4: Medical Emergencies

Medical emergencies are common given who centers serve. Call 911 immediately for chest pain, difficulty breathing, stroke signs, severe bleeding, seizures, choking, or unconsciousness. The CPR and first-aid-trained staff member responds. If a participant has fallen, don't move them unless they're in danger — stay, keep them calm, and monitor. Know where AEDs and first-aid supplies are kept.

Section 5: Evacuation and Self-Preservation

Evacuation in adult day services must account for participants who can't self-preserve — who can't respond to an emergency and exit safely without help. Staffing ratios exist to ensure enough staff to assist them. During evacuation, assign staff to help these participants, move everyone to the designated assembly area, account for every participant against the roster, and never use elevators in a fire.

Section 6: Missing Participants

A missing participant is an emergency. Alert staff immediately, begin the center's search of the building and grounds, and account for the other participants. Elopement is especially dangerous for participants with dementia. Call 911 if the participant isn't quickly found or may be in danger. Afterward, document and review how it happened to prevent recurrence.

Section 7: Security Threats

For security threats — an intruder, a violent visitor, or a threat of violence — protect participants and follow the center's lockdown or response plan, and call 911. Don't attempt to physically confront a dangerous person if it can be avoided. Once it's safe, account for all participants and staff.

Section 8: Communication and Documentation

Clear communication holds every emergency response together. Report accurately, use the center's designated communication channels, and stick to facts. After any emergency, account for all participants and staff, notify families as appropriate, and complete the required documentation and incident reporting so the response can be reviewed and improved.

Key Terms

| Term | What it means |
|----------------|--|
| Emergency plan | The center's all-hazards plan for responding to emergencies. |
| RACE | Rescue, Alarm, Contain, Extinguish/Evacuate — the fire- |

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| | response sequence. |
| PASS | Pull, Aim, Squeeze, Sweep — how to use a fire extinguisher. |
| Self-preservation | Being able to respond to an emergency and exit safely without help. |
| Shelter in place | Moving participants to a safe interior area rather than evacuating. |
| Elopement | A participant leaving the center unsupervised and at risk. |

Check Your Understanding

1. What must you know about the center's emergency plan in advance?
2. What does RACE stand for?
3. Where do you shelter participants during a tornado warning?
4. How does self-preservation affect evacuation?
5. What are the first steps when a participant is missing?

What's Next

Looking ahead

Next, ADS-06: Dementia & Cognitive Support covers caring for participants with dementia and cognitive changes.