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Administrator  
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Dear Residents or Representative

Subject: Written Plan for Hazards and Emergencies at Woodland Care Center and Assisted Living

I hope this letter finds you in good health and high spirits. I am writing to inform you that at Woodland Care Center and Assisted Living, we prioritize the safety and well-being of our residents. As part of our commitment to providing a secure living environment, we have developed a comprehensive written plan that addresses potential hazards and emergencies.

Our plan is regularly reviewed and tested to ensure its effectiveness. We conduct annual assessments to identify any areas that require improvement or updates. The plan outlines procedures for various emergency scenarios and ensures that our staff members are trained to carry out these procedures efficiently.

In the event of an emergency, the plan distinguishes between evacuation and shelter-in-place strategies. Our facility's designated safe zone is the dining room or outside parking lots, depending on the nature of the hazard. We have implemented measures to notify residents and representatives promptly through our facility telephone or company-owned cell phones.

To facilitate in-house communication, we have equipped our staff with walkie-talkies, enabling efficient coordination during emergencies. Additionally, we have a company-owned CB radio to communicate with emergency services, ensuring effective collaboration in crisis situations.

Our plan encompasses Emergency Lockdown, Emergency Power, and Supply Chain procedures, which are documented in a binder available at the nurses' station and the maintenance office. Moreover, we have established transfer agreements with other providers and entities to ensure smooth and safe evacuations, if necessary.

To enhance communication with our residents and their families, we have integrated a recorded message into our facility's phone system. This message provides updated information regarding the emergency situation and our decision to evacuate, if applicable. Families can also reach out to our management via email for any inquiries or concerns.

In the event of an evacuation, we will implement a resident tracking system for each unit, providing information on the general condition and location of residents. This information will be shared with representatives in a timely manner, ensuring transparency and reassurance during such circumstances.

Our written plan also includes detailed lockdown procedures, which can be found within the document. We make it a point to notify residents and representatives of any changes to the plan promptly. Upon admission, residents receive a copy of our FAQ sheet to familiarize themselves with our emergency protocols.

As part of our commitment to safety, we provide annual reminders to residents and families, reinforcing our emergency procedures. Please feel free to contact us at (360) 225-9443 if you have any questions or require further clarification. We are always here to assist you and address any concerns you may have.

Thank you for placing your trust in Woodland Care Center and Assisted Living. Your safety and well-being remain our utmost priority, and we will continue to ensure a secure and comfortable environment for all our residents.

With warm regards,

Justin Settlemier  
Administrator  
Woodland Care Center