

TITLE:	Emergency Fan Out to Support Services	POLICY #:	XVIII-B-10.20
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MANUAL	Emergency Management	APPROV. AUTH:	Administrator
ORIGINAL ISSUE:	June 2022	SCOPE:	Sun Parlor Home
PAST REVISIONS:	Jan/23, Jan/24		
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Emergency Fan Out to Support Services – Policy #: XVIII-B-10.20

POLICY:

A current support services office emergency fan out contact list will be communicated to the Home via the Emergency Management Manual.

PROCEDURE:

The Administrator or designate will:

- 1) Place the current Support Services Emergency Fan Out List in all printed Emergency Management Manuals within the Home.
- 2) Review procedure during evacuation procedure reviews.

The Incident Manager (RN in Charge) or designate will:

- 1) Make all necessary phone calls required to speak live to a contact as identified on the Support Services Emergency Fan Out List.

Attachments: XXVII-B-10.20(a) Support Services Emergency Fan Out List