



MEMORANDUM

TO: Manor East Residents and Responsible Parties
FROM: Carrie Davis, Administrator *CD*
DATE: September 17, 2020
RE: Emergency Preparedness

We are sending this communication separate from the Report to the Council. Our intent is to highlight the importance of emergency preparedness.

This time of the year, our area is prone to thunderstorms, tornadoes, and weather fueled by hurricanes. Even amid the pandemic, it is important to remember our basic response to emergencies has not greatly changed.

Fire:

Should you hear a fire alarm, remain where you are. We shelter in place as our first response. Staff will assist you to a safe area if you are not in your room at the time of the alarm. All open doors will be shut by staff.

Unless instructed otherwise by staff, remain in your room or area of safety until you hear the audible "safe to move about" message. If you must be relocated for safety, staff or the first responders will assist with your transport.

Tornado or High Winds:

Should we be issued a tornado warning, or there are threatening winds in our vicinity, residents will be placed in the hall, away from windows. Staff will assist you to a location in the hall where you can wait for the danger to pass. Staff may grab your blanket and pillow from your bed to provide you some protection.

The length of time a warning is in effect is often unknown. Some storms pass slower than others, in which case staff will attempt to provide hydration and snacks as it is determined safe to do so. Should we experience multiple storms in the area, and it is approaching mealtime, we may alter the menu to hand-held food so we may "picnic" in the hall in order to remain safe.

Because of all the variables, when a weather watch is issued, staff will help you prepare for a possible warning. In addition to recommending you stay away from windows, they may place an extra blanket in your room and assist as necessary so you may transfer into the hall, if needed.

Infection Control and the Pandemic:

Distancing requirements and use of face masks add to the steps listed above. All residents will be advised and assisted to wear a face covering when out of their room. An emergency may make the recommended 6-foot distancing difficult. If there is an extended warning and we must remain in the halls, it may be necessary for us to alternate who is snacking when, so as not to have everyone unmasked at the same time in closer quarters than would normally be the case.

Power Outages:

Manor East is supported with two generators which are set to provide full back-up power. If only one of the two generators operate, we will still be able to power all life safety items. This will include your alert system, emergency lighting, the elevators, Dining Services' cooking equipment, and emergency receptacles.

Heating and Cooling:

It is possible for the heating or the cooling system to malfunction even when there is full power. We have portable equipment to help maintain temperatures for short periods of time. If an event is predicted to last more than four hours and the temperatures become difficult to maintain, we may relocate to another part of the building or, if necessary, evacuate.

Technology:

Comcast services are dependent on electricity and may go out if the generator has come on and is providing full power. Comcast may also have a disruption not related to anything occurring at Covenant Woods.

The Covenant Woods internet is also power dependent. It too may have a disruption not related to what is occurring on campus. Business operations that are dependent on the internet have redundancy plans in place to utilize other internet services or operate manually if needed.

We encourage you to review this information and ask questions. We did not have our full-scale exercise in the spring to practice our relocation process. The onset of the quarantine in response to the pandemic took place within days of our announced drill. We have had our regular fire drills, and we appreciate your participation. It may be possible for us to practice our relocation process through a drill in late October.

Stay Safe.