

Emergency Preparedness Plan Guidance For Transient Accommodations



This guidance is intended to help you comply with the Emergency Preparedness Plan requirements in **WAC 246-360-030(i)**, (<https://app.leg.wa.gov/wac/default.aspx?cite=246-360-030>). Each facility has its own unique conditions. You will need to adapt and modify your plan to meet your specific needs. We consider the best Emergency Preparedness Plan to be one that can work. It does not have to be extensive, but it does need to be operable.

What's required by **WAC 246-360-030(i)**?

1. An Emergency Preparedness Plan
2. Documented Annual Staff Training

An Emergency Preparedness Plan should explain how you will ensure everyone in your business will be safe in the event of a natural or manmade disaster. Your plan might include:

- The type of event and action needed. Some examples are:
 - Power outage – include the location of your breaker and flashlights.
 - Fire – equipment location and who needs to be notified.
 - Other examples of incidences include: a medical event, earthquake, flooding, tsunami, hurricane, bomb threat, injury or death, hazardous or dangerous substance control.
 - Some examples of action include: creating a security plan (for violent behavior, robbery, forced entry etc.), evacuation and sheltering plan, media/news reporters plan (identify a spokesperson).
- Important telephone numbers (911, fire, emergency medical team, police).
- A call list:
 - Primary, secondary contacts.
 - Power/utility companies (electric, gas, water).
 - Hazardous materials specialists (HAZMAT).
 - Poison control.
- Notification procedures.
- Emergency equipment location: first aid kit, fire extinguishers, gloves, flashlights, batteries.
- Current guest identification.
- Guest evacuation routes.
- Response action for specific events.
- Training – list of current staff who have been trained and the dates in which their training occurred.

Implementation is essential for this plan to assist you in the event of an emergency.