

Emergency Preparedness Plan Guidance for Transient Accommodations

We developed this guidance to help the Transient Accommodation (TA) licensee 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), (<https://app.leg.wa.gov/wac/default.aspx?cite=246-360-030>).

The TA licensees will need to adapt and modify a written plan to meet specific emergency preparedness needs for their facilities. Each facility may have its own unique conditions. We consider the best Emergency Preparedness Plan to be one that works and facility employees can easily follow. The plan does not have to be extensive, but it does need to be operable.

What's required according to WAC 246-360-030(i):

1. An Emergency Preparedness Plan (in writing and made available upon request by the DOH inspector)
2. Documented Annual Staff Training

An Emergency Preparedness Plan should explain how the TA licensee will ensure everyone in the facility will be safe in the event of a natural or manmade disaster and other threatening situations. Your plan should 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 incidents include a medical event, earthquake, flooding, tsunami, hurricane, bomb threat, injury or death, and hazardous or dangerous substance control.
- Some examples of action include: creating a security plan (for violent behavior, robbery, forced entry etc.), evacuation routes, sheltering plan (identify designated safe area(s) for guests), Training – list of current staff who have been trained and the dates in which their training occurred.

It might also include:

- Important telephone numbers (911, fire, emergency medical team, police).
 - A call list:
 - Primary and secondary contacts.
 - Power/utility companies (electric, gas, water).
 - Hazardous materials specialists (HAZMAT).
 - Poison control.
 - Emergency equipment location: first aid kit, fire extinguishers, gloves, safety vests, flashlights, batteries. Provide signs to indicate the location of such equipment.
 - Guest evacuation routes. (Plan for guests with disabilities.)
 - Response action for specific events.
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- Refer to Labor and Industries procedure to prevent exposure to [blood borne pathogens](http://www.lni.wa.gov/safety-health/safety-topics/topics/bloodborne-pathogens) and other potentially infectious materials. (www.lni.wa.gov/safety-health/safety-topics/topics/bloodborne-pathogens)
- A clean-up plan for vomit and diarrhea. For example, refer to:
 - [DOH's Vomit and Diarrhea Cleanup Plan \(Word\)](https://doh.wa.gov/sites/default/files/2022-02/333-285.docx)
(<https://doh.wa.gov/sites/default/files/2022-02/333-285.docx>)
 - [King County's Vomit and Diarrhea Cleanup Plan \(PDF\)](https://cdn.kingcounty.gov/-/media/king-county/depts/dph/documents/health-safety/food-safety/vomit-diarrhea-cleanup.pdf)
(<https://cdn.kingcounty.gov/-/media/king-county/depts/dph/documents/health-safety/food-safety/vomit-diarrhea-cleanup.pdf>)
- Other resources:
 - [Make a Disaster Preparedness Plan, Red Cross](http://www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan.html) (www.redcross.org/get-help/how-to-prepare-for-emergencies/make-a-plan.html)
 - [Ready.gov Business](http://www.ready.gov/business) (www.ready.gov/business)
 - [Business Resiliency Toolkit, Washington Small Business Development Center](https://wsbdc.org/business-resiliency-toolkit/)
(<https://wsbdc.org/business-resiliency-toolkit/>)

You must implement this plan for it to help you in an emergency. For additional information or assistance with your emergency planning, we recommend contacting your local emergency services, fire department, police, and local county health department.

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